

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	NO. 03.04 DATE: October 27, 2022 SUBJECT: Personnel TITLE: Employee Organization FOR PUBLIC RELEASE: Yes
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- I. Reference: ACA 3-ALDF-1C-01; Memoranda of Agreement (MOA) Between Anne Arundel County, Maryland and the Fraternal Order of Anne Arundel Detention Center Officers and Personnel, Inc. (FODCOP); AFSCME Local 582; AFSCME Local 2563; Teamsters Union Local 355; Anne Arundel County Detention Center Sergeants Association International Union of Police Associations (IUPA) Local 141.
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines concerning the employee organization and its meetings with the administration.
- IV. Policy: It shall be the policy of the AACDDF to develop and maintain effective, cooperative relationships with employee organizations, whose primary objective is the improvement of working conditions for AACDDF employees.
 - A. Labor/Management Meetings
 - 1. In accordance with the FODCOP MOA, a joint labor/management liaison committee shall meet to discuss policies, procedures, any working conditions within the Detention Center facility and any other subject that the parties may mutually agree upon. The committee shall meet no less than once a month except upon majority consent of the committee. Union representatives shall be deemed to be on duty status while attending meetings of the committee.
 - 2. In order to respond to issues concerning the employee organization membership and avoid unnecessary delays, the Superintendent shall request an agenda of items to be discussed be submitted by the officials at least one (1) week in advance of the meeting.
 - 3. The meetings shall be conducted based upon the agenda items listed and shall not be an open forum to discuss issues not listed.
 - 4. The Superintendent shall issue the minutes of each meeting to the employee organization officials within ten (10) workdays of the meeting.

5. Any changes to the minutes shall be made at the next meeting with the approved changes noted in the minutes for the meeting.

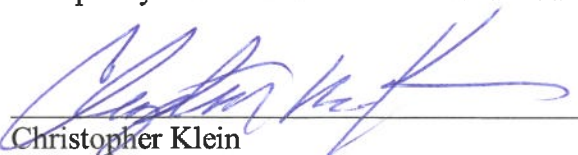
B. Employee Organization Meetings

1. The Superintendent/Correctional Facility Administrator (CFA) shall allow employee organization officials and/or representatives reasonable access to the AACDDF for meetings. The officials and/or representatives shall request approval for use of the premises at least two (2) workdays in advance of such meetings.
2. Employee organization officials who are on duty may only attend these meetings when they have arranged for another employee to relieve them.

C. Employee Organization Business

1. Officials shall only conduct employee organization business while on duty, in accordance with the applicable Memorandum of Agreement.
2. Stewards shall only conduct employee organization business while on duty, in accordance with the applicable Memorandum of Agreement.

This policy shall be reviewed at least annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 3.4 dated August 1, 2002
AD 03.04 dated September 20, 2004