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|  <p><b>CD-019000</b></p> | <h1>NEW MEXICO<br/>CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."<br/> <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p> |                           |
|   | <b>ISSUE DATE:</b> 01/12/05  | <b>REVIEWED:</b> 11/30/18 |
|   | <b>EFFECTIVE DATE:</b> 01/12/05  | <b>REVISED:</b> 02/17/15  |
| <b>TITLE: Employee-Management Relations</b>   |  |                           |

**AUTHORITY:**

- A. NMSA 1978, Sections 10-7E-1 through 10-7E-26, as amended
- B. Policy *CD-010100*

**REFERENCE:**

- A. ACA Standard 2-CO-1C-03, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. Agreement between the State of New Mexico and American Federation of State, County and Municipal Employees, New Mexico Council 18.
- C. Policy *CD-032000* (Employee Grievance Procedures).

**PURPOSE:**

Establish a good working relationship between employees and management.

**APPLICABILITY:**

All employees and managers of the New Mexico Corrections Department.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

None

**POLICY: [2-CO-1C-03]**

- A. The Department shall assign a senior staff member to act as the Labor-Relations Manager whose duties include, but are not limited to:
  - Providing division directors guidance with labor relations matters,


- Keep upper management apprised of labor negotiations,
  - Adhering to all federal and state guidelines that relate to labor relations,
  - Acting as the employee grievance coordinator,
  - Negotiating settlements in conjunction with the general counsel's office,
  - Assisting with the preparation of compensation issues.
- B. The Labor-Relations Manager shall be adept at affective communication, organizational awareness, and cultural diversity.
- C. The Labor-Relations Manager shall follow all NMCD policy requirements and adhere to allotted time frames.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

11/30/18  
Date

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**PROCEDURE: [2-CO-1C-03]**

- A. The Labor-Relations Manager shall make pre-scheduled and pre-advertised visits to each state facility located throughout the state of New Mexico at least annually. During the course of these visits all staff shall be given an opportunity to meet with the Labor-Relations Manager upon request.
- B. The Labor-Relations Manager shall act in good faith in accordance with the Agreement between the State of New Mexico and American Federation of State, County and Municipal Employees, New Mexico Council 18.
- C. The Labor-Relations Manager shall follow all procedures outlined in policy *CD-032000* (Employee Grievance Procedures) when handling an employee grievance.
- D. All grievances and matters of concern that are reported to the Labor-Relations Manager shall be thoroughly reviewed and if warranted investigated.
- E. The Labor-Relations Manager shall be responsible for reviewing changes to the Labor-Management Agreement and providing briefings and training to management staff.



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 David Jablonski, Secretary of Corrections  
 New Mexico Corrections Department

11/30/18  
 Date