

RULES OF THE  
SUBCOMMITTEE ON EMPLOYEE RELATIONS OF THE  
LEGISLATIVE COORDINATING COMMISSION  
As adopted September 21, 2011

1       1.0 AUTHORIZED PROCEDURAL MANUAL. Except as otherwise provided by  
2 these rules, the rules of parliamentary procedure contained in Mason's Manual of  
3 Legislative Procedure govern the subcommittee on employee relations (subcommittee).

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5       2.0 OFFICERS. The subcommittee shall elect its own officers including a chair, vice  
6 chair, and secretary by majority vote of those members present. Officers serve through  
7 December 31 of the even-numbered years.

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9       2.1 The office of the chair of the subcommittee shall alternate between a member of the  
10 senate and a member of the house.

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12       3.0 MEETINGS. All meetings of the subcommittee are open to the public.

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14       3.1 The chair of the subcommittee shall, as far as practicable, give three days notice of  
15 any meeting. The notice shall include the date, time, place and agenda for the meeting.

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17       3.2 A majority of subcommittee members constitutes a quorum.

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19       3.3 Any member may demand a roll call vote on any motion before the subcommittee  
20 or a subcommittee. Only upon a demand being made shall the roll be called and the vote  
21 of each member on the motion be recorded, together with the name of the member  
22 demanding the roll call.

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24       3.4 The subcommittee may reconsider any action except where a matter has been  
25 transmitted to the legislature pursuant to statute. A subcommittee member need not have  
26 voted with the prevailing side in order to move reconsideration.

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28       3.5 The chair of the subcommittee shall cause minutes to be kept. The minutes shall  
29 include:

30       (a) The time and place of each hearing or meeting;

31       (b) Subcommittee members present;

32       (c) The name of each person appearing, together with the name of the person, agency or  
33 employee organization represented;

34       (d) The language of each motion, the name of the member making the motion, and the  
35 result of any vote upon the motion, including the ayes and nays when a roll call is  
36 demanded;

1 (e) Other important matters related to the work of the subcommittee.  
2 Minutes shall be approved at the next regular meeting of the subcommittee.

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4 4.0 PROCEDURES DURING COLLECTIVE BARGAINING. After commencement  
5 of contract negotiations and upon request of the chair, the commissioner of Management  
6 and Budget shall deliver to the chair of the subcommittee a summary analysis of the cost  
7 implications of union economic demands and the effects of proposed contract language  
8 on management's right to plan work and direct the work force.

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10 4.1 Upon the request of the chair:

11 (a) The commissioner of Management and Budget shall advise the subcommittee on  
12 the progress of bargaining efforts;

13 (b) Exclusive representatives of state employees may testify before the subcommittee  
14 on the progress of bargaining efforts.

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16 4.2 The commissioner of Management and Budget shall submit the text of an approved  
17 negotiated agreement to the chair of the subcommittee within five days of the date of  
18 approval by the commissioner, or the date of approval by the affected state employees,  
19 whichever occurs later. The approved agreement shall be accompanied by the  
20 commissioner's summary analysis of the agreement, and other information as the  
21 commissioner deems appropriate. The text of the agreement shall be duly executed by  
22 the commissioner and shall be accompanied by an affidavit from the exclusive  
23 representative that the agreement has been accepted by state employees in accordance  
24 with its ratification procedures. Any memoranda of agreement between the parties,  
25 understandings or side accords which have been agreed upon shall accompany the text of  
26 the agreement.

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28 4.3 The chair shall schedule a full subcommittee meeting to consider action on the  
29 approved negotiated agreement no more than 30 calendar days following receipt of the  
30 agreement.

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32 4.4 The commissioner of Management and Budget shall submit to the chair of the  
33 subcommittee the complete text of any arbitration award and the complete text of the  
34 negotiated terms and conditions of the agreement within five calendar days of the receipt  
35 of the award by the commissioner. The text shall be accompanied by the commissioner's  
36 analysis of the award and the negotiated portions of the agreement. The analysis shall  
37 differentiate between the negotiated and arbitrated terms of the final agreement.

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39 4.41 The chair shall schedule a full subcommittee meeting to consider action on the  
40 negotiated and arbitrated terms of the final agreement no more than 30 calendar days  
41 following receipt of the award and the negotiated terms and conditions of the agreement.

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43 4.5 If the subcommittee disapproves an agreement or award it shall specify in writing to  
44 the parties those portions with which it disagrees and the reasons for disagreement.  
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1 4.6 If the subcommittee approves an agreement or award it shall cause the matter to be  
2 submitted to the legislature pursuant to Minnesota Statutes, section 3.855, subdivision 2.

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4 4.7 The commissioner of Management and Budget shall submit to the chair of the  
5 subcommittee:

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7 (a) a plan to govern the compensation, terms and conditions of employment for all state  
8 employees who are not represented by an exclusive representative certified pursuant to  
9 chapter 179A and whose compensation is not provided for by other law; and

10 (b) a plan for total compensation and terms and conditions of employment for employees  
11 of positions identified as managerial and whose salaries and benefits are not otherwise  
12 provided for in law or other plans established under chapter 43A.

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14 4.71 The subcommittee shall review and approve, reject or modify the plans and submit  
15 them to the legislature along with any recommendations it deems appropriate.

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17 4.8 The subcommittee shall review and approve, reject or modify salary  
18 recommendations submitted by the appointing authority under section 15A.0815,  
19 subdivision 5, and shall submit the matter to the legislature along with any  
20 recommendations it deems appropriate.

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22 4.82 The subcommittee shall review and approve, reject or modify the compensation  
23 plan for unclassified positions in the Minnesota state colleges and universities and submit  
24 it to the legislature along with any recommendations it deems appropriate. This plan  
25 must first be submitted by the Minnesota state colleges and universities to the  
26 commissioner of Management and Budget for review and comment.

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28 4.83 The subcommittee shall review and approve, reject or modify the compensation  
29 plan for unclassified positions in the Office of Higher Education and submit it to the  
30 legislature along with any recommendations it deems appropriate.

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32 4.9 The subcommittee shall review and approve, disapprove or modify the  
33 commissioner of Management and Budget 's list of state job classes for which a  
34 compensation inequity exists, and an estimate of the appropriation proposed to provide  
35 comparability adjustments to classes on the list. The subcommittee shall submit the  
36 matter to the legislature along with any recommendations it deems appropriate.

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38 5.0 STAFF. To the extent practicable, use shall be made of existing legislative staff  
39 and other resources.

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41 6.0 VOTING REQUIREMENTS. Subcommittee action in the form of advice,  
42 comments, or recommendations directed to the legislature or the commissioner of  
43 Management and Budget requires the vote of a majority of members present.

1 6.1 Rejection or disapproval of an agreement, award, compensation plan, governor's  
2 salary recommendation, or comparability adjustment list and proposed appropriation  
3 requires the vote of a majority of subcommittee members present.  
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5 6.2 Approval of an agreement, award, compensation plan, governor's salary  
6 recommendation, or comparability adjustment list and proposed appropriation requires  
7 the vote of a majority of subcommittee members present.  
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9 6.3 Selection of staff and entering into contractual obligations requires the vote of a  
10 majority of subcommittee members present.  
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12 7.0 BUDGET AND EXPENSES. The subcommittee shall not incur expenses in excess  
13 of its authorized budget. No expenses shall be incurred without authorization by the  
14 chair.  
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16 8.0 RULES. The concurrence of two-thirds of the subcommittee membership is  
17 required to suspend, alter, or amend any subcommittee rule.  
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