

Staff / Employee Contracts

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Intros, Guidelines & Overview

- Guidelines for dialogue
- Overview of itinerary
- Purpose of contracts
- The ICC's recent negotiation process

Introductions

- Names and gender pronouns
- Reason for attending
- Any experience with employment contracts?

What is an employment contract?

- Legally binding agreement between employee and employer
- Outlines expectations for both parties
 - e.g. time off, health care contributions, performance evaluations, dress code

Possible Supplemental Documents

- Staff Handbook
 - For items that leadership/staff/managers feel should not be in the contract or do not need to be legally binding
 - Regulations or guidelines; workplace policy

Supplemental Documents (cont.)

- Memorandum of Understanding (MOU) - mutual interpretation of a contract provision different from original writing
 - For example, leave of absences were written in staff contract to include only care for *spouse, domestic partner, child, or parent*
 - In reviewing and writing GM contract, CoCo felt that *sibling, grandchild and grandparent* should be included - not including was an oversight
 - Created MOU for staff to be afforded same provision

Pros of Employment Contracts

- Defines expectations
- Creates accountability for employer and employee
- Mitigates impact of leadership turnover
- May help to ensure equal treatment
- Legal protection, if done correctly

Cons of Employment Contracts

- Time and effort to create
- Legally binding
- Room for error
- Negotiation may create tension
- Must determine who negotiates and how

ICC's Story: why did we negotiate?

- 40-year old contract; archaic language and policy
- CoCo decided to open contract
- Engaged HR consultant
- Long process...

Content of ICC Staff Contract

1. Introduction
2. Definitions
3. Scope of Contract
4. Duration of Contract
5. Administrative Employee Compensation and Benefits
6. Absence from Work
7. Health-Related Benefits
8. Retirement Plan and Supplemental Retirement Plan
9. Grievance/Complaint Procedure

ICC's Major Points of Negotiation

- Sunset clause (contract expiration)
- Defined COLA rate calculation and distribution
- Health care contribution
- Retirement match
- More oversight of sick time
- GM separation from staff contract

Negotiation Tips: Lessons Learned

- Need outside expertise
 - Hired help; online; outside advice
- Significant staff, manager and leadership time required
 - Meetings outside regularly scheduled times to prep, then more meetings to negotiate



Tips from participants?





More details available, just ask!

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