

**COMMITTEES**

## APPEAL TIMETABLES

1. Notices of grievances, appeals, hearings, and/or decisions must be sent registered mail, return receipt requested.
2. If a charge is filed against a group, each member of that group must be named in the charge and must be notified.
3. There is a need to ensure that timeframes can be met. We recommend that the response time start seven (7) calendar days from the date of mailing.
4. We have reviewed the Ethics Committee, Ethics Hearing Panel, Divisions Committee and Legal Appeals Committee procedures, and the above approved policy shall be incorporated by the appropriate committees into their respective policies and brought back to the Executive Board for final approval at the next Executive Board meeting.

Adopted: June 2, 2005

## RECOMMENDATIONS FOR AGENCY LABOR/MANAGEMENT BEST PRACTICES

### **I. L/M PROCEDURES AND RESPONSIBILITIES:**

1. Facilitate working relationship with management
2. Establish joint L/M agreement (written) on the process
3. Written minutes of the statewide meeting shall be filed at PEF headquarters
4. Communicate to agency stewards and delegates regarding labor-management items
5. Ensure a minimum per contract two meetings, preferably four take place jointly per calendar year
6. Establish bylaws – committees, policy, and procedures – PEF side
7. Monitor your statewide agency annual L/M budget
8. Move unresolved statewide issues to other forum and/or mobilization
9. Utilize field representative
10. Establish specific subcommittees as needed (i.e.: nurses' workgroup)
11. Create agency resource list (speakers to testify)
12. Participate in joint L/M training
13. Assist testimony/preparation for NYS budget hearings/specific agency items

### **II. FISCAL RESPONSIBILITIES OF L/M CHAIRS:**

1. Adhere to the L/M funding guidelines®
2. Review L/M budgets monthly for appropriate charges®

### **III. MOBILIZATION:**

1. Mobilize members locally and statewide
2. Mobilize against agency targeted closures
3. Mobilize around unresolved issues
4. Be prepared to mobilize and address issues that threaten members' job security
5. Work with PEF Mobilization Department & PEF Employment Security Committee

### **IV. CONTRACT ENFORCEMENT:**

1. Develop working relationship with your field representative
2. Know your contract book
3. Establish working relationship with PEF Contract Administration, Civil Service, and Privatization Departments
4. Avoid L/M agreements that may contradict PEF's contract

### **V. POLITICAL ACTION:**

1. Maintain contact with PEF legislative office
2. Attend appropriate legislative hearings
3. Lobby elected officials on agency issues and PEF issues in conjunction with the Regional Coordinator, regional PAC chair and statewide L/M chair
4. Facilitate and maintain relationship with elected officials

### **VI. DIVISIONS:**

1. Regional or local labor management meetings should be held following the guidelines as far as practical and appropriate

® - Required by PEF policy

Adopted: June 1, 2005

1985 Resolutions

Ad Hoc Hispanic Committee

WHEREAS, there are over two million Hispanics in New York State, and

WHEREAS, there are upwards of 5,000 Hispanics in State Service and a large percentage of those are PEF members, and

WHEREAS, the number is expected to increase significantly in the coming years to offset the under-representation of Hispanics in State government, and

WHEREAS, PEF is committed to the upgrading and advancement of its membership regardless of their ethnic origins, and

WHEREAS, Hispanics are either under-represented or nonexistent on all levels of PEF organization,

THEREFORE BE IT RESOLVED, that PEF establish a Hispanic Committee to identify and address the needs of its Hispanic membership and constituency, and make available its funding and resources in support of this target population.

Submitted by: Zaida Concepcion, Department of Labor

## Career Ladders for Nurses In PEF

WHEREAS, PEF represents over 9,000 nurses within the bargaining unit;  
and

WHEREAS, some state agencies have career ladders for their nurses  
while other agencies do not have career ladders:

THEREFORE BE IT RESOLVED, that the President review the composition of  
the Statewide Nurses Committee and reorganize it to include at least  
one nurse representative from each region; and

BE IT FURTHER RESOLVED, that the President charge the nurse coord-  
inator and the reorganized Nurses Committee to report a comprehensive  
model of a nursing career ladder appropriate to all state nurses at  
the next PEF Convention in 1991.

1990 Convention  
Resolution

Submitted by:  
Aurora Cabrera, T&RNII Nurse Committee  
Al Comerford, Nurse II, Steward  
Pat McAteer, T&RNIII, Steward, PAC  
Division 255, SUNY

## ETHICS

A statement from staff which has pertinent data relative to a case being reviewed will be allowed to be submitted to the Ethics Committee.

May 20, 1985

A change of wording of grievance and response forms used by the Ethics Committee: "I understand that I may appeal the committee's determination to the Executive Board. I further understand that the decision of the Executive Board exhausts internal union procedures; and further I understand this does not prevent me from exercising my legal rights to judicial review."

May 1, 1985

Ethics: Rules and Regulations Governing Conduct of all Executive Board Members, Officers and General Membership

1. No person shall misuse or improperly use PEF name, logo, or good offices.
2. Only official PEF literature shall be posted on bulletin boards provided as per contractual agreements with the State of New York.
3. Only official PEF business shall be conducted at meetings whose space is arranged for as per contractual agreement with the State of New York.
4. No member shall commence litigation against PEF or any of its officers, Executive Board members or general membership without first seeking redress from the Executive Board or its duly appointed committee.
5. All members shall conduct themselves in a manner that is conducive to fairness and fair play, recognizing that the good and welfare of the brotherhood is the overriding concern of this union.
6. No Executive Board member shall be censured or removed without due process as prescribed under the PEF Bylaws and notification to the Executive Board.
7. Any Executive Board member who feels he has a legitimate internal union grievance may present that grievance before the Board or its duly appointed committee for resolution of that grievance.
8. There shall be appointed a committee on ethics and responsibilities.

February 20, 1980

GENERAL POLICIES

A Committee shall consist of four plus a Chairperson where applicable.

Executive Board Committees shall meet in conjunction with Executive Board meetings where possible.

Committees shall be given charges (tasks) to complete within a term of office which would coincide with our fiscal year (for budgetary reasons obviously). At the end of the term, Committee Chairs shall submit a final report to the President and Executive Board in writing with emphasis on tasks completed, attendance, etc.

A Committee Chairperson must inform our Central office in writing, at least 10 days prior, as to date, time, place and attendees of proposed meeting.

Only those persons appointed by PEF to serve on committees will be reimbursed their expenses.

August 1980

## FUNDING GUIDELINES\*

### Labor/Management, Health and Safety, Contract and Standing Committees

1. PEF funding (travel, meals & lodging) for L/M committees that have 12 or fewer Executive Board members will be capped at 12 members. Committees with greater than 12 Board members will be funded at the number of Board members.
2. PEF will fund (travel, meals & lodging) up to six agency Health and Safety members per committee.
3. PEF will fund no more than one representative per facility on L/M and/or H&S Committees.
4. Funding for agency L/M subcommittees will be limited to three members and require prior submission of the meeting agenda.
5. Union reimbursed EOL will not be available for L/M, Health & Safety or subcommittee meetings except by prior written approval of the Secretary-Treasurer.
6. Independent of committee size, one meeting per calendar quarter of L/M, H&S and all subcommittees will be funded by PEF. Additional funded meetings may be scheduled with the prior written approval of the Secretary-Treasurer.
7. Standing and Contract Committees will notify the Secretary-Treasurer in advance of meetings to permit monitoring committee budgets.
8. Pre-paid housing reservations will be paid by PEF at the most reasonable rate available. Double occupancy will be arranged; however, singles can be provided, with the member paying the differences.
9. It will be the responsibility of the committee chairs to assure that meal allowances are not exceeded when a group bill is submitted to PEF.
10. Pre-meetings held along with the regular quarterly meetings are to be part of the regular L/M meeting.
11. Annual L/M planning meetings will not exceed one per calendar year and must have prior approval of the Secretary-Treasurer.
12. Any anticipated related expenses shall be subject to prior approval by the Secretary-Treasurer and that flexibility can be used in applying these guidelines.

\* Numbers 1 thru 9 of these guidelines, were adopted by the PEF Executive Board on July 24, 1987, refer exclusively to PEF-reimbursed committee members. Additional committee meetings or members are feasible if other sources of funding are available.

Adopted 2/1/91  
Executive Board Meeting

LABOR MANAGEMENT CHAIRS

Each Labor/Management Committee will select its own chair and will report any changes within thirty days of the change. A copy of the minutes of the meeting at which this is established will be included, indicating attendance and the process the committee used to make its selection.

January 28, 1989  
Executive Board Meeting

LABOR/MANAGEMENT PROTOCOL

It shall be the policy of PEF whenever the President (his/her designee) meet with a Commissioner or agency head (his/her designee) outside the established labor/management structure that the statewide labor/management chair (his/her designee) receive prior notification, wherever possible of the schedule of the meeting, topics to be discussed and subsequent results of the meeting.

Adopted May 3, 1993  
Executive Board Meeting

**PROHIBITED USE OF TITLE 'CHAIR' OR MEMBER OF ANY COMMITTEE  
IN EXTERNAL COMMUNICATIONS**

The title as Chairperson or Member of any PEF Committee may not be used to sign any correspondence not directly related to the business of the committee.

Adopted: November 22, 2002  
Executive Board Meeting

## 1988 Resolutions

### Resolution 25 – Privatization

WHEREAS, privatization is a major attack on unionized workers; and

WHEREAS, increasingly public services in mental health, mental retardation and transportation, etc. are being funded to private sources through contracting out and local assistance monies; and

WHEREAS, public policy issues such as the right of all citizens to services, fees for services, cost effectiveness, duplication and fragmentation of services and the quality of services provided have not been fully considered in the effort to privatize; and

WHEREAS, constitutional issues such as due process have not been fully considered in the movement to privatize; and

WHEREAS, layoffs are occurring in the state work force at the same time there has been an increase in privatization; and

WHEREAS, PEF has decided to organize private sector workers who are unrepresented and underpaid; and

WHEREAS, PEF could benefit from a fully developed and coordinated effort to fight the attack on public services:

THEREFORE BE IT RESOLVED, that PEF establish a central committee consisting of 2 members each from OMH, OMRDD and DOT representing collectively the largest portion of those services being privatized; and

BE IT FURTHER RESOLVED, that the committee develop strategies using political action, public relations, labor/management, internal and external organizing and education, and any other relevant resources, and to coordinate all activities addressing privatization including linkages to the union affiliates.

Submitted by: Bonnie Cannan  
Jim Hooper  
Tom Grace  
Jo Cecilia Moore

## Recognition and Funding of Special Committees

PEF encourages the participation of its members in the union and union-related activities and looks to their expertise to help guide the organization in its mission.

We recognize that there will be times when union members may have need for particular attention to situations which affect their work lives or working conditions as individuals or as a group. As such, the union may endorse the development of internal committees whose purpose is to improve the lives of PEF members with respect to terms and conditions of employment and those objectives set forth in PEF's Constitution and policies. Such committees can be of mutual benefit to the union and the group.

Committee designation will be considered upon completion of an application filed with the President. The member(s) or group requesting designation must describe the need for and purpose of the committee, outline its annual goals and proposed activities, estimate the number of members to be served or impacted, and propose a budget. (Existing committees will be expected to comply with the new procedure)

Upon receipt of application, the President will bring the request to the Executive Council, which will make a recommendation to the Executive Board of PEF. The Executive Board will make the final decision on official sanction of the special committee.

As part of the annual budget process, the Secretary-Treasurer of PEF will recommend to the Executive Board, for its approval, an amount of money for each duly sanctioned special committee, adequate to its annual goals and considerate of the union's overall financial ability.

Committees so recognized by PEF are required to submit, on a quarterly basis, a report of their activities and accomplishments, including a financial statement to the Executive Board. These reports will serve as the basis for determining future recognition of the committee and its budgetary allotment.

The leadership of special committees, in compliance with PEF's Constitution, shall be appointed and/or approved by the President.

Adopted: March 2, 1995  
Executive Board Meeting