



2013 Employee Management Committee Representative Elections

Employee Management Committee

The Employee Management Committee (EMC) provides a structured forum for management and employees to discuss issues and concerns relating to employment matters. The Ordinance, which was established in August 2004 and amended in June 2006, continues to provide a process by which employees can serve on the EMC.

The EMC is made up of department directors, a designated representative from the City Manager's Office, Human Resources staff, employee association representatives, and one employee representative from each of the seven (7) Equal Employment Opportunity (EEO) categories. The Ordinance requires EEO category representatives of the EMC to be elected and serve for a period of *three years*.

Petition Timeline

The position of an EEO representative on the EMC can be held by either individual employees or registered employee associations. Any employee interested in representing his/her EEO category on the EMC must submit a petition to the City Clerk's Office **no later than 4:30 p.m. on September 30, 2013**, with the minimum number of signatures (see chart below). Petition signatures can be collected from **July 1st - September 30th**. The EMC election will be held in October.

While sample petitions may be circulating, the official petition for use will be made available beginning July 1, 2013 on the COSAweb or by contacting your department's Human Resources representative. Part-time employees, temporary employees, and Uniform personnel of the Fire and Police Departments, along with all employees covered by Meet and Confer, including Park Police Officers, Airport Police Officers, Abatement Officers, and Deputy City Marshals, are not eligible to sign petition forms. More information about the election, including a list of job titles and corresponding EEO categories, is available at www.sanantonio.gov/hr/employee_relations/EMC_Elections.asp.

EEO Categories	Minimum Number of Signatures Needed for Petition
Professionals	143
Technicians	23
Protective Services	34
Para-Professionals	60
Office/Clerical	91
Skilled Craft	99
Service/Maintenance	108

For Additional Information

Employees are encouraged to take advantage of this opportunity to provide suggestions and insight through this forum. Employees who have questions about the EMC and the upcoming EMC elections can contact Human Resources Customer Service at 207-8705 or visit www.sanantonio.gov/hr/employee_relations/EMC_Elections.asp.