

# **EMPLOYEE MANAGEMENT COMMITTEE ELECTIONS**

## **FREQUENTLY ASKED QUESTIONS**

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### **What is the Employee Management Committee?**

A City ordinance was passed in August 2004 creating the Employee Management Committee (EMC). The EMC provides civilian employees a chance to discuss issues and concerns relating to employment conditions. Since its inception, the EMC has provided input and suggestions about employee pay, benefits, time and attendance policies, and grievance procedures.

### **Who participates in the EMC?**

The EMC is made up of three department directors, the City Manager or representative, Human Resources staff, employee association representatives, and one employee representative from each of the seven EEO categories, to include Office/Clerical, Para-Professionals, Protective Services, Professional Service Maintenance, Skilled Craft, and Technician. Currently, employee associations represented include Service Employees International Union (SEIU Local #5), National Association of Public Employees (NAPE #7), San Antonio Park Police Officers Association (SAPPOA), San Antonio Airport Police Officers Association (SAAPOA), and San Antonio Professional Fire Mechanics Association (SAPFMA).

### **How often does the EMC meet?**

The EMC meets at least once each quarter.

### **Do members of the EMC use any leave to attend meetings or are meetings held on City time?**

The City will allow up to twenty hours of administrative leave per calendar quarter to be utilized by the individual employee (or employees, if more than one is designated in a calendar quarter by association) assigned to the EEO representative slot on the EMC. This designated leave is to be used for meeting preparation for regular EMC meetings or subcommittee meetings of the EMC.

### **How can I get involved?**

An election to choose EEO category representatives will be held in October of this year. Beginning on July 1st, employees interested in representing their EEO category on the EMC may begin collecting the signatures needed to be placed on the election ballot.

To be placed on the ballot, a registered employee association or individual employee must turn in a petition to the City Clerk's Office with signatures representing a minimum of 10% of the employees in their EEO category. Signatures can be collected from July 1st – September 30th. The official petition will be made available beginning July 1, 2016 on the COSAweb or by contacting your HR Representative.

Any employee on the Committee must have completed his or her initial probationary period and must not have incurred any disciplinary actions within the six months prior to selection (suspension, disciplinary demotion or termination).

### **How do I know what EEO category I fall within?**

Employees fall under the following seven EEO categories: Professionals, Technicians, Protective Services, Para-Professionals, Office/Clerical, Skilled Craft, and Service/Maintenance. If you are unsure, you can visit the link below or contact your HR Representative.

<http://www.sanantonio.gov/EmployeeInformation/Relations/EMC>.

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#### **How many signatures do I need?**

To be placed on the ballot, a registered employee organization or an individual employee must submit a petition approved by the City Clerk's Office with signatures representing a minimum of ten percent (10%) of employees in the respective EEO category. The signatures will be certified by the City Clerk's Office.

<b>EEO Category</b>	<b>Signatures needed for 2016 petition</b>
Professionals	173
Technicians	33
Protective Services	33
Para-Professionals	72
Office/Clerical	66
Skilled Craft	95
Service/Maintenance	88

#### **How long do elected members serve on the Committee?**

The winners of the election in each EEO category will serve for three Fiscal Years.

#### **Where can I find the quarterly EMC newsletter?**

EMC newsletters will be sent out through All COSA emails and may be found online at: <http://www.sanantonio.gov/EmployeeInformation/Relations/EMC>.