

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 608

1. SUBJECT: WORKING HOURS - EXEMPT

2. OBJECTIVE:

2.1. To establish working hours for all Beartooth Electric Cooperative, Inc. (BEC) exempt employees.

3. POLICY:

3.1. It is not the intent to place exempt employees on a rigid hourly basis. Due to the fact that long working hours will be put in by them, it is understood and intended that their hours be flexible commensurate with existing working conditions.

3.2. The regular work week for exempt employees shall be approximately forty (40) hours during the calendar week. Starting and quitting time will correspond with the working hours of those whom they supervise or as required by operating conditions or emergencies.

4. REPORTING:

4.1. Each employee is required to fill out an electronic timesheet on a daily basis.
(Reference Policy AP610-Recording Work Hours)

5. RESPONSIBILITY:

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

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 606, BEC VI-A-7
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President