

SUPPLEMENTAL LABOR AGREEMENTS AND MEMORANDA OF UNDERSTANDING

Description and Scope - Supplemental Agreements and Memoranda of Understanding are written agreements negotiated by the State Labor Negotiator and the exclusive representative of a collective bargaining unit for the purpose of clarifying or modifying particular provisions of a collective bargaining agreement.

Objective - To ensure that supplemental agreements and memoranda of understanding modifying or clarifying the provisions of collective bargaining agreements are consistent with the needs of state management.

Responsibilities -

A. Appointing Authorities:

- Refer agency and/or exclusive representative requests for supplemental agreements or memoranda of understanding to DOER Labor Relations Bureau.
- Assist the State Labor Negotiator in negotiating supplemental agreements and/or memoranda of understanding.
- Implement all applicable provisions of supplemental agreements or memoranda of understanding in a manner consistent with the meaning and intent of the agreement.

B. Department of Employee Relations:

- Review all requests for supplemental agreements and/or memoranda of understanding, determine whether or not to negotiate with the exclusive representative on the matter, and advise affected appointing authorities of the disposition of any requests.
- Represent the State of Minnesota and its appointing authorities in the negotiation of supplemental agreements and/or memoranda of understanding or delegate this responsibility on a case by case basis to appointing authorities.
- Execute supplemental agreements and/or memoranda of understanding on behalf of the State of Minnesota and advise affected agencies of the provisions of supplemental agreements and/or memoranda of understanding.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. § 179.74 - State and its employees; negotiations; appropriate units
- B. Preamble Article, collective bargaining agreements.