

**SEIU Local 1021**  
**Personnel/Staffing Committee Policy**

The SEIU Local 1021 Executive Board is responsible for overseeing the operations of the Union and establishing operating policies, procedures, standards and rules to ensure that the goals, objectives and direction of the Union are met. (Bylaws Article 14.2(B).) The Executive Board has established the Personnel/Staffing Committee (Committee), which is a subcommittee of the Executive Board comprised of Executive Board members, to oversee the Local's personnel and staffing-related policies, procedures, standards and rules. (Bylaws Article 14.2(C).) The Committee has developed this Policy to formalize its governance, committee membership, and operations. (Bylaws Article 13.2.) The Executive Board has reviewed and approved this Policy. (Bylaws Article 13.2.)

**Composition of the Committee**

The President of the Local shall appoint members of the Executive Board to the Committee, with the concurrence of the Executive Board. The President of the Local shall appoint a member of the Executive Board to serve as the Committee Chairperson, with the concurrence of the Executive Board. The Committee includes senior staff and/or staff support who will participate as non-voting members.

**Role of the Committee**

The Committee has an oversight and advisory role to ensure that the goals and objectives of the Union are met with regard to personnel and staffing matters.

The Executive Director of the Local, while operating within an approved budget, is responsible for managing day-to-day operations of the Local's field staff, including hiring, firing, supervising and directing field staff, subject to the authority of the President of the Local who is in turn subject to the authority of the Executive Board. (Bylaws Article 16.2(A)(1)-(2).)

The Head of Operations and Labor Relations, while operating within an approved budget, is responsible for managing day-to-day operations of the Local's support staff, including hiring, firing, supervising and directing support staff, subject to the authority of the President of the Local who is in turn subject to the authority of the Executive Board. (Bylaws Article 16.2(A)(3)-(5).)

**Sub-Committee of the Personnel/Staffing Committee**

Due to the importance of protecting the privacy rights of employees and the Local's deliberative process relating to personnel and staff matters, the Personnel/Staffing Committee does not address specific instances of discipline, or claims or grievances by staff. The

Committee has created a three (3) person sub-committee of the Committee to oversee policies, procedures, standards and rules regarding discipline, claims, or grievances involving Local staff. The three (3) members of the sub-committee are the President, Treasurer, and Chair of the Committee. Before being privy to confidential information regarding specific instances of discipline, claims, or grievances by staff, the three (3) sub-committee members shall sign a non-disclosure agreement that specifies the consequences of disclosing confidential information and undergo training regarding the responsibilities of sub-committee members. At the request of the Committee, the three (3) subcommittee members shall report back to the Committee in general terms regarding whether the goals, objectives and direction of the Union are met with respect to staff discipline, claims, or grievances.

Adopted by Personnel/Staffing Committee on June 13, 2017  
Adopted by Executive Board on July 22, 2017