

**POLICY NO. 10-160**

**REVISION DATE: November 23, 2004**

**SUBJECT: ORGANIZATION OF COOPERATIVE**

**I. PURPOSE**

To provide guidance on how the Cooperative should be organized and staffed.

**II. POLICY CONTENT**

The General Manager is responsible for organizing the Cooperative in a way that facilitates achieving the board established goals and objectives. These goals and objectives are stated elsewhere in this policy manual, but generally include providing high quality service at the least cost, and maintaining a high quality staff.

Maintaining a high quality staff and organizing them properly is critical to achieving the other objectives. Therefore, the staffing and lines of authority should be structured to promote member service and responsiveness, good internal communications, teamwork, personal growth/recognition of employees, efficiency, and effectiveness. Achievement of these goals involves:

1. The General Manager will assess the need for additional positions, needed transfers and reassignments, elimination of present positions, or reductions in staffing. Any needed changes can be implemented by the General Manager if funds are available in a board approved budget.
2. The General Manager is responsible for recommending new/revised policies to the board and/or implementing approved policies for employee benefits, compensation, or other personnel matters. All such policies, and required procedures for implementation, must meet all federal, state, and other legal requirements. In addition, such policies and procedures are to be flexible enough to provide recognition and/or rewards for employees who contribute the most towards achieving the Cooperatives, objectives.

3. Training programs will be developed to provide management, professional, communication, and technical training for all personnel. These programs can include sending personnel to appropriate training programs outside the organization.
4. Position descriptions and performance standards will be developed and clearly communicated to employees. Furthermore, procedures will be developed and followed to facilitate an equitable and regular appraisal of each employee's performance relative to established standards.
5. The General Manager is also responsible for making sure that the level of compensation, benefits, and training programs are within approved budget amounts. Board of Directors authorization will be required for all personnel related changes, which, if implemented, will exceed approved budget amounts.

### **III. RESPONSIBILITY**

The Board is responsible for developing policies, which allow the General Manager to organize, staff, and direct the activities of employees in furtherance of cooperative goals and objectives. The General Manager is responsible for organizing and maintaining a high quality staff in compliance with board policy and applicable employment laws.

### **ATTESTING:**

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President

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Secretary

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Date