

**Department Head Orientation
Labor and Employee
Relations**

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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
- Jessa Mirtle, Labor Relations Associate
- Jocelyn Miner, Labor Relations Associate
- Allison Gaffey, LR Assistant
- Susan LaMorte, Administrative Assistant & Office Manager

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