



PETER M. CORROON
Salt Lake County Mayor

2001 South State Street
Suite N-2100
Salt Lake City, UT 84190-1020

801 / 468-2500
801 / 468-3535 fax

May 13, 2010

Max Burdick, Chair
Salt Lake County Legislative Subcommittee
2001 South State, N2200
Salt Lake City, Utah 84190-1010

Re: Approval of a Countywide Policy & Procedure # 1440, *Employee Relations*

Dear Councilman Burdick:

The above-referenced policy has been reviewed and approved by the Steering Committee. I am forwarding it to the Council with my request that it be discussed by the Legislative subcommittee for eventual adoption by the Salt Lake County Council.

The policy has been entirely rewritten to comply with County Ordinance #1648 which was passed by the County Council on June 23, 2009.

Sincerely,

Doug Willmore, Chief Administrative Officer
Salt Lake County Office of the Mayor

Attachment

OFFICIAL SECRET BALLOT

FOR THE SKILLED TRADES & SERVICES AND MAINTENANCE
EMPLOYEES OF SALT LAKE COUNTY

*Read all of the choices listed below and then mark an **X** in the square that corresponds to your choice for representation.*

I choose to be represented by the Utah AFSCME, Local 1004.

I choose to be represented by the Operating Engineers Local Union #3.

None of the above.

“DO NOT SIGN THIS BALLOT”

*Do not make any other marks on this ballot.
Ballots containing any identifying information will be voided.*

*The Salt Lake County Council and the Salt Lake County Mayor
are neutral in this election.*

**AFTER YOU HAVE VOTED, FOLD YOUR BALLOT IN HALF
AND PLACE IT IN THE RED BALLOT BAG.**



Instructions to Eligible Skilled Trade and Service & Maintenance Employees Voting by United States Mail

1. MARK YOUR BALLOT IN SECRET BY PLACING AN X IN THE APPROPRIATE BOX. MAKE NO OTHER MARKS ON YOUR BALLOT.
2. IT IS IMPORTANT TO MAINTAIN THE SECRECY OF YOUR BALLOT. DO NOT SHOW YOUR BALLOT TO ANYONE AFTER YOU HAVE MARKED IT.
3. PUT YOUR BALLOT IN THE YELLOW ADDRESSED RETURN ENVELOPE AND SEAL THE ENVELOPE.
4. ON THE BACK OF THE YELLOW ENVELOPE IN THE SPACE PROVIDED SIGN, DATE AND VERIFY YOUR IDENTITY.
5. DO NOT PERMIT ANY PARTY – THE COUNTY, THE EMPLOYEE ORGANIZATION(s), OR THEIR REPRESENTATIVES, OR ANY OTHER EMPLOYEE – TO HANDLE, COLLECT OR MAIL YOUR BALLOT.
6. MAIL YOUR BALLOT IMMEDIATELY; NO POSTAGE IS NECESSARY.
7. TO BE COUNTED, YOUR BALLOT MUST REACH THE HUMAN RESOURCES OFFICE POST MARKED NO LATER THAN OCTOBER 29, 2009.

(VOTE BY MAIL)

OFFICIAL SECRET BALLOT**FOR THE SKILLED TRADES & SERVICES AND
MAINTENANCE EMPLOYEES OF SALT LAKE COUNTY**

Read all of the choices listed below and then mark an **X** in the square that corresponds to your choice for representation.

- I choose to be represented by the Utah AFSCME, Local 1004.
- I choose to be represented by the Operating Engineers Local Union #3.
- None of the above.
-

“DO NOT SIGN THIS BALLOT”

**Do not make any other marks on this ballot.
Ballots containing any identifying information will be voided.**

**The Salt Lake County Council and the Salt Lake County Mayor
are neutral in this election.**

SALT LAKE COUNTY
COUNTY-WIDE POLICY & PROCEDURE
ON
EMPLOYEE RELATIONS

Reference --

Utah Code Annotated
County Ordinance

Purpose --

To provide a consistent, uniform and equitable procedure which supports, promotes and maintains a positive labor relations climate between the several employee organizations, county employees and county management. Specifically the policy provides for the recognition of employee organizations, certification and decertification of employee organizations, and procedures for discussing wages, hours, benefits and conditions of employment.

1.0 Definitions

- 1.1 Administrator – Any person who has responsibility for the operation of an agency or their official designee.
- 1.2 Card Check – Process for employees in an employee representative unit to authorize an employee organization to represent them.
- 1.3 Certified Employee Organization – Official designation of an employee organization to act as the exclusive representative of an employee representative unit.
- 1.4 Conditions of Employment – wages, salaries, working conditions, hours or benefits, including health, welfare and retirement, except as specifically modified by ¶14.0 of this policy.
- 1.5 Council – Salt Lake County Council
- 1.6 Day – Calendar day, unless otherwise expressly stated. Any act required under this policy to be performed by a particular time and the last day of which is a Saturday, Sunday or legal holiday, shall be performed by 5:00 p.m. on the next business day.
- 1.7 Decertification – Termination of a recognized employee organization as the certified employee organization of an employee representative unit.
- 1.8 Employer/County - Salt Lake County

- 1.9 Employee – Any person employed on a full or part-time basis by the county except for: 03 – Probationary; 04 - Provisional; 05 - Temporary; 09 – Part Time Merit Without County Benefits; 12 – Time Limited Appointed; 94 – Reserve Deputy; 95 – Appointed; 97 – Elected Officials; 91– Appointed Justice Court Judges; and any individual designated as a supervisor.
- 1.10 Employee Organization – Any lawful association, federation or other organization of employees having, as a primary purpose, the representation of employees regarding their wages, hours and other terms and conditions of employment.
- 1.11 Employee Representative Unit – a unit established pursuant to the Salt Lake County Employee Relations Ordinance #1648.
- 1.12 Impasse – A deadlock in discussions between a certified employee organization and a supervising elected official or designee concerning matters about which they are required to meet and confer.
- 1.13 Meet & Confer In Good Faith – The mutual obligation of a supervising elected official or designee and the representative(s) of a certified employee organization to meet within a reasonable length of time in order to freely exchange information, opinions and proposals and to endeavor to reach agreement on matters within the scope of this policy.
- 1.14 Supervising Elected Official – an elected official of Salt Lake County or his/her designee.
- 1.15 Supervisor – Any employee, regardless of job description, identified in the organizational structure as being in the employee’s chain of command and who has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, evaluate, reward or discipline other employees.
- 1.16 Proof of Employee Approval/Agreement – A petitioning employee organization submitting a request for certification or decertification pursuant to this policy has demonstrated proof of approval/agreement by the employee whom it desires to represents by means of any one of the following:
 - 1.16.1 Representation authorization cards executed by eligible employees within ninety (90) days preceding submission of their petition.
 - 1.16.2 Payroll deduction authorization cards executed by eligible employees within thirty (30) preceding submission of their petition; OR the employee organization may request a list of their current dues paying members from the county office/division responsible for processing payroll.

2.0 Procedure

2.1 Access and Information

- 2.1.1 Employee organizations wishing to recruit or enroll county employees must identify the proposed employee representative unit(s) that they will be soliciting before such recruiting efforts may occur. The request must be in writing and submitted to the supervising elected official.
- 2.1.2 County facilities may be made available upon timely application for use by an employee organization consistent with existing procedures for facility use.
- 2.1.3 Any authorized employee organization representative shall have the right to contact employees on matters within the scope of representation.
 - 2.1.3.1 Any authorized employee organization representative may contact county employees on county premises during their break(s) and lunch periods as long as the contact does not disrupt the ongoing business/work of the office or division and conforms to the safety regulation of the worksite. The official representative shall give advance notice to the administrator or designee when contacting county employees during normal business hours.
- 2.1.4 Employee organizations may purchase county services to include mail distribution, printing, office space, etc. at the fair market value of such services
- 2.1.5 Employee organizations will be allowed to use designated portions of bulletin boards or display areas in public portions of county buildings or in public portions of offices in which there are current or prospective eligible employees.
- 2.1.6 Upon request, the county will provide an employee organization with available data and information related to the representation of its current or prospective members including name, work address, work telephone number, work email, job title and grade.
- 2.1.7 Except in cases of emergency, each certified employee organization affected shall be given reasonable advance written notice of any ordinance, resolution, rule or regulation, proposal or other action directly relating to matters within the scope of representation proposed to be adopted by the county and shall be given the opportunity to meet and confer in good faith with the appropriate levels of management prior to its adoption.

3.0 Representatives-Meeting Attendance

- 3.1 Certified and other employee organizations may have a reasonable number of employees who serve as official representatives released from work without loss of compensation to attend to organization business. The official representative shall give advance notice to their immediate supervisor prior to attending any organization business meeting which is held during the employee's normal working hours.

- 3.2 Official representatives are permitted time off as follows:
- a. Executive Officer or equivalent – 10 hours/month
 - b. Chapter President or equivalent – 6 hours/month
 - c. Board Member or equivalent – 3 hours/month
- 3.3 The number of official representatives shall be determined as follows:
- a. For each 25 dues paying members, one board member or equivalent
 - b. For each 50 dues paying members, one chapter president or equivalent OR two board member or equivalent
 - c. For each 100 dues paying members, one executive officer or equivalent OR four board members or equivalent OR two board member or equivalent and one chapter president or equivalent
- 3.3.1 Certified and other employee organizations must provide a list of official representatives to the County Mayor prior to January 31 of each year.

4.0 Payroll Deductions

- 4.1 A payroll deduction for union dues shall be made only upon the revocable written authorization of the individual employee on forms approved by the county office/division responsible for processing payroll.
- 4.1.1 A deduction for union dues will become effective the first pay period following receipt of the payroll deduction request in the county office/division responsible for processing payroll.
- 4.1.2 Revocation of the payroll deduction for union dues will become effective the first pay period following receipt of the payroll deduction request in the county office/division responsible for processing payroll.
- 4.1.3 The amount to be withheld shall not exceed 3% of the employee monthly gross income.

5.0 Representation Units

- 5.1 The following employee representation units have been established pursuant to Salt Lake County Ordinance Number 1648, Employee Relations:
- Mayor's Portfolio -
- a. All eligible employees in Job Codes 2000-6999;
 - b. All eligible employees in Job Codes 7000-8999
- Sheriff's Office -
- a. All eligible civilian employees in Job Codes 2000-8999;
 - b. All eligible sworn and certified Corrections Officers and Protective Services Officers of the rank of Sergeant and below.

5.2 An employee organization may petition the Human Resources Director to establish additional employee representation units. The principal criterion for determining an appropriate representation unit shall be the largest feasible group of employees having an identifiable community of interest. The factors to be considered should include similarity of skills, working conditions, job duties, training and education requirements.

5.2.1 If the petitioner is dissatisfied with the determination of the Human Resources Director regarding the determination to include or exclude employees from a proposed representation unit, they may contest the determination by submitting a written protest to the Council with fifteen days of the issuance of the Human Resources Director determination.

5.2.2 The Council shall conduct a hearing and in its sole and absolute discretion make a final and binding decision.

6.0 Certification Procedures

6.1 A petition for certification of an employee organization as the certified employee organization of an employee representation unit shall be in writing on forms provided by the County. (See Attached Salt Lake County Petition for Certification Forms)

6.1.2 Any eligible employee may express interest in one or more petitioning employee organizations.

7.0 Decertification Procedures

7.1 A petition for decertification of a certified employee organization shall be in writing on forms provided by the county. (See Attached Salt Lake County Petition for Decertification Form)

8.0 Pre Election Procedures

8.1 Copies of the petition for unit determination, certification or decertification shall be forwarded to the Human Resources Director, the appropriate supervising elected official and each employee organization that appears to be interested in the employee organization for which the petition has been filed.

8.2 The Human Resources Director shall determine whether the petition is sufficient as to form and content. If the decision of the Human Resources Director is in dispute, by any of the interested parties, a hearing before the Council shall set to address and resolve the disputed issues.

8.3 The Council may at its absolute discretion determine the composition/scope of an employee representation unit, the certification or decertification of an employee organization, order an election to be held, determine the parties to appear on the ballot, the form of the ballot, employees eligible to vote, the date, time and place of the election.

- 8.4 If the Council determines that an election shall be held the supervising elected official shall within 30 calendar days:
- 8.4.1 Choose someone to conduct the election.
 - 8.4.2 Prepare a preliminary voter eligibility list.
 - 8.4.3 Establish and schedule voting locations consistent with the work site locations of potential voters. Arrange for the distribution of ballot boxes, voting booths and other necessary tables, chairs, etc.
 - 8.4.4 Arrange for poll workers including training.
 - 8.4.4.1 Each voting location shall be staffed by at least three individuals 1) the election official who is in charge of the election at the location and is responsible for maintaining the integrity of the voting location and 2) two poll workers who are responsible for verifying the identity of voters, distributing ballots, etc.
 - 8.4.5 Notice the election using a variety of available county resources. In addition to the date, time and place of the election, the election notice should also provide any necessary information about voter eligibility, identification procedures at the polls and any other pertinent election rules.
 - 8.4.6 Arrange for the preparation and printing of the ballot. (See attached sample ballot)
 - 8.4.6.1 In the event that there is more than one employee organization petitioning to represent an employee representative unit their names shall be arranged on the ballot in the order that their petitions were received.
 - 8.4.6.2 "None of the Above" shall always be an option on the ballot regardless of how many employee organizations are participating.
 - 8.4.7 Two weeks prior to the election prepare the final voter eligibility list.
 - 8.4.8 Prepare the voter sign-in register/poll book.
 - 8.4.9 Arrange for ballot box security during the election as well as after the election through the tabulation process.

9.0 Time to Vote

- 9.1 Paid time off to vote will be at the discretion of the supervising elected official or the department directors as appropriate and will vary depending on such things as the employee's shift, distance from the voting locations, etc.

10.0 During the Election

- 10.1 The Election Official shall:

- 10.1.1 Ensure that voters validate their identification with a picture ID.
- 10.1.2 Ensure that voter names are checked off against a list of eligible voters.
- 10.1.3 Ensure that eligible voters are given a paper ballot and that they cast their ballot in the voting booth.
- 10.1.4 Ensure that voters place their ballot in the ballot box themselves.
- 10.1.5 Ensure that provisional/ challenged ballots are placed in a separate envelope with the voters name and County Employee Identification Number (EIN). The sealed Provisional/challenged ballot envelope shall be placed in the ballot box by the voter.
- 10.1.6 Ensure that there is no electioneering by employee organizations within one hundred fifty (150) feet of the building where a polling place is located.
- 10.1.7 Ensure that observers maintain a professional demeanor when voters are present at the polling location and that they abide by the attached "Rules for Observers".

11.0 Counting Ballots

- 11.1 The ballots will be counted by the Salt Lake County Human Resources Division as soon after the election as practicable and the results will be provided to the Council, the supervising elected official, and the petitioning employee organization(s). Each of the individuals or groups identified above may have one observer present during the ballot count.
 - 11.1.1 The ballot bags from the in person election will be opened in the presence of the observers.
 - 11.1.2 Provisional ballot envelopes will be separated from the actual ballots.
 - 11.1.3 Provisional ballots will be evaluated to determine if the voter was eligible to cast a ballot.
 - 11.1.4 Ineligible provisional ballots will be set aside, they will not be counted.
 - 11.1.5 Eligible provisional ballots will be combined with the ballots identified in 11.1 above and they will be counted.
- 11.2 The mail ballot bag will be opened in the presence of the observers.
 - 11.2.1 The identity of each voter using a mail in ballot will be verified. The voter must print their name and county employee identification number (EIN) on the front of the return envelope in the space provided. Return envelopes that do not contain the voters printed name and county employee identification number (EIN) will not be counted.

- 11.2.2 Ineligible ballots will be set aside, they will not be counted.
- 11.2.3 Eligible mail ballots will be combined with the ballots identified in 11.1 above and they will be counted.
- 11.3 Each of the eligible ballots shall be separated into stacks. There should be one stack for each of the ballot choices.
- 11.4 After all of the ballots are separated into stacks, the stacks for each ballot choice should be counted by each member of the ballot counting team who should also verify that the votes in each stack are all for the same ballot choice.
- 11.5 After each stack has been counted and verified the election official will announce the results.
- 11.5.1 In an election between a single employee organization and None of the Above those eligible voters who chose not to vote will be considered to have cast a vote for None of the Above.
- 11.7 The ballot choice receiving the votes of a majority of all eligible employees in the employee representative unit shall carry. Majority is understood to mean 50% of the eligible employees in the representative unit plus 1 additional vote.
- 11.7.1 The Council shall certify the employee organization receiving the majority vote as the exclusive representative of the employee representative unit.
- 11.8 Should no option receive an absolute majority vote of all eligible employees in the employee representative unit, a run-off vote shall occur within 7 days between the two options receiving the highest votes.

12.0 Election Cost

- 12.1 The cost of conducting an initial certification election shall be borne by the county. The cost of conducting a decertification election or a certification election resulting from a decertification election shall be borne by the employee organization moving for the decertification.

13.0 Meet and Confer

- 13.1 Only certified employee organizations shall be entitled to meet and confer with the county on matters within the scope of representation as provided by this policy. The supervising elected official or designee and representatives of a certified employee organization shall have the mutual obligation to meet and confer within a reasonable length of time in order to freely exchange information, opinions and proposals on conditions of employment.

- 13.2 The scope of discussion shall be restricted and shall not include those subjects which the county or the supervising elected official has no authority to change. Nor shall the discussions infringe on matters granted or reserved to the authority and/or jurisdiction of the supervising elected official.
- 13.3 Further, the supervising elected official is not required to discuss matters related to statutory and rule-provided prerogatives in a promotion, layoff, position classification, compensation and fringe benefits, examinations, discipline, merit, salary, determination of policy and other actions provided for by law and rules governing civil service or merit systems.
- 13.4 The discussions shall not infringe on matters granted or reserved to the authority and/or jurisdiction of the county Human Resources Director pursuant to the County Personnel Management Act. Further, the scope of discussion shall be restricted and shall not include the conduct and grading of civil service or merit examinations, the rating of candidates, the establishment of eligible lists for such examination, the appointment from such eligible lists and such other matters already established pertaining to civil service or merit systems under state statute.
- 13.5 The discussions shall not infringe on matters granted or reserved to the authority and/or jurisdiction of the Career Service Council pursuant to the County Personnel Management Act. Further, the scope of discussion shall be restricted and shall not include the conduct and grading of civil service or merit examinations, the rating of candidates, the establishment of eligible lists for such examination, the appointment from such eligible lists and such other matters already established pertaining to civil service or merit systems under state statute.
- 13.6 The discussions shall not infringe on matters granted or reserved to the authority and/or jurisdiction of the Deputy Sheriff's Merit Commission pursuant to Deputy Sheriffs Merit System Act. Further, the scope of discussion shall be restricted and shall not include the conduct and grading of civil service or merit examinations, the rating of candidates, the establishment of eligible lists for such examination, the appointment from such eligible lists and such other matters already established pertaining to civil service or merit systems under state statute.
- 13.7 If an understanding is reached between the parties, they shall jointly prepare and submit a recommendation to the Council. The recommendation is not binding unless:
- 13.7.1 The members, of the certified employee organization, have ratified the recommendation by a majority vote.
- 13.7.2 Policies, ordinances, statutes or other necessary changes have been enacted.
- 13.7.3 Funding has been appropriated to implement the provisions of the recommendation.
- 13.7.4 The Council has adopted the recommendation by majority vote.

13.7.5 It is expressly understood that no recommendation may or can bind succeeding mayors, elected officials or the Council. It is further understood that such adopted recommendation(s) shall not constitute a collective bargaining agreement.

13.7.6 Nothing in this policy or the Employee Relations Ordinance shall be construed to prohibit the Council or supervising elected official from meeting and discussing wages, hours, benefits and conditions of employment with any employee, employee organization or other organizations except that such discussions do not have the same significance nor do they result in a recommendation.

14.0 Resolution of Impasse

14.1 If the supervising elected official and the representatives of the certified employee organization are unable to reach a recommendation within a reasonable period after discussions have commenced, either party may declare that an impasse exists and the matter shall be submitted to the Council or appropriate person or entity having jurisdiction over the issues.

APPROVED and PASSED this 8th day of June, 2010.

SALT LAKE COUNTY COUNCIL



Joe Hatch, Chair

ATTEST:



Sherrie Swensen, County Clerk

APPROVED AS TO FORM:



District Attorney's Office Date

**SALT LAKE COUNTY
PETITION FOR CERTIFICATION
(Mayor, Sheriff)**

INSTRUCTIONS: Please complete this form for each employee representation unit that you are petitioning to represent.

INFORMATION REGARDING THE PETITIONING EMPLOYEE ORGANIZATION

Name of Petitioner (Employee Organization):

Address:

Phone Number:

Name of Authorized Representative:

INFORMATION REGARDING THE EMPLOYEE REPRESENTATION UNIT

Please check the applicable representation unit for which this petition is being proposed. Please submit a separate petition for each employee representation unit.

Mayor

All employees in Job Codes 2000-6999

All employees in Job Codes 7000-8999

Sheriff

All civilian employees in Job Codes 2000-8999

All sworn and certified peace officers sergeant and below assigned to perform law enforcement services

All other sworn and certified peace officers of sergeant and below not included in above category

Please detail your answer to the following questions on this form or attach a separate sheet of paper:

- Name of supervising elected official:
Address:
Phone Number:

- The name, number, and classification titles of employees in the representation unit: (You can reference the list of eligible employees provided by the Human Resources Division)
- Estimated number of employees in the representation unit: (You can reference the list of eligible employees provided by the Human Resources Division)
- List any classification titles to be excluded from the representation unit:
- List the name(s) of any other employee organization that may claim to represent any of the employees in the representation unit:

INFORMATION AND EVIDENCE THAT 25% OF THE ELIGIBLE EMPLOYEES DESIRE REPRESENTATION BY THE PETITIONING EMPLOYEE ORGANIZATION

The following information must be submitted within five (5) days of the filing of this petition:

1. Representation authorization cards executed by eligible employees within ninety (90) days preceding submission of this petition. (Please note eligible employees may express interest in more than one petitioning labor organization.)
2. Payroll deduction authorization cards executed by eligible employees within thirty (30) days preceding submission of this petition.
3. Payroll deduction authorization cards executed by eligible employees prior to thirty (30) days of submission of this petition which are presently un-revoked and for which a payroll deduction has been made within thirty (30) days thereof.

AUTHORIZED SIGNATURES

I certify the following:

1. I am an authorized representative for the above petitioning employee organization.
2. I recognize that any information that I have provided in this petition that is classified as private under the Government Records Access and Management Act (GRAMA) may not be disclosed to any person, other than appropriate County personnel responsible to verify accuracy.
3. If the petitioner is not successful in becoming a certified employee organization, the petitioning organization agrees to waive their right to reasserting a claim of employee representation and from petitioning to be an employee representative

unit for any group of County employees which includes the employees subject to this original petition for a period of time not less than twelve (12) months from the date of the filing of this position.

- 4. The petitioner does not advocate the unlawful overthrow of the constitutional form of government of the United States or this state.
- 5. The petitioner does not discriminate with regard to terms or conditions of membership because of race, religion, color, gender, sexual orientation, marital status, physical disabilities, age or national origin.
- 6. The petitioner does not purport to or endeavor to discipline any public employee or member by any fine, punishment or penalty other than cancellation of membership in the employee organization.
- 7. What action do you seek from the County? Please provide a statement –

- 8. _____
The information contained in this petition is truthful, accurate and correct to the best of my knowledge and belief.

Signature of Organization Representative

Date

Please submit the original and two copies of this petition to the following:

Salt Lake County Division of Human Resources
2001 S. State Street
Suite N-4600
Salt Lake City, UT. 84190-3150

Date Received by the Division of Human Resources: _____

SALT LAKE COUNTY
PETITION FOR CERTIFICATION
(Other Elected Offices)

***INSTRUCTIONS:** Please complete this form for each proposed employee representation unit that you are petitioning to represent.*

INFORMATION REGARDING THE PETITIONING EMPLOYEE ORGANIZATION

Name of Petitioner (Employee Organization):

Address:

Phone Number:

Name of Authorized Representative:

INFORMATION REGARDING THE PROPOSED EMPLOYEE REPRESENTATION UNIT

Please detail your answer to the following questions on this form or attach a separate sheet of paper:

- Name of the representation unit:
Example (Surveyor – Survey Technicians); (Treasurer – Accountants);
(Auditor – Staff Auditors & Audit Specialists)
- Name of supervising elected official:
Address:
Phone Number:
- The name, number, and classification titles of employees in the proposed representation unit: (You can reference the list of eligible employees provided by the Human Resources Division)
- Estimated number of employees in the proposed representation unit: (You can reference the list of eligible employees provided by the Human Resources Division)
- List any classification titles to be excluded from the proposed representation unit:
- List the name(s) of any other employee organization that may claim to represent any of the employees in the proposed representation unit:

DETERMINATION OF EMPLOYEES IN THE PROPOSED REPRESENTATION UNITS

As per the Employee Relations Ordinance, the determination of which employees are appropriate to be included in a representation units shall be made by the Human Resources Division utilizing the following factors and such other factors as are deemed relevant by the division to the issue of representation.

Please explain, from your perspective, how this proposed representation unit will satisfy the factors listed below. Please detail you answer(s) on a separate sheet of paper.

1. The unit that will assure employees the fullest freedom in the exercise of rights granted under the provisions of this chapter.
2. The community of interest of the employees.
3. The history of employee relations in the unit, among other employees of the County and similar public employment.
4. The effect of the unit in the efficient operation of the public service and sound employee relations.
5. The effect on the existing classification structure of dividing a single classification among two or more units.
6. The extent to which employees have common skills, working conditions, job duties or similar educational requirements.
7. The need of the County to maintain proper interrelationships, together with continuity of services, operations and functions between various departments or divisions.
8. The effect that an inclusion of proposed employees in a given unit would have on the interrelationships between departments or groups of employees and the effect such proposed unit would have on the continuity of County operations and functions.
9. Please provide any other relevant factors.

If the petitioner is dissatisfied with the decision of Human Resources to include or exclude employees from the representative unit, they may contest the determination by submitting a written protest to the Council within fifteen days of the date of the issuance of the decision.

INFORMATION AND EVIDENCE THAT 25% OF THE ELIGIBLE EMPLOYEES IN THE PROPOSED REPRESENTATION UNIT DESIRE REPRESENTATION BY THE PETITIONING EMPLOYEE ORGANIZATION

The following information must be submitted within five (5) days of the filing of this petition:

1. Representation authorization cards executed by eligible employees within ninety (90) days preceding submission of this petition. (Please note, eligible employees may express interest in more than one petitioning labor organization.)
2. Payroll deduction authorization cards executed by eligible employees within thirty (30) days preceding submission of this petition.
3. Payroll deduction authorization cards executed by eligible employees prior to thirty (30) days of submission of this petition which are presently un-revoked and for which a payroll deduction has been made within thirty (30) days thereof.

AUTHORIZED SIGNATURES

I certify the following:

1. I am an authorized representative for the above petitioning employee organization.
 2. I recognize that any information that I have provided in this petition that is classified as private under the Government Records Access and Management Act (GRAMA) may not be disclosed to any person, other than appropriate County personnel responsible to verify accuracy.
 3. If the petitioner is not successful in becoming a certified employee organization, the petitioning organization agrees to waive their right to reasserting a claim of employee representation and from petitioning to be an employee representative unit for any group of County employees which includes the employees subject to this original petition for a period of time not less than twelve (12) months from the date of the filing of this position.
 4. The petitioner does not advocate the unlawful overthrow of the constitutional form of government of the United States or this state.
 5. The petitioner does not discriminate with regard to terms or conditions of membership because of race, religion, color, gender, sexual orientation, marital status, physical disabilities, age or national origin.
 6. The petitioner does not purport to or endeavor to discipline any public employee or member by any fine, punishment or penalty other than cancellation of membership in the employee organization.
 7. What action do you seek from the County? Please provide a statement –
- _____
8. The information contained in this petition is truthful, accurate and correct to the best of my knowledge and belief.

Signature of Organization Representative

Date

Please submit the original and two copies of this petition to the following:

Salt Lake County Division of Human Resources
2001 S. State Street
Suite N-4600
Salt Lake City, UT.
84190-3150

Date Received by the Division of Human Resources: _____

SALT LAKE COUNTY PETITION FOR DECERTIFICATION

INSTRUCTIONS: Please complete this form for each employee representation unit that you are petitioning to decertify.

INFORMATION REGARDING THE PETITIONER

Name of the Petitioner:

Address:

Phone Number:

Name of Authorized Representative:

INFORMATION REGARDING THE EMPLOYEE REPRESENTATION UNIT

Please detail your answer to the following questions on this form or attach a separate sheet of paper:

- Name of the representation unit:
- Name of supervising elected official:
 - Address:
 - Phone Number:
- Estimated number of employees in the representation unit:
- The name, number, and classification titles of employees in the representation unit:
- List the name(s) of any other employee organization that may claim to represent any of the employees in the representation unit:

INFORMATION REGARDING THE ELECTED EMPLOYEE ORGANIZATION

Please detail your answer to the following questions on this form or attach a separate sheet of paper:

- Name of the certified employee organization:
 - Address:
 - Phone Number:
 - Name of Authorized Representative:

INFORMATION AND EVIDENCE THAT 25% OF ELIGIBLE EMPLOYEES DO NOT DESIRE TO BE REPRESENTED BY THE ELECTED EMPLOYEE ORGANIZATION

The following information must be submitted within five (5) days of the filing of this petition:

1. Representation authorization cards executed by eligible employees within ninety (90) days preceding submission of this petition. (Please note eligible employees may express interest in more than one petitioning labor organization.)
2. Payroll deduction authorization cards executed by eligible employees within thirty (30) days preceding submission of this petition.
3. Payroll deduction authorization cards executed by eligible employees prior to thirty (30) days of submission of this petition which are presently un-revoked and for which a payroll deduction has been made within thirty (30) days thereof.

AUTHORIZED SIGNATURES

I certify the following:

1. I am an authorized representative for the above petitioning employee organization.
2. I recognize that any information that I have provided in this petition that is classified as private under the Government Records Access and Management Act (GRAMA) may not be disclosed to any person, other than appropriate County personnel responsible to verify accuracy.
3. If the petitioner is not successful in becoming a certified employee organization, the petitioning organization agrees to waive their right to reasserting a claim of employee representation and from petitioning to be an employee representative unit for any group of County employees which includes the employees subject to this original petition for a period of time not less than twelve (12) months from the date of the filing of this position.
4. The petitioner does not advocate the unlawful overthrow of the constitutional form of government of the United States or this State.
5. The petitioner does not discriminate with regard to terms or conditions of membership because of race, religion, color, gender, sexual orientation, marital status, physical disabilities, age or national origin.
6. The petitioner does not purport to or endeavor to discipline any public employee or member by any fine, punishment or penalty other than cancellation of membership in the employee organization.

7. What action do you seek from the County? Please provide a statement –

8. The information contained in this petition is truthful, accurate and correct to the best of my knowledge and belief.

Signature of Organization Representative

Date

Please submit the original and two copies of this petition to the following:

Salt Lake County Division of Human Resources
2001 S. State Street
Suite N-4600
Salt Lake City, UT.
84190-3150

Date Received by the Division of Human Resources: _____

SALT LAKE COUNTY NOTICE OF MEET AND CONFER ELECTION

Notice is hereby given of an election to be held on the 13th day of October to identify if the Skilled Trade and Service and Maintenance employees in the Mayor's portfolio wish to be represented by Utah AFSCME, Local 1004 OR Operating Engineers Local Union #3 OR if they choose to not be represented by an employee organization.

The voting will take place between the hours of 6 am and 5 pm in the following locations: 1) the Government Center, 2001 South State Street, South Atrium, Room S1002; 2) Public Works Operations, 7125 South 600 West, Training Room.

For the purpose of this election, the definition of eligible employee includes all benefit eligible merit employees in the Mayor's portfolio who have a job code that begins with a seven (7), Skilled Trades or an eight (8), Service and Maintenance. The definition does not include elected, exempt/appointed, managers, supervisors, temporary and probationary employees.

Eligible employees must bring a picture ID to the voting location or they will not be allowed to vote. Eligible employees will be given a paper ballot. Eligible voting employees will retire to the voting booth and cast their ballot. Voting is accomplished by placing an X in the box that represents their choice i.e. Utah AFSCME Local 1004 OR Operating Engineers Local Union #3 OR None of the above.

Eligible employees who choose not to vote in person will have another opportunity to vote by mail. Employees who choose not to vote will be considered to have cast a vote for None of the above.

RULES FOR OBSERVERS

1. Each observer should identify himself/herself to the election officials, sign the observer log, and indicate which candidate he or she represents. An observer should notify election officials if he or she is scheduled to be replaced later in the day by another observer.
2. While present in the polling or tally area, each observer should wear a badge provided by election officials clearly marked "Observer" if requested to do so.
3. Observers, accompanied by election officials, should inspect the voting booths (or voting machines) and the empty ballot box prior to the start of the voting.
4. Observers must not campaign in the voting area in any way. They may not wear buttons or other campaign apparel, distribute campaign material, or engage in conversations with voters about candidates or the election campaign.
5. Observers should remain in the area(s) approved by election officials where they are able to see the voter registration and balloting process.
6. Observers may count the number of voters at the polling site and note their names.
7. Observers may not roam around the voting area or disrupt the polling process in any way. They should direct any questions or report any problems directly to election officials as soon as possible so that any necessary corrective action can be taken.
8. Observers may challenge the eligibility of any voter by clearly specifying the basis for the objection to election officials. (For example, "I challenge the eligibility of Voter X because he is a new employee who has not yet paid dues.")



**SALT LAKE
COUNTY**

COUNTY COUNCIL

Joe Hatch, Chair
District #1

Randy Horiuchi
At-Large A

Jennifer Wilson
At-Large B

Jim Bradley
At-Large C

Michael H. Jensen
District #2

David A. Wilde
District #3

Jani Iwamoto
District #4

Steven L. DeBry
District #5

Max Burdick
District #6

June 8, 2010

Mr. Doug Willmore
Chief Administrative Officer
Mayor's Office
Rm. N2100, Government Center
Salt Lake City, Utah

Dear Mr. Willmore:

The Salt Lake County Council, at its meeting held this day, approved the following Countywide Policy & Procedure:

#1440 – Employee Relations

Pursuant to the above action, you are hereby authorized to distribute the same.

Respectfully yours,

SALT LAKE COUNTY COUNCIL

SHERRIE SWENSEN, COUNTY CLERK

By _____
Deputy Clerk

ld

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COUNCIL ~ VOTE SLIP

Date: 06 08 10

	Absent	Motion	2 nd	Aye	Nay	Abstain
Council Member RANDY HORIUCHI				/		
Council Member JENNY WILSON	/					
Council Member JIM BRADLEY		/		/		
Council Chair JOE HATCH				/		
Council Member MICHAEL H. JENSEN			/	/		
Council Member DAVID WILDE				/		
Council Member JANI IWAMOTO				/		
Council Member STEVE DEBRY				/		
Council Member MAX BURDICK				/		

Other Action:

app
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