

Human Resources Policy 1: Personnel and Reimbursement

I. Purpose

The purpose of the Personnel and Reimbursement Policy is to establish a uniform and equitable system of personnel administration to ensure effective service to and on behalf of SVCE and to support procedures for administering personnel matters and reimbursement in compliance with applicable laws and policies.

II. Scope

The Personnel and Reimbursement Policy applies to all employees and any independent contractors that are embedded within SVCE departments. The policy is intended to promote fairness and equity to employees, to attract the best and most competent persons available, to assure the appointment and promotions of employees will be based on merit, to allow reimbursement for meetings and travel, and to incorporate best practices in the administration of SVCE's personnel system.

III. Policy

A. Personnel System

- SVCE shall have a personnel system for the recruitment, selection, employment, classification, compensation, advancement, performance review, discipline, discharge and retirement of employees
- The Chief Executive Officer (CEO) shall be designated as the Personnel Officer and is authorized and directed to administer the personnel system. The Chief Executive Officer may delegate the powers of the Personnel Officer as they deem appropriate.

B. Personnel Officer

- The Personnel Officer shall:

- Act as the appointing authority for all employees of SVCE;
- Terminate individuals and/or eliminate positions as necessary including the offering and executing of a severance package and/or settlement agreement up to \$250,000, as warranted in the CEO's discretion;
- Prepare and implement an employee handbook, along with any personnel rules and regulations necessary for the administration of this personnel system;
- Define and prepare position classifications including the establishment of minimum standards of employment and qualifications for the various positions;
- Prepare a schedule of compensation including salary and other benefits covering all employees;
- Provide the publishing or posting of notices of recruitments for positions and develop and administer procedures of the selection process;
- Prepare and present to the Authority Board a budget for implementation of the personnel system including employee salary and benefit costs as part of the annual budget process; such budget shall be based on current approved FTE positions, including vacancies, expected cost of salaries adjusted for a cost of living increase and benefits based on a reasonable participation rates.
- Make adjustments to personnel benefits provided the cost of such adjustments does not exceed the total salary and benefit costs presented to the Authority Board and included as part of the Board-approved Operating Budget. Board approval is necessary for increases or decreases to paid time off benefits including holidays, furloughs, bereavement leave and regular PTO;
- Prepare policies and procedures regarding ethics and the conduct of business including, without limitation, policies relating to conflict of interest, fair and equitable treatment of employees, use and safeguarding of Authority property and resources, and standards of ethical conduct by employees.

- Perform such other functions as necessary to administer the personnel system as directed from time to time by the Authority Board including authorization of spending for individual or group travel for meetings, training and workforce development.

C. Right to Contract for Special Services

- The Personnel Officer is also granted authority to take the following actions:
 - Contract for the performance of technical or special services necessary for the establishment or operation of the personnel system including, without limitation, services for the preparation of personnel rules and subsequent revisions and amendments thereof; preparation of classification and pay plans and subsequent revisions and amendments thereof; the design and conduct of employee training programs; the conduct of recruitment and hiring processes; and, other special and technical services of an advisory or informational character on matters related to the administration of the personnel system.
 - Outsource functions that are currently staffed by positions when contracting is more advantageous to the operations of the organization or is more cost effective.
 - Bring in-house any functions that are currently outsourced if the result would be advantageous to the operations of the organization or more cost effective.

D. Authority to Adjust Salary and Positions within Budget and Limits

- Adjust salary schedules for market flexibility during the year to attract and retain talent.
- Over-hire the number of positions shown in the annual budget as follows:
 - On a temporary basis to minimize the impact that pending vacancies may have on the organization by allowing for cross training and overlap;
 - On a permanent basis to improve operations and organization effectiveness, provided that the CEO may not over hire on a

permanent basis in excess of 10% of the authorized number of positions shown in the annual budget without prior approval of the Board.

- In no case shall positions be added or salaries be adjusted during the year that cause the total annual budget to be exceeded in total by fiscal year-end without prior Board approval by Resolution.
- In those instances where the CEO does over-hire positions during the year, he/she shall report such actions to the Board in a timely manner.
- Refer to Finance Policy 02: Budget Adoption, Control and Reporting for more policies related to the budget.

E. Reimbursement for Meetings and Travel

- All employees and Board members, including alternates, of SVCE may request reimbursement for actual expenses incurred to attend and travel to conferences and meetings for agency business. However, such meetings do not include SVCE Board of Directors or Committee meetings.
- Board members and staff shall get expenses approved in advance of incurring them and shall submit expenses for reimbursement within 180 days of incurring the expense.
- The Personnel Officer may adopt additional standards related to employee reimbursements.

IV. Policy Compliance

A. Violations

- Any known violations of this policy must be immediately reported to the Finance and Administration Committee, CEO, and General Counsel.

B. Cadence for Review

- This Policy will be reviewed at least every five (5) years.