



RULE 19 – EMPLOYEE COMMITTEES

Section 1. Purpose

- A. Establish a process for the formation of Citywide Committees.
- B. The City values input from employees and supports the use of employee committees as one vehicle to achieve that goal. Any employee committee shall support the City's mission by:
 - 1. Fostering positive, open communication, and cooperation;
 - 2. Working together with other City staff and employees to improve the services provided to all customers, internal and external;
 - 3. Making recommendations on policies and procedures relating to the Committee's goals;
 - 4. Addressing mutual concerns and identifying resolutions; and
 - 5. Participating actively in the committee and recommending changes or programs that may impact employees.
- C. Employees who serve on a committee will be fully informed as to the opinions and views of the employees in their departments. They will provide balanced input based on the views and opinions of employees in their departments.

Section 2. Authorization

- A. Any Department Director can authorize the use of a departmental employee committee as an advisory group to problem-solve, explore new programs, or other purposes as approved by the Department Director.
- B. The City Manager shall approve the use of any Citywide employee committee that will be composed of employees from City departments. Examples of such committees are the Employee Healthcare Taskforce, Wellness Committee, Business Services Committee, Employee Advisory Committee, Employee Recognition Committee, Safety Committee, Fleet Advisory Committee, Capital Improvement Program Committee, Public Information Group, Grant Committee, and the Information Technology Oversight Committee. The Department/Division Director or designee shall prepare a memorandum to the City Manager to request the approval for the formation of a new Citywide Committee which sets forth its purpose, its composition, and benefit to the City.

- C. This rule does not apply to Executive Steering Committees that are formed to oversee technology software or a technology project.

Section 3. Eligibility and Terms

- A. Any full-time regular employee is eligible to participate in an employee committee.
- B. Terms will be optional depending on the goal of the committee. All committees will have a charter or defined roles and responsibilities outlining its purpose, committee members' responsibilities, meeting schedules, and any necessary management support.

Section 4. Duties and Responsibilities of Employee Committee Members

- A. Participation in an employee committee is a privilege not an entitlement. Representatives must have completed any initial probationary period and may be appointed by a director as representative of their department. General responsibilities include the following:
 - 1. To solicit feedback from employees on relevant matters consistent with the committee's objectives.
 - 2. To bring employee feedback forward to the employee committee for consideration.
 - 3. To provide timely communication to department employees, as appropriate, regarding topics discussed at the meetings.
 - 4. To promote and explain the decisions of the committee to department employees.
 - 5. To regularly attend meetings.

Section 5. Management Liaison to the Employee Committee

- A. The City Manager shall designate the Human Resources Director or another member of management team to serve as the sponsor of a Citywide employee committee. The sponsor shall support open communication between City management and the committee and assist the employee committee in providing direction as needed.
- B. Every committee shall include a designated Department/Division Director as a sponsor. The Director may delegate the facilitation of meetings to one or more staff members.

Section 6. Removal from an Employee Committee

- A. An individual may be removed by the employee's Department/Division Director for any reason. Removal is particularly appropriate under, but not limited to, circumstances where participation conflicts with the committee member's work schedule, work product, performance or attendance, or there is a potential or perceived conflict of interest involving committee matters that are covered by a memorandum of employment terms and conditions for an employee group represented by a City recognized employee organization.

- B. The following will result in automatic removal from a committee:
 - 1. Termination of employment

 - 2. Resignation

 - 3. Failure to adequately perform the responsibilities of a committee member as outlined in the Committee Charter.

- C. The Department/Division Director has the discretion to replace any committee member.

Revised January, 2002 – Resolution No. 3472
Revised May, 2009 – Resolution No. 4294
Revised September, 2011 – Resolution No. 4536
Revised November, 2013 – Resolution No. 4728
Revised August, 2018 – Resolution No. 5176