

# Davis Technical College

## Point of Employee Input Policy

Effective Date: 22 February 2007

### 1. Purpose

The purpose of the Davis Technical College (College) 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 College seeks to create an environment of open communication and to provide employees with a point of policy input into College 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 Technical College Employee Input Team Standing Rules
- 2.3. Davis Technical College Employee Definitions Policy
- 2.4. Davis Technical College 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 College employees.
- 3.2. **College Board** - "College Board" means the College Board of Directors of the Davis Technical College or its express designate.
- 3.3. **College** - College means the Davis Technical College.
- 3.4. **Employee Group** - Employee group means the Faculty, the Classified employees or the Professional/Administrative employees as defined in the College 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 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 President's Council approval prior to being forwarded to the College Board for consideration. The College Board has the clear and final approval authority on all policy and compensation decisions.
- 4.2. **Team Governance** - The College 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 College and will be governed by a Team Standing Rules.

**4.2.1.** Employee Input Team meetings shall be open to College employees. Any College 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 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 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 College Board from establishing appropriate policy for the College independent of the procedure described in this policy.

**5. Approval and Notes**

Board Approval: 22 February 2007

CDMT Approval: 23 January 2007

President's Council Approval: 23 January 2007