

## WORKPLACE DEMOCRACY

### Staff Participation at Hampshire

It is true that Hampshire already practices participatory management to a greater extent than many other colleges. On the whole the respect and consideration that administration show staff people and the flexibility in many aspects of the work place that many staff people enjoy is, while not unique, certainly not common. What is also very special about Hampshire is that its employees have tremendous commitment to the institution. However, there is also a very definite sense that staff could participate more fully in decision making at Hampshire. To enhance employee participation in the decision making process we recommend that:

1. The Staff advocacy Committee, SaC formerly PAC, will be made up of 14 elected staff and administrators and the director of personnel as a non-voting, *ex officio* member. The director of personnel will be informed of all meetings, however, the committee reserves the right to meet without the director of personnel. It will represent and promote staff concerns insuring that the interests of its constituents are taken seriously in College fora. SaC's advocacy is informed by institutional and staff priorities. Included in its responsibilities are the following:
  - a. Advise the College on how to improve communication between administration and staff and participate in the review and evaluation of personnel policies, compensation, benefits and practices, existing and proposed. SaC will meet with representatives of other committees, senior officers of the college. The staff seeks representation on all governance bodies having faculty and student representatives including the Board of Trustees.
  - b. Educate staff and administration on principles of worker participation and workplace democracy.
  - c. Keep in touch with innovations in employee participation and workplace democracy at other institutions and businesses and continue to provide leadership in management practice at Hampshire.
  - d. Plan quarterly all-staff meetings to report on and discuss issues.

- e. Serve as a forum for discussion with staff representatives of administrative bodies. Staff representatives have an obligation to report on developments within their respective committees.
  - f. Personnel Office will report semiannually to SaC numbers/category of grievances. SaC is further charged with reviewing present grievance procedures and exploring ways of providing for the resource of an ombudsperson.
2. SaC will participate in the creation of an overall mission statement for Hampshire which will include an explicit commitment to participatory management.
  3. Semiannual orientation sessions will be held for all Hampshire staff members hired in the preceding period. Such introductory sessions will include, but not be limited to an explanation of the rights, responsibilities and duties of a Hampshire College employee, benefits information provided by the Personnel Office,. education about Hampshire's commitment not to discriminate on the basis or race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, mental or physical handicap, political belief or affiliation, membership or nonmembership in any organization, or veteran status. Integral to these orientation sessions will be presentations about workplace democracy and participatory management at Hampshire College. Thereafter, a tour of and orientation about campus offices and services will be held.
  4. The College recognizes the value for all employees participation in governance and committee work and will encourage that involvement as a legitimate use of their working time. Such governance and committee work is not to interfere unduly with an employee's regular duties.
  5. SaC is charged with the responsibility for continuing to promote implementation of workplace democracy issues and to regularly report on its progress.
  6. SaC will be funded annually by standard budget procedures.

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