



BOARD POLICY: STAFF SUCCESSION RECRUITMENT POLICY

BOARD POLICY NUMBER: 50

Original Date: September 2024

Last Reviewed: NA

Last Revised: NA

I. PURPOSE

To ensure that sufficient overlap of time is planned for new hires and the respective incumbents for key District positions. This overlap time is sometimes referred to as “dual filling” a position. This policy is dependent on adequate notification of planned retirements or separations by the incumbents of key positions identified below and subject to certain legal limitations and obligations of the employee. The primary goal of this policy to allow time for proper transfer of knowledge and practices by the incumbents of these positions to the new hire replacement to ensure functionality of the District. The key staff positions identified in this policy have specific or unique knowledge of their respective positions and associated obligations or assignments which can typically extend beyond the job description, a standard operating procedure (SOP), other procedure manuals, instructions or similar documents.

II. PROCEDURE

The employees that hold the positions described herein shall be made aware of the need to provide as much advanced notification as possible of their intent to leave the District for whatever reason (e.g. retirement or resignation) at the time of hire or in the case of current incumbents upon approval of this policy or subsequent changes. A desired overlap period or dual fill time period for a retirement event is 6 months with a minimum of 3 months for the transfer of unique knowledge to the new incumbent. This results in a notification by the current incumbent, in the case of a retirement, at least two months prior to allow for recruitment and selection of the replacement. The resulting total period of desired notification is approximately 8 months or 5 months minimum. In cases of resignation, the total period may be significantly reduced.

To illustrate this elapsed time period, the following example (retirement case) is provided:

1. The current incumbent notifies their supervisor of their intent to transition (START – 0 months).
2. The Supervisor and HR Manager initiate a recruitment (START + 0.5 months).
3. New hire is on-boarded (START + 2 months*).

4. New hire and current incumbent work together for transfer of knowledge (START + 3-6 months).
 - a. Supervisor ensures proper scheduling of assignments to allow knowledge transfer.

**some positions may take longer than 2 months*

This policy applies to the following positions listed by department:

Department	Position Title
Administration	Auditor-Controller Accounting Supervisor* HR/Safety Manager
Construction	Construction/Maintenance Superintendent
Engineering	Assistant GM/Chief Engineer Chief Engineer Senior Engineer*
Operations	Operations/Maintenance Superintendent Distribution & Treatment Supervisor* Water Quality Supervisor*
Executive	General Manager Executive Assistant/District Secretary

**positions are represented by the NMWD Employee Association*

The General Manager may determine a position not listed above is subject to this policy, especially in cases where the incumbent has served a substantial number of years in that position or the position is not part of a classification series or is otherwise a unique position in the organizational structure. To the extent possible, the incremental labor costs associated with any anticipated overlap/dual fill period will be included in the annual operating budget.