LOUISVILLE & JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT
PERSONNEL COMMITTEE CHARTER

PURPOSE

To assist the Board of MSD in fulfilling its oversight responsibilities for the Human Resources and Labor Relations functions.

COMPOSITION

The Personnel Committee will consist of at least three (3) member of the MSD Board. The Chairman of the Board will appoint committee members and the Committee Chair.

MEETINGS

The committee will meet at least four (4) times a year, on a quarterly basis. Upon request of the Executive Director, Committee Chair, or any (2) members of the committee, a special meeting may be called; such meeting to be held in a timely fashion at such time and upon such date as determined by the Committee Chair.

The committee will invite the Human Resources Director, members of management or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared. All committee members are expected to attend each meeting.

RESPONSIBILITIES

- Serve as resource to Mayor in recruitment and selection process for Executive Director, Chief Engineer, and Secretary-Treasurer
- Negotiate terms and conditions of MSD's contract with Executive Director, Chief Engineer, and Secretary-Treasurer
- Recommend to the full Board methods for evaluating the performance of the Executive Director, Chief Engineer, and Secretary-Treasurer
- Recommend to the full Board salary and benefits to be provided to the Executive Director and Executive Staff.
- Annually review and recommend to the full Board any performance pay increase for the Executive Director and Executive Staff.

- Annually review MSD's compensation policy regarding the range of any increases, including but not limited to, performance pay increases for all staff and make recommendations to the full Board.
- Recommend to the full Board adoption and/or revisions of union and non-union Statements of Policy.
- Review and recommend to the full Board acceptance or rejection of advisory recommendations from the Louisville Labor Management Committee, Kentucky Department of Labor, other mediator or arbitrator with respect to employee grievances and discharge hearings pursuant to the respective Collective Bargaining Agreement.
- Review staff reports with respect to the implementation of MSD's Affirmative Action Plan and recommend to the full Board all employee related Affirmative Action and Equal Employment Opportunity policies annually.
- Annually review leadership development, succession planning, and employee training.
- Recommend to the full Board changes in benefit plans, compensation plans, and other personnel policies.
- Recommend to the full Board the terms and conditions of the Collective Bargaining Agreement with union.
- Annually review Engineering Education Assistance Program and employee Education Assistance Program.
- Annually review Personnel Policies for union and non-union staff as prepared at the direction of the Human Resources Director and Executive Director.

OTHER RESPONSIBILITIES

- Perform other activities related to this charter as requested by the MSD Board.
- Review and assess the adequacy of the committee charter annually, requesting board approval for proposed changes.
- Confirm annually that all responsibilities outlined in this charter have been carried out.
- Evaluate the committee's and individual member's performance on a regular basis.

Yvonne Wells Hatfield
Yvonne Wells-Hatfield
Chair, MSD Board Personnel Committee
Date: Aug 22, 2016

Paula M. Purifoy
Paula M. Purifoy
Legal Counsel, MSD
Date: 8/23/16

James A. Parrott
James A. Parrott
Executive Director, MSD
Date: 8-22-16