

Beartooth Electric Cooperative, Inc.

EMPLOYEE RELATIONS POLICY NO. 511

1. SUBJECT: ADMINISTRATIVE PROCEDURES

2. OBJECTIVE:

2.1. To establish the basis for the formulation, publication and distribution of written administrative procedures to be followed by employed personnel in accomplishment of the viewpoints, objectives, plans and operational requirements of Beartooth Electric Cooperative, Inc. (BEC).

3. POLICY:

3.1. The General Manager is hereby authorized to develop procedures as needed for personnel administration as it relates to non-represented employees.

3.2. Such procedures shall include but not be limited to sick leave, vacation, holidays, working hours, insurance coverage, organization chart and other personnel related items.

3.3. The General Manager is encouraged to develop and revise such procedures with the involvement of the employees.

3.4. All such procedures developed and subsequent revisions shall be reviewed by the Board of Trustees for their input and approval prior to becoming effective.

4. RESPONSIBILITY:

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

Adopted: 08/24/2012
Revised: 06/30/2015
Reference: LV Policy 511
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President