

Beartooth Electric Cooperative, Inc.

ADMINISTRATIVE POLICY NO. 609

1. SUBJECT: WORKING HOURS – NON-EXEMPT

2. OBJECTIVE:

- 2.1. To establish working hours for all employees paid on an hourly rate basis except those covered under a Union Agreement.

3. POLICY:

3.1. Full Time Employees:

- 3.1.1. The basic work week will be forty (40) hours within the calendar week.
- 3.1.2. Offices will be open and employees available from 8:00 a.m. to 5:00 p.m. Monday through Friday, except designated holidays.
- 3.1.3. Starting and quitting time of employees may be varied upon prior approval of Supervisors.
- 3.1.4. All work required to be performed outside of the forty (40) hours within the calendar week, except holidays, will be paid at the premium rate of one and one half (1 1/2) times the regular straight time rate of pay.
- 3.1.5. All work required to be performed on designated holidays shall be paid in accordance with established policies for such practices.

3.2. Part Time and Temporary Employees:

- 3.2.1. Part-time employees will work as their services are required.
- 3.2.2. Temporary employees working hours shall coincide with the hours of the employees with whom they work or as required.
- 3.2.3. Overtime will be permitted only upon prior approval of Management.

3.3. Absenteeism/Tardiness

- 3.3.1. Regular and prompt attendance is expected of all employees.
- 3.3.2. Reporting to work on time is required. "On time" is defined as being properly dressed and prepared to begin work at the start of the scheduled work period.

3.3.3. An unexcused absence is one in which the employee calls the day he/she is out and gives a reason BEC considers unacceptable.

3.3.4. An unreported absence is one in which the employee does not contact BEC the day he/she is out. An employee is considered to have voluntarily terminated his/her employment after two consecutive days of unreported absence.

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. Department Managers and Supervisors shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 605, BEC VI-A-7
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President