

ADMINISTRATIVE PROCEDURES



Procedure Number: 3-10

Effective Date: 02/01/1996

Revision Date: 12/02/2009

C. D. [Signature]
County Administrator

SUBJECT: **PIMA COUNTY EMPLOYEE COUNCIL**

DEPARTMENT RESPONSIBLE: **Office of the County Administrator**

I. STATEMENT

The purpose of the Pima County Employee Council (Council) is to facilitate communication between employees and the County Administrator's Office on all appropriate issues affecting Pima County employees that are County-wide (interdepartmental) in scope and do not directly concern compensation.

The Charter for the Council was developed in January 1994 by the Council and approved by the County Administrator. The attached charter is considered part of this procedure (See Attachment A).

II. PROCEDURE

A. Employee Participation

Permanent employees will be permitted to seek election to the Pima County Employee Council, and will be permitted to serve if elected. Employees elected to the Council and/or employees appointed to the Council through participating employee organizations will be allowed to devote up to ten (10) hours of regularly scheduled work time per month to Council activities.

B. Administrative and Technical Support

The County Administrator's Office will provide any technical or administrative assistance necessary to support the Council's activities. The Department will also assign staff to monitor and reconcile any financial accounts maintained by the Treasurer of the Council.

C. Management Cooperation

Managers are directed to fully cooperate with the Employee Council and respond as quickly as possible to reasonable requests for information or assistance.

**PIMA COUNTY EMPLOYEE COUNCIL
CHARTER**

ADOPTED JANUARY 1994
AMENDED JUNE 2001

I. PURPOSE

The purpose of the Pima County Employee Council is to facilitate communication between employees and the County Administrator's Office on all appropriate issues affecting Pima County employees that are County-wide (interdepartmental) in scope and do not directly concern compensation. The Council serves in a consultative and advisory capacity, and neither processes grievances nor negotiates on behalf of any individual or group. Issues may be brought before the Council by any of its members, any County employee or official, and the County Administrator. The Council may submit comments and recommendations on any such issues to the County Administrator.

II. MEMBERSHIP

The Council includes ten elected employee representatives, five elected alternates, one representative from each participating employee organization, and one management representative appointed by the County Administrator. The ten elected employee representatives include two members elected by the employees from each of the five major functional areas which will include those associated departments headed by elected officials. Elected employee representatives serve for a two-year term, beginning on January 1 and ending on December 31 of the second year; terms of elected employee representatives from the same functional area are staggered. The individual who receives the second highest number of votes from each functional area, or the third highest if the second highest declines, is the designated alternate. Alternates participate in all Council discussions and projects, but are permitted to vote only when a member of their functional area is not present at the meeting. Alternates serve for only one year. Members who fail to attend more than three consecutive regular meetings will be considered to have resigned from the Council.

III. OFFICERS

Council officers include a President, Secretary, and Treasurer who are elected from among members at the first regular meeting in January and who serve for one year. Alternates are not eligible to serve as officers. The President sets meetings times, locations, and agendas and presides over the meetings. The Secretary prepares agendas, records minutes, drafts correspondence, and maintains records. The Treasurer oversees all funding issues, including administration of any bank account maintained by the Council.

IV. PROCEDURES

A majority of members must be present in order for the Council to take action. All Council actions, with the exception of amendments to this Charter, must be approved by majority vote. Amendments to the charter must be approved by having a vote of two thirds of the members present along with the authorization of the County Administrator.

V. FUNDS

The Council may maintain a separate and segregated account in which contributions from participating employee organizations and all other donations and proceeds will be deposited.

November 2, 2001