

Internal Monitoring Report

Policy: EL-2J Workforce Planning
Frequency: Annual

Date: June 23, 2015

I certify that the following information is true.

Signed  _____, General Manager

Policy Language:

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.

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

General Manager's interpretation and its justification:

The intent of this policy is to ensure that the work of the utility is accomplished in the most cost effective manner.

Data directly addressing the General Manager's interpretation:

The only addition to staffing levels for 2015 is the new Asset Manager, which was reviewed and approved by the Board as part of the 2015 budget process.

Due to being short-staffed in the Finance Section, we have not yet set up a process to track contracts by skill and hours for analyzing potential future additions to staff.

I report compliance.