

**LNRA BOARD POLICY  
201 – PERSONNEL**

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**201.10 PURPOSE**

The Board of Directors has determined that part of enhancing organizational capabilities to effectively carry out the LNRA Act, and to meet the major goals and objectives of LNRA, it must maintain a well trained, competent work force. LNRA must also comply with all applicable laws. The purpose of this policy is to establish broad guidelines for equal opportunity employment, training and other employment practices.

**201.20 POLICY**

**201.201 WORKFORCE.**

LNRA is committed to equal opportunity employment. LNRA provides an environment in which employment decisions affecting applicants for employment and employees at all levels are based on their ability to perform a given job without regard to race, sex, color, sexual preference, national origin, religion, age or physical or mental disability.

**201.202 EMPLOYMENT OPPORTUNITIES.**

Individuals are provided with employment opportunities, including, but not limited to, the opportunity for advancement based on qualifications, educational background, experience, performance and job requirements. Employees are entitled to fair pay, reasonable hours of work, a drug-free workplace and safe working conditions.

**201.203 JOB DESCRIPTION**

Each employee shall have a job description summarizing their particular job. Each job description should contain general information regarding the work required for that position. Additionally, each job description should include the following categories: (i) Position Summary; (ii) Typical Duties and Responsibilities; (iii) Position Qualifications; (iv) Education and Minimum Experience; (v) Special Requirements; (vi) Physical Demands and Working Conditions; and (vii) Tools and Equipment Used.

A current copy of each employee's job description is to be kept in the employee's personnel file. Job descriptions are to be reviewed and updated annually or on an as needed basis.

#### **201.204 PERFORMANCE REVIEW**

Performance reviews are to be made at the end of the first three (3) months of employment and annually thereafter or as otherwise required to monitor objectives. The Division Director shall review the employee's performance and record the evaluation through a formal process in ADP. The Division Director shall submit the form to the Division Manager for review. After the Division Manager's review, a conference is to be held in which the Division Director and employee discuss and assess the employee's job performance. Employees are expected to electronically acknowledge the performance review and make any comments at that time.

#### **201.205 EMPLOYEE BENEFITS.**

LNRA will provide its employees with a benefit program that is customary for similar organizations and is sensitive to maintaining reasonable rates for services and products provided to its customers.

#### **201.206 EMPLOYEE INFORMATION MANUAL.**

LNRA shall publish an Employee Information Manual which shall contain employment information, procedures and requirements of LNRA. This manual shall be approved by the Board of Directors, and shall be available to employees electronically on ADP. All employees shall electronically certify in writing that they have read and understand the manual. A hard copy of the manual will be kept in the Human Resource Office.

#### **201.207 DELEGATION TO THE GENERAL MANAGER.**

In accordance with LNRA Board Policy 103.203, the Board has delegated to the General Manager the authority (1) to set the compensation of individual employees, (2) to hire and terminate employees, including all executive officers and managers; and (3) to organize the staff as appropriate to efficiently carry out the major goals and objectives of LNRA.

#### **201.208 TRAINING.**

LNRA employees are a valuable asset, and a high level of personal, professional and technical expertise is essential to LNRA's success. Management will protect this asset by keeping employees trained and knowledgeable about their jobs. Each employee shall have the opportunity to receive training that will enhance his or her job performance. Each supervisor will insure that each employee is offered training to enhance his or her job performance. The annual budget shall include funds for training sufficient to protect LNRA's human resource investment.

**201.30 RESPONSIBILITIES**

**201.301 GENERAL MANAGER.**

Management responsibility for LNRA's human resource program is delegated to the General Manager. The General Manager will designate LNRA employees who will be responsible for the administration and coordination of this program. The General Manager shall also insure that practices and procedures are developed which effectuate this policy.

**EFFECTIVE:** May 21, 2003, revised April 19, 2017