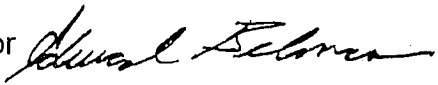


CITY OF SAN ANTONIO
HUMAN RESOURCES DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE

TO: All Employees

FROM: Edward Belmares, Human Resources Director 

COPIES: Executive Team; File

SUBJECT: Employee Management Committee

DATE: July 9, 2007

In August 2004, Ordinance #99630 established the Employee Management Committee (EMC) to provide a structured process for management and employees to discuss issues and concerns relating to employment conditions. The Ordinance was amended in June 2006 and continues to provide a process by which employees can serve on the Employee Management Committee, also called the Consultation Team.

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 seven (7) EEO categories (excludes officials and administrators).

The Ordinance requires that members of the Employee Management Committee be elected and serve for a period of three years. In compliance with the Ordinance, it is time for employees to begin filing petitions if interested in serving on the EMC.

Positions as EEO representatives on the EMC can be held by either individual employees or registered employee associations. If you are interested in representing your EEO category on the Employee Management Committee as an employee, you must submit a petition to the City Clerk's Office with signatures representing a minimum of 10% of the employees in your EEO category. Signatures can be collected between July 1st and September 30th. The following table will provide you an estimate of the number of petitions required to meet the 10% criteria for each of the EEO Categories:

EEO Category	signatures needed for petition
Professionals	162
Technicians	32
Protective Services	45
Para-Professionals	64
Office/Clerical	110
Skilled Craft	97
Service/Maintenance	116

The election to select EEO category representatives will be held in October of this year. Your opinions matter to us. I therefore encourage you to take advantage of this opportunity to provide your suggestions and insight into the issues discussed through this forum. If you have any questions about the EMC or the upcoming EEO elections, visit the **EMC Election** link under the "What's Going On" heading on the COSAweb or contact Renee Frieda the Human Resources representative at 207-4488.

