

Water Utility Board Policy			
Title:	Workforce Planning		
Policy Number:	EL - 2J	Adopted:	August 26, 2014
Category:	Executive Limitations	Revision #/Date:	1/Jun 28, 2016

The General Manager shall not cause or allow conditions, procedures, or decisions that:

1. Add staff without review of existing resources and potential reassignment.
2. Utilize consultants for work more economically and appropriately done by utility staff, considering normal workload levels.
3. Fail to support employee and professional development opportunities for the General Manager and staff that are well focused and appropriate to Outcomes or specifically designed to improve employee skills.
4. Fail to provide a sufficient training budget, maintain costs within that budget, and provide an annual report to the board.

The General Manager shall maintain a list of skills that required contracting out during the previous 3 years, and the number of hours contracted out by skill category. This list will be used to determine when additional utility staff is justified to fill roles consistently being contracted out.