

Water Utility Board Policy			
Title:	Workforce Planning		
Policy Number:	EL - 2J	Adopted:	August 26, 2014
Category:	Executive Limitations	Revision #/Date:	2/Mar 27, 2018

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 projects and their costs that required contracting out during the previous three years. This list will be used to determine if additional utility staff is needed to meet these requirements.