

“MEET AND CONFER” ON COMPENSATION-RELATED SURVEYS

ISSUE. Define “meet and confer” to meet the department’s (DPA) legal obligation pertaining to compensation-related surveys.

BACKGROUND. CRS 24-50-104(4)(a) requires that DPA “meet and confer in good faith” with management, employee representatives, and the Total Compensation Advisory Council (TCAC) in the selection of published surveys used to set pay and group benefit contributions. In addition, at DPA’s sole discretion, input may be sought in the design of direct surveys before they are conducted depending on the scope of the survey; however, this is not statutorily required “meet and confer”.

CONCEPTS. The concepts involved in “meet and confer in good faith” are actually very simple. Good faith means that all parties have a mutual obligation to deal with each other honestly and openly. “Meet and confer” means to come together to exchange information and listen to viewpoints. Thus, the statutory requirement means that the department will meet and confer with employees, managers, and employee organizations to share information and actively listen to viewpoints regarding the selection of salary and benefits surveys. **In practice, DPA will typically initiate the “meet and confer” activity in order to make the process manageable, especially in the case of the annual compensation survey with its statutory deadlines.** The input collected during these meetings will be considered before a survey is selected or finalized and subsequently conducted.

GUIDELINES. Public meetings, the *Advisor*, the web, and mass emails are some of the ways DPA will communicate with employees, managers, and employee organizations. “Meet and confer” for TCAC occurs during its meetings. Discussion will focus on an explanation of the selection of surveys.

Notice of a meet and confer will be emailed to a number of groups depending on the nature of the survey, e.g., agency HR administrators, director or business representative of the employee organizations. Agency HR administrators are responsible for disseminating the notice to affected employees in their respective organizations. Notice is also typically available on the web. A notice will contain a specified date when comments are due. The proposed annual compensation survey process will be published on the web and notice emailed to different groups and placed in the *Advisor*.

During a public meeting, attendees will be expected to sign in. An explanation of the proposals and survey sources available to date will be provided and comments will be solicited. The proceedings will be documented with notes or by recording.

If additional survey sources are suggested, they will be reviewed against the DPA’s survey selection criteria for potential inclusion.