**Employee Advisory Group**

Charter: An Employee Advisory Group should be established and maintained to meet regularly to increase management awareness, address workplace issues, develop respect and trust, and communicate the work of the group with other employees.

Purpose: To provide a forum for employees to voice concerns or issues that affect their work environment and to advise management of their ideas and suggestions for improvement.

**Standard Operational Activities:**

**Agenda**

1. The Employee Advisory Group should develop its meeting agenda in advance of the next meeting.
2. Items for the agenda may originate with the Group or employees may submit items for consideration to the Employee Advisory Group chairperson.
3. The agenda should include; old business, new business, and an open discussion.
4. The Employee Advisory Group may choose to address issues or concerns around:

* Quality
* Productivity
* Communication
* Job Enrichment
* Scheduling
* Employee Recognition
* Supplies
* Equipment
* Work Environment
* Education
* Diversity
* Improvement Activities
* Employee Satisfaction

1. The Employee Advisory Group will refer the following issues to Human Resources for resolution:

* Salaries, wages, rates of pay
* Employee Benefits
* Employment decisions
* Disciplinary actions
* Termination decisions
* Grievances
* Human Resources related ethics and compliance issues

**Communication**

1. Minutes of the Employee Advisory Group meeting will be taken and retained for future reference.
2. A copy of the minutes is to be sent to Kitchen Cabinet.
3. Management will ensure that the work of the Employee Advisory Group is widely communicated.
4. Employee Advisory Group members are expected to champion the work of the group with other employees.
5. The Employee Advisory Group may use technology to communicate the work of the group.
6. Employee Advisory Group information may be communicated by way of an employee newsletter.
7. The names of the Employee Advisory Group members may be widely communicated.

**Membership:**

**Responsibility of the individual team members:**

1. The recommended term length is two years, but may be varied by facility needs. A regular rotation of new participants should be developed to prevent the entire subgroup from rotating off at the same time.
2. Employee Advisory Group members should not serve two consecutive terms.
3. The Employee Advisory Group should meet regularly
4. The frequency and duration of the meeting may be determined by the members of the Group.
5. Attendance is expected of all members. Less than 75% meeting attendance by a member warrants replacement to the Group by random selection.

**Membership**

1. The number of members on the Employee Advisory Group should ideally be 40 employees.
2. Members shall be predominately non-managers and may be full time, part time, or relief. At least one third of the committee will be made up of clinicians who represent various areas of nursing.
3. Members shall have no disciplinary actions within the 12 months prior to appointment and shall remain free of disciplinary actions in order to maintain membership.
4. Standing participants include the CEO/designee, CNO, and Human Resources designees.

**Selection**

1. The members of the Employee Advisory Group should be drawn from recommendation of management and pools of volunteers.
2. The pools should include nursing, ancillary, support, management, and non-management.