

**COLLECTIVE BARGAINING AGREEMENT  
ORDINANCE PROCESS**

1. County Labor Relations staff prepares final signature copies of contract and obtains Union representative signature. Concurrently, Labor Relations staff prepares transmittal documents, including fiscal note(s) with required signature from department(s).
2. Labor Relations initiates transmittal process of contract and associated documents, through HR Director and County Administration Officer to the Executive.
3. Executive signs the contract and submits it to Council to be enacted as an ordinance.
4. Contract is placed on the agenda of a regular meeting of the full Council (Monday afternoon), for first reading and referral to Committee.
5. Collective bargaining agreements go to General Government and Labor Relations Committee for a hearing (second and fourth Tuesday afternoons).
6. The Committee hearing is public. The labor Negotiator attends, and the Union negotiator is invited. Employees are welcome to attend (but must have approved leave during scheduled work time).
7. The Committee hears the report from Council staff about the contract, and Councilmembers may ask questions or request comments from the County and Union negotiators. The Committee then votes to send the contract to the full Council with a “do pass” recommendation. Although it seldom happens, the Committee may postpone the vote and ask the staff to bring additional information back to the next meeting.
8. The contract goes back to the full Council, usually the second Monday following the Committee hearing, to be approved as an ordinance.
9. The Council sends the approved ordinance back to the Executive for his signature; the ordinance is in effect 10 days after the Executive signs it.