

National association of manufacturers.

RESPONSIBILITIES AND FUNCTIONS OF THE NAM EMPLOYEE RELATIONS DIVISION

Major emphasis by the Employee Relations Division is placed on efforts to 1) promote sound management philosophy, policy and practice in dealing with employees, and 2) promote knowledge and understanding - by employees and all segments of the economy - of industry's sincere determination and progress in the achievement of better cooperation and mutually satisfying relationships in the plants. (For a further clarification of activities in this field, see footnote on page two.)

This program for improved employer-employee relations is developed to reach all sizes of industrial companies, irrespective of whether employees are unionized.

These leadership activities have their major expression through --

-promotion and adoption of sound employee relations policies and practices
-educational and promotional activities
-preparation and distribution of informational tools and materials
-continuing relations with government agencies and non-government groups
-analysis of significant developments on the labor-management front; interpretation of their expected impact on industry and the economy
-keeping abreast of new thinking and new horizons being opened in the field of sociology, psychology and research affecting human motivation, human relations in industry, etc.
-conveying to foreign employers the advantages of America's concept of voluntarism in employee relations in contrast to that of government control and regulation.

Major subjects in which the Employee Relations Division functions:

1. Human Relations
2. Personnel Policies and Practices
3. Employee Communications
4. Manpower Problems
5. Wage-Salary Compensations Problems for Hourly, Salary and Executive Personnel

6. Opportunity, Training and Advancement
7. Industrial Health and Safety
8. Employment of Physically Handicapped
9. Employment of Older Workers
10. Employee Benefits Program
11. Profit Sharing and Employee Stock Ownership
12. Sound Policies for Supervision and All Members of the Management Team, including recruitment, selection, development and communications programs for supervisory management and executives at all levels
13. Employment Stabilization vs. Guaranteed Annual Wage
14. Organized Labor and Collective Bargaining
15. Industry-Wide Bargaining, Industry-Wide Strikes, and Compulsory Arbitration
16. Peaceful Settlement of Labor Disputes
17. Significance of Compulsory Unionism
18. Special Problems of Seniority, Grievance Procedure, etc.
19. Productivity -
(Collective bargaining impact, both in the plant and on the national economy)
20. Protection of Management Functions
21. Pros and Cons of Labor-Management Committees
22. National Developments with respect to Medical Care and Health Facilities
23. International Labor Organization
24. International Productivity Teams

NOTE: The National Association of Manufacturers has divided its former Industrial Relations Division into two separate activities:

1. The Industrial Relations Policy Department which has the sole function of giving policy consideration to questions falling within these three NAM Committees:
 - a. Industrial Relations Committee
 - b. Employee Benefits Committee
 - c. Industrial Health and Safety Committee
2. All other matters in this field are within the responsibility of the Employee Relations Division which carries on the kind of activities which promote, stimulate and foster greater awareness of all matters related to employee relations and industrial relations not only within companies but on the part of government agencies, opinion molders, schools and colleges, non-governmental organizations and other groups.