

GENERAL POLICY NO. 104

1. SUBJECT: ORGANIZATIONAL POLICY

2. OBJECTIVE:

2.1. To establish a sound organizational structure that will provide the most effective leadership and working relationships so work may be accomplished more efficiently, more economically and with a high satisfaction to all concerned.

3. POLICY: The Board of Trustees of Beartooth Electric Cooperative, Inc. (BEC) has established the following principles as the policy to be followed by the General Manager in the development of an organizational plan for BEC.

3.1. The organizational plan includes Administrative Procedure No. AP600, Organization Chart, position descriptions and job qualifications for all personnel.

3.2. The organizational plan will be kept flexible and sensitive to changing conditions and personnel growth by periodic review.

3.3. Each person's responsibilities, authorities and relationships shall be:

3.3.1. Fully expressed in written form.

3.3.2. Clearly communicated to the employee.

3.3.3. Accepted not only by the individual, but also by all persons affected by that position.

3.4. Delegation of authority shall be clearly and appropriately defined and be adequate for responsibilities assigned.

3.5. Most decisions will be made by the supervisor one organizational level above where an action will go into effect. However, empowerment of employees will allow personnel to make sound decisions affecting day-to-day operations of the utility without a supervisor's prior approval.

3.6. No person shall report to more than one supervisor; however, an individual may be assigned by his/her supervisor to serve or assist another department and receive directions within the assigned sphere of service, subject to approval of the individual's official supervisor.

- 3.7. The number of persons reporting to a supervisor should be few enough so that the supervisor can give each employee adequate attention and still allow the supervisor time for other responsibilities.
- 3.8. Titles should be appropriate and consistent.
- 3.9. Coordination of interdependent organizational units shall be provided through defined organizational arrangements, policies and procedures and shall be implemented as close as possible to the operations affected.
- 3.10. The supervisor who is immediately responsible for an operation should not have the final control over inspections, quality control or audit of operations.
- 3.11. One individual, who may be assisted by an advisory group, should be delegated the responsibility for maintaining the organizational plan, for auditing it periodically to keep it current and for assisting all personnel to understand the overall organizational plan.
- 3.12. The General Manager will periodically review Administrative Procedure No. AP600 –Organizational Chart, with the Board of Trustees and report on the effectiveness of the total organization and on changes, which have been made to improve the operation of BEC.

4. RESPONSIBILITY:

- 4.1. The Board shall be responsible for reviewing and approving a statement of the functions of the Board, the position description of the General Manager and the number and type of positions at BEC.
- 4.2. The General Manager will be responsible for developing the organizational plan to illustrate and describe the structure and functions of BEC. The plan is to be clearly and concisely described within the contents of a manual prepared by the General Manager with the advice, counsel and assistance of his immediate staff.
- 4.3. The General Manager shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013  
 Revised: 06/30/2015  
 Reference: LV104  
 Review Date: June 2017

Attest:           /s/ Richard Nolan            
 Secretary/Treasurer

Attest:           /s/ Roxie Melton            
 Board President