

BOX ELDER COUNTY PERSONNEL POLICIES AND PROCEDURES

9.	EMPLOYEE COMMITTEES
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9-1 Employee Committee

An employee committee with a representative of each department shall be elected annually to act as an Employee Committee. Election will be done by the employees using a secret ballot. Elected officials and department heads are not eligible to serve. Members shall rotate in each department serving a term of no more than 3 years. In the event that a department does not have enough employees to serve, this term length may be waived.

A Chair, Vice Chair and Secretary will be elected from this group. It is anticipated that the Vice Chair becomes Chair of the committee in the following year and a new Vice Chair will be elected to complete the same process.

This committee will focus on employee engagement through awards, parties and programs. Members of this committee are an integral conduit of communication for employees in their department. This is an employee driven committee. Human Resources will serve as a resource to provide information and support their efforts.

The Committee shall meet quarterly or more often as deemed necessary. The Committee shall elect its own chair person from its ranks. The Committee shall be authorized to meet during work hours with 24 hour advance notice to elected officials or department heads, and shall prepare minutes of the meetings which shall be distributed to the Commissioners, Human Resources, and to the departments through the department managers and the employee representatives. Findings and recommendations of the Committee are to be considered advisory only and do not bind the county in any way.

9-2 Benefits Committee

A committee with broad representation of employees throughout the county in terms of department, geography and demographics will be identified by Human Resources and assigned by individual Department Heads and Elected Officials to serve on the Benefits Committee. There will be 9 employees who are selected in this manner. The Benefits Committee will have 13 total members including 3 Human Resources staff members and a Commissioner.

The Human Resources Director will be the Chair of this committee. This is an employer driven committee with a diversity of input from engaged employees to ensure that benefits available to employees are competitive, effective and are a wise investment of taxpayer dollars.

The Benefits Committee will review, research and recommend updates to the benefit package available to eligible Box Elder County Employees. These include, but are not

limited to; Health, Dental, Vision and Life Insurance, Retirement, Vacation, Sick and Holiday pay, Wellness programs and other supplemental programs.