

Davis Applied Technology College: A Utah College of Applied Technology Campus Point of Employee Input Policy

Effective Date: February 22, 2007

CDMT Approval: 23 January, 2007

Campus President's Council Approval: 23 January 2007

Board Approval: 22 February 2007

1. Purpose

The purpose of the Davis Applied Technology College (DATC) Point of Employee Input Policy is to ensure the bringing together of employees from various employee groups and build upon their common interests and expertise by working together to develop ideas and provide input in support of those who are responsible and accountable for making decisions. The DATC seeks to create an environment of open communication and to provide employees with a point of policy input into college campus policies to the Board of Directors.

2. References

2.1. Board of Regents Policy and Procedure R223, Faculty and Staff Participation in Institutional Board of Trustees Meetings

2.2. Davis Applied Technology College Employee Input Team Standing Rules

2.3. Employee Definitions Policy

2.4. DATC Official Neutrality Toward Employee Organizations Policy

2.5. Board of Regents Policy and Procedure R817, Collective Bargaining for Higher Education Employees

3. Definitions

3.1. Employee Input Team Standing Rules. Team objectives and guidelines established by the President's Council with input from participating campus employees.

3.2. Campus Board. "Campus Board" means the Campus Board of Directors of the Davis Applied Technology College or its express designate.

3.3. College Campus. College Campus means the Davis Applied Technology College: A Utah College of Applied Technology Campus. The College Campus is a campus within the Utah College of Applied Technology and is an institution within and subject to the authority of the Utah System of Higher Education.

3.4. Employee Group. Employee group means the Faculty, the Classified employees or the Professional/Administrative employees as defined in the College Campus Employee Definitions Policy.

4. Policy

4.1 Scope of Employee Input Team Process. The Employee Input Team provides input and ideas on compensation and benefit issues as well as personnel policy matters. At the option of College Campus Administration, the Employee Input Team may be asked to review policies on matters unrelated to personnel issues. Through this team, employees will have the opportunity to provide input to the Board of Directors. All team actions require Campus President's Council approval prior to being forwarded to the Campus Board for consideration. The Campus Board has the clear and final approval authority on all policy and compensation decisions.

4.2 Team Governance: In accordance with the Board of Regents Policy R223, the DATC will establish and maintain an Employee Input Team to provide the point of policy input to the Board of Directors. This

Employee Input Team will comprise of rotating broad based representation of employees from all areas of the Campus College and will be governed by a Team Standing Rules.

4.2.1. Employee Input Team meetings shall be open to College Campus employees. Any College Campus employee may attend the meetings and may, upon recognition by the meeting facilitator, be allowed to provide input in accordance with guidelines to be established by the team. This section of the policy does not prevent representatives from the employee groups from holding private consultations. Employee Input Team meetings are not considered open and public meetings as covered by Utah Code Section 52-4.

4.3 Team Release Time. Committee members, as well as other employees shall be allowed appropriate released time from other work assignments to attend Campus President Council Meetings (on an as-needed basis), committee meetings, prepare for meetings and to conduct business.

4.4 Establishment of the Employee Input Team. Team members will be comprised of employees from all employee groups within the College Campus through appointment by the President's Council after reviewing recommendations upon request. Those from the President's Council will not be part of the core Employee Input Team but may join the team discussions as-needed.

4.5 General. Nothing in this policy prevents the Campus Board from establishing appropriate policy for the College Campus independent of the procedure described in this policy.

Davis Applied Technology College: A Utah College of Applied Technology Campus Employee Input Team Standing Rules

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1. Team Purpose:

In accordance to DATC Point of Employee Input Policy, the Employee Input Team will provide a point of policy input on various institutional topics and issues as deemed appropriate (will not include topics considered to be private to an individual (s)). Topics would include institutional policies, general compensation strategies, employee relations, team building, employee involvement, training, etc.

2. Scope of Team Members:

- Team members will be comprised of employees from all employee groups through appointment by the President's Council after reviewing recommendations from the Employee Input Team and the employee groups as names are provided. Those from the Executive Admin. Team will not be part of the core Employee Input Team but may join the team discussions as-needed.
- Members will be identified by considering their subject matter expertise, current work area and job classification.
- Team Members are not expected to represent the interests of any individual and/or group, but to openly express their own personal ideas, concerns and questions. However, those within the team are encouraged to solicit ideas from others that can be communicated within team discussions.
- Typically, the duration of service will be one calendar year for those considered to be part of the core team. Willingness to serve multiple terms is acceptable.

3. Team Objectives:

- Enhance the decision making process by providing information and data in support of those who are responsible and accountable to make decisions.
- Provide communication throughout the institution of team results and solicit feedback, ideas and suggestions.
- Present recommendations, concerns, supporting data, etc. to the Board of Directors and President's Council.

4. Team Governance:

This team will function in connection with, and under the Point of Employee Input Policy; and will be governed by this Team Standing Rules which is subject to change as needed. Agenda topics will be provided by employees, Board of Directors and/or President's Council and discussions will be facilitated by the Human Resource Director (or delegated team member) who will oversee the administration of the team. All team members will be encouraged to openly participate in discussions while maintaining the respect for others. We ask that each member be responsive and reliable; and if one is absent from a meeting, they will be asked to send a delegated person in their place. Meetings will be held on a regular basis as determined by the team with an agenda. Meeting minutes will be maintained by a member of this team and provided to the President's Council.