



NJLM and NJ Community Solutions Launch Management Workshop Series
Labor Management Series – Part 2

Location 1

Renaissance Meadowlands Hotel
801 Rutherford Avenue,
Rutherford, New Jersey, USA, 07070

Location 2

Rowan at Burlington County College
900 College Circle
Mount Laurel, New Jersey 08054
New Classroom is at Votta Hall Room 131

What is the Management Workshop Series?

The New Jersey League of Municipalities has partnered with NJ Community Solutions to provide a new educational program that will teach individuals about the practical side of managing municipalities in New Jersey.

The Municipal Management Workshops are a series of three-hour practical educational sessions. Each session will be held in-person in small class sizes to provide opportunities to learn, discuss and question key aspects of managing a New Jersey municipality. Starting on March 19, 2024 the second series will cover a broad range of issues regarding Labor Management. Included will be Contract Construction, Negotiations, Health Insurance Programs, Arbitration and Grievance, and disciplinary Action.

The classes available for Part 2 are:

1.

Contract Construction

Dates: March 19, 2024 (Location 1) or March 20, 2024 (Location 2)

Time: 9:00 a.m. - 12:00 p.m.

Typically, 85% of full time employees are subject to collectively bargained a grievance between the town and its employees. Those agreements cover many aspects of the cost of Labor including salaries, work schedules and benefits. Construction of this agreement is vital to having a cohesive and cooperative workforce. During this session, we will talk about the typical provisions of an agreement and how best to interpret and ensure that that agreement is clear, concise, and comprehensive

CEUs: CMFO/CCFO-3.0 Office Management & Ancillary Subjects; CPWM-3.0 Management; RMC-3.0 Professional Development, QPA-3.0 Office Admin./General Duties; CPA-3.0 PD; NJCLE-3.6, PACLE-3.0

2.

Negotiations

Dates: March 19, 2024 (Location 1) or March 20, 2024 (Location 2)

Time: 1:00 p.m. - 4:00 p.m.

Discussion of methods to prepare for negotiations of a collectively bargained agreement. Certain steps that can easily be taken will help to ensure that the negotiations go well, thoroughly discussed and basically how to anticipate those negotiations whether you use a labor attorney (recommended) or not. Labor negotiations are not something that can be done quickly. Oftentimes, management does not allow enough preparation time in order to have successful negotiations. We will discuss an approach to preparing for negotiations.

CEUs: CMFO/CCFO-3.0 Office Management & Ancillary Subjects; CPWM-3.0 Management; RMC-3.0 Professional Development; QPA-3.0 Office Admin./General Duties; CPA-3.0 Fin; NJCLE-3.6, PACLE-3.0

3.

Health Insurance Programs

Dates: March 26, 2024 (Location 1) or March 27, 2024 (Location 2)

Time: 9:00 a.m. - 12:00 p.m.

Discussion will be on health insurance as it relates to labor agreements and the various programs available. The discussion is required as an isolated part of an agreement since I have seen many labor agreements binding municipalities to this singular most expensive part of the cost of labor for a municipality. Certain aspects of health insurance and how it is written into an agreement is vital to ensure that employees maintain good health insurance but allows for flexibility for the administration to make changes that will potentially save tax dollars for this exponentially growing cost.

CEU: CMFO/CCFO -3.0 Office Management & Ancillary Subjects; CPWM-3.0 Management; RMC-3.0 Professional Development; QPA- 3.0 Procurement Procedures; CPA-3.0 PD; NJCLE-3.6, PACLE-3.0

4.

Arbitration and Grievance Arbitration

Dates: March 26, 2024 (Location 1) or March 27,2024 (Location 2)

Time: 1:00 p.m. - 4:00 p.m.

While having a good labor agreement is essential for the efficient operation of any organization, there are times when reaching agreement or disputes over what the agreement says can lead to arbitration or grievances that must be handled properly in order to come to a resolution of the dispute. In the workshop on arbitration and grievance arbitration, we will discuss methods to evaluate, prepare and conduct

arbitration meetings/hearings that includes contract, or interest, arbitration as well as grievance arbitration or grievance hearings.

CEU: CMFO/CCFO-3.0 Office Management & Ancillary Subjects; CPWM-3.0 Management; RMC-3.0 Professional Development; QPA-3.0 Office Admin./General Duties; CPA-3.0 PD; NJCLE-3.6, PACLE-3.0

5. Disciplinary Action

Dates: April 2, 2024 (Location 1) or April 3, 2024 (Location 2)

Time: 9:00 a.m. - 12:00 p.m.

There are various forms and levels of disciplinary action that necessarily take place in any organization. In New Jersey, municipalities are divided into civil service communities and non-civil service communities. When an employee violates work rules and must be disciplined it is important to evaluate that discipline as compared with other disciplinary action within the organization. There are steps that an administrator should take in order to prepare for the action, judge the severity and how to properly impose discipline on the employee. We will cover those steps depending on whether the community is governed by Civil Service regulations or those towns that do not fall under those rules.

CEU: CMFO/CCFO-3.0 Office Management & Ancillary Subjects; CPWM 3.0 Management; RMC- 3.0 Professional Development; QPA 3.0 Office Admin./General Duties; CPA-3.0 PD; NJCLE-3.6 Gen, PACLE 3.0

Registration Fees:

	Course Rates
Per Workshop	\$250
Per Day (2 workshop held the same day)	\$475
Per Series (5 workshop total)	\$1,125
Entire Series (all 5 series, 25 courses in total – additional course dates will be announced later)	\$5,000

Special Discount and Course Pricing for Municipalities

Municipalities receive a 25% discount when 3 or more people from their municipality attend the same workshop.

Municipalities may also purchase a standard series, or the entire standard series (25 courses in total) and divvy the workshops up between different people from within their municipality - offering a per workshop cost savings.

The five series will include:

1. General Management
2. Labor Management
3. Human Relations
4. Council Relations
5. Financial Management

For more information on this program, or the additional courses that will be offered, visit www.njlm.org/ManagementSeries.

Questions:

For more questions on this program, please visit: www.njlm.org/managementseries or Danielle Holland-Htut, Senior Manager, Continuing Education at 609-695-3481 x118 or dholland@njlm.org