



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 02

POLICY TITLE: LIAISON COMMITTEE	Page 1 of 1
Date Adopted by Council / Motion Number:	10.03.824

PURPOSE:

The Municipal District is to establish a formal procedure to deal with ongoing negotiations with its staff.

POLICY:

The Liaison Committee will have the authority to negotiate all matters on behalf of all employees, with the exception of the C.A.O. and Manager of Human Resources.

DEFINITIONS:

Major changes are to be considered as those that will have a major impact on, or change the intent of, the Personnel Policy.

Minor changes are to be considered as those that will have a very minor effect to the Personnel Policy, are administrative omissions, do not change the intent, are not changes affecting status of employment, or are technical only in nature.

(Original signed copy on file)
REEVE

C.A.O.

PROCEDURE:

- 1.0 The Liaison Committee will consist of three employees to be selected from all salary and full time wage employees working for the Municipal District.
- 2.0 The employees will forward their list of appointees to Council prior to the Annual Organizational Meeting, or as necessary should a vacancy occur.
- 3.0 Council will appoint the staff appointees by resolution for the ensuing year.
- 4.0 Any Liaison Committee member wishing to vacate their position will give 30 days written notice to the Committee.
- 5.0 The Manager of Human Resources will act as an advisor to both parties upon request from either party.
- 6.0 The Liaison Committee will meet as required to deal with any negotiations.
- 7.0 A recommendation endorsed by the Liaison Committee will be forwarded to the C.A.O. for negotiation, and final approval must be mutually agreed to by both parties.
- 8.0 Any changes to the Personnel Policy will be dealt with in the following manner:
 - 8.1 To be reviewed by Liaison Committee and judged as either major or minor in status.
 - 8.2 Major changes are to be circulated to all staff for vote/ratification, and the Committee will base any decision made on the responses received.
 - 8.3 Minor changes will be dealt with directly by the Staff Liaison Committee Members.
 - 8.4 Any change will be forwarded to the C.A.O. for acceptance/further negotiation.
 - 8.5 When accepted, any change will be endorsed by both parties, under signature, prior to implementation.
 - 8.6 Once agreed to and finalized, all staff will be notified in writing.
 - 8.7 The Manager of Human Resources will make the agreed to and finalized changes to the Staff Agreement, and forward the updated agreement for signatures.

(Original signed copy on file)
C.A.O.