

Nonexempt Staff Advisory Council Statement of Charge

*** General Charge**

The Nonexempt Staff Advisory Council (NSAC) shall serve as an advisory body to the Director of Employee and Labor Relations. Responsibilities of the Council shall include, but not be limited to, the following:

- ♣ to propose to the Director of Employee and Labor Relations, for transmission to the appropriate administrative officer(s), such policies, recommendations or comments as are deemed appropriate by a simple majority vote of members present
- ♣ to provide, by a simple majority vote of those present, for such rules of its conduct as are necessary for carrying out the members' and the Council's responsibilities

Responsibilities of the Council members shall include, but not be limited to, the following:

- ♣ to bring to the attention of the Director of Employee and Labor Relations, by means of regularly scheduled Council meetings, the concerns and problems of their constituents
- ♣ to receive and comment on, prior to their implementation, proposed policy changes directly affecting salaried staff
- ♣ to seek constituent opinion in formulating comments and proposals for new policies or for changes in existing policies. When necessary, this may require the establishment of ad hoc committees to deal with specific issues and concerns
- ♣ to communicate to their constituents a record of actions taken by the Council, together with decisions, responses, announcements and reports prepared for the Council by the Director of Employee and Labor Relations

* The original General Charge to the Nonexempt Staff Advisory Council was approved by the Council on April 17, 1980, updated on October 9, 2013 and again on November 8, 2018.