



**PROBATION AND PAROLE BUREAU
STANDARD OPERATING PROCEDURES**

Procedure No.: P&P 20-14	Subject: EMPLOYEE/SUPERVISOR RELATIONS
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Signature: /s/ Ron Alsbury	Revision Date: 08/01/05; 02/15/06
	Effective Date: 10/5/01

I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established procedures that facilitate communication between managerial and line staff.

II. AUTHORITY:

2-15-112, MCA.

DOC 1.3.1 (Attachment A)

Local 4464

Duties and Powers of Department Heads

DOC Personnel Manual – “Ethics, Gratuities and Conflict of Interest”

Montana Federation of Probation and Parole Officers Contract

III. DEFINITIONS:

None.

IV. PROCEDURES:

P&P Bureau employees are encouraged to bring their problems and concerns to their supervisor or any other member of management through the chain of command. The following are guiding principles:

A. Labor Relations

The Probation and Parole Bureau Chief will be the point of contact for all formal contacts by representatives of any bargaining unit. Administrators and supervisors will comply with all applicable state requirements and the collective bargaining agreements to which the Bureau is a party. Bureau administrators and supervisors will coordinate labor relation activities with the Helena Human Resource Office.

B. Supervisor Role In Employee Relations

Under the National Labor Relations Act, all employees of the Department are divided into two groups: labor and management. It is important that every supervisor realizes the importance of his or her actions as part of the Bureau’s team. Each supervisor will be guided by the following principles in day-to-day activities with labor:

1. Supervisors are a part of management and the connecting link between the administration and labor. Supervisors represent management in day-to-day activities, and employees get their first and strongest impression of management from their supervisors.
2. Always treat employees impartially.
3. Support and enforce the policies generated by the Department and Bureau.

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4. Help develop a good organization by promoting the Department and Bureau and being a morale builder.
5. Make suggestions concerning the improvement of efficiency and personnel relations.
6. Treat all employees with consideration and remember at all times to respect their feelings.
7. Accurately represent employees' viewpoints to the management.
8. Set a positive example both on and off duty.
9. Be fair and consistent with discipline.
10. Help employees develop professionally.
11. Insist upon high standards of work.
12. Evaluate employees objectively.

C. Collective Bargaining Agreement

- Contract will be reviewed at least annually.
- The contract handbook should be referenced, as necessary.
- Submit contract issues to supervisor or shop steward for discussion at quarterly labor/management meetings.

PROCEDURE:

1. Review contract at least annually.
2. Meet quarterly with shop steward or designee of bargaining unit to discuss labor-management issues. Bring forth those issues of mutual concern to labor-management meeting.
3. Keep a current union contract in the office.

RESPONSIBILITY:

- Probation and Parole Officers/Supervisors
- Shop Steward/Regional Administrator
- Probation and Parole Officers/Supervisors

V. CLOSING: Questions concerning this policy shall be directed to the Regional Administrator.