



NATIONAL
ENDOWMENT
FOR THE
HUMANITIES

*Office of Human
Resources*

1100 PENNSYLVANIA AVE., NW
WASHINGTON, D.C. 20506
www.neh.gov

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LABOR-MANAGEMENT FORUM IMPLEMENTATION PLAN

E. O. 13522; Creating Labor-Management Forums to Improve Delivery of Government Services.

Introduction

This plan has been jointly approved and created by the National Endowment for the Humanities (NEH) and Local 3403 of the American Federation of Government Employees (Union) as required by Section 3(b) of the Executive Order mentioned above; Creating Labor-Management Forums to Improve Delivery of Government Services. The NEH is a small independent Executive Level agency with approximately 176 employees whose mission is to serve and strengthen the United States by promoting excellence in the humanities and conveying the lessons of history to all Americans. The Union represents all Agency employees except those excluded by law.

Baseline Assessment of Labor-Management Relations in the Agency

The NEH and the Union have developed a constructive and cooperative relationship that has essentially reduced administrative litigation in the last few years. The NEH and the Union have worked closely to informally resolve issues. Accordingly, the parties have agreed to continue to monitor these indicators, with any significant changes from the current low levels indicating a need to reassess the situation and discuss corrective action.

Additionally, the parties will periodically review the status of the NEH's process for ensuring that the Union is significantly involved in initiatives affecting the workplace to determine whether adjustments in the process are required.

Establishment of Labor Management Forums

The NEH and the Union have had a long standing Labor Management Forum since January 10, 2001 which is internally referred to as Labor Management Committee (LMC). The NEH and the Union recognized that open and regular communication

between management and employees can enhance the quality of service, improve morale and avoid misunderstandings.

The LMC is comprised of the Agency's Assistant Chairman for Planning and Operations, Labor Relations Officer, Director of the Office of Challenge Grants and the Deputy Administrative Officer. The Union is represented by its Vice President and four of its Stewards.

The LMC meets on the fourth Wednesday of each month. These meetings provide the Union with pre-decisional involvement in a number of substantive issues, such as the work environment, employee satisfaction tools, employee opportunities, agency-mission related programs, etc. Both parties, through our partnership, strive to meet the set goals and objectives for our agency in which both labor and management strive to achieve. The LMC works to creatively solve workplace problems and improve agency performance. Any member of the LMC may introduce issues for discussion.

Developing Metrics for Monitoring Improvements

The parties have agreed to work together to establish appropriate metrics to measure the success or failure of the Labor Management Forum initiative. Both parties have also agreed to examine, at a minimum, the results of the Federal Employee Human Capital Survey that were administered in 2006 and 2008. The LMC will closely review the goals presented at the National Council on Federal Labor-Management Relations Meeting held on February, 26, 2010. The three goals are as follows: 1.) Improving the agency's ability to deliver high quality products and services to the public, 2.) Improving the quality of employee work life and 3.) Improving the Labor Management Relations climate. In addition, both parties also agree to identify other items that can be quantitatively measured.

Resources

In view of the small size of the NEH, both parties expect that the commitment of resources (other than the time of the participants) necessary to continue and enhance collaborative labor-management relations should be relatively small. To the extent that additional agency resources are necessary, the necessary funds should be identified and made available from Agency operating funds.