

City of Yuma, Arizona
ADMINISTRATIVE REGULATION

Issued by: **Greg Wilkinson**
Authority: City Administrator

SUBJECT: Employee Recommendation Committee

Issued: April 1, 2014

1.0 PURPOSE:

The purpose of the Employee Recommendation Committee (ERC) is to foster ongoing employee-employer relations by providing a process and forum for employees to provide input and feedback on recommended changes to employment-related policies and procedures, share results of compensation and benefit studies and other items as identified. Furthermore, the committee will encourage employees to share thoughts and ideas with respect to specific issues under consideration by the Executive Team. The following employment-related policies and procedures shall not be included in this administrative regulation: Wages and compensation, hiring, employee discipline, promotions, demotions, transfers, voluntary reassignments, suspensions, or dismissal/Reduction in Force (RIF) actions.

2.0 POLICY STATEMENT:

- A. The mission of the Employee Recommendation Committee (ERC) is to provide an open, fair and impartial forum for employee feedback and input on policies, procedures and other matters of concern to all City employees.
- B. The ERC is an administrative recommendation committee. Individual employment issues affecting any employee shall be processed through any of the City's established grievance or appeal procedures.
- C. The ERC, comprised of elected representatives from all departments, will be required to solicit input and feedback from all levels of the organization and provide recommendations to the City Administrator and Executive Team. In addition, the ERC will also provide feedback about the status of issues to their respective areas.
- E. The City Administrator, with advice from the Executive Team, will identify the topics or issues where desired input is needed. The ERC will provide discussion and input to various topics and issues. The ERC discussion may identify both the benefits to the topic/issue, as well as the challenges, and make recommendations for changes or improvements.
- F. The ERC will work together in the spirit of trust and cooperation in an attempt to reach consensus on matters under discussion.

3.0 PROCEDURES:

A. Definitions:

1. Member – eligible employee(s) elected to serve on behalf of their respective Department/Division. Members shall serve two-year terms.
2. Eligible employee – any full-time hourly or exempt employee not identified as an “ineligible employee”. In order to ensure that we have a wide range of employees and interests serving on the ERC, an employee may not serve consecutive terms and must wait a minimum of four (4) years before being eligible to serve on the committee for another term except as defined in 4.0 (A) (3)
3. Ineligible employee – Any employee who is probationary, part-time or temporary or currently serving as a member of the Executive Team.

B. The ERC shall consist of seventeen (17) voting members. The Human Resources Director or designee is appointed to the committee to act as the administrative liaison to the committee to assist and provide information as needed. The Human Resources Director, or designee, shall serve as a non-voting member. The number of members is based on the number of employees represented in each department. Departments with less than one hundred (100) employees are represented by one member on the ERC. Departments with one hundred (100) or more employees are represented by two members. The ERC shall consist of the following members:

1. Administrative Services – (Administration/City Clerk/Heritage Area/Neighborhood Services/Facilities) – one (1) member
2. City Attorney – one (1) member
3. Community Development – one (1) member
4. City Engineering – one (1) member
5. Finance – one (1) member
6. Fire Department – two (2) members: one (1) supervisory, one (1) non-supervisory of Engineer and below
7. Human Resources – one (1) member
8. Information Technology Services – one (1) member
9. Municipal Court – one (1) member

10. Parks and Recreation – two (2) members: one (1) management, one (1) non-management
11. Police Department– two (2) members: one (1) Sergeant and below, one (1) Lieutenant and above
12. Public Works – one (1) member
13. Utilities – two (2) members: one (1) management, one (1) non-management

C. Members will serve a two-year term, except when elected to complete a previously nominated member's term. Memberships will be staggered. The elections for each department/division shall alternate in the format that follows:

1. Even election years – nine (9) members

- i. Administrative Services – (Administration/City Clerk/Heritage Area/Neighborhood Services/Facilities) – one (1) member
- ii. Finance – one (1) member
- iii. Engineering – one (1) member
- iv. Municipal Court – one (1) member
- v. Utilities – one (1) member (management)
- vi. Parks and Recreation – one (1) member
- vii. Police Department– one (1) member (Sergeant and below)
- viii. Public Works – one (1) member
- ix. Fire Department – one (1) member (supervisory)

2. Odd election years – eight (8) members

- x. City Attorney – one (1) member
- xi. Department of Community Development – one (1) member
- xii. Human Resources - (1)
- xiii. Information Technology Services – one (1) member
- xiv. Parks and Recreation – one (1) member

xv. Police Department – one (1) member (Lieutenant and above)

xvi. Utilities – one (1) member (non-management)

xvii. Fire Department– one (1) member (non-supervisory, Engineer and below)

D. There will be two co-chairs who will serve a one (1) year term. An employee may not serve as co-chair for consecutive terms and must wait a minimum of 4 years before being eligible to serve as a co-chair for another term. The two co-chairs will alternate each month as facilitators for ERC Meetings. The two co-chairs shall communicate openly with each other to ensure that the ERC operates effectively and efficiently.

E. Any member of the ERC shall not act independently on behalf of ERC without prior approval of an ERC majority vote.

4.0 ELECTIONS AND MEMBERSHIP:

A. City-wide elections for membership shall be held annually by September 15, with terms starting October 1. An initial election shall be held as soon as possible after implementation of this policy.

1. Eligible employees shall nominate members who will also be eligible employees.

2. The eligible employee with the most votes will become the member. In the event of a tie, a coin toss will determine the new member. Each nominee will be assigned either heads or tails. The side of the coin facing upwards after a coin toss will be the new member.

3. In the first year of policy implementation, the odd election year department members will serve from the initial election to the next election period. Furthermore, the odd election year members elected for the short year term will be eligible for reelection in the next election instead of the four year ineligibility period outlined in 3.0 (A) (2).

B. Elections for special appointments will be conducted during the first meeting in October.

1. Election of two (2) co-chairs.

2. Elect an ERC member to take minutes at meetings, with a back-up and/or rotation as deemed necessary. The member elected to take minutes will be the official record keeper of the meetings.

3. ERC members may also be elected to serve on special committees and/or task forces concerning employment-related policies and procedures, compensation and benefits.
- C. Following annual elections, newly elected members shall attend an orientation meeting between October and January facilitated by the designated co-chair and the Human Resources Director.
 - D. ERC members who want to resign from service shall submit their requests in writing to the two co-chairs and the Human Resources Director.
 - E. When a member resigns from service, an election will be held to determine who will complete the remaining portion of the two-year term.

5.0 MEETINGS:

- A. Employee Recommendation Committee Meetings shall be on an as required basis but no less than quarterly.
 1. The members of the ERC will be allowed to attend the regular meetings, utilizing City time to the degree necessary to conduct ERC business.
 2. Subcommittees may be formed at the direction of the ERC to address specific issues to bring to the full ERC for input and final recommendation.
 3. Time spent by members of the ERC and subcommittees in meetings shall constitute as hours worked. Overtime is not permitted without the prior approval from the member's department head.
- B. Special subcommittee meetings, when required, may be called by the co-chair(s). The co-chair(s) will inform the City Administrator and subcommittee members in writing via email or written correspondence of the meeting time and place.
- C. Members shall notify one of the co-chairs in a timely manner, when they are unable to attend a meeting. Members with three (3) consecutive unexcused absences may be removed by a vote of the ERC.
- D. The ERC shall require a simple majority vote of nine (9) members or more for the recommendation to pass through committee. However, if the recommendation does not receive a super majority of twelve (12) or more votes, then the facilitating co-chair shall draft a report that outlines the concerns expressed by the dissenting members.
- E. All votes that are not unanimous shall result in a roll call vote and will be recorded into the meeting minutes.

F. If required, one of the co-chairs, or a representative selected by the committee, will brief the Executive Team or City Administrator.

G. Agendas and minutes will be posted on the City Intranet Web site.
Departments and Division may print and post on appropriate bulletin boards.
All ERC members will receive an electronic copy of the final, approved minutes.

6.0 GENERAL PROVISION(S):

The City of Yuma currently has in place a number of personnel rules, policies, regulations and practices to effectively respond to and resolve the employment issues of its employees. The process outlined in this policy shall not be construed as intending to repeal, usurp or bypass any current or future City of Yuma personnel rules, policies, regulations or practices dealing with employee issues. Employee disciplinary matters are outside the scope of this Administrative Regulation.