

STATEMENT OF WORK

1. WORK

1.1. CONTRACTOR RESPONSIBILITIES:

- 1.1.1. Advise and consult with the Court's Executive Committee on matters relating to employee and labor relations and employer-employee relations, at such times and places as may be mutually agreed upon by Contractor and the Court.
- 1.1.2. As the designated representative of the Court's Executive Committee, meet and confer in good faith with representatives of the labor organizations of the Court at such times and places as may be mutually agreed upon by Contractor and the Executive Committee.
- 1.1.3. Report to the Court's executive management on the progress of ongoing negotiations with each of the recognized employee organizations. Attend one or more Judges Executive Committee Meetings at the Court Executive Officer's request.
- 1.1.4. Prepare proposals, employee communication and written memoranda of understanding in a form and manner approved by the Court's executive management.
- 1.1.5. Visit the Court to actively assist in the Court's labor relations as requested by the Court Executive Committee.
- 1.1.6. Review, participate in, and make recommendations to the Court Executive Committee regarding employer and labor relations plans and programs.
- 1.1.7. Review and prepare analyses and recommendations on labor trends and changes in state and federal laws, statutes and regulations that may impact labor relations.
- 1.1.8. Administratively, Contractor's Project Manager will:
 - 1.1.8.1. Be responsible for managing initial meetings, data collection, feedback, change planning, issues resolution, agenda planning, preparation of participants, materials preparation, meeting facilitation, training delivery, meeting documentation, coaching, monitoring and follow-up; and
 - 1.1.8.2. Serve as the Contractor's primary contact; and
 - 1.1.8.3. Work closely with the Court's Director of Human Resources; and
 - 1.1.8.4. Act as the Chief Negotiator; and
 - 1.1.8.5. Provide on-going status reports to the Court; and
 - 1.1.8.6. Manage, prepare, and refine the Work's end results; and
 - 1.1.8.7. Proactively assist with the resolution of issues with any aspects of the Work; and
 - 1.1.8.8. Proactively anticipate Work deviations and take immediate corrective action; and
 - 1.1.8.9. As set forth further in Exhibit D: Travel Expense Reimbursement, Contractor will follow Court's policy regarding travel and travel expense reimbursement.

1.2. COURT RESPONSIBILITIES

- 1.2.1. Court's Project Manager will serve as point of contact for any inquiries.

End of Exhibit A