

POLICY 3.04.05 STAFF ADVISORY COUNCIL

In order to improve efficiency, enhance the professional effort and agency cohesion, and maximize the delivery of services to eligible individuals, the SCBDD establishes the Staff Advisory Council (SAC).

I. PURPOSE

The purpose of SAC is:

- A. To provide a vehicle for staff to give input, including recommendations and concerns regarding the development of agency policies and procedures;
- B. To work with the Superintendent to improve communications between administration and staff, and between program components, thereby improving effectiveness of services delivery to eligible individuals; and
- C. To serve as a central committee to gather input from staff before the implementation of administrative changes that directly impact the employees in part, or as a whole, and relay this information to the Superintendent.

The SAC shall not consider matters specific to the following:

- A. Complaints about staff or any other personnel-related matter that has not first been reported through the chain-of-command; (Please see Whistle Blower Policy) or
- B. Questions SAC determines have skipped the appropriate channels or bypassed the chain-of-command.

II. MEMBERSHIP

- A. Membership in SAC is to be determined by annual secret-ballot elections conducted by members of SAC. The winners are the candidates who receive the most votes. Ties are settled by a run-off election.
- B. The membership shall include at least one (1) representative and one (1) alternate (if available) from every program component and all facilities staffed by County Board employees
- C. All SCBDD staff members who are classified as permanent employees are

eligible to be elected as a representative to SAC, except those listed in Paragraph D below.

- D. The following positions are ineligible to serve on SAC:
 - 1. Program administrators, including Directors and Team Leaders
 - 2. Confidential staff members, which includes:
 - a. Community Relations Coordinator
 - b. Superintendent Secretary
 - c. Human Resources Staff
 - 3. The superintendent is a non-voting member.

III. MISCELLANEOUS PROVISIONS

- A. Meetings of SAC are not to interfere with the safe and efficient operation of the programs.
- B. Procedures to implement this policy are to be developed by SAC with input and approval by the Superintendent.