

City of Yuma, Arizona
ADMINISTRATIVE REGULATION

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

SUBJECT:

COMMUNICATIONS POLICY

Effective: April 11, 2007

1.0 PURPOSE: This management policy establishes a process to ensure direct communication between the City Administrator and City employees regarding employment and workplace issues.

2.0 POLICY STATEMENT:

- (a) The City of Yuma is committed to maintaining open and honest communication between City management and City employees regarding employment and workplace issues.
- (b) The City Administrator's Office will maintain an "open door" policy regarding communication with employees and will use a variety of resources to actively and regularly communicate with all employees. Employees are encouraged to communicate with the City Administrator's Office throughout the year. In addition to the procedure outlined in this Communications Policy, the City Administrator or designee can meet with any employee at any time on any issue.
- (c) 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 Communications Policy.
- (d) Employee(s) shall submit employment and workplace issues or proposals at the lowest appropriate supervisory level. Each supervisory level involved with said employment or workplace issues shall respond in a reasonable time period but in no event more than 30 working days. Thereafter, if applicable, employee(s) may move the issue or proposal up through the chain of command.

3.0 PROCEDURES: The following procedures are provided to outline the method in which the City Administrator handles communication with City employees regarding employment and workplace issues.

- (a) An individual employee or a representative employee that wishes to participate in a discussion with the City Administrator shall submit a written proposal to the City Administrator. The City Administrator will provide employee(s) with a written acknowledgement to the written proposal.
- (b) The City Administrator will submit to the employee(s) submitting a written

proposal a time- line for a written response within five (5) business days of the receipt of the written proposal or the meeting with employee(s), whichever is later. Alternatively, the City Administrator and employee(s) may mutually agree on a different response schedule.

- i. Both the written proposal at the time it is received and the written response at the time it is issued shall be available to all employees, and will be distributed by the City Administrator's Office or designee through an appropriate internal communication medium.
- (c) The employee or a representative employee may request a meeting with the City Administrator. If the City Administrator or designee deems it necessary, he/she will schedule a meeting with the employee(s) to discuss in further detail written proposals. Additional meetings with employee(s) may be scheduled if deemed necessary by the City Administrator or designee.
- (d) Those items agreed to by the City Administrator from the written proposals may be submitted as part of the City Administrator's proposed budget. Any written proposals with material fiscal impact must be submitted to the City Administrator no later than in accordance with the annual budget schedule. The decision by the City Administrator on the written proposal shall be final.

4.0 WAGES AND BENEFITS: On an annual basis, the final employee compensation and benefit package shall be summarized for employees by the Human Resources Director in the form of a written package document. This document shall serve to provide employee education as well as a basis for comparisons with other cities and demonstrating market awareness.

5.0 ISSUES FORUM: The City Administrator will convene an employee issues forum annually, in October, prior to the preparation of the budget, as a method of review and resolution on a particular issue whether such issue was raised in a written proposal or was determined as necessary by the City Administrator. The City Administrator will not be limited in calling for additional forums on specific topics or issues as needed.

- (a) Attendance at an issues forum shall be open to all employees, including individuals or representative employees.
- (b) The Departments of Utilities, Fire, Police, Parks and Public Works or future departments having more than 100 employees each, shall have an individual employee or a representative employee present at each issues forum.