

COUNCIL POLICY MANUAL

Policy 7.3.29**Council Labor Negotiations Protocol**

POLICY PURPOSE:

Both the City and the bargaining units have an obligation under applicable laws to negotiate in good faith. The purpose of this policy is to establish guidelines, in the interest of fairness and integrity in the bargaining process, for City Councilmembers during labor negotiations. Adherence to the guidelines will avoid actions that could circumvent designated bargaining teams, and ensure that labor negotiations are conducted in good faith.

POLICY STATEMENT

1. All labor negotiations shall be conducted by designated representatives at the bargaining table. No Councilmember will individually negotiate with any bargaining unit member. Any inquiries received by a Councilmember from a bargaining unit's representative regarding bargaining proposals shall be referred to the City's authorized negotiators.
2. The City's negotiators shall provide updates on the status of negotiations in closed session as needed. Councilmembers shall direct any questions related to labor negotiations for follow up to the City Manager.
3. Consistent with Government Code Section 54963 (the Brown Act), closed session discussions regarding labor relations are to be held in the strictest confidence and Councilmembers shall not disclose any closed session discussion regarding negotiations.
4. If bargaining unit members ask Councilmembers any questions, provide any feedback or make general comments about the status of negotiations, they shall be referred to their bargaining representative in all instances.
5. During labor negotiations, Councilmembers shall not meet with bargaining unit representatives involved in negotiations.

[(Adopted: RTC # (date) Amended: RTC # (date) etc.]

Lead Department: Human Resources

For reference, see also: Sunnyvale Municipal Code Chapter 2.24 *Employer-Employee Relations Code* and Council Policy 7.3.5 *Municipal Employee Relations Officer*.