Department Head Orientation
Labor and Employee Relations

Keith A. Hood
Interim Director of Faculty & Staff Labor Relations

Office of Faculty & Staff Labor Relations

Primary Functions:
• Negotiation & administration of AAUP, UCPEA, and Graduate Assistant collective bargaining agreements
• Administration of state-wide collective bargaining agreements covering public safety, maintenance and clerical personnel.
• Conflict resolution, grievance processing and labor-management relations
• University representation for employment-related claims and litigation

Collective Bargaining in State Employment

• Classified employees (generally paid on an hourly basis) include:
  - NP-2 Maintenance and Service Unit (CEUI)
  - NP-3 Administrative Clerical Unit (AFSCME)
  - NP-5 Police and Fire Union (CPFU)

• Unclassified: (professional salaried employees):
  - University of Connecticut Professional Employees Association (UCPEA)
  - American Association of University Professions (AAUP)
  - Graduate Employee Union (GEU-UAW)
Correcting Problematic Conduct and Job Performance

- Use progressive interventions
- Exhaust informal measures (counseling and coaching) before initiating the process for formal discipline or sanctions.
- Document your actions
- Include relevant labor union where appropriate
- Consult with Labor Relations

Strategies for Addressing Teaching Effectiveness/Productivity Concerns

- Follow a consistent review process. Gather all relevant information and documentation including results from the Student Evaluation of Teaching, Annual Reports, classroom observations, and other measures of effectiveness.
- Discuss concerns constructively with faculty member and offer suggestions for improvement (i.e., Center for Excellence in Teaching and Learning, targeted professional development, Teaching Enhancement Plans, mentoring, etc.).
- For significant concerns, reduce conclusions to writing and share the document with the faculty member and the AAUP pursuant to Article 19.11 of the AAUP agreement.

Pitfalls to Avoid

- Failing to discuss concerns directly with the employee. Allowing issues to fester.
- Judging concerns before the employee has had an opportunity to respond.
- Failing to enforce expectations uniformly (or the appearance of doing so).
- Failing to document concerns (performance or conduct) that have been substantiated.
We're Here to Help

• Keith Hood, Interim Director
• Jay Hickey, Labor Relations Specialist
• Kelly Bannister, Labor Relations Associate & Staff Attorney
• Jena Kriem, Labor Relations Associate
• Susan LaMorte, Administrative Assistant & Office Manager

Contact us at: 860-486-5684  www.lr.uconn.edu

8/23/2017