Date Filed: November 12, 2026

Witness: Erin M. Travassos
Request from: Public Utilities Regulatory Authority

Question:

(POSITION APPROVALS) Audit Plan No. 24. Provide a written description of the process and the levels of approval required to refill a vacant position and to establish a new position at CL&P and at EESCO, and the documentation evidencing the authorization of each vacancy refilled and each position established in the Test Year and the pro forma period.

Response:

The decision to fill a vacancy is reviewed by the Manager with their Human Resources Business Partner (HRBP). This review must consider key factors such as organizational needs, budget constraints, workforce planning and available staffing options. Before proceeding with the vacancy or creating a new position, approval is required from both the HRBP and the relevant Business Unit Management (Manager, Director, Vice President, etc.). The Workday system process ensures appropriate approvals.

Attached are the Workday job aids (RRU-158, Attachment 1, and RRU-158, Attachment 2), illustrating the process for entering a new and replacement job requisition, and the business process (RRU-158, Attachment 3, and RRU-158, Attachment 4), outlining the job requisition approval process. Also included are ten examples of 2025 job requisitions and the approvals obtained for the job requisition (RRU-158, Attachment 5 CONFIDENTIAL, through RRU-158, Attachment 14 CONFIDENTIAL).

Attachment	**Description**
RRU-158, Attachment 1	Workday Job Aid – Create a Job Requisition – Add Position
RRU-158, Attachment 2	Workday Job Aid – Create a Job Requisition – Replace Position
RRU-158, Attachment 3	Workday Business Process for a Job Requisition
RRU-158, Attachment 4	Workday Job Requisition Process Flow
RRU-158, Attachment 5 CONFIDENTIAL	R-026462 Manager, Testing Quality Assurance – Requisition Approval
RRU-158, Attachment 6 CONFIDENTIAL	R-026109 Supervisor, Technical Training – Requisition Approval
RRU-158, Attachment 7 CONFIDENTIAL	R-026451 Supervisor, Electric Field Operations – Requisition Approval

RRU-158, Attachment 8 CONFIDENTIAL	R-026950 Line Helper – Requisition Approval
RRU-158, Attachment 9, CONFIDENTIAL	R-026409 Associate Accountant, Staff – Requisition Approval
RRU-158, Attachment 10, CONFIDENTIAL	R-026728 Manager, Procurement – Requisition Approval
RRU-158, Attachment 11 CONFIDENTIAL	R-026374 Test Assistant – Requisition Approval
RRU-158, Attachment 12 COFIDENTIAL	R-027349 Generalist, HR Operations – Requisition Approval
RRU-158, Attachment 13 CONFIDENTIAL	R-026457 Senior Engineer – Requisition Approval
RRU-158, Attachment 14 CONFIDENTIAL	R-027240 Customer Service Representative – Requisition Approval