

**Kirkwood Meadows Public Utility District
BOARD OF DIRECTORS**

**PERSONNEL COMMITTEE
CHARTER**

PURPOSE: The Personnel Committee is established as a standing committee of the Board of Directors whose primary duties are to oversee personnel matters, excepting those that are privileged and confidential. The committee shall consider General Manager performance, human resource policies, programs, and plans, employee development, and succession plans. The Personnel Committee also acts in an advisory capacity to the General Manager on personnel and organizational topics that the General Manager may bring to the Committee.

MEMBERSHIP: The Personnel Committee shall consist of two directors; one of which shall be the Board President.

The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

MEMBERSHIP TERM: The term for the Board member who is Chair shall run with the time he or she is President of the Board. The term for the second Director shall be two years.

COMMITTEE CHAIR: The Board President shall be Chair of the Committee.

MEETINGS: Meetings of the Personnel Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable, but in no case shall it meet less frequently than quarterly.

COMMITTEE RESPONSIBILITIES: The Committee shall keep itself generally aware of District personnel matters and of the General Manager's performance relative to his/her duties. The Committee's primary responsibilities are as follows:

- Oversee the Board's hiring process for the General Manager position and all other matters regarding the General Manager's employment.
- Assure that a succession plan for the General Manager position is in place, and that the General Manager has a management plan in place adequate to fulfill the District's responsibilities.
- Oversee the Board's process of setting annual goals for the General Manager and the District.
- Discuss the General Manager's performance with the General Manager at least semi-annually, at mid-year and at end of year. Solicit performance feedback from the community and other Board members, and use this information in the discussions. Base the discussions on agreed upon goals for the General Manager and the District.
- Recommend the General Manager's compensation package to the Board.
- Recommend the annual budget for the District's personnel costs to the Board, including overall budget for wages, benefits and bonuses. The General Manager shall

be responsible for allocating the approved personnel budget to District employees, including wages, salary increases, bonuses, etc.

- The Committee may from time to time recommend to the Board that a study be conducted to assure that the District's salaries and benefits are appropriately competitive with similar Districts in the area.
- Periodically review the District's personnel policies and Employee Handbook, and recommend any changes to the Board, including regulatory requirements or other amendments that the Committee deems appropriate.
- Act in an advisory capacity to the General Manager on any personnel and organizational related matters that the General Manager wishes to bring to the Committee.