

<b>Water Utility Board Policy</b>		
Title:	<b>Workforce Planning</b>	
Policy Number:	<b>EL - 2J</b>	Adopted:
Category:	Executive Limitations	Revision #/Date:

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.

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