

ADMINISTRATIVE POLICY NO. AP607

1. SUBJECT: EMPLOYMENT CATEGORIES

2. OBJECTIVE:

2.1. It is the intent of Beartooth Electric Cooperative, Inc. (BEC) to clarify the definitions of employment classifications so that all employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

3. POLICY:

3.1. Non-Exempt/Exempt Status

3.1.1. Each employee is designated as either Non-exempt or Exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are specifically excluded from the provisions of federal and state wage and hour laws. BEC may change an employee's Exempt or Non-exempt classification only upon written notification by management.

3.1.2. If an employee's Non-Exempt or Exempt status changes, the employee will receive written notification from his/her supervisor.

3.2. Probationary Employee

3.2.1. The Probationary period is intended to give new, transferred and rehired employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets both the employee's and the employer's expectations. BEC uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or the company may end the employment relationship at-will at any time during the probationary period, with or without cause or advance notice. Probationary employees do not have access to the internal grievance process.

3.2.2. All new, transferred and rehired employees work on a probationary basis during the first six (6) months of employment. Any significant absence shall automatically extend a probationary period by the length of the absence. If BEC determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period, not to exceed an additional 90 days, to give the employee an opportunity to achieve satisfactory performance.

3.2.3. During the probationary period, new, transferred and rehired employees are eligible for those benefits that are required by law, such as workers compensation insurance and Social Security. Employees may be eligible for other company provided benefits, subject to the terms and conditions of each benefit program. Employees shall be informed of the details of specific benefits programs, as they become eligible.

3.3. Full Time Employee

3.3.1. A full time employee is one who works an annual average of forty (40) hours per week, has satisfactorily completed the probationary period and is eligible for full time benefits as specified in the terms and conditions of each benefit program.

3.4. Part Time Employee

3.4.2. A part time employee is one who works an annual average of less than forty (40) hours per week and has satisfactorily completed the probationary period. Part time employees may be eligible for certain benefits as specified in the terms and conditions of each benefit program.

3.5. Temporary Employee

3.5.1. A temporary employee is one who is employed, full time or part time, for a specific job assignment or limited duration or during certain periods of time depending upon the demand of work as determined by the BEC. A temporary employee is not eligible for any organization benefits.

4. RESPONSIBILITY:

4.1. The General Manager shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: BEC VI-A-6
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President