

WEST CONTRA COSTA HEALTHCARE DISTRICT

BOARD POLICY Section II - #9	Page 1 of 1
	Effective Date: 07/27/95
Subject: Employee Relations	Revised Date: 05/23/12
	Approved By:

1. The Board of Directors of the West Contra Costa Healthcare District and its Committees recognizes that employment related concerns or issues related to individual employees of the District are operational aspects of the District and are therefore matters delegated to Administration for routine handling.
2. In seeking clarification of employee related concerns, members of the Board of Directors or its Committees will refer such matters to the CEO of the District.
3. The Board of Directors and Committees acknowledges that matters pertaining to individual employees related to their employment are often of a confidential personnel nature and such confidentiality needs to be protected.
4. If events or issues pertaining to individual employees are brought to the attention of members of the Board of Directors or a Committee, such events or issues shall be referred to the District's CEO. Members of the Board of Directors and its Committees shall refrain from commenting upon or acting upon any such matter pertaining to individual employees.

Members of the Board of Directors and Committees may request that Administration bring events or issues pertaining to individual employees to the attention of the appropriate Board Committees. It is the responsibility of the committee chair to refer the matter to the full Board as necessary.

5. The Board of Directors and Committees recognize the importance of the chain of command in connection with events or issues pertaining to individual employees in connection with their employment and it is the policy of the Board of Directors that the chain of command in employment related matters should be followed.
6. The Board of Directors and Committees recognizes that District employees shall not be called upon to act on matters not related to District business.

Adapted from Special Districts Manual in consultation with Hospital Counsel.