

**Policy Number:** 4.0.0

**Title:** ADMINISTRATION & PERSONNEL COMMITTEE POLICY OF OPERATION

**Introduction:**

This policy has been developed to establish a scope of influence and provide operational parameters under which to operate.

**Ends:**

It is the objective of this Committee to recommend policy to the District Board of Directors regarding the following issues:

1. Administration
  - a. Contracts & agreements (i.e. District Insurance, etc.)
  - b. Board of Directors Rules, Procedures & Responsibilities: (i.e. Board meeting format, Agenda policy, etc.)
  - c. Relationships with governmental and outside entities
  - d. Annexations and re-organizations
  - e. Dissemination of information
2. Personnel
  - a. Wages and salaries
  - b. Relations between the District and its employees
  - c. Legal matters regarding employment with the District
  - d. Position of the General Manager is adequately filled

**Responsibility:**

It is the responsibility of the members of this Committee to meet, discuss, evaluate, draft, edit or revise policy under the legitimate categories outlined above. Meetings shall be held at the direction of the President of the Board of Directors and scheduled by the Chair of the Committee.

The Committee shall have three members:

1. Two members of the District Board of Directors
2. The General Manager of the District.

It is the further responsibility of the Chairperson of the Committee to preside over the Committee meetings and prepare a written report, to be included in the District Board of Directors Agenda Package, a brief reference should be included for alternative views.