

PALM BEACH GARDENS POLICE DEPARTMENT		
COLLECTIVE BARGAINING		
POLICY AND PROCEDURE 4.1.11		
Effective Date : 09/01/05	Accreditation Standards: CALEA 24.1.1 – 24.1.2 CFA	Review Date:

CONTENTS

- 1. Bargaining Agents**
- 2. Bargaining Process**
- 3. Contract Management**

PURPOSE: To identify the collective bargaining process used by the City of Palm Beach Gardens and the Certified Bargaining Units that represent the employees of the Palm Beach Gardens Police Department and the role of the police department in the bargaining process and contract management.

SCOPE: This policy and procedure applies to all personnel.

REVIEW RESPONSIBILITY: Administrative Operations Bureau.

POLICY: The Palm Beach Gardens Police Department recognizes the rights of its employees to form an organized group or groups which among other functions, negotiates labor agreements with the City of Palm Beach Gardens. In collective bargaining negotiations with the organized group or groups of employees, the City and Department subscribe to and practice the principle of "good faith" bargaining as defined in the Taft-Hartley Act and related labor laws. The purpose of the collective bargaining agreements is to promote and maintain harmonious and cooperative relationships between the employer and employees, both individually and collectively, to set forth the basic and entire agreement between the parties in the determination of wages, hours and terms and conditions of employment, and to provide an orderly process concerning the interpretation or application of this agreement. All parties to the collective bargaining agreements recognize that the basic interest of the community will be served by assuring the public at all times of orderly and uninterrupted operations and functions of the municipal government, and by providing in the most efficient manner, superior public service to the citizens of the community.

PROCEDURES

1. BARGAINING AGENTS

- a. The City Manager has the authority to represent the City in collective bargaining. The City Manager generally delegates that authority and designates the Director of Human Resources as the person who shall exclusively represent the City of Palm Beach Gardens for the purpose of collective bargaining with the various employee groups that represent the employees of the departments of the city.
- b. The Director of Human Resources or designee, e.g., labor attorney will serve as the principal negotiator for the City.
- c. The Chief of Police shall select a member of his/her management staff to represent the police department during collective bargaining between the City and unions representing police department employees. This person should attend all bargaining sessions and other meetings when requested and shall serve in an advisory capacity to the city bargaining team.
- d. The City of Palm Beach Gardens and its police department recognize the Palm Beach County Police Benevolent Association (PBA) as exclusive representative for all bargaining unit members within the

department for the purposes of collective bargaining with respect to wages hours, and terms and conditions of employment

e. The PBA selects its own principal negotiator as well as other members of its bargaining team.

2. BARGAINING PROCESS

- a. The collective bargaining process for the City of Palm Beach Gardens and its police department employees shall be conducted pursuant to FSS
- b. The procedures for conducting the bargaining sessions shall be established jointly between the parties prior to any such sessions.
- c. The City and its police department are committed to participate in "good faith" bargaining with the duly recognized bargaining units representing its employees.
- d. If after bargaining in good faith and for a reasonable period of time the parties reach an impasse on any or all of the issues being negotiated, that impasse shall be resolved pursuant to FSS 447.403.447.309.

3. CONTRACT MANAGEMENT

- a. When the collective bargaining is concluded and the parties have reached an agreement on all issues pertaining to wages, hours, and terms and conditions of employment, that were being bargained, the agreement shall be put in writing in the form of a contract.
- b. The contract must be signed by both of the bargaining agents and then taken to their respective bodies, the City Council in the case of the City and the bargaining unit members in the case of the union, for ratification. Once the contracts are ratified by both bodies, they become effective on the date agreed upon.
- c. The Department is committed to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by management, labor representatives, and ratified by both the City and the bargaining unit.
- d. A signed copy of all collective bargaining agreement contracts affecting the police department shall be obtained and distributed to the appropriate staff personnel by the Chief of Police.
- e. The PBA will be responsible for providing their members with a copy of the contract.
- f. The Chief of Police shall ensure that staff members are aware of the terms of any agreement affecting personnel under their supervision.
- g. Professional Standards and Training shall review and amend any written directives necessary to ensure the directives are in compliance with any changes to collective bargaining agreements.

INDEX AS:

- COLLECTIVE BARGAINING

RESPONSIBILITY INDEX

- CHIEF OF POLICE
- PROFESSIONAL STANDARDS AND TRAINING

DRAFTED: 09-01-2005 FILED: 4.1.11.pdf

APPROVED:



Stephen J. Stepp
Chief of Police

09/01/2005
Date