

# **OFFICE OF EMPLOYEE RELATIONS**

## **MISSION**

The Office of Employee Relations (OER) serves as the Governor's agent in carrying out the State's labor relations responsibilities as an employer in accordance with the Public Employees' Fair Employment Act (the Taylor Law).

## **ORGANIZATION AND STAFFING**

Under the administration of a Director appointed by the Governor, the agency is located in Albany. OER will have a workforce of 95 positions for 2000-01, 46 of which are funded by State tax dollars from the General Fund and are involved in negotiating the collective bargaining agreements. State tax dollars also support another 49 positions involved in implementing collectively bargained programs.

## **FISCAL BACKGROUND AND BUDGET HIGHLIGHTS**

The Executive Budget recommends about \$6.4 million for the Office of Employee Relations, which includes \$3.8 million in General Fund moneys. This funding will provide continued support for the Office's primary mission of negotiating and administering collective bargaining agreements.

Funding from the Office's other sources include:

- \$2,171,400 in charges to the Collective Bargaining Agreements to support statewide employee training and other developmental programs and the cost of administering these agreements; and
- Revenues of \$450,000 received from non-General Fund agencies to reimburse the Office for providing training programs and collective bargaining services provided by the Office. These revenues also include payments from the National Association of State Directors of Employee Relations to support the operations of that organization.

## **PROGRAM HIGHLIGHTS**

The Office of Employee Relations represents the Governor in Executive Branch collective bargaining negotiations with nine public employee unions, assists State agencies to interpret and administer the negotiated agreements, and represents the State in hearings and arbitrations before the Public Employment Relations Board.

The Office of Employee Relations also is the Executive Branch's in-house consulting agency for advancing sound management practices and improving productivity and innovation in State government. Currently, the agency is working with more than 25 agencies on various organizational development and improvement initiatives. The Office is further charged with designing and administering statewide training programs, developing policy and providing oversight for several employee benefit programs.

In its capacity as the Governor's labor relations agent, the Office continues to be instrumental in providing direction for workforce management and, through labor management partnerships, working with the unions to mitigate the impact of structural changes aimed at improving the efficiency of State government. The Office is also making a concerted effort to provide and enhance a consistent labor relations philosophy in all departments and agencies. This is being accomplished by promoting labor-management cooperation by offering a comprehensive training program through the Employee Relations

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Institute and by increasing the use of technology for better communication of common issues and concerns. A major focus during 2000-01 will be to expand the use of technology in making training programs available to the State's workforce.

### ALL FUNDS APPROPRIATIONS

Category	Available 1999-00	Appropriations Recommended 2000-01	Change	Reappropriations Recommended 2000-01
State Operations .....	\$6,281,800	\$6,427,900	+\$146,100	....
Aid To Localities .....	....	....	....	....
Capital Projects .....	....	....	....	....
<b>Total .....</b>	<b>\$6,281,800</b>	<b>\$6,427,900</b>	<b>+\$146,100</b>	<b>....</b>

### ALL FUND TYPES LEVELS OF EMPLOYMENT BY PROGRAM ANNUAL SALARIED POSITIONS

Program	Available 1999-00	2000-01 Recommended Average Fill Level			Change
		Personal Service (Regular)	Maintenance Undistributed	Total Recommended 2000-01	
Contract Negotiation and Administration					
General Fund .....	40	40	....	40	....
Internal Service Funds .....	49	49	....	49	....
Management Confidential Affairs					
General Fund .....	6	6	....	6	....
<b>Total .....</b>	<b>95</b>	<b>95</b>	<b>....</b>	<b>95</b>	<b>....</b>

### STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS

Fund Type	Available 1999-00	Recommended 2000-01	Change
General Fund .....	\$3,784,400	\$3,806,500	+\$22,100
Special Revenue Funds - Other .....	450,000	450,000	....
Internal Service Funds .....	2,047,400	2,171,400	+124,000
<b>Total .....</b>	<b>\$6,281,800</b>	<b>\$6,427,900</b>	<b>+\$146,100</b>

### STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS

Program	Available 1999-00	Recommended 2000-01	Change
Contract Negotiation and Administration			
General Fund .....	\$2,855,400	\$2,902,600	+\$47,200
Special Revenue Funds - Other .....	450,000	450,000	....
Internal Service Funds .....	2,047,400	2,171,400	+124,000
Management Confidential Affairs			
General Fund .....	929,000	903,900	-25,100
<b>Total .....</b>	<b>\$6,281,800</b>	<b>\$6,427,900</b>	<b>+\$146,100</b>

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### STATE OPERATIONS — GENERAL AND OFFSET FUNDS SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2000-01 RECOMMENDED

Program	Total Personal Service		Personal Service Regular (Annual Salaried)		Temporary Service (Nonannual Salaried)	
	Amount	Change	Amount	Change	Amount	Change
Contract Negotiation and Administration .....	\$2,650,700	+\$47,200	\$2,636,400	+\$47,200	\$11,700	....
Management Confidential Affairs .....	298,200	-25,100	297,700	-25,100	....	....
Total .....	<u>\$2,948,900</u>	<u>+\$22,100</u>	<u>\$2,934,100</u>	<u>+\$22,100</u>	<u>\$11,700</u>	<u>....</u>

Program	Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change
Contract Negotiation and Administration .....	\$2,600	....
Management Confidential Affairs .....	500	....
Total .....	<u>\$3,100</u>	<u>....</u>

### STATE OPERATIONS — GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 2000-01 RECOMMENDED

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Contract Negotiation and Administration .....	\$251,900	....	\$33,900	....
Management Confidential Affairs ..	605,700	....	18,300	....
Total .....	<u>\$857,600</u>	<u>....</u>	<u>\$52,200</u>	<u>....</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Contract Negotiation and Administration .....	\$30,400	....	\$187,600	....
Management Confidential Affairs ..	13,500	....	27,900	....
Total .....	<u>\$43,900</u>	<u>....</u>	<u>\$215,500</u>	<u>....</u>

Program	Maintenance Undistributed	
	Amount	Change
Management Confidential Affairs ..	\$546,000	....
Total .....	<u>\$546,000</u>	<u>....</u>

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**STATE OPERATIONS — OTHER THAN GENERAL FUND  
SUMMARY OF APPROPRIATIONS AND CHANGES  
2000-01 RECOMMENDED**

<u>Program</u>	<u>Total Amount</u>	<u>Change</u>	<u>Personal Service Amount</u>	<u>Change</u>
Contract Negotiation and Administration .....	\$2,621,400	+\$124,000	\$1,852,700	+\$124,000
Total .....	<u>\$2,621,400</u>	<u>+\$124,000</u>	<u>\$1,852,700</u>	<u>+\$124,000</u>

  

<u>Program</u>	<u>Nonpersonal Service Amount</u>	<u>Change</u>	<u>Maintenance Undistributed Amount</u>	<u>Change</u>
Contract Negotiation and Administration .....	\$318,700	....	\$450,000	....
Total .....	<u>\$318,700</u>	<u>....</u>	<u>\$450,000</u>	<u>....</u>