

CHAPTER II. GENERAL MANAGER

SECTION I. GENERAL MANAGER

2-1-1 GENERAL MANAGER. It is the policy of the Board to appoint an administrative head of SUB who shall be known as the general manager, and who shall be responsible for the management and administrative conduct of SUB's responsibilities in accordance with policies established by the Board. The Board is committed to a work environment in which all individuals are treated with respect and dignity. The Board expects that all of the General Manager's relationships with employees and others with whom they come in contact in the General Manager's official capacity will be professional, respectful, and free of unlawful bias, discrimination, prejudice, bullying, and harassment.

The General Manager may be removed at the pleasure of the Board. In any vacancy occurring in the general manager's position, it is the Board's policy to recruit and select a general manager through an open and competitive process designed to obtain an experienced and properly qualified professional manager.

2-1-2 RESPONSIBILITIES/AUTHORITY. The general manager shall have responsibility and authority as assigned by the Board, including the following specific areas:

1. Demonstrates leadership to all employees and to the community.
2. Provides a motivating work environment for employees.
3. Maintains an "open door" policy to be accessible to the Board, employees and community members.
4. Counsels employees to promote a productive and efficient team environment.
5. Promotes and supports on-going education and training of employees to meet the changes in a dynamic utility industry.
6. Effectively communicates with employees to identify and solve problems and to coordinate resources.
7. Maintains open and effective communication with the Board and employees. Conducts regular employee meetings to share information.

8. Recognizes employees' contributions and accomplishments.
9. Delegates responsibilities to employees to ensure their on-going development and success.
10. Promotes the Mission and Core Values of SUB to employees and customers.
11. Ensures that statutes and governmental rules and regulations pertaining to or affecting SUB's operations and covenants of Board resolutions are in compliance.
12. Develops, establishes and ensures appropriate staffing of SUB's organizational structure to fulfill Board objectives.
13. Approves of all operating and capital expenditures in accordance with Board policies.
14. Prepares and recommends to the Board the necessary reports setting forth SUB's needs and objectives, including:
 - A. Sufficient plans to maintain the adequacy of its power and water supply;
 - B. Ensures the sufficiency of its physical plants and the efficiency of its operational methods; and
 - C. Provides detailed plans and cost estimates for development work, extensions, additions, renewals and capital replacement of SUB facilities to attain Board objectives.
15. Directs the preparation of annual budgets for forecasting SUB's fiscal requirements. Submits other financial data, including short- and long-term plans, as required to keep the Board fully advised of SUB's financial condition and needs.
16. Certifies to the Board all bills, allowances, payrolls and claims against the Board.
17. Maintains working relationships with appropriate officials at the local, county, state, regional and federal levels to further promote the needs and objectives of the Board.
18. Oversees the negotiations and administration of labor union contracts and recommends changes to the Board.

19. Supervises and controls the administration of bidding, purchasing and contracting procedures in accordance with Board policies.
20. Signs and executes, or authorizes designee to sign and execute, legal documents, contracts, agreements, etc., to carry out Board policies.
21. Approves of all hiring, transfers, promotions, work status changes and terminations of all SUB personnel.
22. Recommends to the Board tariffs and service policies that will provide revenues to the Board sufficient to meet its costs of operations, expansion and all other necessary expenditures.
23. On a regular basis, visits employees working in the field and in other SUB departments.
24. Maintains a strong community and utility industry involvement by representing SUB at meetings and other events.

2-1-3 CONTRACT. It shall be the policy of the Board to enter into a personal services contract with its general manager, stating the terms and conditions of employment.

2-1-4 EVALUATION OF GENERAL MANAGER'S JOB PERFORMANCE. During the first quarter of each calendar year, the Board shall evaluate the job performance of SUB's General Manager during the immediately preceding calendar year. This evaluation shall be completed no later than March 31st of the year in which it is conducted.

The evaluation shall include at least these steps:

1. The General Manager shall prepare and provide the Board his/her evaluation of his/her own performance, using the form marked "Attachment A" and any additional information he/she wishes the Board to consider.
2. If the Board obtains in a timely way the results of a survey or surveys of one or more of SUB's stakeholders regarding SUB's performance, said survey(s) having been conducted by an outside third-party, the Board shall provide the General Manager the results and shall review the results as part of its evaluation.

3. The Board shall meet in executive session to discuss its evaluation of the General Manager's performance, focusing upon the General Manager's job description and considering, among other things, the information generated as a result of steps 1 and 2, the Board members' respective evaluations of the General Manager's performance of the functions described in Attachment A, and the completion or progress towards completion of any specific tasks the Board has assigned the General Manager to accomplish during the year under evaluation. Following the Board's discussion, the Chair of the Board or another Board member appointed by the Chair shall prepare a written evaluation, summarizing the perspectives of the Board members which the Board as a whole holds in common. That written evaluation shall be submitted to the Board for approval. After the Board's approval has been obtained, a copy of the evaluation shall be provided to the General Manager for review.
4. After the General Manager has been given an opportunity to review the Board's written evaluation, the Board and the General Manager shall meet in executive session to discuss any comments the General Manager may wish to make about the Board's evaluation. The Board may decide to change or not to change its evaluation based upon that discussion. If changes are to be made, the Chair of the Board or his/her appointee shall prepare a revised written evaluation incorporating the changes, which shall be presented to the Board for its approval.
5. In any event, the Chair of the Board and the General Manager shall sign and date whatever final written evaluation is approved by the Board. The General Manager's signature on that evaluation signifies only that he/she has been given a copy of the evaluation and has reviewed it. The signature does not signify that he/she agrees with the contents of the evaluation.

2-1-5 COMPENSATION OF GENERAL MANAGER. As a general rule, the Board shall compensate SUB's General Manager with respect to salary, other pay, and benefits in a way that meets the average of the relevant marketplace.

Before executing an employment agreement with SUB's General Manager, the Board shall obtain and review a survey of salaries, other pay, and benefits of general managers of other utilities comparable to SUB whose responsibilities and qualifications are similar to those of SUB's General Manager.