

## LABOR MANAGEMENT COMMITTEE MEETINGS CHEAT SHEET

LMC is when union members and managers meet periodically to discuss, and resolve issues or problems that are not typically covered by a collective bargaining agreement.

### Overall Purpose/Overview of LMC's

- Strengthen the Union at the worksite.
- Allow workers to demonstrate power through meeting as a group with management.
- Address global issues, it is not for individual problems. It is not a grievance process.
- Both parties must be committed to the process.
- Recognition by management of the constructive role of the union.

### Common Categories of Discussion

- Payroll discrepancies
- Equipment issues
- Working conditions
- Supplies, uniforms,
- Company rules which violate the union contract (may also end up as grievance filed)
- Unfair disciplinary action (for example; different write ups for the same behavior)
- Management miscommunication, lack of respect, harassment

### Preparation

- Steward/leaders should do a survey or talk with co-workers to understand the problem. Reps should confirm the facts.
- If this is a contract violation a grievance should be filed within the time frame.
- Select committee members. (Probably no more than 6-8.) They should be representative of different shifts, job classifications and cliques, if possible.
- Steward/leader should meet with the committee a day or two before to review:
  - The Issues to be discussed and solutions to propose. (Don't just complain.)
  - Set timelines for when we expect to see investigation or resolution by management of issues raised.
  - Give out roles, who is speaking on what issue, who will take notes.
  - Anticipate possible responses that management will give and role play our response
  - Have the group agree on rules of conduct/tone:
    - Don't contradict or talk over one another in the meeting
    - Keep to our planned agenda and speaker assignments
    - Don't bring up personal issues unless the group has decided it illustrates global problem.
    - No yelling or personal attacks. We want to be respectful to model how we should be treated.

### Follow Up

- After the meeting, review what was said and discuss a follow up plan including how to share the the results with co-workers. (Maybe set building meeting date)
- ASAP Rep should send a summary to management of the agreements made, with a copy to the members.
- ASAP Steward/Leader should follow up and let the Rep know if things have been resolved or not.

### Do not allow

- Manager to pull individual workers aside after the meeting to talk about what happened at the meeting
- Individual worker to speak to manager after the meeting about what happened at the meeting.