



AGENDA

Monday, June 21, 2021

Fall River Rural Electric Cooperative, Inc.

Policy Committee

Ashton Office

Start Time: 9:00 a.m. -- Stop Time: 9:55 a.m.

*Items that need action taken.

- 9:00 a.m. 1. Preliminary
 Call to Order
- 9:05 a.m. 2. *Approval of Agenda
- 9:06 a.m. 3. *Approval Minutes of March 22, 2021 Policy Committee Meeting
 (Included in packet)
- 9:35 a.m. 4. Initial Review of the Following Policies
- A. *GP #311 Disposition of Property and Sale of Materials and Equipment **(Included in packet)**
 - B. *GP #413 Job Training and Safety Loss Control **(Included in packet)**
 - C. *GP #603 Equal Employment Opportunity and Affirmative Action Policy **(Included in packet)**
 - D. *GP #604 Selection or Promotion of Personnel **(Included in packet)**
 - E. *GP #624 Benefit Procedures for Disabled or Terminating Employees**(Included in packet)**
 - F. *GP #625 Prohibitions on Discrimination, Harassment, and Retaliation **(Included in packet)**
 - G. *GP #626 Blood Borne Pathogens Exposure Control Plan **(Included in packet)**
- 9:55 a.m. 5. Discuss next set of policies to review **(Included in packet)**
 Set Next Meeting Date – December 20, 2021
- 10:00 a.m. 6. Adjourn

MINUTES OF THE POLICY COMMITTEE MEETING
OF THE BOARD OF DIRECTORS
OF
FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.
March 22, 2021

The meeting of the Fall River Rural Electric Cooperative, Inc. Policy Committee was held on Monday, March 22, 2021, by in person and webinar/teleconference. Chairman Doug Schmier called the meeting to order at 9:01 a.m.

ATTENDING

Chairman Doug Schmier, Directors Jeff Keay, Husk Crowther, Jodi Stiehl, and Dede Draper

ABSENT

None

OTHERS

Also present were CEO/General Manager Bryan Case, and Executive Assistant Angie Haws who recorded the minutes.

APPROVAL OF AGENDA

Director Stiehl made a motion to approve the agenda as presented. Director Crowther seconded. By voice vote, THE MOTION CARRIED.

APPROVAL OF MINUTES

Director Draper made a motion to accept the minutes of December 21, 2020 as amended. The motion was seconded by Director Keay. By voice vote, THE MOTION CARRIED.

REVIEW POTENTIAL NEW POLICIES – JERRY RIGBY & COMMITTEE MEMBERS

LARGE NEW SINGLE LOAD POLICY

CEO Case stated that this policy will be brought back to the Committee in June as a proposal.

BUSINESS CONTINUATION POLICY

This will be brought to the Committee in the future.

REVIEW OF GENERAL POLICIES (GP)

GP # GP 615 “SOCIAL MEDIA”

CEO Case said that Attorney Rigby has reviewed this policy. The committee reviewed the policy making minor grammatical changes and discussed the verbiage “discipline up to possible removal” and the application of “discipline” with the Directors being added to the policy. The importance and impact of such a policy was further noted and the consensus was that a comprehensive discussion of the policy when moved forward at the next board meeting would be beneficial.

Director Draper made a motion to send the suggested updates to General Policy 615 “Social Media” with changes as discussed, to the full Board for approval. Director Crowther seconded the motion. By voice vote, THE MOTION CARRIED.

GP # 101 “COOPERATIVE POLICIES AND PROCEDURES”

The committee reviewed GP #101 “Cooperative Policies and Procedures” they discussed the verbiage under the procedures section. Some changes were made in the verbiage to provide clarity of the policy also after some discussion regarding section 1 correcting a typo which changed board to “broad” statement of policy. The committee addressed updating the reference to the availability of policies to members and staff and that the reference to printed copies of the policy manual be changed to state that the policies are available on the website and electronically. There was also discussion under item B suggesting the verbiage required some clarity in the section stating “for the implementation of enforcements of the provisions” needed the addition of implementation “or” enforcements, committee members agreed.

Director Stiehl made a motion to send General Policy GP #101 “Cooperative Policies and Procedures” with the suggested updates to the full Board for approval. Director Key seconded the motion. By voice vote, THE MOTION CARRIED.

GP # 102 “DIRECTOR DUTIES, RESPONSIBILITIES, ETC.”

The committee discussed GP #102 “Director Duties, Responsibilities, etc.” minor grammatical changes were made and references for consistency with other policies. There was a discussion regarding the verbiage pertaining to meetings and if web ex or virtual should be added. The committee determined that the verbiage was sufficient as written.

Director Draper made a motion to send General Policy #102 “Director Duties, Responsibilities, etc.” with the suggested changes to the full Board for approval. Director Key seconded the motion. By voice vote, THE MOTION CARRIED.

GP # 205 “SERVICES OF CONSULTANTS”

The committee reviewed GP #205 “Services of Consultants”.

Director Key made a motion to send General Policy #205 “Services of Consultants” with the suggested updates to the full Board for approval. Director Stiehl seconded the motion.

There was further discussion and Director Draper made the distinction on page 2 referencing “nonrecurring problems”, suggesting the word “problem” is not necessarily accurate, the committee agreed that verbiage should be changed to clarify the policy. Also, the verbiage reference to “appointed” was changed to retained in regard to the use of consultants. It was noted the previous motion would require an amendment as a result of the discussed changes.

Director Draper made a motion to amend General Policy #205 “Services of Consultants” as discussed to the full Board for approval. Director Stiehl seconded the motion. By voice vote, THE MOTION CARRIED.

GP # 207 “MEMBERSHIP IN ORGANIZATIONS”

The committee reviewed GP # 207 “Membership in Organizations”.

Director Crowther made a motion to send General Policy # 207 “Membership in

Organizations” to the full Board for approval with no changes. Director Keay seconded the motion. By voice vote, THE MOTION CARRIED.

GP # 313 ”PURCHASING PRACTICES AND PROCEDURES”

The committee reviewed GP # 313 “Purchasing Practices and Procedures”.

Director Keay made a motion to send General Policy # 313 “Purchasing Practices and Procedures” to the full Board for approval with no changes. Director Draper seconded the motion. By voice vote, THE MOTION CARRIED.

GP #311 “DISPOSITION OF PROPERTY AND SALE OF MATERIALS AND EQUIPMENT”

The committee briefly reviewed GP #311 “Disposition of Property and Sale of Materials and Equipment” and determined that there was not sufficient time left in the meeting and the policy would require further discussion. The committee agreed to bring this policy back to the next committee meeting for review.

NEXT SET OF POLICIES TO REVIEW

Included in the packet.

SET NEXT MEETING DATE

The next meeting date will be Monday, June 21, 2021 at 9:00 a.m.

ADJOURNMENT

Being that there was no more time a motion to adjourn was made by Chairman Schmier the motion was seconded. BY CONSENSUS, THE MEETING WAS ADJOURNED AT 9:59 A.M.

DATE APPROVED: June 21, 2021

Chairman Doug Schmier



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY NO. 311
SUBJECT: DISPOSAL OF PROPERTY AND SALE OF MATERIALS AND EQUIPMENT

I. PURPOSE:

- A. To establish a procedure that provides for:
 - 1. Effective and economic acquisition, usage, and utilization of Cooperative owned material, equipment, and vehicles.
 - 2. Economic salvage, reclamation, or disposal of surplus materials, equipment, and vehicles.
 - 3. Establishment of a center for all inquiries or requests concerning acquisition, use, and/or disposal of materials, equipment, supplies, and vehicles.
- B. Assign to the Manager of Engineering the responsibility for acquisition, receiving, storing, issuing, use, salvaging, reclaiming, and disposal of surplus materials and vehicles as outlined in this policy.
- C. This policy will be correlated with policies GP 313 "Purchasing Practices and Procedures" and GP 607 "Work Rules."

II. POLICY:

It shall be the policy of the Cooperative to sell surplus property, vehicles, equipment, and materials.

- A. Material held in inventory will be sold upon request to the General Public:
 - 1. Payment arrangements may include cash payments and invoices for those with approved credit. All sales will include appropriate sales tax.
 - 2. Surplus property, vehicles, equipment, and miscellaneous items

will be offered first to Cooperative members, directors, employees, or to other vendors or organizations working with or for the Cooperative, when such sales will not interfere with the normal activities or needs of the Cooperative, or in any way endanger the legal, financial, or nonprofit status of the Cooperative. After surplus items have been offered through public notice to members, directors, employees, or other vendors working with or for the Cooperative are not sold, the surplus items can be offered for sale to the general public and non-members of the Cooperative. Any such sale shall be subject to the terms and conditions set forth in the provisions section of this policy.

III. PROVISIONS FOR ACCOMPLISHMENT:

Sales of materials, surplus property, vehicles, and equipment shall be subject to, and conform with the following ~~E~~conditions.

- A. No material surplus property, vehicles, and equipment shall be sold if such a sale might:
 - 1. Violate any federal, state, or local statutes, or any provisions of the Cooperative's charter or bylaws.
 - 2. Affect the nonprofit status of the Cooperative.
 - 3. Compromise the Cooperative's right to obtain government loans, or financing from other corporations or financial institutions authorized to assist in the credit and financial needs of rural electric cooperatives.
 - 4. Impair the member or public relations of the Cooperative.
 - 5. Result in possible shortage of materials or equipment needed in the Cooperative's operations.
 - 6. Interfere with the normal work assignments of any Cooperative

personnel.

B. Definitions

1. Materials may include such items as conduit and wire which are commonly ordered and held in material inventory stock of the Cooperative.
1. Surplus Items: Includes materials, equipment, and vehicles, which are either:
 - a. Excess: Items which are excess to the Cooperative requirements.
 - b. Obsolete: Operable or usable but no longer meets Cooperative specifications or requirements.
 - c. Worn: Equipment that is damaged or fails to perform its function or does so with excessive repairs.
 - d. Scrap: Useless or left-over waste materials.
2. "As is" Condition: Materials, equipment, and vehicles are sold or disposed of in their present condition. No warranty other than ownership will be given or implied.

B. Disposal Methods:

If the cash value of an item is less than \$250.00 the CEO/General Manager may determine any reasonable disposal method to be used and does not need to follow the procedures and disposal methods described in this policy. If the cash value of an item is \$250.00 or more, the following methods of disposal will be used:

1. Relocating material to another location or department with a need.
2. Trade-in on new equipment purchase.
3. Return to supplier for credit.
4. Sale to another utility.

5. Donated to non-profit organizations.
6. Auction, after proper notification and/or advertisement to members, directors, employees, or other vendors working with or for the Cooperative.
7. Sealed Bid to members, directors, employees, or other vendors working with or for the Cooperative after advertising for a period of not less than one week.
8. After surplus property, vehicles, equipment, and materials have been offered through an auction or sealed bid, the Cooperative may offer any remaining property, vehicles, equipment, and materials to the general public through the appropriate pricing methods outlined in Section C - Pricing Methods as determined by the CEO/General Manager

C. Pricing Methods:

The method used should be based on such factors as public interest, market value, and cost method used.

1. Negotiation. Establish a fair and reasonable price for both buyer and seller.
2. Sealed ~~b~~Bid Invitation.
3. Sealed Spot Bids. Used when material is of interest to the general public. The buyer writes his/her bid and places it in a bid box.
4. Fixed-Price Sale. Sale to the general public and Cooperative employees on a first-come, first-serve, fixed-price basis.
5. Public Auction. Used when the material being sold is usable and of substantial interest to the general public.

D. Disposable Value:

This is determined by one or more of the following factors:

1. Type of material.
2. Purchase date and price.
3. Age of item compared to average use life.
4. Current purchase price.
5. Current industrial equipment and vehicle prices published in Official Publications such as the Blue Book for Industrial Equipment and **NADA** Official Used Car Guide.
6. Current scrap metal prices.
7. Current competitive bids.

E. Disposal of Board of Directors Electronic Equipment:

To facilitate Cooperative business, the board of directors will be furnished equipment such as iPads, printers, or laptops ~~that~~ for use while they are serving as a Director, ~~they will use~~ for communication and business purposes such as to receive emails, and board packets. This equipment may also be used for personal purposes as long as they are maintained and available primarily for Cooperative business purposes. When said equipment has been fully depreciated and deemed to have fulfilled its useful purpose to the Cooperative, the board member will be given the equipment they have been using at no cost.

IV. RESPONSIBILITY:

The Manager of Engineering shall be responsible for the development, implementation, and supervision of the operating procedures needed to cover the provisions of this policy. Such operating procedures shall have the approval of the CEO/General Manager.

V. PRIMACY OF POLICY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS

~~Doug Schmier~~Dede Draper, President

DATE EFFECTIVE: December 20, 1989

DATE REVISED: August 28, 2000

DATE REVIEWED: September 24, 2012

COMBINED WITH GP 414: December 17, 2012

DATE REVIEWED: ~~5/30/2018~~MAY 30, 2018

DATE REVIEWED: xxxxxxxxxxxxxxxxxxxxxx



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY NO 413
SUBJECT: JOB TRAINING AND SAFETY/LOSS CONTROL

I. PURPOSE:

The safety and health of employees and the general public is a matter of primary concern to the Management and Board of Directors of the Cooperative. The Cooperative's Job Training and Safety/Loss Control Policy outlines the areas of responsibility and accountability to achieve the objectives of a safe work environment.

II. POLICY:

It shall be the policy of the Cooperative to engage in active job training and safety/loss control programs designed to fulfill the requirements of the Occupational Safety and Health Act; and to strive to establish a positive safety culture and comply with applicable State and National rules, requirements, and codes enhancing the safety of all employees and the public.

A. As a matter of policy, management will:

1. Promote safety and safety compliance.
2. Implement and maintain programs to promote safety and accident prevention.
3. Provide a work environment in which occupational hazards and hazards to the public, are identified and reduced, or eliminated, when possible and feasible.
4. Provide safety equipment and tools as required.

5. Work with safety related agencies in order to enhance and optimize safety.
6. Shall specifically designate certain employees, to act as safety committee monitors to ensure that the safety and loss control programs-are actively maintained and safety issues, duties and responsibility are clearly defined and delegated.
7. Shall designate operation personnel to oversee the job training, safety, and loss control for Cooperative employees.

B. The CEO/General Manager or ~~his/her~~ their designee shall chair certain safety committees which will be advisory in nature.

1. A safety "incentive" committee shall be maintained to evaluate and promote safety of the Cooperative personnel. Each department of the Cooperative shall be fairly represented on this committee.
2. Other safety "compliance" committees or assignments will be maintained to provide assistance and make recommendations in compliance of safety rules, regulations, policies, procedures, and safety issues of the Cooperative.
3. The committee shall meet as many times as deemed appropriate by the chairman of said committee. A committee may also be called to meet by written request signed by at least half of the members of the committee.

C. All employees will:

1. Be expected to adhere to applicable Cooperative, State, and National rules, and regulations.
2. Be expected to perform their jobs in a safe and professional manner.
3. Be expected to conduct themselves in a way that enhances their own personal safety, that of their fellow workers, and the general public.
4. Be required to report workplace hazards, accidents, and near

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misses and to make suggestions for their correction or control.

5. Be expected to contribute toward the overall success of the safety/loss control programs and committees and attend assigned Safety Meetings.

III. **RESPONSIBILITY:**

The CEO/General Manager is responsible to provide job safety/loss control training, and a safe and healthful working environment for Cooperative employees; and to maintain and promote safeguards to protect the lives and property of the public.

IV. **PROVISIONS:**

The following conditions shall apply to this policy.

A. The Cooperative shall be an active participant in a job training and safety/loss control programs. In addition, the Cooperative may provide special training designed to improve job skills when such training is available, and personnel can be scheduled.

B. Cooperative personnel shall be required to abide by all safety rules and regulations established or adopted by the Cooperative and the law; and shall be required at all times to work according to safe practices. Each supervisor shall be alert to unsafe conditions affecting the work, health, and safety of Cooperative personnel and to report such conditions and unsafe practices which can affect the lives, health, and safety of Cooperative personnel to the appropriate party.

Any employee who consistently violates safety laws, or the Cooperative's safety rules and practices is subject to disciplinary action and may be terminated from employment with the Cooperative.

C. The job training and safety/loss control committee and employees appointed or designated by the CEO/General Manager, shall be responsible

for developing and implementing programs of safety and education under the direction of the CEO/General Manager or ~~his/her~~ their designate. There will be periodic reports to the CEO/General Manager or ~~his/her~~ their designate on the extent and effectiveness of the safety activities of the Cooperative.

D. The Operations Manager will send a written report to the CEO/General Manager monthly to report the progress and activities of the safety programs. The CEO/General Manager will provide the Board with regular safety reports.

E. The Cooperative shall hold regular monthly safety meetings for all outside personnel and a minimum of quarterly meetings for inside personnel. The category of employee being inside or outside shall be designated by the CEO/General Manager. The CEO/General Manager or ~~his/her~~ their designate whenever possible, shall sit in on the job training and safety/loss control meetings of the Cooperative. The Operations Manager or other designee shall conduct these meetings.

F. The Cooperative adopted Safety Manual will be furnished to each employee. As soon as practical thereafter the employee shall acknowledge in writing that ~~he/she~~ they had read the provisions therein which are applicable to ~~his/her~~ their area of responsibility and that ~~he/she~~ they understands its contents and ~~is~~ are willing to abide by the rules contained therein.

G. The success of this safety/loss control policy and the Cooperative depends on the safety practices and cooperation of all employees.

V. **PRIMACY OF POLICY:**

This policy supersedes any existing policy or policies that may be in conflict with the provisions of this policy. This policy does not represent a contract between the employer and the employee, and the policies may be changed by the employer alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

Dede Draper, President

DATE APPROVED: JUNE 21, 2010

DATE REVISED: JANUARY 22, 2018

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FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

**GENERAL POLICY No. 603
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION POLICY
FOR INDIVIDUALS WITH DISABILITIES, AND VETERANS**

I. PURPOSE:

To establish and maintain a continuing policy of non-discrimination and affirmative action in employment and other personnel decisions of all kinds that will ensure compliance with nondiscrimination laws and regulations applicable to federal contractors relating to individuals with disabilities and protected veterans, including without limitation Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Cooperative sets forth the following policy.

II. POLICY:

A. Non-Discrimination.

The Cooperative will not discriminate against any otherwise qualified individual on the basis of disability or protected veteran status in recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training including apprenticeship, and other aspects of employment, at all levels of employment, and to base all employment decisions only on valid job requirements. Employees and applicants will not be subject to harassment on the basis of disability or status as a protected veteran,

B. Affirmative Action.

To the extent required by applicable law, the Cooperative will take affirmative action to employ, and advance in employment qualified disabled individuals, and qualified protected veterans.

C. Accommodation.

To the extent required by applicable law, the Cooperative will make

reasonable accommodation to the known disability of an otherwise qualified applicant or employee so long as it does not cause an undue hardship to the Cooperative. Information about the disability will be kept confidential to the extent reasonable given the Cooperative's obligation to address any request for accommodation, implement an accommodation, engage in the interactive process, or provide information in response to legal process.

D. Non-Retaliation

Any employee or applicant who believes this policy has been violated should report the matter to the Human Resources Department Manager or the CEO/General Manager. The Cooperative will not retaliate against any individual who in good faith complains of violation of this policy of applicable law, or in good faith participates in an investigation of such a complaint, or opposes any unlawful practice under applicable law, or exercises any right enforced by the Office of Federal Contracts Compliance.

E. Protected Veterans

"Protected Veterans" for purposes of this policy means any individual entitled to the benefits of the Vietnam Era Veterans' Readjustment Act of 1974, as amended, including as of the date this policy was revised: disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other protected veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized.

III. RESPONSIBILITY:

- A. The Board of Directors shall review and approve any changes recommended by management in this policy statement; and shall review and approve the written affirmative action plan.
- B. The CEO/General Manager shall cause to be developed a written affirmative action plan to further implement this policy, which shall be reviewed and approved by the Board of Directors.

IV. PRIMACY OF POLICY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy. This policy does not represent a contract between the employer and employee, and the employer herein may change the policies alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

~~Doug Schmier~~Dede Draper, President

DATE 603 EFFECTIVE: March 14, 1977
DATE 603 REVISED: December 11, 1979
DATE 603 REVISED: August 25, 2003
DATE 603 and 603 COMBINED: June 25, 2012
DATE REVIEWED: May 30, 2018
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FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY NO. 604
SUBJECT: SELECTION OR PROMOTION OF PERSONNEL

I. PURPOSE:

The purpose of this policy is to assure that applicants for positions will be treated fairly in accordance with accepted personnel practices and applicable state and federal laws.

II. POLICY:

It shall be the policy of the Cooperative to employ the best qualified individuals available for all vacancies in accordance with accepted personnel practices and applicable state and federal laws.

III. RESPONSIBILITY:

The CEO/General Manager and each Department Head and the Board of Directors.

IV. PROVISIONS:

The following procedures and conditions shall apply to the provisions of this policy:

- A. In filling vacancies all applicable Federal and State legal restrictions will be observed. (See General Policy No. 603, Equal Employment Opportunities).
- B. All vacancies shall be filled by the best-qualified applicant. When an existing Cooperative employee is equally qualified with an outside candidate for an open position, the existing Cooperative employee will generally be given first consideration for the open position. Management

reserves the right to make the final determination based on the needs of the Cooperative.

- C. Each applicant's experience, training, and references will be measured against the written job specifications or qualifications and the position description for the vacant position. Applicants may be asked to take appropriate tests, the results of which may be considered in the determination of the applicant best qualified to fill the position.
- D. Graduation from high school or higher education or the passing of a general educational development examination may be required for most positions. Such educational proficiency may be used as a measure to determine the applicant's ability to engage in and complete projects, and assignments; which necessitate initiative, judgement, independence of action, and responsibility.
- E. After an offer of employment has been made, but before commencing employment, the successful candidate may be required to have a physical examination as specified by the Cooperative, at the Cooperative's expense, by a physician approved by the Cooperative. Employment may be contingent upon the results of this physical examination and depending upon the job duties being applied for. Cooperative will reasonably accommodate the known disability of an otherwise qualified individual, where such accommodation does not present an undue hardship to Cooperative. Any individual who seeks an accommodation in the hiring process or in a position of employment should contact Human Resources. Information regarding disabilities is kept confidential to the extent required by law.
- F. The hiring of an individual who has a close relationship with an existing Cooperative employee can present operational difficulties and morale problems, particularly when the two individuals would be required to work together. Accordingly, although job vacancies are generally filled by the best-qualified candidate for the position, an individual who is a "Related

Person” (as defined below) will not be considered for or hired for a “Related Position” (as defined below). An individual who is a Related Person who already works for the Cooperative will not be transferred or promoted to a Related Position within the Cooperative.

For purposes of the Policy a “Related Person” means an individual who has the following relationship with an existing Cooperative employee:

- The parent, grandparent, child, sibling, first cousin, uncle, aunt, nephew, or niece;
- The current or former spouse, brother- or sister-in-law, father- or mother-in-law, grandparent-in-law, son- or daughter-in-law, stepparent or stepchild; or
- Other similar relationship: any current or former relationship, that would make it difficult for either the existing Cooperative employee or the candidate for the position to behave objectively and treat the Related Person the same as any other coworker or such that there would be an apparent lack of objectivity. Examples include but are not limited to amorous or personal relationships including cohabitation by unmarried individuals, roommates and significant business relationships.

For the purpose of this policy, a “Related Position” means any position requiring the existing Cooperative employee and Related Person to work in the same facility or any position in which the existing Cooperative employee or the Related Person (if hired) would be in a supervisory capacity over the other person or would have significant say in the other person’s hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination.

G. Reporting of Related Relationship

All Cooperative employees who are aware that a Related Person is applying for a position at the Cooperative must report the relationship to the CEO/General Manager immediately, whether or not the position applied for is a Related Position.

- H. It is important for the Cooperative to know about Related Persons even if they do not work in a Related Position because, for example, administrative safeguards may need to be put in place if a Related Person handles sensitive paperwork or other communications regarding a Cooperative employee.
- I. In the event two existing Cooperative employees who work in a Related Position and who were not previously Related Persons become Related Persons during the course of their employment, such employees shall immediately report the changed relationship to the CEO/General Manager (for example, the two employees become engaged). The Cooperative reserves the right to take steps to prevent the Related Persons from working in a Related Position. Such steps may include, for example, requiring the two employees to decide which employee will resign their employment, or Cooperative unilaterally reassigning or terminating one of the employees or putting in place administrative safeguards. Generally, this action will be required within ninety days of the individuals becoming Related Persons.
- J. As of the date this policy is revised, the Cooperative understands certain Related Persons currently work in Related Positions within the Cooperative. The Cooperative does not anticipate retroactively applying this Policy to correct those situations; provided, however, the provisions of the Cooperative's Bylaws addressing employment of relatives remain in effect. As vacancies, promotions, and transfers occur, these existing situations will likely be corrected. Further, should performance or morale problems arise as a result of these existing relationships, the Cooperative reserves the right to take immediate action.

K. Potential conflicts of interest not specifically noted in this policy are corrected by management in the best interest of the Cooperative.

V. PRIMACY OF POLICY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy and does not represent a contract between employee and employer, but only a guideline, and the policies herein may be changed by the employer alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

~~Doug Schmier~~Dede Draper, President

DATE EFFECTIVE: January 10, 1977

DATE REVISED: March 20, 1989

July 25, 2011

May 30, 2018

October 22, 2018

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FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 624
SUBJECT: BENEFIT PROCEDURES FOR DISABLED OR TERMINATING EMPLOYEES

I. PURPOSE:

This policy establishes procedures for the administration of benefits for disabled or terminating employees and establishes criteria for the termination and/or transfer of the costs of the benefit programs to such employees.

II. POLICY:

It shall be the policy of the Cooperative to provide certain benefits to an eligible employee who is unable to work due to illness or injury, and to comply with the Workers Compensation laws of the states of Idaho, Wyoming and Montana, as applicable.

III. RESPONSIBILITY:

The CEO/General Manager

IV. PROVISIONS:

A. Definitions

1. Cooperative Sponsored Employee Benefit Programs for the purpose of this Policy are:
 - a. Retirement and Security Plan - defined benefit
 - b. 401(k) Pension Plan - contributory
 - c. Employee and Dependent Life Insurance
 - d. Employee Vision and Dental Insurance
 - e. Group Medical Insurance

- f. Short (STD) and Long-Term Disability (LTD) Insurance
 - g. Business Travel Insurance
 2. Employee Leave that may be earned and accrued:
 - a. Vacation (GP 620)
 - b. Sick leave (GP 621)
 3. The “Date of Disability” means the first full day of Active Work missed as the result of illness or injury, excluding the day the injury occurs, or the day of the onset of the illness, unless it occurs prior to beginning Active Work that day.
 4. Base Net Income is the amount of pay an employee currently receives for eight (8) regular hours of Active Work or Employee Leave per day at the regular rate of pay the employee was receiving on the Date of Disability.
 5. Active Work shall refer to time when an employee is performing services for the Cooperative.
- B. When the injury or illness is not associated with or the result of the individual’s employment with the Cooperative, the Cooperative will continue to pay its portion of all Cooperative sponsored Employee Benefit Programs that the Cooperative paid before the Date of Disability, for the employee and their enrolled dependents, so long as the employee is eligible for STD or LTD, or if earlier, until the Employee’s transfer to inactive status, retirement or termination. The Employee will be responsible to pay for any elected supplemental benefits and any portion of their Cooperative Sponsored Employee Benefit Programs as had been previously elected or fixed. If the employee terminates employment, retires, or is transferred to inactive status, they may be eligible to continue group health insurance coverage through COBRA or enroll in the retiree health plan, depending on the employee’s status.
 1. Short Term Disability (“STD”)

- a. Will commence one (1) week after the Date of Disability and last a maximum of 13 weeks. Employee will be responsible to comply with any requirements to submit reports on income and health.
- b. The employee will not accrue Employee Leave during the period the employee receives STD benefits unless and to the extent that the employee uses Employee Leave or returns to Active Work while receiving STD insurance benefits.
- c. To the extent the employee has “compensation” (e.g., uses Employee Leave), employee contributions to Cooperative-Sponsored Employee Benefit Programs will continue unless the employee suspends ~~his/her~~ their elected contributions to such program(s). If the employee is not receiving compensation, the employee must pay for their share of any Cooperative-Sponsored Employee Benefit Programs using after-tax funds, if allowed by the program(s).
- d. An employee’s STD insurance benefits may be supplemented with pay from accrued Employee Leave, provided that total income does not exceed the employee’s Base Net Income each day for the period of disability. Employees must exhaust sick leave before using vacation leave.

2. Long Term Disability (“LTD”)

- a. Will commence upon approval by the LTD plan administrator thirteen (13) weeks after the Date of Disability. Employee will be responsible to comply with any requirements to submit reports on income and health.

- b. The Employee will not accrue Employee Leave during the period the employee receives LTD benefits unless and to the extent that the employee uses Employee Leave or returns to Active Work while receiving LTD insurance benefits.
 - c. To the extent the employee has “compensation” (e.g., uses Employee Leave), employee contributions to the Cooperative-Sponsored Employee Benefit Programs will continue unless the employee suspends ~~his/her~~ their elected contributions to such program(s). If the employee is not receiving compensation, the employee must pay for their share of any Cooperative-Sponsored Employee Benefit Programs using after-tax funds, if allowed by the program(s).
 - d. An employee’s LTD benefits may be supplemented with pay from accrued employee leave, provided that total income does not exceed the employee’s base net income each day for the period of disability. Employees must exhaust sick leave and vacation leave.
3. If the employee receiving LTD is not expected to return to active work, that employee will be considered an inactive employee.
- a. The Cooperative will no longer make contributions to Cooperative Sponsored Employee Benefit Programs on behalf of any inactive employee. However, such employee may elect to remain on any benefit programs as long as they qualify as an eligible inactive employee, through COBRA or as a retiree, and would be responsible for the entire cost of any required contributions.
 - b. Employees will not accrue employee leave while an inactive employee. The Cooperative will pay any unused employee leave balance the employee may be carrying upon becoming

an inactive employee to the employee, or at the employee's prior direction, to the employee's 401(k) plan account.

C. When an employee experiences an injury or illness that is the result of or associated with the individual's employment with the Cooperative, ~~he/she~~ they may be eligible for compensation in accordance with the Workers' Compensation Laws of the State of Idaho, Wyoming or Montana.

1. In such circumstances, the Cooperative will continue to pay its share of the premiums for all Cooperative Paid Employee Benefit Programs until the Cooperative determines that the employee will not return to active work.
2. To the extent the employee has "compensation" (e.g., uses employee leave), employee contributions to the Cooperative Sponsored Employee Benefit Programs will continue unless the employee suspends ~~his/her~~ their elected contributions to such program(s). The employee will continue to be responsible for their share of any supplemental benefit premiums or other benefit costs. If the employee is not receiving compensation, the employee must pay for their share of any Cooperative Sponsored Employee Benefit Programs using after-tax funds, if allowed by the program(s).
3. The employee may use leave to provide supplemental income while such Workers' Compensation claim is pending. However, accrual of employee leave will cease as of the Date of Disability (except to the extent the employee uses employee leave). Sick leave must be used before vacation leave.
4. If the Cooperative determines the employee will not return to active work, the Cooperative will cease making contributions to Cooperative Sponsored Employee Benefit Programs. However, an employee may elect to remain on any benefit programs as long as they qualify as an eligible inactive employee, through COBRA or as

a retiree, and would be responsible for the entire cost of any required contributions.

- D. Thirty (30) days after an employee's Date of Disability, and as needed thereafter, the CEO/General Manager, the employee's manager and/or supervisor and the Human Resource Manager will review the employee's status. Points that will be considered shall include, but are not limited to:
1. The employee's Family Medical Leave Act status.
 2. The employee's return to Active Work, disability insurance benefits or Workers' Compensation claim status. If the employee's claims for disability and Workers' Compensation were denied and the employee has not returned to Active Work when requested, he/shethey will be terminated. The employee will be informed, in writing of the termination. The letter must specifically tell him/her them of his/hertheir termination and the reasons for such action.
- E. Upon termination of the employee for any reason, he/shethey will be paid for any remaining accrued sick and vacation leave. However, any outstanding balance owed to the Cooperative may be withheld from such payment, or any other payment, to the extent allowed by applicable law.
- F. When the Cooperative determines that an employee that has been on disability leave is eligible to return to Active Work, the procedures of Policy 621 [Sick Leave] shall be used.
1. Upon return to active work by a formerly disabled employee, the Cooperative will again pay its share of the Cooperative Paid Employee Benefit Programs as the employee becomes eligible for such programs. Such benefits shall be based on the pay level the employee receives upon his/hertheir return to work and may have no relation to the position or pay the employee was receiving at the time of his/hertheir disability.

V. PRIMACY OF POLICY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy. This policy does not represent a contract between the Cooperative and employee, and the Cooperative herein may change the policy alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

~~Doug Schmier~~Dede Draper, President

DATE EFFECTIVE: July 28, 2008

DATE REVISED: May 26, 2009

December 10, 2010

March 26, 2012

May 30, 2018

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FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY NO. 625
SUBJECT: PROHIBITIONS ON DISCRIMINATION, HARASSMENT, AND RETALIATION

I. PURPOSE:

- A. To clearly state the Cooperative's policy prohibiting discrimination, harassment, and retaliation on the basis of an individual's protected status.
- B. To provide specific reporting and investigatory procedures to be followed when the Cooperative is informed of a suspected violation; and
- C. To inform employees of the disciplinary penalties for violating this policy, up to and including termination of employment.

II. POLICY STATEMENT:

Every Cooperative employee is entitled to work in an environment that is professional and free of harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, veteran, or other protected status. The Cooperative does not tolerate such harassment, regardless of whether the conduct is verbal, physical or environmental. Such conduct will not be tolerated by any employee, director, member, customer, or vendor at any time.

III. DEFINITIONS:

- A. "**Harassment**" is unwelcome conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, color, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, veteran, or other protected status, or the status of persons with whom that individual associates. Such conduct is unlawful when (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment is a form of discrimination.

- B. Under federal law, “**sexual harassment**” is defined as unwelcome or unwanted conduct of a sexual nature, whether verbal or physical, when:
1. submission to or rejection of the conduct by an individual is used as a factor in decisions affecting hiring, promotion, transfer, evaluation or other aspects of employment; or
 2. the conduct interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Sexual harassment also includes harassing conduct that is not sexual in nature, but is directed at an individual because of ~~his or her~~their sex, gender identity, or sexual orientation.

- C. “**Retaliation**” refers to adverse action or treatment directed at an employee for engaging in activity protected by law. Protected activities include the exercise of employment-related rights, such as reporting or opposing harassment, discrimination, or illegal or unsafe activity to management through appropriate channels, cooperating in an internal or agency investigation, participating in union activity, and invoking other employment-related rights or benefits that are granted by law.

IV. **PROHIBITED CONDUCT:**

The Cooperative will not tolerate, and employees must not engage in or tolerate, any form of discrimination or retaliation by any employee, director, member, customer, or vendor based on an individual's protected status. For the purpose of this policy, the following types of conduct are prohibited whether or not they meet the legal definition of harassment:

- A. Sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess or deficiency; discussions or commentary about an individual's actual or perceived sexual orientation or gender identity; leering, whistling, touching, assault, sexual acts or

suggestive, insulting or obscene comments or gestures; and display in the workplace of sexually suggestive objects or pictures.

- B. Similar behaviors (e.g., derogatory comments, jokes, cartoons, physical aggression, epithets, slurs, negative stereotyping, intimidation, circulation or posting of written or graphic materials that show hostility toward a particular group, etc.), that are based on or directed at an individual because of his or her race, color, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, veteran, or other legally protected status, also violate this policy.
- C. Harassment based on an individual's protected status is a form of discrimination prohibited by the Cooperative. The examples set forth in Sections A and B are not intended as exhaustive lists of the conduct prohibited by this policy. Sexual harassment, as well as harassment based on any protected status, is unacceptable in the workplace and other work-related settings, such as business trips, deliveries, and business--related social functions.

V. COMPLAINT PROCEDURE

Everyone working at the Cooperative is collectively responsible for both preventing any form of workplace discrimination and appropriately reporting discrimination. To ensure that the Cooperative can address problems that may arise, everyone must do their part and report harassment/discrimination when they see it, even if it is happening to someone else. The Cooperative recognizes that discrimination, harassment, and retaliation make people fearful, and that fear or other circumstances may make employees uncomfortable reporting to their managers or other individuals named in this policy. For those circumstances, the Cooperative has established alternate reporting channels.

- A. Employees who believe they have witnessed or been subjected to discrimination, harassment, or retaliation in violation of Cooperative policy must immediately report the incident to a management official so that

corrective action may be taken. Ordinarily, that person will be Human Resources. However, if the report is about Human Resources, or the employee is uncomfortable reporting to Human Resources, the employee may report to the General Manager. If the report is about the General Manager, the employee may report to the President of the Board and/or the Cooperative's attorney. If the report is about a Board member, the report should be made to the General Manager. It is imperative employees know they can report discrimination, harassment, or retaliation to any member of management and that they may report anonymously but should be aware that anonymity may hamper the Cooperative's ability to investigate.

- B. Anyone who receives a report of discrimination, harassment, or retaliation must immediately inform the General Manager or, if the report is about the General Manager, the President of the Board and/or the Cooperative's attorney. All reports and complaints of discrimination, harassment, retaliation, or any other violation or concern will be promptly investigated by the General Manager, the President of the Board, or their designee. At a minimum, the individual making the report or complaint and the individual identified as the perpetrator will be separately interviewed to determine the facts. If the investigator determines that the behavior violated the Cooperative's Equal Employment Opportunity (EEO), harassment or other Cooperative policy, appropriate corrective action will be taken, up to and including discharge.
- C. All employees must fully cooperate with the Cooperative in any investigation made pursuant to this policy. Cooperation requires that employees respond truthfully and in a timely manner to an investigator's questions, allow access to documents and computer files, and respond in a timely and cooperative manner to any other requests for information made by an investigator. Employees are prohibited from destroying documents or deleting files that have been requested by an investigator or that the employee reasonably believes may be relevant to an investigation. Board members who are

contacted for information are similarly expected to cooperate in all aspects of any investigation conducted pursuant to this policy.

- D. The Cooperative will not retaliate in any way against an employee who reports discrimination, harassment, retaliation, or other violation or concern, nor will the Cooperative permit any other employee to do so. Any person who is found to have retaliated against an employee for making a report or participating in an investigation will be subject to disciplinary action, up to and including termination of employment.
- E. All reports and complaints of discrimination, harassment, retaliation, or other violation or concern brought to the attention of the General Manager, the President of the Board, or the Cooperative's attorney will be treated as confidentially as possible, consistent with the Cooperative's duty to investigate and respond to the complaint. Employees who make the report or become aware of a complaint are also expected to maintain confidentiality during the investigation, ~~so as~~ to protect the integrity of the process and the privacy of the persons involved (this expectation does not apply to communications with outside agencies, like the US Equal Employment Opportunity Commission (EEOC)). Investigations will be kept confidential to the extent practicable and appropriate under the circumstances.
- F. The results of the investigation and any recommendations of the investigator will be forwarded to the General Manager (or President of the Board, as applicable) for a final decision. The results of the Cooperative's investigation and its recommendations will generally be discussed with the victim before any action is taken. There are circumstances in which the evidence available is not sufficient to substantiate a report (e.g., there are no witnesses besides the perpetrator and the victim and there is no corroborating evidence). In such circumstances, the Cooperative will nevertheless take appropriate steps to protect the alleged victim from future discrimination or harassment.

- G. If the investigator determines that an employee has violated this policy, the employee will be subject to immediate discipline, up to an including termination of employment. If the violator is a Board member, the matter will be referred to the full Board for resolution.

VI. RESPONSIBILITY:

- A. Each department head will meet with ~~his/her~~ their employees as frequently as is necessary, but at least annually, to explain the provisions of this policy and the Cooperative's intolerance regarding discrimination, harassment, and retaliation.
- B. The Board, CEO/General Manager, department managers, and supervisory personnel are responsible for the administration of this policy.

VII. PRIMACY OF POLICY:

- A. This policy supersedes any existing policy that may be in conflict with the provisions of this policy.

APPROVED BY THE BOARD OF DIRECTORS

~~Doug Schmier~~ Dede Draper, President

DATE EFFECTIVE: April 26, 2010
REVIEWED: June 27, 2013
REVISED: May 30, 2018 Combined with GP 623 Sexual Harassment
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EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Fall River Rural Electric Cooperative, Inc.'s General Policy 625 Prohibitions on Discrimination, Harassment, and Retaliation. I have carefully read the Cooperative's policy and I understand my obligations under it. I have received training on identification and prevention of harassment and asked any questions I had about the Cooperative's policy. I understand this acknowledgment will be placed in my personnel file.

I hereby acknowledge that Fall River Rural Electric Cooperative, Inc. prohibits harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, marital status, disability, veteran or other protected status, and will report any violation or suspected of Cooperative policy of which I become aware. I understand that all employees must avoid offensive or inappropriate behavior at work.

I also understand that my violation of the policy will result in disciplinary action against me, up to and including discharge.

Signature of Employee

Employee's Printed Name

Date: _____



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

GENERAL POLICY No. 626

SUBJECT: BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

I. PURPOSE:

As a part of the Cooperative's ongoing health and safety program, ~~it shall~~ it ~~complies~~ with OSHA Standard 1910.1030 Blood Borne Pathogens. Employees may be at risk from occupational exposure to Blood Borne Pathogens present in human blood and other body fluids. This plan is designed to eliminate or minimize exposure.

Definition Note:

Anytime the word "standard" is stated in this Policy, ~~it shall~~ refers to OSHA Standard 1910.1030 Blood Borne Pathogens.

II. POLICY:

A. Methods of Compliance

1. Safe working practices shall be utilized to eliminate or minimize exposure to employees.
2. Every precaution shall be observed to prevent contact with blood, body fluids, or other potentially infectious materials.
3. Any exposure incident shall be reported to the Operations Manager or employee's supervisor by the end of the day. This includes weekends.
4. Blood Borne Pathogen kits will be supplied for every Cooperative vehicle.
 - a) Employees shall use the Blood Borne Pathogen Kits when an exposure incident occurs.

- b) The pocket breathing masks shall be used ~~should~~ when an employee decides to perform CPR.
 - c) EXCEPTION: When under rare and extraordinary circumstances it was the employee's ~~professional~~ personal judgment that this equipment would have prevented the delivery of health care or increased the hazard to the employee or co-worker.
5. After any exposure incident, employees should:
- a) Wash their hands immediately or as soon as possible.
 - b) Flush with water as soon as possible any body parts following contact with blood, body fluids or other potentially infectious materials.
 - c) Employees should put any and all material that has come in contact with blood or body fluids into the biohazard bag for disposal.
6. Pre-Exposure Procedures
- a) The Cooperative shall make available, at no cost, the Hepatitis B vaccination series to all employees.
 - b) Vaccination will be performed by or under the supervision of a licensed health care professional.
 - c) A copy of the standard shall be provided to the health care professional prior to the vaccination of any employee by the Safety Coordinator.
 - d) If an employee declines the Hepatitis B vaccination, they ~~shall~~ must sign the OSHA required waiver indicating their refusal.
7. Post-Exposure Procedures
- a) The Cooperative shall make available the Hepatitis B vaccination series to all employees following an exposure incident. Should the employee elect to take the vaccination series, vaccination should begin within twenty-four hours of the exposure incident.

- b) If an employee declines the Hepatitis B vaccination, they ~~shall~~ must sign the OSHA ~~required~~ required waiver indicating their refusal.
- c) Following any exposure incident, the Operations Manager ~~shall~~ investigates and documents all circumstances related to the incident.

8. Information and Training

- a) The Operations Manager ~~shall~~ ensures employees receive a copy of the standard and an explanation of its contents.
- b) New employees shall be provided with this information during their orientation by the Operations Manager/HR Manager and receive training on the Blood Borne Pathogen Kits.
- c) The Operations Manager ~~shall be~~ is responsible for maintaining the following training records ~~for three (3) years from the date of training.~~
 - a. The dates of the training.
 - b. An outline of the material presented.
 - c. The names of all employees attending the training session.
 - d. ~~Training records, shall be maintained for three (3) years from the date of training.~~

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III. **RESPONSIBILITY:**

The CEO/General Manager and the Manager of Operations ~~shall be~~ are responsible for reviewing, updating, and enforcement of this policy.

V. **PRIMACY OF POLICY**

This policy supersedes any past or present policy relating to the subject matter thereof. This policy does not represent a contract between the employer and employee, and the policies herein may be changed by the Cooperative at any time by the Cooperative alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

~~Dede Draperoug Schmier~~, President

DATE APPROVED: May 23, 2011

May 30, 2018

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Fall River Coopertive Policies Review

Reviewed with the last four years
 Currently Being Reviewed
 Next Proposed Group for Review

Policy #	Title	# of pgs	Last Rvd	Approved	
19	311	Disposition of Property and Sale of Materials and Equipment	6	2018	5/30/2018
38	413	Job Training and Safety Loss Control	4	2018	1/22/2018
58	603	Equal Employment Opportunity and Affirmative Action Policy	3	2018	5/30/2018
78	624	Benefit Procedures for Disabled or Terminating Employees	7	2018	5/30/2018
79	625	Prohibitions on Discrimination, Harassment, and Retaliation	7	2018	5/30/2018
80	626	Blood Borne Pathogens Exposure Control Plan	4	2018	5/30/2018
59	604	Selection or Promotion of Personnel	5	2018	10/22/2018
49	502	Member Data Privacy Policy	15	2018	7/23/2018
81	700	Cyber Security		2018	10/22/2018
52	506	Member Access to Cooperative Information & Use of Membership Lists	9	2018	12/17/2018
33	408	Cooperative Liability for Damages to Consumer and Public Property	2	2019	1/28/2019
22	314	Retirement of Decedent Capital Credits	5	2018	8/21/2018
50	503	Newsletters to the Members	2	2019	1/28/2019
	New	Advanced Metering Devices	2		
	New	Business Continuation			
	New	Large New Single Load			
62	607	Work Rules	10	2019	1/28/2019
71	616	Employee Classificaton & Length of Service	3	2019	1/28/2019
73	618	Drug Free Work Site and Alcohol Abuse Policy	14	2019	1/28/2019
18	310	Purchase of Vehicles	2	2019	4/16/2019
20	312	Financial Forecast and Plan	3	2019	4/16/2019
3	201	Functions of the Board of Directors	5	2019	4/22/2019
4	202	Committees of the Board of Directors	3	2019	4/22/2019
5	203	Directors Fees and Expenses	4	2019	4/22/2019
28	404	Electrical Wiring Inspections	2	2019	4/22/2019
34	409	Movement of Building and Equipment Under and Through Cooperative Lines	3	2019	4/22/2019
77	622	Cooperative Vehicle Policy	3	2019	4/22/2019
10	302	Approved Depositories for Cooperative Funds	3	2019	6/17/2019
11	303	Authorized Check Signatures	2	2019	6/17/2019
15	307	Special Consumer Charges	5	2019	6/17/2019
16	308	Collection of Unpaid Account and Bad Debt Reserve	3	2019	6/17/2019
24	317	Equal Payment Plan	2	2019	6/17/2019
29	405.1	Easements-Distribution Lines	3	2019	6/17/2019
30	405.2	Easements-Transmission Lines	2	2019	6/17/2019
31	406	Relocation of Lines	2	2019	6/17/2019
35	410	Joint Use or Occupancy of Line or Right-Of-Way	2	2019	6/17/2019
36	411	Long Range Engineering Studies and Plans, and Four-Year Work Plans	2	2019	6/17/2019
37	412	Emergency Assistance to Other Utilities	2	2019	6/17/2019
41	419	Polychlorinated Biphenals (PCB)	8	2019	6/17/2019
46	424	Multi-Connections to One Meter	3	2019	6/17/2019
17	309	Allocation and Retirement of Patronage Capital	4	2019	8/26/2019
32	407	Meter Testing	5	2019	8/26/2019
42	420	Cooperative Purchase and Wheeling of Power and Energy	16	2019	8/26/2019
43	421	Hazard Materials Communication Program	5	2019	8/26/2019
45	423	System Integrity, Power Diversion	3	2019	8/26/2019
47	425	Underground Facility Location	3	2019	8/26/2019

	Policy #	Title	# of pgs	Last Rvd	Approved
51	505	Assistance to Area Development Organizations	2	2019	8/26/2019
53	507	Energy Conservation	4	2019	8/26/2019
57	602	Management Employee Relations	3	2019	8/26/2019
65	610	Employee and Director Purchasing	3	2019	8/26/2019
25	318	Easy-Pay Option	3	2019	11/18/2019
12	304	Retail Rates	2	2019	11/18/2019
23	315	Equity Management	2	2019	11/18/2019
27	402	Rules and Regulations Customer Service and Line Extension	9	2019	11/18/2019
39	415	Use of Cooperative Tools, Equipment, Facilities	2	2019	11/18/2019
40	417	Personal Protective Equipment and Flame Resistant Clothing	6	2019	11/18/2019
44	422	Idle Services	3	2019	11/18/2019
48	501	Member and Public Relations	2	2019	11/18/2019
63	608	Compensation Administration	6	2019	11/18/2019
64	609	Reimbursement of Business Expense	7	2019	11/18/2019
67	612	Employee Housing Incentive Pay	2	2019	11/18/2019
68	613	Guideline for Use of Cellular Telephones and Other Electronic Equipment	4	2019	11/18/2019
69	614	Work Standards and Personal Conduct	7	2019	11/18/2019
72	617	Community Service (New Policy)	4	2019	11/18/2019
9	301	Financial Practices	4	2020	4/27/2020
13	305	Retention, Maintenance and Disposition of Records	14	2020	4/27/2020
14	306	Consumer Accounting Practices	8	2020	4/27/2020
6	204	Board of Directors-General Manager Relationships	6	2020	6/22/2020