



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12711.2  
N23  
30 JULY 1990

NTC GREAT LAKES INSTRUCTION 12711.2

From: Commander, Naval Training Center, Great Lakes

Subj: LABOR RELATIONS POLICY

Ref: (a) P.L. 95-454, Civil Service Reform Act of 1978

1. Purpose. To state the policy of the Navy Department on labor-management relations, applicable to activities serviced by the Naval Training Center Consolidated Civilian Personnel Office. (NTC CCPO).

2. Cancellation. NTCGLAKESINST 12000.2, Chapter V, Subchapter 1.

3. Policy. Basic Labor Relations principles are as follows:

a. To guarantee employees the right, freely and without fear of reprisal, to form, join and assist a labor organization or to refrain from such activity.

b. To treat recognized union officials as equal when dealing with them on labor relations matters and afford them full opportunity to exercise the responsibilities of their office;

c. To hold the negotiated agreement (where one exists) as a binding contract with both parties having an equal right to interpret its provisions;

d. To remain sensitive to employee needs and concerns and take prompt action to meet those needs whenever possible;

e. To uphold management responsibilities and the right to assure the success of the mission and to operate at optimum efficiency;

f. To counsel with unions on appropriate matters.

4. Exclusions

a. Management Officials

b. Supervisors

c. Confidential employees

d. Employees engaged in personnel work in other than a purely clerical capacity.

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e. Employees engaged in administering labor-management relations law.

f. Both professional and other employees unless a majority of the professional employees vote for inclusion in the unit.

5. Management Rights. Management retains the right to make certain decisions as stated in Section 7106 of reference (a). Thus, the following matters are not subject to negotiation:

a. The mission of the activity, its budget, organization, personnel complement, and internal security practices of the agency;

b. To hire, assign, direct, layoff, and retain employees in the agency, or to suspend, remove, reduce in grade or pay, or take other disciplinary action against employees;

c. To assign work, to make determinations with respect to contracting out, and to determine the personnel by which agency operations shall be conducted;

d. With respect to filling positions, to make selections for appointments from among properly ranked and certified candidates for promotion or any other appropriate source; and

e. To take whatever actions may be necessary to carry out the agency mission during emergencies.

6. Payroll Dues Deductions. Employees who are included in a unit of exclusive recognition may authorize payroll deductions for union dues at any time, but may cancel such deductions only at time specified by reference (a) and the negotiated agreement for that unit. Such deductions also cease when an employee leaves a position in an exclusive unit.



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