

**EXECUTIVE ORDER NO. 2-88**  
**OFFICE OF LABOR RELATIONS**

**WHEREAS,** Developing an effective labor relations program is of critical importance to the City of Philadelphia; and

**WHEREAS,** To develop a more effective labor relations policy, and to establish a foundation for an era of labor-management cooperation, it is necessary that the three cornerstones of labor relations - negotiations, contract administration, and adjudication of disputes - be consolidated within a single Office of Labor Relations, so that they may be managed as equal parts of a single system; and

**WHEREAS,** The Office of Labor Relations must receive the highest organizational status, both in recognition of the importance of labor relations to all City departments, and to enable the office to work most effectively with both union officials and key City decision makers; and

**WHEREAS,** To assist the City's development of an effective labor relations policy, a high-level Labor Relations Coordinating Committee should be established;

**NOW, THEREFORE, I, W. Wilson Goode,** by the power vested in me as Mayor of the City of Philadelphia, do hereby **ORDER** as follows:

**SECTION 1. ESTABLISHMENT OF THE OFFICE OF LABOR RELATIONS.**

The Office of Labor Relations is hereby established within the Office of The Mayor. The Office of Labor Relations shall be headed by the Labor Relations Director, who shall report to the Deputy Mayor for Operations.

## **SECTION 2. PURPOSE.**

The purpose of the Office of Labor Relations shall be:

- (a) To act as an advocate for management in all aspects of the collective bargaining relationship with City labor unions; and
- (b) To act as a problem solver by mediating and facilitating agreements between disputing parties and by functioning as a focal point for both management and labor to air and find solutions for their differences.

## **SECTION 3. FUNCTIONS.**

The functions of the Office of Labor Relations shall be to:

- (a) Develop and maintain an overall strategy of labor-management relations;
- (b) Organize, conduct and coordinate the negotiations process between the City and its municipal unions;
- (c) Assure that the City's labor agreements are administered equitably and effectively by evaluating the quality of contract administration and recommending improvements where needed;
- (d) Assure that labor contract grievances and arbitrations are resolved in the most effective and professional manner. This includes unfair labor practices as well as other matters within the jurisdiction of the Pennsylvania Labor Relations Board; the determination of what the City will support in the arbitration process; and the selection of arbitrators and other resources required to operate with maximum effectiveness;
- (e) Maintain communications with both labor and management within City Government, including representation on all joint labor management committees where appropriate;
- (f) Represent the Administration in matters of labor relations to all governmental entities as necessary;
- (g) Represent the Administration on committees and other bodies, as well as at events affecting and concerning organized labor as required; and
- (h) Develop strategies that will enable the Administration to act with maximum effectiveness in the event that actions in the labor relations arena, taken by labor or management, may adversely affect the well-being of the citizens of Philadelphia.

**SECTION 4. ESTABLISHMENT OF  
LABOR RELATIONS COORDINATING COMMITTEE.**

There is hereby established a Labor Relations Coordinating Committee, consisting of the Deputy Mayor for Operations, the City Solicitor, the Managing Director, the Finance Director, the Personnel Director and the Labor Relations Director. The Committee shall meet regularly to discuss labor relations issues, upon an agenda to be determined by the Labor Relations Director.

**SECTION 5. EFFECTIVE DATE.**

This Order shall be effective immediately.

DATE

Jan. 25, 1988

W. Wilson Goode  
W. WILSON GOODE  
Mayor