

## RESOLUTION NO. 2016-08

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY ADOPTING PERSONNEL POLICIES AND DESIGNATING THE CEO AS THE PERSONNEL OFFICER AND APPOINTING AUTHORITY

WHEREAS, the Silicon Valley Clean Energy Authority (“Authority”) was formed on March 31, 2016 pursuant to a Joint Powers Agreement to study, promote, develop, conduct, operate, and manage energy programs in Santa Clara County; and

WHEREAS, under Section 2.5.2 of the Joint Powers Agreement creating the Authority, the Authority has the power to employ agents and employees; and

WHEREAS, in exercising its powers, the Authority desires to establish a uniform and equitable system of personnel administration to insure effective service to and on behalf of the Authority and to establish procedures for administering personnel matters in compliance with applicable laws; and

WHEREAS, in adopting personnel policies, the Authority desires to promote fairness and equity to employees; to attract and retain the best and most competent persons available; to ensure the appointment and promotions of employees will be based on merit; and to implement best practices in the administration of the system; and

WHEREAS, the personnel policies as set forth below meet all of the requirements of applicable Government Code provisions and the JPA;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SILICON VALLEY CLEAN ENERGY AUTHORITY DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The policies and procedures in the attached SVCE Employee Handbook are hereby approved.

Section 2. The Chief Executive Officer shall be designated as the Personnel Officer and is authorized and directed to administer the personnel policies. The Chief Executive Officer is authorized to amend or modify personnel policies and procedures to meet applicable laws and/or to address operational needs or Board direction. The Chief Executive Officer may delegate powers conferred upon him or her by this Resolution as appropriate.

Section 3. The Personnel Officer shall:

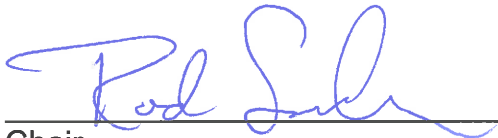
(a) Act as the appointing authority for all employees of the Authority with the exception of the Authority’s General Counsel;

(b) Provide the publishing or posting of notices of recruitments for positions and develop and administer procedures of the selection process; and

(c) Perform such other functions as necessary to administer personnel policies as directed from time to time by the Authority Board.

Section 4. The Personnel Officer may contract for the performance of technical or administrative services necessary to establish, maintain, or implement personnel policies and procedures, including without limitation, services for the development of policies, rules, and regulations; preparation of classification and compensation plans; the 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 personnel policies and procedures.

**ADOPTED AND APPROVED this 12th day of October, 2016.**

  
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Chair

**ATTEST:**

  
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Clerk

**Attachment 1: SVCE Employee Handbook**