


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> COLLECTIVE BARGAINING	<b>POLICY NUMBER</b> 5.07
	<b>APPLICABLE CALEA STANDARDS</b> 24.1.1, 24.1.2, 25.1.1	<b>ISSUE DATE</b> 02/01/96
		<b>REVISION DATE</b> 07/01/07
		<b>TOTAL PAGES</b> 3

## 5.07.01 PURPOSE

To delineate collective bargaining responsibilities assigned to individuals and components of state government.

## 5.07.02 AUTHORITY

Chapter 447, Florida Statutes

## 5.07.03 POLICY

The Florida Highway Patrol recognizes the right of its employees to organize and will abide, in both letter and spirit, with the provisions of any collective bargaining agreement lawfully entered into by the state.

The Florida Highway Patrol will attempt to include employee organizations in matters regarding directives, regulations, and conditions of work. However, nothing in this policy shall preclude the Division from promulgating directives without regard to the position taken by an employee organization, except in matters specifically addressed in any collective bargaining agreement and requiring formal negotiations.

## 5.07.04 DEFINITIONS

- A. **BARGAINING AGENT** - The employee organization which has been certified by the Public Employees Relations Commission as representing the employees in the bargaining unit, as provided in Section 447.307, or its representative.
- B. **BARGAINING UNIT** - The group of employees determined by the Public Employees Relations Commission or by the public employer and the public employee organization and approved by the commission for the purposes of collective bargaining.
- C. **COLLECTIVE BARGAINING** - The performance of the mutual obligations of the public employer and the bargaining agent of the employee organization to meet at reasonable times, to negotiate in good faith, and to execute a written contract with respect to agreements reached concerning the terms and conditions of employment.

- D. **EMPLOYEE ORGANIZATION** - Any labor organization, union, association, fraternal order, occupational or professional society, or group, however organized or constituted, which represents, or seeks to represent, any public employee or group of public employees concerning matters relating to their employment relationship with a public employer.

**5.07.05 OBJECTIVES**

To delineate responsibilities regarding the collective bargaining process.

**5.07.06 RESPONSIBILITIES**

- A. The Governor, in accordance with Section 447.203(2), Florida Statutes, is designated to be the PUBLIC EMPLOYER with respect to all State Career Service System employees properly belonging to a statewide bargaining unit as determined by the Public Employee's Relations Commission.
- B. The Office of Labor Relations, Department of Management Services is responsible for:
1. Representing the Governor in collective bargaining negotiations. No other state agency is authorized to conduct negotiations on behalf of the Governor.
  2. Providing the Department with copies of ratified collective bargaining agreements in sufficient quantity to supply each manager and supervisor.
- C. The Assistant Director of Administrative Services, Department of Highway Safety and Motor Vehicles shall serve as the Department's representative to the advisory council that assists the Office of Labor Relations in the collective bargaining negotiations and is responsible for:
1. Providing information to the Department of Management Services, Office of Labor Relations for changes in negotiated agreements requested by the Department and coordinating the Department's response to employee organizations demands.
  2. Ensuring that any action required by the Legislature is communicated to the appropriate managers to review and, if necessary, amend any policies, procedures or directives to coincide with the terms of any negotiated agreement.
  3. Ensuring that major modifications to collective bargaining agreements are communicated to the affected managers and employees in the form of memoranda and other methods as appropriate.
  4. Coordinating the training of managers and supervisors to ensure compliance with new labor agreements.
- D. The Director is responsible for designating a sworn management position to assist in the negotiation process involving the Law Enforcement Bargaining Unit.
- E. The Accreditation and Policy Unit is responsible for:

1. Making any revisions to the Florida Highway Patrol Policy Manual that may be necessary to comply with changes in any collective bargaining agreement.
  2. Furnishing a copy of revised policies to the applicable bargaining agent.
- F. Revisions to any specialty manuals necessary to comply with changes in collective bargaining agreements shall be the responsibility of the component that originated the manual.