

Waltham Police Department

COLLECTIVE BARGAINING

CHAPTER 24

General Order Number: GO-01

Effective Date: 01/2009, 12/2015, 05/2017

Accreditation Standard: 24.1.2

POLICY:

The purpose and intent of the collective bargaining process is to continue harmonious relations, and to promote mutual cooperation and understanding concerning rates of pay, hours, and conditions of employment under which members perform their duties, all with a goal of securing and maintaining good will among the department and its members.

It is the policy of the Waltham Police Department to negotiate in good faith with the respective collective bargaining representatives of its employees. Although state law mandates that the Mayor is the representative of the City for collective bargaining matters, they may designate this department to represent the employer in bargaining over certain matters. When so designated by the Mayor, this department shall bargain with the representatives of the various unions and/or associations in all matters over which it has legal jurisdiction.

When agreement is reached, it is the policy of the department to meet the terms of the agreement in spirit as well as in technical compliance.

PROCEDURES:

1. **STATE STATUTE:** The collective bargaining process concerning the Waltham Police Department and its employees is guided by Mass. Gen. Law, Chap. 150E. This statute sets forth the basic conditions and constraints for bargaining.
2. **BARGAINING COMMITTEE:** The Mayor of the City of Waltham shall designate a principal negotiator for the city. They shall also designate other members of the City's bargaining committee, as they deem appropriate. The Chief of Police will appoint a representative or representatives to assist and advise in the process as requested by the Mayor or his/her designated representative. The duties of the principal negotiator shall be determined by the Mayor and shall be consistent with all requirements of good faith bargaining and the law.
3. **EXCLUSIVE BARGAINING REPRESENTATIVES:** The bargaining committee shall negotiate with the respective exclusive bargaining representatives of department employees.
4. **GROUND RULES:** The ground rules for the respective bargaining teams will be

decided in advance of the process for negotiation of wages, hours, and terms and conditions of employment. Such ground rules should, when possible, establish, among other things, the following:

- a. The size and composition of the bargaining teams.
- b. The time schedules and agendas for meetings.
- c. The procedures governing release of information to third parties (including the media) during the bargaining process.
- d. The method of documenting the deliberations, if any.
- e. The methods for introducing issues.
- f. The methods for resolving conflict.

- 5. **GOOD FAITH BARGAINING:** The department participates in negotiations based on the principle of good faith bargaining. This principle is based on the Taft-Hartley Act and Mass. Gen. Law, Chap. 150E. The purpose is to ensure oral agreements made during negotiations are reflected in written contractual language and carried out in future management-labor relations.
- 6. **DISSEMINATION OF CONTRACTS:** The principal negotiator for the City shall, after signing of a new contract, furnish a copy of same to the Chief of Police forthwith.
- 7. **DEPARTMENTAL REVIEW:** Upon receipt of a new collective bargaining agreement, the Commanding Officer-Administrative Division shall review and amend all administrative directives necessary to ensure compliance with the new agreement. They shall send a memo to the Chief of Police reporting when the review was conducted and what if any changes were necessary. [24.1.2]
- 8. **SUPERVISORY TRAINING:** After completing the review and amending process, the Chief of Police or his designee shall, by the most appropriate means available, inform all supervisory personnel of the terms of the agreement affecting personnel under their supervision. Collective Bargaining Agreements will be posted on the Department's internal website. All superior officers shall be familiar with their contents.