

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 1 REFERENCING ARTICLE 1 OF THE HUMAN RESOURCES MANUAL
AMENDED 7-10-2012

A RULE PERTAINING TO EMPLOYEE HUMAN RESOURCES COMMITTEE

Section 1. Employee Human Resources Committee

- A. The Employee Human Resources Committee (EHRC) is established to create a representative group of city employees knowledgeable about the City's Human Resources Articles and Administrative Rules and the intent and purpose of the same. Members of the EHRC shall be available for any classified employee, upon request by an employee, to assist in grievance or appeal proceedings.
- B. Members of the Employee Human Resources Committee may be utilized by classified employees or the City Administration in the following manner.
 - (1) As part of a grievance or appeal process. Any EHRC member(s), excluding the Chairman of the EHRC and the member from the same department as the person filing the appeal or grievance, may assist an employee in understanding and ensuring that the Human Resources Manual is being followed. An employee may select one EHRC member, excluding the aforementioned, to accompany him to any meeting where the issues of the grievance or appeal will be discussed. However, the EHRC member shall not be allowed to speak or act on behalf of the employee during such meetings, but shall be present as an observer only.
 - (2) As part of the Human Resources Fact-Finding Committee, the Chairman of the EHRC will sit as a member of the Committee (See Administrative Rule Number 2 Pertaining to Human Resources Fact-Finding Committee).
 - (3) As part of the Grievance Review Committee (see Administrative Rule Number 6).
- C. Employee Human Resources Committee members shall be determined by Directors. Smaller departments (Administration, Information Technology, and City Clerk/Municipal Court) may be combined with one representative chosen by the Directors from those departments in total. Employee representatives shall serve for two years except that three of the original members shall serve a three-year term on their first term, resulting in overlapping terms. When an employee has completed their term on the committee, they may serve again at the direction of the Director. Only classified employees are eligible to be EHRC members.

- D. The Employee Human Resources Committee members will elect a Chairman and Vice-Chairman annually. It shall be the responsibility of the Human Resources Director to meet with the Chairman as may be required to discuss Human Resources policy, as it relates to the grievance and appeal procedures.

- E. The Human Resources Director shall meet with the Employee Human Resources Committee members monthly, or as needed, for the purpose of discussion or clarification of Human Resources Articles and Administrative Rules. Each member of the EPC will be expected to familiarize themselves with the City's Human Resources Manual and all pertinent Administrative Rules. The Human Resources Director and City Attorney will provide training and instruction on all Human Resources Articles and Administrative Rules.