

**ADMINISTRATIVE PROCEDURES**

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| **10.21 Employee Advisory Council** | **Revised: June 24, 2021** |

1. PURPOSE

The purpose of the Employee Advisory Council (EAC) is to provide Texas A&M Forest Service (TFS) employees a process for raising, discussing and making recommendations to TFS leadership on current policies and procedures and to facilitate communications on behalf of TFS employees. The EAC does not act in an advocacy role in any specific employee/employer matter or dispute within TFS, nor does it assume the role of arbitrator in any such matter.

1. MEMBERSHIP

The EAC consists of seventeen elected members and three ex officio members.

* 1. Each elected member must have a minimum of two years of service with TFS and may not occupy a position higher than first-line operational supervisor.
	2. Elected members come from throughout TFS as shown below.

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| **Voter Group** | **Represented Group** | **# of Rep** |
| A | All College Station personnel | 3 |
| B | All personnel roughly east of I-45 | 7 |
| C | All personnel roughly west of I-45 | 7 |

* 1. Each elected member serves a term of three calendar years. Terms are staggered to provide for approximately one third turnover of the membership annually. A member may not serve consecutive terms but may be elected again after a one-year period.
	2. Elections are held each December to fill positions becoming vacant in January. Ballots are distributed to full-time employees except the Director, associate directors, department heads and other positions higher than first-line operational supervisor. Candidates receiving the highest number of votes in each representative group win membership.
	3. One member of the Executive Team serves as an ex officio member.
	4. The AgriLife Human Resources (HR) Manager serves as an ex officio member.
	5. The Employee Development Department Head serves as an ex officio member and ensures that administrative requirements are met in a timely and effective manner, to include keeping minutes of all meetings and making distribution of minutes for approval at the next regularly scheduled meeting.
	6. Each elected member must attend at least one council meeting per calendar year. The council asks for all attendance in person but accepts remote participation if job responsibilities take priority. If no attendance is recorded within the calendar year, the council removes the member and considers the position as open for re-election in the next year.
1. RESPONSIBILITIES

The EAC:

* 1. Elects the Chair and Vice Chair during the last meeting of each calendar year to insure continuity into the next year’s council.
	2. Accepts concerns and suggestions from TFS employees and determines whether each item warrants further consideration.
	3. Prepares and submits to appropriate TFS management proposals and position papers related to concerns and suggestions.
	4. Provides appropriate feedback in a timely manner to TFS employees.
	5. Makes an active effort to communicate with the TFS employees they represent by disseminating information electronically or in person.
	6. Communicates using the Jostle library. The approved minutes from the EAC meetings should be posted and distributed in a timely manner.
1. MEETINGS

Meetings are held at least once per quarter.

1. REPORTING

The EAC provides semi-annual reports to the Executive Team. The Associate Director for Finance and Administration serves as the Executive Team’s liaison with the EAC.

CONTACT: Employee Development Department Head, 979/458-6694