

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 2.45**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 05/01/18**

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES  
EMPLOYEE COMMUNICATIONS COMMITTEE**

**SUPERSEDES: 08/01/14**

**I. PURPOSE**

An Employee Communications Committee (ECC) shall be established to foster open communication between City employees and management on issues of importance to the organization.

In conjunction with other City-wide and departmental employee-focused programs, the ECC provides the necessary framework for City management and employees to build effective teams that promote innovative ideas and best practices, increase employee morale and productivity, and deliver outstanding public service to citizens.

**II. ELIGIBILITY**

All regular full-time and part-time City employees within departments under the direction of the City Manager are eligible to participate and serve as departmental representatives to the ECC. Department/Agency Heads not under the direction of the City Manager (e.g. elected/appointed officials) may choose to participate and appoint departmental representatives to the ECC.

For the purpose of this policy, references to the City Manager, Director of Human Resources, or department head shall include their designees.

**III. PROCEDURE**

**A. Committee Representation/Selection**

The ECC will be composed of a diverse group of selected representatives at different levels within the organization. Each department shall have representation and will select one primary representative and an alternate. The alternate will represent the department on the ECC in the absence of the primary representative.

ECC representatives shall be selected through an equitable and transparent process which will be managed by each department. Selected representatives and alternates shall serve a two-year term. Each representative (or alternate) may serve up to two consecutive terms and must wait two years before serving another term.

**B. Expectations of Members**

ECC representatives are expected to be professional and respectful in their interactions with others, remembering that the work of the Committee is for the greater good of all City

employees and the City of Chesapeake as an organization. The ECC shall not be used as a venue to discuss issues specific to a department or individual such as departmental policies/procedures or individual employee issues that are disciplinary or personal in nature such as appeals of performance evaluations, grievances, and/or medical information.

C. Duties of the ECC

The responsibility of the ECC and its members is to provide input to City management. The ECC may make recommendations, but does not establish policy.

D. Frequency of ECC Meetings

The ECC shall coordinate meetings with the City Manager and Director of Human Resources at least twice a year. Each department's ECC representative and alternate shall meet with the department head at least quarterly.

E. Conduct of Meeting

Attendance verification will be part of the meeting minutes. The primary representative is expected to attend all meetings. Alternate ECC representatives are expected to attend the ECC meetings only in the absence of the primary departmental ECC representative. Minutes and attendance records will be provided to department heads.

F. Responsibilities

1. City Wide ECC Representatives

- a. Each representative (or alternate) is responsible for soliciting input from members of the department in the form of questions, concerns, and suggestions. Specific departmental issues shall be discussed between the representative (or alternate) and the department head during the quarterly departmental meetings.
- b. Each representative (or alternate) is responsible for raising organization-wide issues at the meetings with the City Manager and the Director of Human Resources. These concerns shall be submitted to the City Manager within the schedule agreed upon between the City Manager and the ECC representatives. The City Manager will ensure the timeliness of response to concerns raised during the meeting.
- c. ECC representatives (or alternates) are responsible for ensuring that ECC minutes are available to employees within their departments.
- d. City Management may seek input from ECC representatives (or alternates) regarding issues that may significantly impact City employees.

2. Department Heads

- a. Department heads shall ensure that the nomination and selection process for City Wide ECC representatives is managed in an equitable and transparent manner.
- b. An internal departmental ECC may be established to enhance interdepartmental communication among the employees.
- c. Department heads are responsible for providing timely responses to questions, concerns, or suggestions raised during departmental and City-wide ECC meetings.
- d. Department heads shall ensure that representatives are afforded time within the normal work day to participate in ECC activities.

3. City Manager

Notwithstanding any provision of this administrative regulation, the City Manager has the exclusive right and ultimate responsibility to manage the affairs of the City without limitation expressed or implied.

APPROVED AS TO FORM AND CONTENT:

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Melissa A. Hamann, Assistant City Attorney

May 1, 2018  
Date

APPROVED AND ADOPTED  
James E. Baker  
James E. Baker, City Manager

5/9/18  
Date