



HHC Circular C-029 HHS Management Advisory Group

Purpose

The purpose of this circular is to establish a consultative resource available to any health and human services (HHS) manager – a Management Advisory Group (MAG). Through a MAG, a manager or supervisor can obtain, in a single forum, the perspectives of Legal Services (Legal), Human Resources (HR), and the Civil Rights Office (CRO) regarding personnel issues, including but not limited to: disciplinary actions; positive performance levels; employment-related litigation; work issues; reduction-in-force procedures; grievances; and administrative complaints. A MAG provides an opportunity for several resource offices to gather, review the same information and facts, and provide the manager with practical advice for informed decision-making.

Policy

Management of all HHS agencies is authorized to utilize the MAG process. A representative from the CRO, HR, and Legal will participate in the MAG. Other offices, such as the OIG, Financial Services, Risk Management, and External Relations may be invited to participate, depending on the subject matter of the MAG. The MAG process is voluntary, and the MAG has no authority to direct any action or activity of management or employees. The use or availability of a MAG does not prevent a manager from consulting with other offices individually and does not substitute for following other published policies.

HHS managers and supervisors with authority to make decisions regarding personnel issues, such as hiring, disciplinary actions, separation, and termination, are authorized to request a MAG. Managers and supervisors who do not have this authority should coordinate through their supervisor/manager at the appropriate level to request a MAG.

Procedures

An HHS manager, Legal, CRO, or HR may suggest and request that a MAG convene. An HHS manager will contact one of those offices, usually HR, to request a MAG. HR generally coordinates the MAG. Offices that initiate a MAG will provide necessary information to HR.



When possible, a MAG meeting will be in person, but other methods, such as telephone conferences, are acceptable. A representative of the CRO, HR, and Legal will participate in the MAG. The Legal representative will be from the agency whose manager requests the MAG. Ad hoc participants of the MAG may include agency or enterprise offices with expertise relevant to the issues presented.

Inquiries

Inquiries regarding the content of this circular should be directed to the Civil Rights Office at (512) 438-4313 [TTY: (512) 438-2960] or by e-mail at hhscivilrightsoffice@hhsc.state.tx.us or the Human Resources Office at (512) 487-3420 or by e-mail at hhshraction@hhsc.state.tx.us.