



# Homeland Security

## **DHS Labor-Management Forum Charter**

**November 4, 2010**

## **Section 1. Preamble**

The Department of Homeland Security (DHS), the American Federation of Government Employees (AFGE) and the National Treasury Employees Union (NTEU), recognize that the primary resource of DHS is the knowledge, skill, wisdom, and experience of its employees and that it is necessary to encourage the active involved participation of employees to effectively accomplish the DHS mission. To this end, the DHS Labor-Management Forum (Forum) is intended to promote improvements in overall DHS efficiency and effectiveness, improve employee satisfaction and promote employee training and development, assist in the development of cooperative and productive labor-management relations and encourage the involvement of employees in workplace issues through their union representatives.

## **Section 2. Scope**

The activities of the Forum are governed by Title 5, United States Code, Chapter 71, the Federal Service Labor-Management Relations Statute, and Executive Order 13522.

## **Section 3. Labor-Management Forum Composition**

The Forum will consist of 25 members: ten (10) from management and 15 from labor. The members from DHS will include the Deputy Secretary, CHCO, and representatives from the following DHS Components: FEMA, CBP, ICE, USCIS, USCG, TSA, FLETC and NPPD. The members from labor will include the National Presidents of NTEU, AFGE and NBPC and 6 additional representatives from NTEU and 6 from AFGE. Advisors and subject matter experts from DHS, NTEU and AFGE may also be present. The DHS Deputy Secretary will co-chair the Forum with the National Presidents of NTEU and AFGE.

## **Section 4. Labor-Management Forum Goals**

The goals of the Labor-Management Forum are to:

- Assist DHS Components in delivering quality service to internal and external customers with the involvement of their employees.
- Proactively identify problems and craft solutions to better serve the Department's mission.
- Promote and practice pre-decisional involvement.
- Support improved labor-management relations.
- Promote the creation of new labor-management forums at the level of recognition and other appropriate levels within the Components and maintain existing labor-management committees and councils in accordance with Section 2 of the DHS Implementation Plan for Executive Order 13522.
- Provide oversight to component labor-management forums by, for example, receiving reports of forum activities, providing guidance to such forums as appropriate and collecting and disseminating information on Component forum level successes and best practices.
- Create a high performance work environment that addresses the future challenges of DHS while fostering a high quality of work life for employees.

- Evaluate and document changes in employee satisfaction, manager satisfaction, and organizational performance resulting from the Forum.
- Develop metrics to monitor improvements in areas such as labor-management satisfaction, productivity gains, cost savings, employee development and training and other areas as identified by the Forum's participants.
- Recognize, publicize and promote successes within DHS.
- Promote training for effective labor-management relations and participation in lower level labor-management forums and in work groups.

### **Section 5. DHS Labor-Management Forum Meetings and Procedures**

The DHS Labor-Management Forum will meet quarterly for up to four (4) hours per meeting. Meeting length will be determined based on the agenda and may not last four hours.

Additionally, the Forum members may determine that the meeting will be conducted virtually via teleconferencing. At least twenty one (21) days prior to the scheduled date of the meeting, the parties will exchange anticipated agenda items. Normally, an agenda item is appropriate if it concerns a matter impacting at least two (2) DHS components. Agenda topics which concern Component issues should be addressed first at the Component level before being brought to the DHS Forum. Additional meetings may be held, and matters not on the agenda may be discussed, upon the consent of DHS, NTEU, and AFGE. DHS will prepare a summary of the Forum meeting subject to concurrence by the two labor organizations. By mutual consent, the Forum may decide to engage the services of a consultant or facilitator to participate in Forum meetings.

Forum participants will use a "strive for consensus" decision-making model in all of its activities; that is the parties will work extraordinarily hard to reach a decision all participants can live with. Each participant has a responsibility to participate in the decision-making process and to support the Forum's decision if consensus is reached. Agreements reached by members of the DHS Labor-Management Forum do not constitute a waiver of any right provided for by Title 5 USC Chapter 71. If no consensus is reached, the options for the Forum include seeking the services of a facilitator, forwarding the issue to a delegated working group, or determining that consensus is not going to occur. In the absence of agreement, the parties retain their rights under 5 USC Chapter 71.

### **Section 6. General Principles**



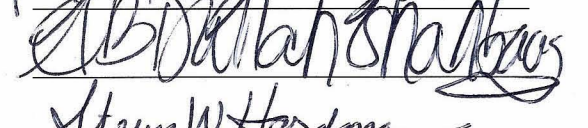
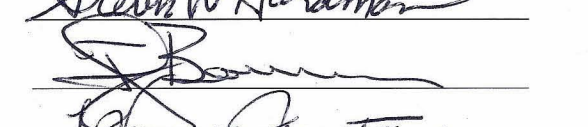
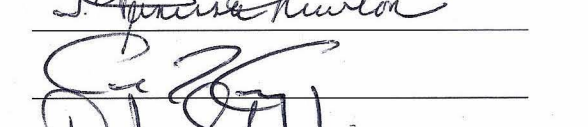
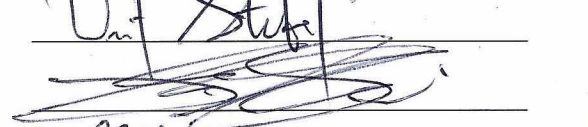
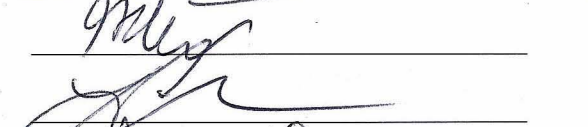
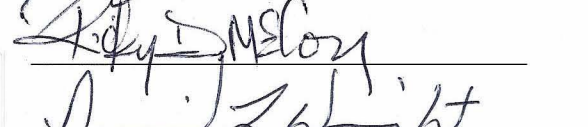
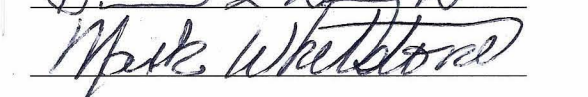


While functioning as a participant in the DHS Labor-Management Forum, it is important that each participant treat each other with dignity and respect, and share their ideas, proposals, information and concerns with each other. Each participant is expected to participate as an equal partner in all discussions associated with the DHS Labor-Management Forum.

The DHS Labor-Management Forum may charter working groups for the purpose of improving or changing work processes and procedures or other issues as determined by the Forum. The

qualifications, and whether or not to deviate from the general rule of having an equal number of representatives from management and labor. All union representatives will be selected by their respective labor organization.

AFGE and NTEU members of the DHS Labor-Management Forum, who are DHS employees, will be provided duty time in all Forum-related activities including but not limited to meetings and work group activities. Overtime is not authorized. Travel and per diem expenses associated with travel to and from Forum meetings and work groups, will also be paid to representatives who are DHS employees when travel is required. The parties support the use of the most efficient and effective methods for conducting meetings including the use of electronic mail, conference calls and video teleconferences. Time spent in DHS Labor-Management Forum activities will not be charged against official time negotiated in collective bargaining agreements. Travel and per diem expenses related to DHS Labor-Management Forum activities will be paid by the employees' DHS Component.

For Labor:


For Department of Homeland Security:

