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**CFO DIRECTIVE
NO. 2020-101-010**

SUBJECT: Collective Bargaining Agreements

ISSUANCE DATE: May 18, 2020

EFFECTIVE DATE: May 18, 2020

1. AUTHORITY

1.1. State of Michigan Public Act 279 of 1909, Section 117.4s(2)(a), as amended by Public Act 182 of 2014, states the Chief Financial Officer shall supervise all financial and budget activities of the city and coordinate the city's activities relating to budgets, financial plans, financial management, financial reporting, financial analysis, and compliance with the budget and financial plan of the city.

2. OBJECTIVES

2.1. To protect the City's financial health, the expertise of the Office of the CFO (OCFO) must be utilized throughout the collective bargaining process.

3. PURPOSE

3.1. To provide clear guidelines on policies, procedures, roles and responsibilities related to negotiating economic provisions of collective bargaining agreements.

3.2. To ensure the CFO is involved in quantifying the fiscal implications of negotiations and collective bargaining.

3.3. To ensure limits on economic provisions set by the CFO are not exceeded.

4. RESPONSIBILITIES

4.1. The Deputy CFO – Budget Director shall be responsible for administration and oversight of this Directive.

5. POLICY

5.1. Pursuant to [CFO Directive No. 2018-101-029: Fiscal Impact Statements](#), new or revised collective bargaining agreements require Fiscal Impact Statements.

5.2. The OCFO shall be involved in all negotiations that have any financial impact to the City.

5.3. The Labor Relations Division of the Human Resources Department ("Labor Relations") shall adhere to financial guidelines and limitations provided by the OCFO throughout the collective bargaining process.

6. PROCESS

6.1. Labor Relations shall provide a schedule to the OCFO to communicate clear timelines that are in compliance with legal requirements and address timeliness for achieving a timely settlement of all collective bargaining. Upcoming expiration dates of existing agreements, previous experience regarding the amount of time required to negotiate

and legal deadlines for adopting budgets and other requirements must be considered when developing a schedule.

- 6.2. The OCFO, Chief Operating Officer and Labor Relations shall jointly be involved in the following:
 - 6.2.1. Identifying bargaining issues and prioritizing goals
 - 6.2.2. Developing general strategy and identifying available funding sources
- 6.3. The OCFO – Office of Budget shall prepare draft Fiscal Impact Statements for each Collective Bargaining Agreement proposal.
- 6.4. The OCFO – Office of the Controller shall confirm the proposals can be implemented via the current payroll system.
- 6.5. The CFO will review and approve proposals based on the draft Fiscal Impact Statement and the Controller’s confirmation of implementation.
- 6.6. Labor Relations will present the City’s Proposals to union leadership during the collective bargaining process. Any changes to these proposals must be returned to the OCFO for a repeat of Section 6.3.

APPROVED

A handwritten signature in cursive script, appearing to read "David P. Massaron", written over a horizontal line.

David P. Massaron
CFO, City of Detroit