



ADMINISTRATIVE PROCEDURE

SUBJECT: DIVERSITY & INCLUSION EMPLOYEE ADVISORY GROUPS	Number: XII-5	Effective Date: Issued: <u>12/14/2020</u>	Page 1 of 3
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PURPOSE:

To define the functions, structures, and objectives of the Diversity & Inclusion (D&I) employee-comprised advisory groups (Advisory Council and Site Committees); to establish the selection processes; to set forth the relationships between the D&I Advisory Council and the D&I Site Committees; to define the distinct advisory roles; and to provide clarity of expectations to encourage employee participation in these advisory groups.

FUNCTIONS AND STRUCTURES:

D&I Advisory Council

The Advisory Council functions as a body of internal organizational representatives of District-wide D&I efforts and primarily provides critical input to staff decision-makers on the overall direction of the D&I program, strategic objectives, and other activities to build and scale a diverse and inclusive work environment.

This team is comprised of up to nine staff members plus the General Manager as the chairperson, the Director of Diversity & Inclusion, and a clerical staff member to take meeting notes and provide other support. The nine staff members in this broad advisory role are intended to represent a comprehensive cross-section of the entire District's workforce. Generally, one-hour meetings will be held every other week during the development of the five-year D&I Master Plan. Additional Advisory Council tasks will be required outside of the meetings to review written materials, participate in training specific to the Council, conduct specific project or committee work, and attend to other related assignments. Total monthly time investment is anticipated to be approximately four hours.

The term of membership of the Advisory Council is generally two years and membership will be selected each July by self-nomination and a vote of the collective D&I Site Committee members. To stagger membership, four of the initial nine members are to serve two years and the remaining five members are to serve three years. Voting for replacement members of the Council is to be held annually beginning in 2022, thus ensuring replacement of approximately half the Council membership annually. Existing members may apply to serve successive terms.

D&I Site Committees

The Site Committees function as bodies of internal organizational representatives specific to each site: East County, Central County Field Operations, and Central County Administrative Staff. These Committees will serve as conduits for communicating ideas, recommendations, resources, concerns, and other feedback from employees at that site, to the D&I Advisory Council and/or to the Director of Diversity & Inclusion, depending on the matter's nature or urgency. Employees are encouraged to communicate directly with any of their Site Committee representatives and are welcome to also communicate directly with members of the Advisory Council, General Manager, and/or Director of Diversity & Inclusion.

Site Committee membership is comprised of a comprehensive cross-section of staff located at each particular site, with up to seven members on each Site Committee plus the Director of Diversity & Inclusion as the chairperson and a clerical staff member to take meeting notes and provide other support. Generally, one monthly, two-hour meeting will be held. This schedule and duration may be adjusted by the chairperson of the Site Committee. Additional Site Committee tasks may be required outside of the meetings to review written materials, participate in training specific to the Committees, and attend to other related assignments. Total monthly time investment is anticipated to be approximately three hours.

Site Committee term of membership is generally two years and membership will be selected each January by self-nomination and a vote of the D&I Advisory Council. To stagger membership, three of the initial seven members are to serve two years and the remaining four members are to serve three years. Voting for replacement members of the Site Committees is to be held annually beginning in 2023, thus ensuring replacement of approximately half the Site Committee membership annually. Existing members may apply to serve successive terms.

Employee Application and Supervisory Support

Employees may apply for membership to either advisory group by completing the same generic application form (Exhibit A) during June (for the Advisory Council) or December (for the Site Committee), with the approval of their immediate supervisor. As with all employee-comprised committee work, supervisors have the right to deny employee participation at any time, based on an employee's regular work performance or availability.

For those selected to membership in either advisory group, attendance and active participation are expected to be a priority; this includes D&I Council or D&I Committee work that may be required outside of the advisory group meetings. Supervisors are expected to plan work to allow members to participate to the maximum extent possible. If a meeting is missed, the member is responsible to obtain meeting notes and take necessary action(s) as may be applicable.

Mid-term vacancies for either group will be handled at the direction of the Advisory Council, whether to leave vacant, appoint a member, or hold an open application process, depending on the remaining term of the vacancy.

OBJECTIVES:

To fulfill the District's mission, one of the District's eight goals is to **pursue organizational excellence through diversity, inclusivity, leadership, and professionalism**. The employee-comprised advisory groups play a vital role in representing District employees as the primary stakeholder of this pursuit. This section provides objectives of each advisory group.

D&I Advisory Council contributes to the following District objectives:

1. Represent the District as a member of the D&I Advisory Council with colleagues and the community.
2. Continuously encourage employees to take responsibility for contributing to the above stated goal.

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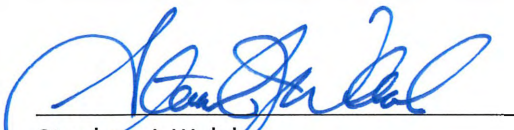
3. Improve organizational culture by increasing awareness of District-wide D&I efforts through a collaborative approach.
4. Develop an atmosphere of trust and teamwork that promotes open and honest dialog.
5. Develop strong relationships amongst employees to address D&I issues with solutions that are implemented and followed District-wide.
6. Seek and receive input from D&I Site Committees and individual employees.
7. Identify, develop, and recommend solutions as identified by employees, the Council, and Site Committees.
8. Identify and prioritize D&I related employee training, education, and resources.
9. Commit to continued personal learning and growth related to D&I.
10. Provide input on employee communications on D&I matters.
11. The Council acts as an adviser to Site Committees when warranted and serves as a steering committee to the District's consultant in the development of the five-year D&I Master Plan.

D&I Site Committees contribute to the following District objectives:

1. Represent the District as a member of the D&I Site Committee with colleagues and the community.
2. Continuously encourage employees to take responsibility for contributing to the above stated goal.
3. Improve organizational culture by increasing awareness of District-wide D&I efforts through a collaborative approach.
4. Develop an atmosphere of trust and teamwork that promotes open and honest dialog.
5. Develop strong relationships amongst employees to address D&I issues with solutions that are implemented and followed at that site.
6. Seek and receive input from employees at the specific work site.
7. Provide a forum for employee participation in D&I efforts and advocate for such.
8. Assertively communicate program progress and upcoming activities with employees at the work site.
9. Seek to identify site specific D&I ideas, recommendations, resources, concerns, and other feedback through open and regular discussion with employees. Communicate such to the D&I Advisory Council.
10. Commit to continued personal learning and growth related to D&I.
11. Identify and recommend topics, staff, and resources for potential training, the D&I Journal, the D&I SharePoint page and communicate these to the D&I Advisory Council.

This Administrative Procedure will be reviewed following the development of the District's five-year D&I Master Plan for revisions, if warranted.

APPROVED:



Stephen J. Welch
General Manager

Exhibit A: CCWD Diversity & Inclusion Advisory Group Application