

RULES OF THE
SUBCOMMITTEE ON EMPLOYEE RELATIONS OF THE
LEGISLATIVE COORDINATING COMMISSION
As adopted May 8, 2017

1 1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by these
2 rules, the rules of parliamentary procedure contained in Mason's Manual of Legislative
3 Procedure govern the subcommittee on employee relations (subcommittee).

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5 2.0 OFFICERS. The subcommittee shall elect its own officers including a chair, vice
6 chair, and secretary by majority vote of those members present. Officers serve through
7 December 31 of the even-numbered years.

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9 2.1 The office of the chair of the subcommittee shall alternate between a member of
10 the senate and a member of the house.

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12 3.0 MEETINGS. All meetings of the subcommittee are open to the public.

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14 3.1 The chair of the subcommittee shall, as far as practicable, give three days notice of
15 any meeting. The notice shall include the date, time, place and agenda for the meeting.

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17 3.2 A majority of subcommittee members constitutes a quorum.

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19 3.3 Any member may demand a roll call vote on any motion before the subcommittee
20 or a subcommittee. Only upon a demand being made shall the roll be called and the
21 vote of each member on the motion be recorded, together with the name of the
22 member demanding the roll call.

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24 3.4 The subcommittee may reconsider any action except where a matter has been
25 transmitted to the legislature pursuant to statute. A subcommittee member need not
26 have voted with the prevailing side in order to move reconsideration.

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28 3.5 The chair of the subcommittee shall cause minutes to be kept. The minutes shall
29 include:

- 30 (a) The time and place of each hearing or meeting;
31 (b) Subcommittee members present;
32 (c) The name of each person appearing, together with the name of the person, agency
33 or employee organization represented;

1 (d) The language of each motion, the name of the member making the motion, and
2 the result of any vote upon the motion, including the ayes and nays when a roll call is
3 demanded;

4 (e) Other important matters related to the work of the subcommittee.

5 Minutes shall be approved at the next regular meeting of the subcommittee.
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7 4.0 PROCEDURES DURING COLLECTIVE BARGAINING. After commencement of
8 contract negotiations and upon request of the chair, the commissioner of Management
9 and Budget shall deliver to the chair of the subcommittee a summary analysis of the
10 cost implications of union economic demands and the effects of proposed contract
11 language on management's right to plan work and direct the work force.
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13 4.1 Upon the request of the chair:

14 (a) The commissioner of Management and Budget shall advise the subcommittee on
15 the progress of bargaining efforts;

16 (b) Exclusive representatives of state employees may testify before the subcommittee
17 on the progress of bargaining efforts.
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19 4.2 The commissioner of Management and Budget shall submit the text of an
20 approved negotiated agreement to the chair of the subcommittee within five days of
21 the date of approval by the commissioner, or the date of approval by the affected state
22 employees, whichever occurs later. The approved agreement shall be accompanied by
23 the commissioner's summary analysis of the agreement, and other information as the
24 commissioner deems appropriate. The text of the agreement shall be duly executed by
25 the commissioner and shall be accompanied by an affidavit from the exclusive
26 representative that the agreement has been accepted by state employees in accordance
27 with its ratification procedures. Any memoranda of agreement between the parties,
28 understandings or side accords which have been agreed upon shall accompany the text
29 of the agreement.
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31 4.3 The chair shall schedule a full subcommittee meeting to consider action on the
32 approved negotiated agreement no more than 30 calendar days following receipt of the
33 agreement.
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35 4.4 The commissioner of Management and Budget shall submit to the chair of the
36 subcommittee the complete text of any arbitration award and the complete text of the
37 negotiated terms and conditions of the agreement within five calendar days of the
38 receipt of the award by the commissioner. The text shall be accompanied by the
39 commissioner's analysis of the award and the negotiated portions of the agreement.
40 The analysis shall differentiate between the negotiated and arbitrated terms of the final
41 agreement.
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43 4.41 The chair shall schedule a full subcommittee meeting to consider action on the
44 negotiated and arbitrated terms of the final agreement no more than 30 calendar days

1 following receipt of the award and the negotiated terms and conditions of the
2 agreement.

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4 4.5 If the subcommittee disapproves an agreement or award it shall specify in writing
5 to the parties those portions with which it disagrees and the reasons for disagreement.

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7 4.6 If the subcommittee approves an agreement or award it shall cause the matter to
8 be submitted to the legislature pursuant to Minnesota Statutes, section 3.855,
9 subdivision 2.

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11 4.7 The commissioner of Management and Budget shall submit to the chair of the
12 subcommittee:

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14 (a) a plan to govern the compensation, terms and conditions of employment for all
15 state employees who are not represented by an exclusive representative certified
16 pursuant to chapter 179A and whose compensation is not provided for by other law;
17 and

18 (b) a plan for total compensation and terms and conditions of employment for
19 employees of positions identified as managerial and whose salaries and benefits are not
20 otherwise provided for in law or other plans established under chapter 43A.

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22 4.71 The subcommittee shall review and approve, reject or modify the plans and submit
23 them to the legislature along with any recommendations it deems appropriate.

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25 4.8 The subcommittee shall review and approve, reject or modify salary
26 recommendations submitted by the appointing authority under section 15A.0815,
27 subdivision 5, and shall submit the matter to the legislature along with any
28 recommendations it deems appropriate.

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30 4.82 The subcommittee shall review and approve, reject or modify the compensation
31 plan for unclassified positions in the Minnesota state colleges and universities and
32 submit it to the legislature along with any recommendations it deems appropriate. This
33 plan must first be submitted by the Minnesota state colleges and universities to the
34 commissioner of Management and Budget for review and comment.

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36 4.83 The subcommittee shall review and approve, reject or modify the compensation
37 plan for unclassified positions in the Office of Higher Education and submit it to the
38 legislature along with any recommendations it deems appropriate.

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40 4.9 The subcommittee shall review and approve, disapprove or modify the
41 commissioner of Management and Budget's list of state job classes for which a
42 compensation inequity exists, and an estimate of the appropriation proposed to provide
43 comparability adjustments to classes on the list. The subcommittee shall submit the
44 matter to the legislature along with any recommendations it deems appropriate.

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5.0 STAFF. To the extent practicable, use shall be made of existing legislative staff and other resources.

6.0 VOTING REQUIREMENTS. Subcommittee action in the form of advice, comments, or recommendations directed to the legislature or the commissioner of Management and Budget requires the vote of a majority of members present.

6.1 Rejection or disapproval of an agreement, award, compensation plan, governor's salary recommendation, or comparability adjustment list and proposed appropriation requires the vote of a majority of subcommittee members present.

6.2 Approval of an agreement, award, compensation plan, governor's salary recommendation, or comparability adjustment list and proposed appropriation requires the vote of a majority of subcommittee members present.

6.3 Selection of staff and entering into contractual obligations requires the vote of a majority of subcommittee members present.

7.0 BUDGET AND EXPENSES. The subcommittee shall not incur expenses in excess of its authorized budget. No expenses shall be incurred without authorization by the chair.

8.0 RULES. The concurrence of two-thirds of the subcommittee membership is required to suspend, alter, or amend any subcommittee rule.