



# Staffing and Employment Policy: Annual Report to the Board of Trustees

October 24, 2018



# Board Policy on Staffing and Employment



- Approved by the Board of Trustees on January 25, 2017
- It is the policy of the Long Island Power Authority to foster a work environment that attracts and retains **experienced professionals of diverse talents and backgrounds** and promotes an **ethical and productive organization**, while complying with applicable laws
- This policy establishes the Board's expectations regarding what must be done to implement this objective

# Board Expectations for Implementing Policy

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The Policy requires the Board of Trustees to:

Appoint and, when necessary, discharges the Chief Executive Officer; evaluate the performance of and determine the compensation of the Chief Executive Officer; and with the advice of the Chief Executive Officer, appoint the other Board-appointed Officers specified in the Authority's By-laws.

- CEO appointed March 2016
- CEO Performance Evaluation completed annually
- General Counsel appointed July 2018

# Board Expectations for Implementing Policy Continued...

The Policy requires the Chief Executive to:

Manage the organization and staffing of the Authority, including hiring and terminating staff as necessary to enable the Authority to achieve its mission and values

- The Chief Executive Officer has hired the staff necessary for the Authority to execute its goals and mission and consistent with the staffing plan reported to the Board in March 2018

Develop and implement human resource practices, programs, training, and initiatives that are consistent with this Policy, meet or exceed relevant laws and regulations, and ensure an ethical, safe, and discrimination/harassment free work environment

- LIPA Employee Handbook provides guidance to employees regarding their rights, benefits, and responsibilities and addresses the requirements of this policy
- An Employee Code of Ethics and Conduct, including annual acknowledgement of receipt and compliance by each employee

# Board Expectations for Implementing Policy Continued...

Establish and administer compensation practices and benefits for the Authority's officers and employees that are sufficient but not excessive to attract and retain a qualified, experienced workforce; are appropriate based on an individual's knowledge, skill, and contribution; motivate and reward individual accountability and performance; and encourage organizational flexibility and responsiveness to the Authority's mission and values

- New Performance Evaluation System in early 2018 for 2017 performance reviews
- A salary benchmarking analysis was completed
- Salaries are based on the salary benchmarking analysis and reflect individual performance.

Establish and communicate an administrative procedure that allows employees to appeal in writing to the Director of Human Resources any compensation decision resulting from a performance evaluation and to refrain from establishing or implying employment obligations to individuals of longer than one year or providing compensation to the Authority's officers or employees that exceeds the level of the Chief Executive Officer without Board approval

- An appeal policy is in the Employee Handbook, there are no employment contracts and salaries comply with this policy.

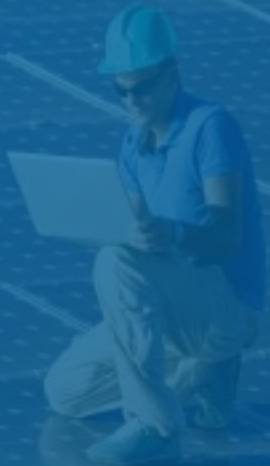
# Board Expectations for Implementing Policy Continued...

Establish policies and programs that support and encourage the personal and professional development of Authority staff

- The Handbook contains the following policies that support and encourage professional development and utility and public power learning opportunities
- A robust training and development program was designed for 2018 and 2019 to provide employees with in-house management training seminars and programs

Report annually to the Board of Trustees on the staffing of the Authority pursuant to the requirement of the LIPA Reform Act

- In March 2018 Staff reported that LIPA's staffing levels were appropriate
- The Staffing Levels report will be included again in next year's report



# Questions?