

VOICE COMMITTEE SUGGESTION FORM 2016-2017



Name:

Job Title:

Location:

Date:

The purpose of the voice committee is to provide a communication opportunity for every district employee to be heard and potentially influence the direction of the district regardless of job title, experience or background. Additional Voice Committee materials and information is located within the Human Resources section of the district website.

To submit a topic to The Voice Committee, please complete this form and submit to your Voice Committee representative. If you are unsure of who your representative is, please contact your supervisor, principal, a district liaison or human resources.

To ensure your topic is relevant for this committee it should be focused upon compensation, working conditions, or key items relevant to the success of the district. Working conditions are defined as: workload, site and district support for employees, professional development opportunities, workplace safety, compensation, benefits and the workplace learning environment.

Examples of items not relevant to this committee are: items easily solved through local means (talking to maintenance), items that have a resolution process already in place (how to request a bus or how to schedule time off) or a process that the district has no control over (Statute, Flagstaff economy), individual performance concerns, individual situations with other staff members or similar.

TOPIC: (explain your topic and why you are submitting it in 100 words or less)

IMPACT: (identify which groups of employees or other stakeholders this affects in 50 words or less)

SUGGESTED SOLUTION: (100 words or less and please complete)

Have you brought this to the attention of your supervisor? (yes / no)

- - - - -
Date received by Rep: _____ Notes: _____
- - - - -

Next Step: () Referred to supervisor () Referred to department () Referred to Negotiations

() Out of committee scope and not moved forward Notes: _____

*Copy to be given to Submitter upon completion of form