

Labor/Management Employee Assistance Steering Committee

The City of Milwaukee Employee Assistance Program is guided and overseen by a Joint Labor and Management Steering Committee. The Committee is comprised of representatives from major departments and unions. The functions and procedures of the committee are contained in the following committee by-laws.

Article I—By Laws

Section I The by-laws shall provide for the operation of the Labor/Management Steering Committee in all of its activities.

Section II The purpose of the Employee Assistance Program Steering Committee is to advise and assist the city of Milwaukee Health Department in the administration of the City's Employee Assistance Program. The function of the Steering Committee shall be to:

- a) Continually monitor the effectiveness of the Employee Assistance Program.
- b) Recommend such changes as may be necessary to resolve problems and improve operating effectiveness.
- c) Promote Labor/Management support for the objectives of the Employee Assistance Program.
- d) Facilitate cooperation with the Department of Employee Relations in promoting awareness among City employees that help is available through the Employee Assistance Program.
- e) Assist in identifying and promoting appropriate training for supervisors and labor representatives.

Article II—By Laws

Section I The Steering Committee shall consist of up to 14 appointed committee Members with membership equally divided between labor and Management representatives.

Section II Representatives of the Health Department, Department of Employee Relations and other agencies will be invited to Steering Committee Meetings as non-voting members.

Section III Each appointed member shall have the right to designate an alternate to Attend committee meetings. The alternate must be identified.

Section IV Each appointed member or their alternate shall have the right to vote on Any issue before the committee. There will be no absentee ballots.

Section V The Steering Committee shall determine which departments and union Shall be represented on the Committee.

Section VI In the event a vacancy occurs on the Committee, a replacement shall be Appointed by the original appointing authority (respective city department or union).

Section VII It is the responsibility of each appointed member or alternate to be present At all meeting, to remain a member in good standing.

Article III—Organization

Section I Officers shall include a chairperson and secretary:

- a) The chairperson shall be responsible for scheduling committee Meetings, establishing an agenda and presiding at each meeting. The chairperson shall serve for a period of one year. An election will be held during the last meeting of the calendar year and the individual elected will take office the first meeting of the following calendar yr. The position of chairperson shall alternately be filled by labor and management representatives.
- b) The Secretary shall be responsible for recording the proceedings at all Meetings as well as for mailing meeting notices. The Secretary shall preside at meetings in the absence of the Chairperson. The Secretary shall serve for a period of one year. An election will be held during the last meeting of the calendar year and the individual elected will take office the first meeting of the following calendar yr. The Secretary will be a committee member whose affiliation is opposite that of the Chairperson (i.e., Chairperson is management, Secretary is labor).

Section II Operating Guidelines

- a) Meetings shall be held in January, May and September on the third Tuesday of the month unless the committee determines otherwise.
- b) Special meetings of the Committee may be called by the Chairperson.
- c) Meeting notices shall be mailed by the Secretary along with agenda and appropriate supporting documentation at least two weeks prior to each committee meeting.
- d) The Committee shall not vote on any matter unless a quorum of appointed members is present. A quorum shall consist of a simple majority of total voting members.
- e) Elections shall be conducted at the last scheduled meeting of the Calendar yr. Only an appointed Committee member may be nominated to be an officer. A person is nominated to be an officer when his/her name is placed in nomination by an appointed committee member and then seconded by another appointed committee member of an alternate affiliation (i.e., person nominated for Secretary by management member and seconded by a member of labor). A person is elected to an office when that person receives a simple majority of the voting member.
- f) Voting to take Action—An action shall be considered officially approved if affirmed by 2/3 of the appointed members present.
- g) Amending the By-Laws—Amendments to the by-laws shall require ratification by a simple majority of total committee voting members.

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