



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL
Chapter 1, Article 38, Office of Labor Relations

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January 27, 2016

The purpose of this document is to provide Department Operations Manual (DOM) holders with information regarding revisions to DOM Chapter 1, Article 38, Office of Labor Relations (OLR).

The proposed revision details the process for CDCR Hiring Authorities for the appointment of Labor Relation Analyst (LRA) and notification of OLR prior to advertisement with the opportunity by OLR to review potential candidates. The revision also emphasizes employee organization notification process for various Bargaining Units within CDCR when changes are proposed to regulations and policy that may impact working conditions.

If you have any questions or concerns regarding the policy contents, please contact Soraya Asfeh-McLaughlin, Office of Labor Relations at 445-3175.

Original signed by:

DEVIN FONG
Chief
Office of Labor Relations

DEPARTMENT OPERATIONS MANUAL

Chapter 1—General Administration

Article 38 – Office of Labor Relations

Revised January 27, 2016

Section 16010.1 is unchanged

16010.2 LRA Vacancies and Selection Process

CDCR Hiring Authorities, other than the Office of Labor Relations (OLR), seeking to appoint a Labor Relations Analyst (LRA) or an individual performing LRA duties, shall notify the Chief of the OLR or designee prior to advertisement and ensure the Chief of the OLR or designee is afforded the opportunity to review potential candidate applications, participate in interviews, and provide suggestions on candidates. This includes temporary assignments, training and development assignments, and out-of-class assignments where an individual performs the duties of the LRA classification within the Department.

16010.3 Employee Organization Notification Process

The OLR is responsible for ensuring the Department notifies the various Bargaining Units within CDCR when the Department seeks to adopt or amend policies and/or regulations that change working conditions. Prior to the implementation of any new or amended policy and/or regulation, the Hiring Authority shall provide a Negotiation Preparation Tool to the OLR. Detailed instructions on the Negotiation Preparation Tool Process will be available on the CDCR Intranet under the OLR team site.

The OLR will analyze the information provided by the Hiring Authority to determine the potential impact to employee wages, hours, and terms and conditions of employment. The OLR will determine the Department's notice requirements and will work collaboratively with the specific Hiring Authority to ensure all notice requirements are met.

This process will help ensure that consistent and effective communication between the Hiring Authority and the OLR begins during the early stages of policy and regulation development and will improve efficiency during bargaining and the meet and confer process.

16010.4 Revisions

The Chief, Office of Labor Relations or designee is responsible for ensuring that the contents of this article are current and accurate.

16010.5 References

Ralph C. Dills Act

CCR 15 (3).

Government Code Section 3512 and 3528, *et seq.*