

(2) THE SECRETARY CONCURS WITH THE ASSESSMENT OF THE HEAD OF THE PRINCIPAL UNIT.

~~3-304. 3-104.~~

MEMBERS OF THE EMPLOYEE/MANAGEMENT TEAMS SHALL CONDUCT THEMSELVES IN A MANNER THAT FOSTERS:

- (1) A CLIMATE OF OPENNESS AND GOOD FAITH;
- (2) AN ATMOSPHERE OF MUTUAL RESPECT AND TRUST;
- (3) AN ENVIRONMENT SAFE FROM ANY FEAR OF RETALIATION; AND
- (4) A SPIRIT OF STEWARDSHIP FOR THE WELL-BEING OF THE PUBLIC SERVED.

~~3-305. 3-105.~~

(A) EACH EMPLOYEE/MANAGEMENT TEAM SHALL HAVE ESTABLISHED GOALS AND OBJECTIVES THAT REFLECT THE OVERALL MISSION OF THE PRINCIPAL UNIT.

(B) THE ESTABLISHED GOALS AND OBJECTIVES SHALL INCLUDE THE FOLLOWING CORE OBJECTIVES:

- (1) TO ENCOURAGE NEW IDEAS;
- (2) TO SEEK THE HIGHEST LEVEL OF QUALITY, PRODUCTIVITY, AND SERVICE;
- (3) TO DEVELOP OPEN COMMUNICATIONS BETWEEN MANAGEMENT AND EMPLOYEES; AND
- (4) TO IDENTIFY PROBLEMS AND PROPOSE RESOLUTIONS.

~~3-306. 3-106.~~

(A) THE EMPLOYEE/MANAGEMENT TEAMS SHALL MEET AT LEAST ONCE EACH MONTH.

(B) MINUTES OF ALL MEETINGS SHALL BE PUBLISHED.

(C) AT LEAST QUARTERLY, THE EMPLOYEE/MANAGEMENT TEAMS SHALL PREPARE A REPORT FOR THE HEAD OF THE PRINCIPAL UNIT THAT DESCRIBES THE ACTIVITIES OF THE EMPLOYEE/MANAGEMENT TEAM WHICH SHALL INCLUDE:

- (1) THE ISSUES DISCUSSED;
- (2) THE PROBLEMS IDENTIFIED;
- (3) THE RESEARCH OBTAINED;
- (4) THE RESOLUTIONS PROPOSED AND ACCOMPLISHED; AND