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	Document Type:	Policy
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	Document Title:	POLICY ON LABOR-MANAGEMENT COOPERATION

PURPOSE:

RMCI recognizes the right of employees for self-organization, and believes that labor and management are social partners sharing a common interest in the success and growth of the enterprise and the economy. Specifically, it aims to:


1. promote workers' participation in decision-making processes;
2. create a labor relations climate conducive to productivity improvement;
3. improve the quality of working life, and;
4. achieve and sustain economic growth.

Labor-Management Cooperation is a state of relations where labor and management work hand-in-hand to accomplish certain goals using mutually acceptable means. It is the outcome of a continuing process of enhancing mutual trust and respect through information sharing, discussion, consultation, and negotiations as schemes of worker's participation in the decision making process on **matters not covered by the Collective Bargaining Agreement**. In order to promote Labor-Management Cooperation, indirect and direct participation mechanisms shall be utilized such as joint bodies and small group activities. Through the Labor-Management Cooperation, employees are able to participate in the decision-making process and be in an avenue where they can freely air complaints. The management on the other hand will be able to demonstrate responsiveness to constructive suggestions and foster a channel of communication with employees where their know-hows and creativeness will be put into consideration. This will also be an opportunity to demonstrate that the union plays a constructive role beyond traditional contract negotiations and settlement of grievances.

The RMCI's Labor-Management Cooperation shall be composed of two groups; the (1) Labor-Management Council and the (2) Employee-Management Cooperation.

LEVEL:

All concerned employees

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DEFINITION OF TERMS:


Labor-Management Council (LMC)- refers to joint core group organized to **make or participate in decision making** for matters affecting employment and organizational effectiveness.

Employee-Management Cooperation (EMC)- refers to the **joint consultative** bodies organized for the purpose of discussing and making recommendations to the management for matters affecting employment and organizational effectiveness.

POLICY:

A. Labor Management Council


1. Pursuant to Article XIII, Section 1 of the Collective Bargaining Agreement, the RMCI and PACIWU agree to organize a Labor Management Council for the purpose of discussing and deciding issues of equal concern to both Labor and Management.
2. The council shall be composed of an adequate number of representatives from Labor and Management. The Labor representatives shall be represented by the President, Vice-President, and Secretary while the Management shall be represented by the Vice-President- Chief Operating Officer, Human Resources Division Head, and Labor Relations Supervisor or its authorized representative.
3. The Labor Management Council shall regularly convene at least once every quarter. Parties may request for a special meeting for when the need arises provided that members are notified in writing, at least five (5) days prior the special meeting.

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4. All meetings to be conducted shall reach a quorum of five (5) consisting of the Union President, Union Vice-President, Union Secretary, Vice-President- Chief Operating Officer or the Human Resources Division Head, and the Labor Relations Supervisor or its authorized representative.

B. Employee-Management Cooperation

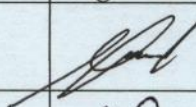
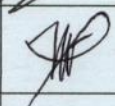

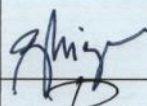

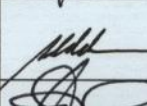

1. The Employee-Management Cooperation shall be composed of an adequate number of representatives from labor and management.
2. The Labor representatives shall be elected by at least the majority of the workers in the establishment.
3. The Management shall be represented by top level officials, Division Heads, Labor Relations Supervisor, and Department Managers including supervisors.
4. For the sake of equitable representation in the committees, the Chairman and Co-Chairman shall be represented by both Labor and Management. Under no circumstances shall the two (2) committee headship positioned be governed by either Labor representatives only or Management representatives only.
5. The Chairman and Co-Chairman of the different committees shall appoint two representatives from both Labor and Management, to be submitted to the Employee-Management Corporation Chairperson.
6. RMCi Employee-Management Cooperation shall be composed of the following committees:
 - a) *Safety and Health Committee*- this committee shall be in charge of establishing and evaluating programs and policies for safety and health improvement and responses.

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- b) *Professional Decorum Committee*- this committee shall be in charge of establishing and evaluating programs and policies for observance of professionalism in the workplace
 - c) *Sports, Cultural, and Recreation Committee*- this committee shall be in charge of establishing and evaluating programs and policies pertaining to involvement of employees in sports and recreational activities.
 - d) *Employee and Family Welfare Committee*- this committee shall be in charge of establishing and evaluating programs and policies for workers' quality of life by incorporating a family-centered approach.
7. The RMCI shall allocate budget for the Labor-Management Council and Employee-Management Cooperation programs identified by the committees based on business affordability and priority.
 8. In case of resignations, parties shall appoint a replacement and shall submit nominations to the EMC Chairperson.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	LANCE CARY D. FUENTES, Rpm Organizational Development Specialist		7/21/22
Verified:	RONEL JAY Y. FERRER Labor Relations/ Employee Relations Supervisor		7/21/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/21/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Head		7/21/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/25/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		07/26/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22



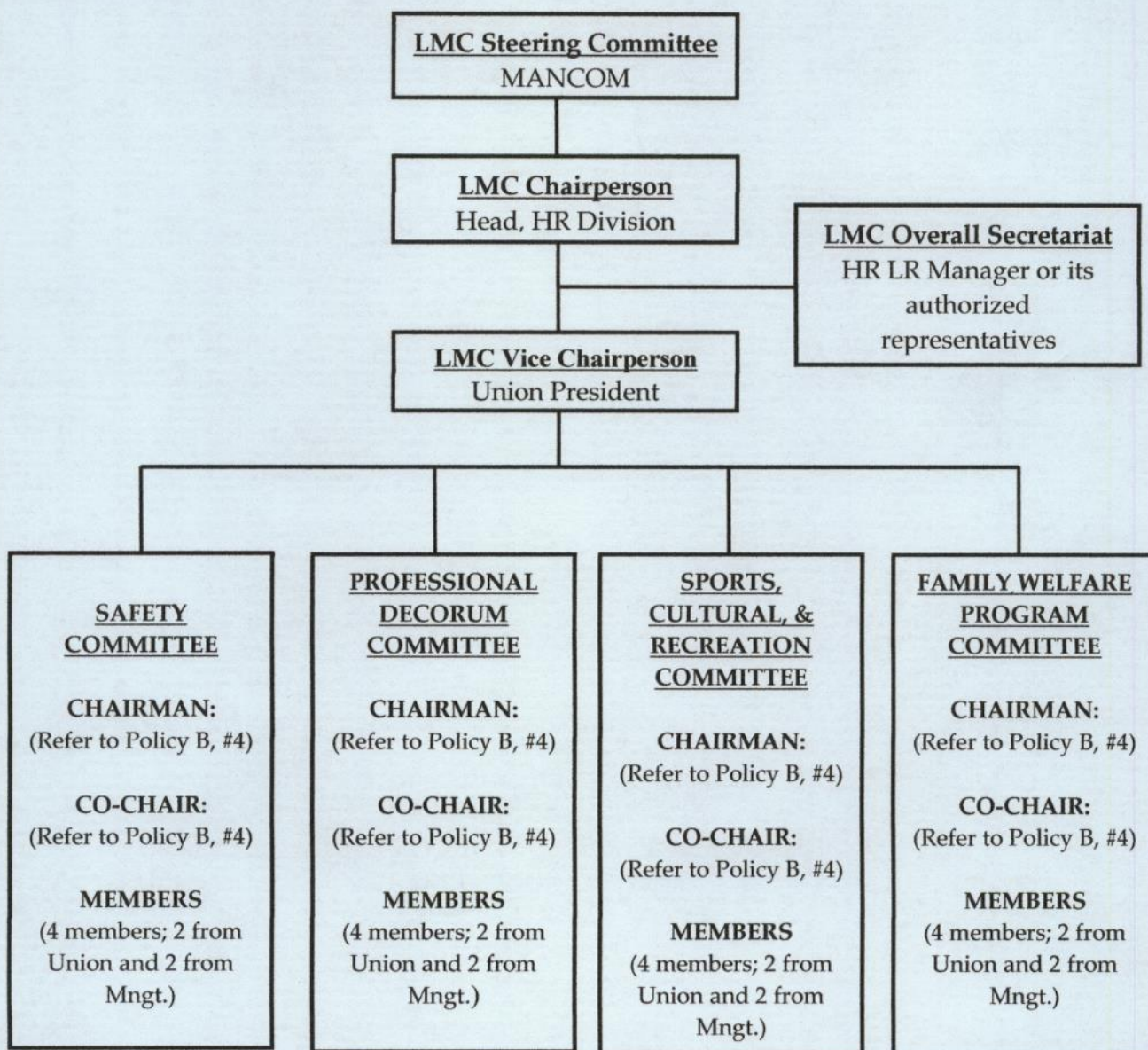
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ANNEX:

Proposed Employee-Management Cooperation



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PURPOSE:

To discuss the steps involved in the implementation of Policy on Labor-Management Cooperation.

SCOPE:

Applies to all Labor Relations/ Employee Relations staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:


Human Resource Division personnel, Labor Union Members, Committees

PROCEDURE:

A. Committee Establishment


To ensure the orderly operations of the Council, it is desirable that the parties agree on basic guidelines or principles

1. Both parties shall come up with committee objectives that are consensual to employees.
2. Both parties shall come up with the coverage of committee's activities.
3. Time, place, duration and frequency of meeting must be agreed upon at least once every 2 months.
4. The procedure for the timing and exchange of agenda must be agreed by the Committees.
5. Both parties shall appoint a secretariat who will be in charge of the recording, maintenance and dissemination of minutes of meetings.
6. Both parties must adhere to the quorum consisting of the Chairman and Co-chair with at least two (2) members.

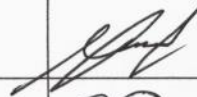





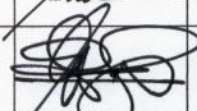
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B. Formulation of Labor-Management Cooperation Programs

1. An orientation on labor-management cooperation shall be conducted by the National Conciliation and Mediation Board (NCMB).
2. Both parties shall then recognize common objectives and problems, and the need to cooperate and agree on mutually acceptable solutions.
3. Once objectives and problems are identified, determination of appropriate organizational structure shall take place and adoption of operating guidelines to govern the cooperation program.
4. The committees shall set-up of the operating structure alongside the training of persons involved in the cooperation program
5. Identification and prioritization of problems shall then take place
6. Formulation and development of plans and projects shall follow and its implementation
7. Monitoring and evaluation of projects shall be conducted by the committees to gather feedback and identify aspects for improvement.

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Prepared by:	LANCE CARY D. FUENTES, Rpm Organizational Development Specialist		7/21/22
Verified:	RONEL JAY Y. FERRER Labor Relations/ Employee Relations Supervisor		7/21/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/21/22
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Head		7/21/22
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/25/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		07/28/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22



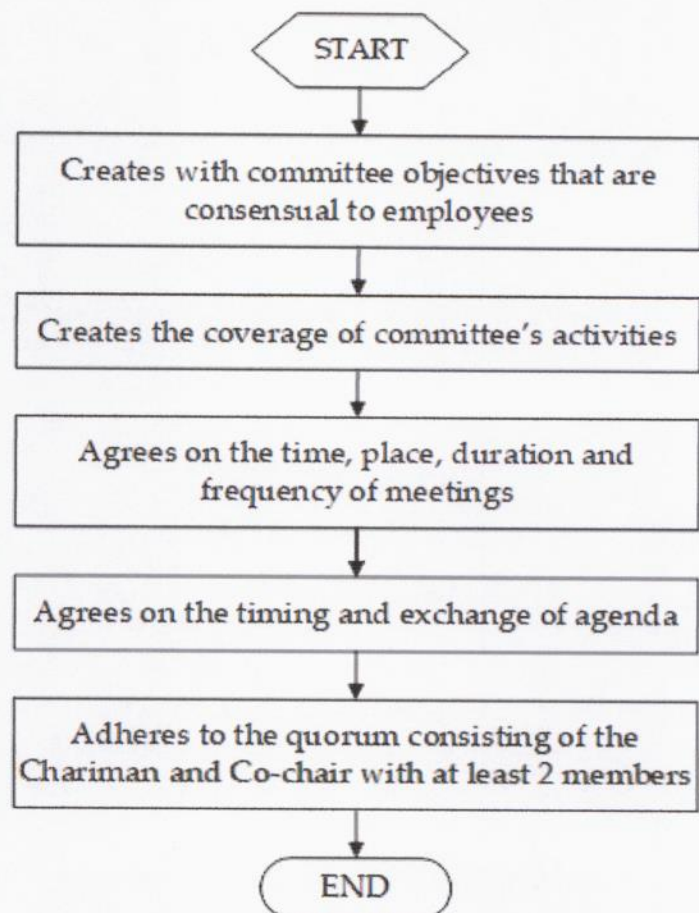
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FLOWCHART

COMMITTEE ESTABLISHMENT





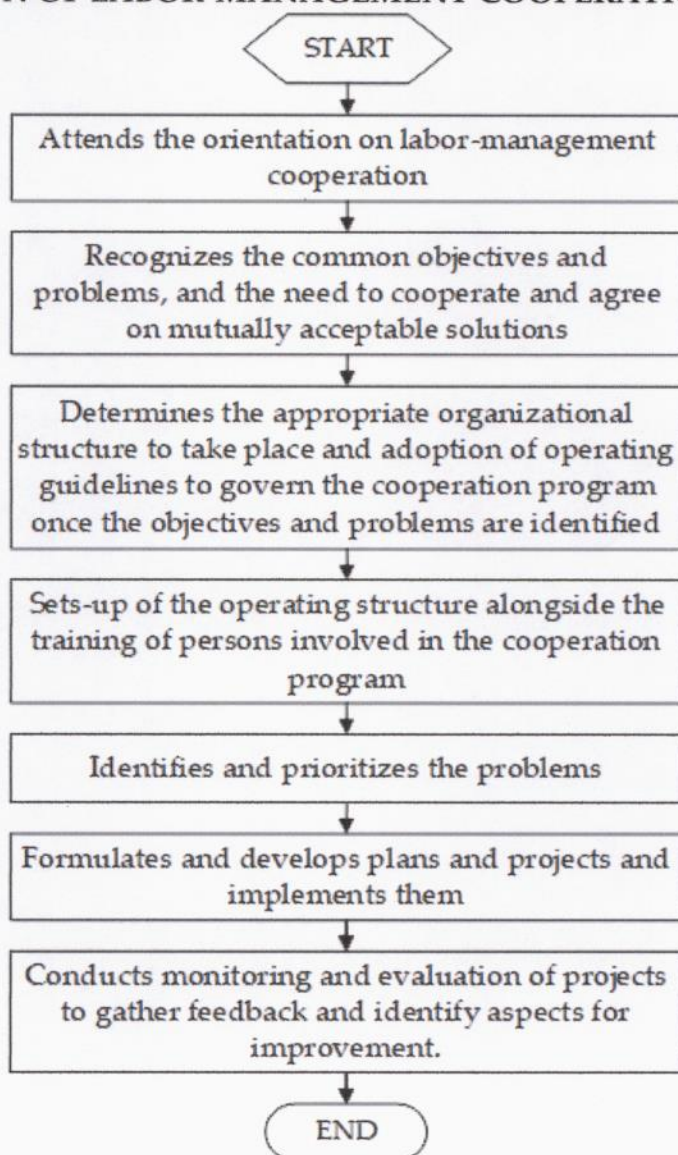
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FLOWCHART


FORMULATION OF LABOR-MANAGEMENT COOPERATION PROGRAMS




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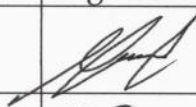


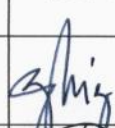


KEY TASKS	PERSON RESPONSIBLE
COMMITTEE ESTABLISHMENT	
1. Creates with committee objectives that are consensual to employees	RMCI and Labor Union
2. Creates the coverage of committee's activities	RMCI and Labor Union
3. Agrees on the time, place, duration and frequency of meetings	RMCI and Labor Union
4. Agrees on the timing and exchange of agenda	Committees
5. Adheres to the quorum consisting of the Chariman and Co-chair with at least 2 members	RMCI and Labor Union

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KEY TASKS	PERSON RESPONSIBLE
FORMULATION OF LABOR-MANAGEMENT COOPERATION PROGRAMS	
1. Attends the orientation on labor-management cooperation conducted by National Conciliation and Mediation Board (NCMB)	RMCI and Labor Union
2. Recognizes the common objectives and problems, and the need to cooperate and agree on mutually acceptable solutions	RMCI and Labor Union
3. Determines the appropriate organizational structure to take place and adoption of operating guidelines to govern the cooperation program once the objectives and problems are identified	RMCI and Labor Union
4. Sets-up of the operating structure alongside the training of persons involved in the cooperation program	Committees
5. Identifies and prioritizes the problems	RMCI and Labor Union
6. Formulates and develops plans and projects and implements them	RMCI and Labor Union
7. Conducts monitoring and evaluation of projects to gather feedback and identify aspects for improvement.	Committees

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