

GENERAL POLICY NO. 101

1. SUBJECT: POLICY ORIGIN

2. OBJECTIVE:

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

3. POLICY:

- 3.1. The Board of Trustees recognize their responsibilities for policy development based upon planning through observation, study and analysis of the affairs of BEC which together with the recommendations of the General Manager will provide for policy content and responsibility.
- 3.2. Policies will be developed and placed in written form and electronic format and posted on the BEC website. Board approved policies shall be placed in the policy manual that is available to the Board, members and supervisory personnel employed by BEC. All members and employees shall have access to a policy manual if desired.
- 3.3. The format for each Board approved policy will be such that the objective, content and responsibility is clearly and concisely stated.
- 3.4. Each policy will have an adopted date and the date for revision. All policies will be reviewed by the Board on a two-year basis. During the annual review process, the policy will be added to the Board's consent agenda. All recommended policy changes will be noted and edited accordingly. The Board may establish a policy committee to update or change policies from time to time.
- 3.5. The policies, procedures and programs outlined in BEC's Policy Manual are designed to serve as guidelines to acquaint employees with information regarding their employment.
- 3.6. No policy or provision in the manual is intended to create an express or implied contract binding the employee or BEC to an agreement of employment for a specific period of time. Either the employee or the employer can terminate any time during the probationary period for any reason, with or without cause or notice.
- 3.7. BEC reserves the right, at its sole discretion, to supersede, modify, revoke, suspend, terminate, revise or deviate from the policies, procedures, guidelines and programs and information in this manual as circumstances or situations warrant, in whole or in part, at

any time with or without notice.

- 3.8. No representative or agent of BEC, other than the General Manager, can authorize or sign an employment agreement contrary to the above terms or otherwise make any binding offer of employment for a specific term. To be effective, any agreement altering the terms and provisions of the manual must be in writing and signed by the General Manager.
- 3.9. Employees are expected to accept responsibility for familiarizing themselves with the information in this manual and to seek verification or clarification of its terms or guidance when necessary. Employees should consult their supervisor or General Manager, if they have any questions that are not answered in this manual.
- 3.10. This document is intended as information for all BEC employees. A Collective Bargaining Agreement (CBA) also governs employees that are represented by the union. For these employees, where policies conflict between this document and the CBA, the CBA will have precedence.
- 3.11. Each employee shall be updated with respect to new or revised policies and procedures by his immediate supervisor.
- 3.12. He or she shall then have fourteen (14) days to sign a statement stating that he/she has read and understands the new or revised Policy & Procedure Manual, a copy of which will be placed in the employee's personnel file.

#### 4. RESPONSIBILITY:

- 4.1. The Board is responsible for the review and revision, consideration and approval of the all-inclusive and broad BEC policies.
- 4.2. The General Manager is responsible to the Board for recommendations covering the areas of need where Board approved policies are required. Such recommendations shall include the policy statement content and responsibility for the policy. These recommendations from the General Manager are to be reviewed for revision, correction and appropriate action by the policy committee and approved by the Board.
- 4.3. The requirements for Board approved policies are to be determined by the Board in consultation with the General Manager. The General Manager is solely responsible for all internal operating procedures that are necessary in implementing policies and the accomplishment of his responsibilities as General Manager.

4.4. The General Manager is responsible for carrying out Board approved policies. He may make further delegations under these policies.

Adopted: 02/22/2013  
Revised: 06/30/2015  
Reference: LV Policy 404, BEC VI-A-2  
Review Date: June 2017

Attest:           /s/ Richard Nolan            
Secretary/Treasurer

Attest:           /s/ Roxie Melton            
Board President