



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

POLICY AND PROCEDURE

SUBJECT/TITLE:	Employee Participation & Expectations for Committees and Workgroups
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Workforce Development Coordinator, Administration
ORIGINAL DATE ADOPTED:	01/04/17
LATEST EFFECTIVE DATE:	10/14/26
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-023-P

A. PURPOSE

The intent of this document is to clarify the expectations for Canton City Public Health (CCPH) staff in respect to participation in workgroups, staff committees, and work teams.

B. POLICY

CCPH has a variety of internal workgroups, committees, and work teams that focus on different projects. Such workgroups, committees, and work teams include but are not limited to the Workforce Development Team, the Newsletter Team, the Safety Committee, the Quality Improvement Committee, etc. Staff members are encouraged to participate in department workgroups with supervisory approval. Participation means that the staff member is a recognized member of the workgroup, attends at least 75% of the scheduled meetings and completes assigned work from the workgroup.

When possible, membership of workgroups should reflect different divisions, levels, and years of service of staff members. Depending on the nature and purpose of the workgroup, having a Division Leadership Team (DLT) representative is not always required; the chair or lead of the workgroup shall note such membership requirements on the group's established charter as outlined below.

C. BACKGROUND

Staff participation in department-wide workgroups helps break down silos, improve communication, and build stronger relationships across divisions. By bringing together staff in different roles and divisions, workgroups increase understanding of how various teams contribute to CCPH's mission, leading to better coordination and decision-making. Participation also:

- Increases employee engagement by giving staff a voice in organizational initiatives
- Develops communication and problem-solving skills
- Encourages innovation by exposing staff to different perspectives and ideas
- Supports leadership development by allowing staff to gain experience beyond their regular duties
- Helps staff see the big picture and understand how their work contributes to the organization as a whole/public health outcomes



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

Workgroups are expected to conduct their work in a manner that reflects the department's mission, organizational values, and expectations for professionalism, collaboration, accountability and respect.

D. GLOSSARY OF TERMS

Chair: The individual designated to coordinate the activities of a workgroup, facilitate meetings, maintain the workgroup charter and documentation, monitor progress toward deliverables, and serve as the primary point of communication for the workgroup.

Workgroup: A committee, group, team, or similar collaborative consisting of several individuals working toward a common identified goal related to the health department. Workgroup participation may be voluntary or assigned to employees.

Team Charter: A document that formally establishes a workgroup by defining its purpose, membership, responsibilities, operating expectations, and intended outcomes.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

1. When a new workgroup is stood up or when an existing workgroup is revised, the chair or lead of the workgroup shall establish a workgroup charter (800-023-01-A) outlining:
 - a. the purpose and scope of the group
 - b. membership rules and terms
 - i. i.e. how long staff will be expected to stay on the workgroup before coming off, membership roles, duties, etc.
 - c. meeting frequency
 - i. When possible, the chair or lead of the group shall poll group members for their availability when scheduling meetings and/or determining meeting frequency
 - d. general deliverables the group hopes to achieve with an estimated timeframe of completion
2. Staff are encouraged to participate in a workgroup, subject to supervisory approval. Participation is measured by:
 - a. Being listed as a member of the workgroup by way of minutes or other workgroup documentation (such as a Team Charter as mentioned above).
 - b. Attendance to at least 75% of the scheduled meetings of the workgroup.
 - c. Active participation in meetings that contributes to the workgroup's goals.
 - d. Completion of all assigned work by the workgroup.
3. The employee will discuss workgroup membership with their supervisor to identify any conflicts or issues that would prohibit the employee from full participation in the workgroup.
 - a. Supervisors should attempt to spread workgroup participation among their staff so that staff are not assigned to more than one workgroup at a time, as much as feasible.
4. If there are staff assigned to a workgroup that are not meeting the participation objectives listed in E.2. above, the chair or lead of the workgroup shall first discuss participation concerns with the employee. If the issue is not resolved, the chair or lead of the workgroup shall notify the supervisor to resolve.
5. The chair or team lead is responsible for assuring that there is adequate documentation in the workgroup to document group member participation, such as utilizing sign-in sheets for meetings, listing meeting attendees on meeting minutes, etc.



Public Health
Prevent. Promote. Protect.

Canton City Public Health

Canton City Public Health
All Staff
FINAL

- a. Workgroup meetings and participation shall be documented in accordance with Policy 800-003-P Documentation Requirements for Meetings (non-Board)
6. The employee will list workgroup membership(s) on their annual Career Development form and discuss with their supervisor during the annual Career Development process.

F. CITATIONS & REFERENCES

800-003-P Documentation Requirements for Meetings (Non-Board)

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Workforce Development Team (Madisyn Smith, Shannon Byers, Paris Grant, Sam Yost, Dawn Miller, Tammy Stolicny)

H. APPENDICES & ATTACHMENTS

800-023-01-A_Workgroup Team Charter Template

I. REFERENCE FORMS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
6/10/2026		Workforce Development Team	Removed requirement for all full-time staff to participate in workgroups, added requirement for workgroups to have an established charter and documentation, integrated Career Development, etc.

K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.