



Nye County

Employee Engagement Committee Charter



Nye County Employee Engagement Committee Charter

Document and Contact Information

Guidelines Manager:	Nye County Administration (775) 482-8191 / (775) 751-7075 nyeadmin@co.nye.nv.us
File Name:	Nye County Employee Engagement Committee Charter
To obtain this document or to make inquiries:	Tonopah Administration Office (775) 482-8191 nyeadmin@co.nye.nv.us Pahrump Administration Office (775) 751-7075 nyeadmin@co.nye.nv.us
Requirements for Document acceptance and changes:	Acceptance of, and changes to this document must be reviewed and approved by the Nye County Employee Engagement Committee.

History of Revision

Date	Version	Comments
February 14, 2023	1-2023	Approved and accepted by EEC



1. GENERAL PROVISIONS

1.1 Purpose

The Employee Engagement Committee (EEC) will foster a more inclusive environment for Nye County Employees. Members partner with leadership to create, develop and champion a cohesive, collaborative organization that will support Nye County's goals. Employee engagement is the emotional commitment an employee has to the organization and the organization's goals. "Engaged" employees give discretionary effort, which in turn both increases performance and decreases turnover.

1.2 Goal

Develop an environment where employees feel passionate, energetic, and committed to their work. This creates engaged employees who give their hearts, minds, and talents to deliver a high level of performance within the county and to the community. Increasing performance and decreasing turnover will be the committee's overarching goals.

1.3 Scope

Implement ongoing long-term programs that promote employee engagement and culture change, based on information attained by the results of an annual survey. Project scope impacts all departments and employees at every level.

1.4 Responsibilities

- Promote and guide the development and analysis of an annual employment engagement survey.
- Establish 2-4 focused priority areas for action.
- Raising awareness about employee engagement.
- Review suggestions from employees as it relates to working conditions and services.
- Improving the workplace environment by providing a forum to discuss issues/needs and make recommendations for addressing concerns.
- Providing input regarding any perceived engagement issues and initiatives.
- Providing input regarding any perceived workplace or internal issues affecting all or a section of employees.
- Review and provide feedback on possible changes to policies and procedures which affect the employees' terms or conditions of employment.



- Draft and circulate an Engagement Action Plan that details current levels of engagement, performance against prior year initiatives and plans for activities, events and resources required for the following year.
- Take ownership for the implementation of that plan as an employee champion. Encourage participation.
- Engage fully! Bring your body, mind and heart to the work of the Committee.
- Be curious! Listen openly and seek to understand others' ideas and concerns.
- Focus on the possibilities! Seek positive solutions to build a more engaged future for Nye County employees.

1.5 Limitations

For greater clarity the EEC is not authorized to:

- Approve policies or procedures.
- Discuss matters related to discipline, performance management, or other confidential personnel matters, or matters related to a specific individual.
- Review or discuss any matters related to an individual grievance.
- Make decisions on collective bargaining-related negotiable items that are beyond the scope or purpose of this committee.
- Make fiscal/budgetary decisions.

1.6 Meetings

The EEC will meet the 2nd Tuesday of each month at 1:30 p.m. in either Pahrump and Tonopah conference rooms.

1.7 Authority and Accountability

The Assistant County Manager is the executive sponsor of the EEC and is responsible for supporting the success of the committee. The Director of Human Resources serve as a sponsor and subject matter expert for the committee. One member of the Board of County Commissioners shall serve as liaison between the committee and board.



1.8 Membership

The EEC strives to have a diverse group of employee representatives who are passionate about engagement, and have a willingness and capacity to participate in committee meetings and activities. The EEC will consist of 5 – 10 voting members.

1.9 Term of Membership

- EEC members shall serve an initial term of two (2) years to ensure consistency, familiarity, and expertise with common issues.
- Thereafter the terms shall be on year in duration.
- Members are eligible for re-appointment.

1.10 Working Groups

Annual Employee Engagement Survey Committee

Members will be charged with understanding what is and isn't working when it comes to engaging our employees. This means [digging into the survey results](#) to uncover Nye County's strengths and weaknesses and identify areas of improvement. Use feedback as a roadmap for moving forward.

Meeting Coordinator Committee

Members will be charged with scheduling committee meetings and handling logistics, preparing and distributing meeting materials and summaries to committee members, performs committee records and documentation management, including maintaining records of membership, meetings, and meeting summaries.

Onboarding Committee

Members will be charged with improving the onboarding training that is given to new employees. Items might include explanation of benefits, workplace resources, wellness programs, expectations, leadership and development training, attire, etc.

Rewards and Recognition Committee

Members will create a rewards and recognition program for county employees. Items for discussion might include rewards for years of service, recognition for days without a safety incident, awards ceremonies, and other appreciation for employees.



Values Committee

Members will create a list of values and a plan to promote these values throughout the county in the form of branding, communications, and employee standards.

1.11 Communication Schedule

The EEC will develop a communication strategy which consists of (i.e. monthly communication via the County Manager's monthly communication, etc.)

The EEC will generate an interim report of activity by the end of Second Quarter, 2023.