

## Event Planning Agreement

The job of the Event Planning Committee Lead (EPCL) is to help facilitate timely and efficient planning of Agency events.

### Solicitation of Event Planning Committee Leads

Management will send an email to all BUEs announcing solicitation for two (2) Event Planning Committee Leads. This email will be sent at the beginning of each calendar year, no later than January 15.

If there are more than two BUEs interested in the positions, selection will be based on seniority and previous service as an EPCL. Those who have previously served will be placed below anyone who has not yet served, with the BUE who has least recently served above those that have more recently served.

### Responsibility of EPCLs

- Decide, with Management, the date and time of Agency events
- Send initial emails to request volunteers to help plan each event, ensuring sufficient planning time
- Lead one planning meeting per event, which will generally last one (1) hour
- Collaborate with volunteers to plan and delegate responsibilities

EPCLs will be granted up to four (4) hours of Special Assignment time in MIS per event to carry out their duties, subject to the discretion of Management based upon workload needs. Management may authorize more time if requested by EPCL.

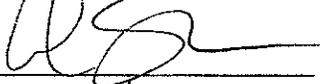
Volunteers will be granted up to two (2) hours of Special Assignment time in MIS per event for any set up or take down activities performed and any other activities related to the event, subject to the discretion of Management based upon workload needs. Management may authorize more time if requested by EPCL.

### Suggested events to be planned (including but not limited to):

- African American History Month (February)
- Women's History Month (March)
- Asian Pacific Heritage Month (May)
- Pride Month (June)
- Hispanic Heritage Month (September)
- Thanksgiving (November)
- Holiday Party (December)
- Awards Ceremony (scheduled at Management's discretion)
- Other Cultural Heritage Events promoted by the Department

This agreement will remain in effect for a minimum of one year from the date of its execution. Thereafter, each party will have the unilateral right to reopen the agreement, and the agreement will remain in effect until and unless one of the parties does so. Alternately, both parties, jointly, may terminate the agreement at any time.

For the Union:

  
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Leah Ganj-Bakhsh-Senior Union Steward

  
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John Kaucher-Union Steward

For the Agency:

  
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David Tyler-Director

  
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Jeff McCarter-Assistant Director

June 2, 2016