

CITY OF HAMILTON, OHIO

No. 344

ADMINISTRATIVE DIRECTIVE

Effective Date: 06-01-18

Approved by: Joshua A. Smith,
City Manager



SUBJECT: Staff Network

PURPOSE: The purpose of the Staff Network is to operate as a group that will serve as a vehicle to drive and increase communication with employees and management. The Network will assist leaders within the organization to develop a better understanding of workplace culture, while simultaneously helping to facilitate employee engagement, advocacy, and increase employee communication. The Network will help initiatives in key areas such as diversity and inclusion, health and wellness, and policy development.

1. Policy

a. Network Member and Chair Selection.

- i. Each Director, Chief and Municipal Court Judge is responsible for appointing one (1) representative to the Network and one (1) alternate representative. Alternate representatives may only participate in official Network functions and reach consensus or vote on Network actions if regular Network representatives are unavailable. At no time is it permissible for a Network representative and alternate to vote on the same matter or attend the same meeting.
- b. Each Director, Chief and the Municipal Court Judge have an ongoing obligation to notify the Director of Human Resources and the Staff Network Chair of his or her representative and alternate. Employees appointed to serve as representatives and alternates must be in good standing (not under investigation or facing disciplinary action or charges), be comfortable and able to properly communicate with management and advocate for employees in their designated department or division.
- c. There shall be one (1) Chair of the Network and one (1) Co-Chair. The Human Resources Generalist will serve as the Chair of the Network, and the Diversity and Inclusion Coordinator will serve as the Co-Chair of the Network.
- d. The primary function of the Chair and Co-Chair will be to govern the Network and facilitate the meeting process while also outlining focus initiatives.
- e. The Chair and Co-Chair will both be full voting members.

2. General Standards for the Staff Network

- a. Periodically Network representatives and alternates will be required to attend training on topics relevant to the Network such as diversity and inclusion, concepts associated with policy development and health and wellness initiatives. Failure to attend such training sessions may result in removal from the Network by the Director of Human Resources, Chair or Co-Chair of the Network.
- b. The Network will usually meet on a monthly basis. Network members are expected to attend all Network meetings, but Network members must attend at least 75% of the meetings in the calendar year to be eligible to reach consensus/vote on Network matters and recommendations. The Network Chair and Co-Chair will be responsible for tracking meeting attendance.
- c. Each Network representative and alternates will serve a (2) two-year term appointment. Founding Network members and alternates will be appointed to the Network on or around June 1, 2018 with new members and alternates appointed every (2) two years thereafter.

- d. The Network will make recommendations by reaching consensus. Consensus is defined as an acceptable resolution that can be supported by all representatives even if it is not the favorite resolution of each individual. In the event that consensus cannot be reached, the Network can make recommendations by majority vote.
- e. Network recommendations with financial impact for the following calendar year should be submitted by July 1 of each year.
- f. Participation in the Network is voluntary. Network representatives and/or alternates will not be paid overtime for attending Network meetings or functions. Network representatives and alternates are eligible for hour-to-hour compensatory time accrual for time spent over a normal work day on Network functions, pursuant to approval of the applicable Appointing Authority and subject to applicable City policy.
- g. Network members must be willing and comfortable serving as an advocate for employees and managers in their designated department. They must be committed to assisting and increasing the flow of communication.