

ADDENDUM ~~XX~~ OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-10-070. EMPLOYEE ADVISORY COMMITTEE

Note: This section of the Employee Handbook of Regulations is copied from Section 1-14-0001-0006 of the Flagstaff City Code. In order to ensure consistency, numbering and formatting of this section matches Section 1-14-001-0006.

1-14-001-0006 EMPLOYEE ADVISORY COMMITTEE

The Employee Advisory Committee (EAC) is hereby established.

1-14-001-0006.3 PURPOSE

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation and benefits. The EAC does not make recommendations regarding THE hiring, discipline, promotion, demotion, transfer, voluntary reassignment, suspension, or dismissal of individual employees.

1-14-001-0006.4 OBJECTIVES

The objectives of the EAC are to:

- B. Review and recommend to the City Manager any initiatives or changes to City's policies and procedures related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.

1-14-001-0006.5 STRUCTURE

- G. There will be two co-chairs who will serve a two (2) year term and their respective terms will be staggered on even and odd years. Alternate members are not eligible to serve as co-chair.

1-14-001-0006.6 ELECTIONS AND MEMBERSHIP

- B. Elections for special appointments will be conducted during the second meeting in August and will serve a two (2) year term which will be staggered on even and odd years.

1-14-001-0006.7 RESIGNATION OR REMOVAL

- C. If the resigning member is a co-chair, a special election for the appointment of a

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new co-chair will take place and the newly elected co-chair will finish out the term of the previous co-chair.

- E. If an employee from a group desires to remove the current EAC member, they must follow criteria listed:
1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.
 - a. The complaint may only be filed from the EAC member's group.
 - b. Human Resources will relay the complaint information to the current co-chairs.
 - c. The co-chair will recuse themselves from the process, if the complaint is about them or another EAC member from the same group.
 4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.
 - a. The election must have fifty percent (50%) plus one (1) votes of the EAC member's group for the election to be valid.
 - b. If the election does not receive enough votes to be considered valid, the EAC member will continue their term.
 - c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue their term.
 - d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue their term and another election will be held to select another EAC member to serve a two (2) year term from the time of the election.

(Ord. No. 2010-33, Amended, 02/15/11); (Ord. No. 2014-32, Amended, 01/06/15); (Ord. No. 2018-18, Amended, 06/15/18); (Ord. No. 2018-36, Amended, 11/06/18); (Ord. No. 2019-10, Amended, 07/02/19); (Ord. No. 2020-23, Amended 09/15/20); (Ord. No. 2022-15, Amended 07/05/2022); (Ord. No. 2024-11, Amended 04/16/2024); (Ord. No. 2025-XX, Amended XX/XX/XXXX)