

## Employee Engagement Survey and Committee Timeline

The Employee Engagement Committee will be responsible for prioritizing recommendations from the survey results with the goal of increasing employee engagement by recommending policies and activities that will change the city's culture to be more engaging, welcoming and supportive of all employees. The committee will determine the appropriate subcommittees based on survey results. Committee members will serve up two year terms with 50% of the initial committee serving a one year term. Committee membership will be voluntary and will not receive overtime compensation. Employees interested in serving on the committee will submit an application and must not have any disciplinary action on file. Diversity will be a top priority when selecting committee members.

Role of the Employee Engagement Committee:

1. Review and understand the results of the employee engagement survey.
2. Establish 2-4 focused priority areas for action
3. Consult widely with colleagues to understand root causes, and solicit ideas for solutions
4. Develop and present an action plan to senior leadership
5. Take ownership for the implementation of that plan. (Accountability for the plan should be assigned to senior leaders depending on the action involved).
6. Act as employee engagement ambassadors. Encourage participation.

July 12 <sup>th</sup>	Meeting with UT to discuss survey analysis and recommendation implementation process
August 1 <sup>st</sup>	Meeting with department directors to discuss survey and request feedback (Will need to schedule a special meeting)
TBA	Meet with unions to discuss survey and request feedback
August 20 <sup>th</sup>	Mayor's video to all staff
August 20 <sup>th</sup>	Survey opens
August 20 <sup>th</sup>	Applications for workplace culture committee
September 7 <sup>th</sup>	Survey closes
Week of Sept 8 <sup>th</sup>	Workplace Culture committee selected and announced
September 14 <sup>th</sup>	Survey results analysis and recommendations to administration
Weeks of Sept 24 <sup>th</sup> & Oct 1 <sup>st</sup>	All staff meetings with the Mayor to discuss survey results