NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES
POLICY AND PROCEDURE

SUBJECT: EMPLOYEE MANAGEMENT COMMITTEE

NUMBER: NN-HR-13

ORIGINAL DATE: 06/04/98

REVIEW/REVISE DATE: 05/29/03, 09/07/06, 10/16/08, 1/20/11, 3/17/11

APPROVAL: Rosalyne Reynolds {s}, Agency Director

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I. PURPOSE

The purpose of this policy is to identify procedures by which the Employee Management Committee (EMC) will operate at Northern Nevada Adult Mental Health Services (NNAMHS).

II. POLICY

It is the policy of NNAMHS to comply with the EMC Bylaws established by the committee.

III. REFERENCES

1. EMC Bylaws
2. Division Policy 5.008-Labor Management Committee
3. Section 2(5) of the National Labor Relations Act

IV. PROCEDURE

1. The membership of the EMC shall be representative of the employees at NNAMHS and shall be an on-going committee contributing to performance improvement at NNAMHS.
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A. As delineated in the EMC Bylaws.

B. Staff who has work-related questions or concerns will contact their EMC representative, who will in turn forward the issue to the EMC.

i. The EMC will meet monthly.

ii. NNAMHS employees will receive notice of the EMC meetings five working days prior to the meeting. Agenda items must be submitted seven working days prior to the meeting.

2. The role of the EMC member is to encourage and facilitate open communication between employees and their supervisors as well as employee to employee.

A. The EMC member will attempt to link the employee with appropriate services and offer support for the employee to assist them in following up with appropriate services.

B. It is not the role of the EMC to mediate between any two employees or employees and management.

3. The EMC will have as wide a latitude as possible, without performing supervisory tasks in discussing work related concerns and may discuss strategies or possible solutions or recommendations to the following:

A. Increasing performance

B. Improving employee morale by promoting understanding between employees and recognizing the work of outstanding employees.

C. Finding peaceful resolution to issues and promoting conflict management among employees.

D. Removing barriers that prevent excellence in work performance.

E. Maintaining effective relationships between leadership and employees.

Supervisory tasks are the responsibility of the immediate supervisor.

4. The EMC should limit the scope of discussions to work issues. The EMC does not exist for the purpose, in whole or in part, of dealing with the employees concerning grievances, labor disputes, wage, rate of pay, hours of employment, or conditions of work.

A. The evaluation of staff performance and behavior is the responsibility of the employee's immediate supervisor and the EMC should refer these issues directly to the individual's supervisor for resolution.

5. The EMC will not involve itself in personal attacks and should be keenly aware of the personal rights of every employee. EMC member's model:
   A. The highest character, honesty and job performance,
   B. Excellent problem-solving and conflict resolution skills,
   C. Discretion in maintaining the rights and privacy of other employees,
   D. Strength and ongoing growth in the identified agency competencies,
   E. Dedication to the mission of Northern Nevada Adult Mental Health Services.