



Labor Liaison Survey

We have developed the following survey to help us put together a training program for our labor liaisons. Your answers to these questions will be used solely to help us identify training issues. Please fill out the attached survey and email or fax it back to fax 727-6887. You may also complete this form by visiting the OLRCB website at olrcb.dc.gov/olrcb/site/default.asp.

We appreciate your time and feedback. Your assistance with this process will help us develop a stronger and more effective labor liaison program.

Name: _____ Agency: _____

1. How long have you been the labor liaison for your agency?

2. In addition to your labor relations responsibilities, are you required to perform other functions, such as HR, special projects unrelated to labor relations, EEO, etc.? If so, please indicate those responsibilities.

3. Have you worked in a labor relations position in the past? Please describe.

4. Have you had any formal training about labor relations? (College courses, seminars, certificate programs, Center for Workforce Development classes or other programs.) Please list.

5. Have you received any guidance or instruction from your agency about what being a labor liaison involves? If so, what were you told?

6. Each bargaining unit has a compensation agreement and a working conditions agreement. Do you have a copy of the agreements for your agency?
Yes No
7. Have you read them?
Yes No

8. Have you attended a bargaining (working conditions, compensation or impact and effects) session between a union and management?

Yes No

9. Have you attended a hearing at the PERB with a labor relations officer from OLRCB?

Yes No

10. Have you attended an arbitration hearing with a labor relations officer from OLRCB?

Yes No

11. Have you helped an OLRCB Attorney Advisor investigate a case? If so, how? (This might include identifying key witnesses and researching documents, among other tasks.)

Yes No

12. Have you talked to a union about a grievance or other employee issues?

Yes No

13. Do you know how to obtain a purchase order?

Yes No

14. What is the greatest challenge you face in performing your duties as a labor Liaison?

15. Do you conduct training on the collective bargaining for new managers and supervisors?

Yes No

16. What training would be helpful to you as a labor liaison?

17. Do you meet regularly with your Director to discuss labor relations matters?

18. Are you currently engaging the unions' labor management meetings? Yes No

19. If you are holding labor management meetings, how often do these meetings occur?

Monthly Quarterly Bi-Annually Other

20. List three areas where you believe your agency can improve in its relationship with the union and/or better administer the collective bargaining agreement.
