



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Employee Expectations for Meetings and Workgroups
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	James Adams, Health Commissioner
ORIGINAL DATE ADOPTED:	01/04/17
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**A. PURPOSE**

The intent of this document is to clarify the expectations for all Canton City Health Department (CCHD) staff in respect to participation in workgroups, staff committees, and work teams. These expectations apply to both internal and external groups.

**B. POLICY**

All full-time staff members are expected to participate in at least one workgroup on an annual basis. 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. Part-time staff members are encouraged, but not required, to participate in a workgroup.

**C. BACKGROUND**

Being able to work in a collaborative environment is key to the success of the planning and performance of CCHD. It is critical that all department staff lend their expertise to the successful operation of CCHD. To this end, all staff members are expected to contribute to the successful programming of the department by being able to work in a collaborative and supportive environment.

**D. GLOSSARY OF TERMS**

**Workgroup:** Workgroup means a staff committee, workgroup, team, or similar collaborative consisting of several individuals working toward a common identified goal related to the health department. The workgroup can be internal to CCHD (such as a staff committee or a quality improvement team) or external to the department (such as a community advisory group). Most workgroups have voluntary participation. Occasionally an employee may be assigned to a workgroup.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

1. Each full-time employee is encouraged to be a participant in a workgroup each calendar year. Participation is measured by:
  - a. Being listed as a member of the workgroup by way of minutes or other workgroup documentation.
  - b. Attendance to at least 75% of the scheduled meetings of the workgroup.
  - c. Completion of all assigned work by the workgroup.
2. 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.
3. Supervisors are expected to account for this policy when developing annual work plans with their staff members.



4. The employee is responsible for assuring that there is adequate documentation in the workgroup to document their participation.
5. The employee will list workgroup membership or memberships on their annual performance review form and discuss with their supervisor during the annual review process.
  - a. The identified workgroup shall be related to a strategic goal or initiative as identified in the most current CCHD Strategic Plan.
6. An employee may be subject to disciplinary action pursuant to policy 800-006-P *Employee Discipline Policy* for failure to comply with this policy.
7. Part-time employees are not expected to comply with this policy. However, they are encouraged to participate in workgroups whenever possible.

**F. CITATIONS & REFERENCES**

N/A

**G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. James Adams, Health Commissioner

**H. APPENDICIES & ATTACHMENTS**

N/A

**I. REFERENCE FORMS**

N/A

**J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

**K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.