

**EMPLOYEE ADVISORY COMMITTEE**  
Plant and Service Operations  
SIU Carbondale  
Revised 01/14/10  
**COMMITTEE OPERATING PROCEDURE**

The Plant and Service Operations (PSO) Employee Advisory Committee (EAC) was established in December, 1993. Initial operating procedures were adopted and approved by the PSO Employee Advisory Committee on February 9, 1994. The Committee will need to review the Procedures annually.

***Purpose of the Employee Advisory Committee***

The Plant and Service Operations Employee Advisory Committee serves as an advisory entity that reviews and gives feedback to PSO administration on matters related to new policy decisions and ways to improve service. It also acts as an employee change advocate and serves as an internal communications channel between management and employees regarding work related issues and concerns.

The Committee meets *once* a month (to be scheduled to allow PSO Director to attend) to review and discuss employee concerns. The PSO Director routinely meets with the Committee on designated time to discuss employee issues and concerns.

In order to make PSO a better workplace, employees are encouraged to let their voices be heard through the Committee. Employees may do so by speaking with a Committee representative about their work related concern or idea and asking that it be brought to the attention of the Committee or by submitting their issue, concern, suggestion or idea to the Committee through one of the suggestion boxes. Suggestion boxes are located throughout PSO- one in the main entrance hallway at PSO, one in the Building Services' lobby.

***Committee Organization and Structure***

The EAC consists of ten employees who are not on the PSO Director's immediate administrative staff and are not managerial staff reporting to any one of the following administrators: Associate Director of Facilities Operation Center and Travel Service; Deputy Director of Construction Management Services; Deputy Director of Finance; Superintendent of Building Maintenance; Superintendent of Building Services; University Architect/Engineer – Engineering Services; and who are not union stewards or shop foremen. The PSO Director will designate a representative to serve on the Committee as non-voting, ex-officio member.

The EAC will select a Chairperson from among its membership, who will conduct meetings, be the spokesperson for the Committee outside of general meeting sessions, and attend other PSO meetings representing employees as required. The Chairperson is considered a member of the Director's staff as the representative for non-management employees.

***Member Appointments***

The following PSO administrators will appoint Committee representatives:

**Associate Director of Facilities - One Representative** to represent the areas of: PSO Information Systems; Billing/Data Entry, PSO Personnel/Payroll, Facilities Operation Center personnel.

**Deputy Director of Construction Management Services – Two Representatives:** **one** seat to represent construction craft crews and **one** seat to represent construction Management Services.

**Deputy Director of Finance – Two Representatives** to represent PSO Accounting / Materials Management, Travel Service, Campus Mail and Printing/Duplicating Service.

**Superintendent of Building Maintenance – Three Representatives,** *two* seats to represent the non-construction carpenters, painters, electricians, plumbers, pipefitters, refrigeration mechanics, ironworkers, sheet metal workers and power plant employees; *one* seat to represent Grounds.

**Superintendent of Building Services – One Representative** to represent Building Services.

**University Architect/Engineer – Engineering Services – One Representative** to represent architects, draftsmen, electrical engineers, mechanical engineers, interior designers, space inventory and other Engineering Services staff.

## **Term Lengths**

Except for the initial appointment of members to the Committee, **committee members will serve a term of two years which will begin on January 1 of each year.**

The chairperson of the Committee will notify the appropriate administrators during the months of October of members whose terms will expire and request new appointments for those members. New appointments are to be received prior to the first December meeting and will be seated at the first meeting in December. Members whose terms are expiring will attend both December meetings, and will officially retire from the Committee on December 31.

A vacant seat on the Committee will exist if a committee member resigns from the committee, goes on a leave of absence for more than three (3) consecutive months, terminates university employment, changes status from one PSO administrative area to another, or changes status within their unit which makes them ineligible to serve on the Committee. When such a situation exists, it is the member's responsibility to notify the Committee Chairperson, in writing, of their resignation from the Committee. Upon the acceptance of the member's resignation by the Committee Chairman, the Chairperson will notify the appropriate administrator to appoint a replacement. The administrator is to inform the committee, in writing, of the name of the replacement and their work unit. The replacement will serve the remaining time of the resigning member's term.

**The Chairperson's term will be for one year beginning January 1.** An election to choose the Committee's Chairperson will be the first item of business on the agenda for the first meeting in January.