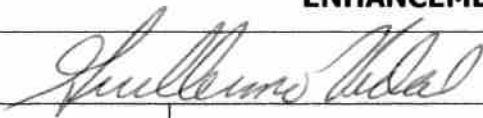


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GENERAL

This policy supersedes and replaces Public Works Policy 10-POO6, Enhancement Team Policy, issued January 1, 2006.

PURPOSE

MISSION STATEMENT: To create a partnership between management and employees to resolve Departmental wide issues that support business objectives.

Departmental and Agency Values

- Resolve problems between management and employees
- Promote increased communication across the Public Works agencies
- Improve the Work Environment
- Work together for the good of Denver's citizens
- Provide an orderly method of discussing existing and future work place problems and issues.

Departmental and Agency Group Guidelines

The following norms are expected from all E-Team members:

- One person speaks at a time
- Individual grievances or disciplinary actions, specific salaries or benefits are outside the scope of E-Team
- Critique ideas, not people
- Stay focused on the solution
- Make and keep commitments
- Show up prepared
- Participate
- Start and finish meetings on time
- All issues get a hearing
- E-team members represent their employee group, not personal agendas
- Create & distribute a meeting agenda and recap
- Tell the truth; ask for clarification and respectfully disagree if consensus cannot be reached
- Communicate decisions and points of disagreement
- Everyone is responsible for communication

STRUCTURE - *Departmental Team*

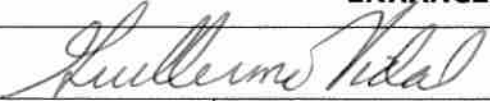
The Departmental Team consists of 10 management and 10 employee representatives.

There will be ten employee representatives consisting of the following:

- Six representing Operations Groups-(STM, SWM, WMD Ops, FMD, TES Ops, Parking)
- Two representing Clerical Administration Groups
- Two representing Engineering Groups

There will be ten management representatives consisting of the following:

- Manager of Public Works
- Three Deputy Managers
- Three Directors representing Operations Groups
- One Director representing Engineering Groups
- One Director representing Clerical/Administration Groups

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Departmental Facilitator: Departmental Meetings will be facilitated. Facilitator roles and any other lead positions will be developed by the Departmental E-Team representatives as needed. Meetings: Departmental Meetings will be held each quarter. Facilitators will be given the same incentives as e-team representatives.

Notification of Representatives for Departmental Duties: Directors/Supervisor will be informed of the required responsibilities of each employee representative, including times each representative should be given to attend meetings and complete assigned projects.

Departmental Meeting Procedures: Department Team will arrange for quarterly meetings that include both employee and management representatives. Additional meetings can be arranged if determined by the representatives in Departmental E-Team.

Requirements for Employee Selection to Departmental E-Team: Departmental employee representatives will be selected according Agency level E-Team policies. Employee selections to serve on the Departmental level can be from direct elections by all employees; election from the within the agency E-Team group; or some other selection process. If necessary management can appoint an employee representative.

- Representatives can hold two consecutive two-year terms. They can be elected or appointed again after a gap in service.
- Terms will be staggered starting in 2006. 50% of the representatives will service one year to allow staggering. Straws will be drawn to determine which 50%.
- To be Eligible as E-Team representative one must have a successful or exceptional rating on their PEP and no current discipline actions.

Requirements for Managerial Selection to Departmental E-Team: The Public Works Manager will select the Deputy Managers and approve the two representatives of Clerical and Administration and Engineering Groups. Directors of Operations groups will attend Departmental E-Team

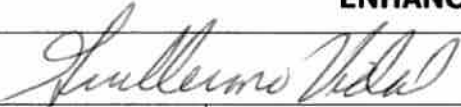
Departmental Resignation Procedures: Resignations for Departmental E-Teams must be submitted in writing to the facilitator and to the Manager. Managers and/or Directors will appoint a new management or employee representative to complete the term of representative who resigned their position. In addition, the Departmental E-Team may develop procedures to remove a member for non-performance, or violation of E-Team norms.

Agency Enhancement Teams

This is the first level of the Enhancement Team structure. Agency employee representatives are elected by a vote of their peers. If no employees seek election, managers can appoint representatives from the employee pool.

Length of terms can be determined at the agency level. Management representatives will be appointed by the Agency Directors or their designated agents.

Agency Team Members: Agencies may select a chairperson, a co-chair and secretary or identify a facilitator. The positions may be from either employees or management. A chairperson would conduct meetings; the co-chair would conduct meetings in the absence of the chairperson and the secretary would be responsible for record keeping and the preparation and distribution of the minutes. Other officers may be selected by the Agency Team as deemed necessary.

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Notification of Representatives for Agency Duties: Directors/Supervisor will be informed of the required responsibilities of each employee representative, including times each representative should be given to attend meetings and complete assigned projects.

Agency Meeting Procedures: Agency Teams will arrange for both separate employee meetings and meetings between employees and management. Agency meetings should be held every other month. Additional meetings can be arranged if mutually agreed upon between management and employees.

Agency Elections: Each Agency shall conduct elections for employee representatives only. All Agency non-exempt and exempt (nonsupervisory employees) shall be eligible to be an employee representative and to vote in the election. The employee must bear all cost of such a campaign and must conduct his/her campaign in such a manner as not to interfere with the normal work assignments of the agency.

Agency Requirements for holding Employee Agency Elections: Each Agency may create reasonable election procedures to ensure a fair election process. Timeliness of election announcements, opportunities to campaign, and the ability of all employees to be able to cast ballots must be considered by each agency.

- Elections can be from current employee group. Appointments can be made if no employees run.
- Agency employee representatives will be elected for a two year term. In order to provide continuity, elections will be held every six months, so that the terms are staggered. It is recommended that terms begin in April and October. To be Eligible as an E-Team representative, applicants must have a successful or exceptional rating on their PEP and no current discipline actions.

Other Requirements:

Public Works Agencies are free to further define the organization of their Enhancement Teams, meeting limits and other general administrative procedures, so long as they are not more restrictive or confining than provided in this policy.

Agency Resignation and Recall Procedures:

Resignations for Agency E-Teams must be submitted in writing to the chairperson or facilitator and to the agency head. Agency selection procedures will be used to determine a new employee representative for the remainder of the term. Managers and/or Directors will appoint a new management representative to finish the terms of management representatives who resign their positions. In addition, agency E-Team's may develop procedures to remove a member or recall a representative for non-performance, or violation of E-Team norms.

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