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## FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

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### GENERAL POLICY NO. 607 SUBJECT: WORK RULES

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#### I. **PURPOSE:**

The Cooperative seeks to comply with mandatory work rules imposed upon it by applicable law. The Fair Labor Standards Act of 1938, as amended, establishes certain rules and regulations by which businesses are guided in defining their own work rules. The purpose of this policy is to define these rules as they apply to the employees of the Cooperative.

#### II. **POLICY:**

It shall be the policy of the Cooperative to establish work rules that conform to all state and federal laws and regulations.

#### III. **RESPONSIBILITY:**

CEO/General Manager and Management Staff.

#### IV. **PROVISIONS:**

The following conditions and work rules shall apply to the provisions of this policy:

##### A. Work Week

A work week means any fixed and recurring period of 168 hours. The official work week for the computation of pay shall be from 12:01 a.m. on Monday to 12:00 p.m. the following Sunday. The normal work week for the Cooperative employees is forty (40) hours, worked in a period from 8:00 a.m. Monday through 4:30 p.m. on Friday. However, particular work assignments may necessitate normal work time outside of these hours.

##### B. Work Day

The total hours worked, and the hours during which work is performed to makeup the work day, will be determined by Cooperative management in the Cooperative's sole discretion. Without limitation on the foregoing, the

Cooperative reserves the right to vary the start of the workday because of season or weather conditions, or for the work demands of a particular department or employee. The Cooperative will endeavor to post changes in the start of a work day at least sixteen (16) hours in advance of that change, emergency situations excepted.

C. Travel Time

Unless other arrangements are made, all regular day workers working on the distribution and transmission system shall travel from shop to job, job to job, and job to shop, on Cooperative time. They shall also be furnished transportation by the Cooperative from shop to job, job to job, and job to shop. All reasonable time spent traveling between permanent headquarters and temporary headquarters, and vice-versa, shall be on Cooperative time. Crews working away from the permanent headquarters shall be returned to their permanent headquarters over weekends or holidays, on Cooperative time and Cooperative furnished transportation.

D. Overtime Pay

In accordance with Idaho and federal laws, non-exempt employees will be paid overtime for hours in excess of 40 hours in any scheduled week of work. Overtime pay is computed at a rate of one-and-one half times the regular rate of pay for each employee.

Overtime work must be approved in advance by the appropriate department manager, except for emergency situations; employees are not encouraged to work overtime and should not do so unless specifically instructed to by the appropriate department manager. Overtime hours will be documented by entering time into the Cooperative payroll system.

The Cooperative may at times require employees to work overtime hours. Reasonable requests to work overtime are within the rights of the Cooperative and failure to comply with such reasonable requests may result in discipline up to and including possible discharge.

Premium pay at the rate of one and one half (1 1/2) times the regular rate of

pay will be paid for all time worked in excess of the established work day period, or in excess of forty (40) hours in one week. However, premium pay will not be paid for work on Saturday or Sunday until forty (40) work hours of straight time has been recorded for the workweek. If an employee is required to work on a holiday, or the day on which the Cooperative observes the holiday, or upon a day which they have taken annual leave, the employee will be paid at the rate of two (2) times the regular rate of pay for the time actually worked, in addition to the regular pay for the holiday or leave. An employee who has worked sixteen (16) consecutive hours or more within a continuous twenty-four (24) hour period may be released from duty for an eight (8) hour rest period before they return to work. If any of the rest period falls within the employee's next regular work shift, there will be no loss of regular pay for those regular hours; the rest period time which falls in the next normal work period will be paid at the straight time rate of pay.

One and one-half (1 1/2) times the straight time rate of pay shall be paid for all hours worked in excess of sixteen (16) hours within a continuous twenty-four (24) hour period, and until relieved from duty for an eight (8) hour rest period. If the employee does not receive a full eight (8) hour rest period, and continues work into the next regular work day, they will receive one and one-half times the straight time rate of pay, plus straight time rate of pay for that time worked during the regular work day.

E. Recall Duty

When an employee is recalled to duty after being released from their regular work assignment, they shall be allowed a minimum of two hour's time, at one and one-half (1 1/2) times the straight time rate of pay, for the overtime period, if applicable. However, if the time actually worked is less than two hours, and the employee is recalled to duty again prior to the end of the two-hour period, they shall not receive additional pay until the beginning two hour period is completed.

F. Working Conditions

Every effort will be made to avoid the necessity for employees to work beyond the regular work day. However, the maintenance and continuity of service to Cooperative Member-Owners and unanticipated emergency circumstances may, among other things, require employees to work beyond the normal workday.

Employees, when working away from permanent headquarters overnight, shall be furnished board and lodging by the Cooperative. Among other possible lodging accommodations, Cooperative owned housing may be used. Temporary headquarters may be established at such points where board and lodging can be obtained. Board and lodging shall be construed to mean meals in a public eating establishment, approved hotel, motel, or cabin court. The lodging place shall have adequate facilities for the employee to clean up after work. Cooperative owned housing, if clean and adequate, will also be satisfactory for lodging.

The Cooperative may designate qualified employees to be on call, after working hours, on holidays or non-working days. The "on call" period shall be from 8:00 a.m. Wednesday to 8:00 a.m. the following Wednesday. To the extent required by applicable law, call back time will be at the regular overtime rate.

Employees designated to be on call will not be required to remain at home or any particular place but will make themselves available, will respond within a reasonable time when called and, if they leave home, will leave a telephone number with a supervisor or other person designated to take calls during the applicable on call period. The Operations Manager will designate an on-call list at the headquarters of each area by month or year. Trading of on call responsibilities must be approved in advance by their applicable Supervisor.

1. The following additional conditions apply to Plant Operators.

### PLANT OPERATORS (SHIFT WORKERS)

- a. Due to the varied operating conditions of each generating plant, the working schedules for each plant operator will be established and posted by the Hydro Manager. Scheduled work weeks are to be posted at least two weeks in advance. The overtime rate of one and one-half (1 1/2) times the regular straight time rate of pay is to apply for all time worked in excess of forty (40) hours per week. All work on holidays as listed in General Policy No. 6190 shall be paid for at two (2) times the straight time rate of pay, plus the regular holiday pay.
- b. Without limitation on other duties, operators shall perform board operations and switching as directed by the Dispatcher or Hydro Manager.
- c. The Operators on duty may leave the control room to read instruments, check equipment and preserve Cooperative property, but should remain close enough to ensure correct and continued operation of each item within their area of responsibility; Except during emergencies, the Operator on duty may leave the control room to read instruments, check equipment, or maintain cooperative property, and at other times, as long as they are close enough to the plant to know everything is operating correctly and that it does not interfere with operation or maintenance or work of plant or Cooperative property.
- d. When transferred to a new assignment, a Plant Operator may, in the sole discretion of the Cooperative, receive training under a qualified employee; when transferred to a new assignment or plant, a Plant Operator shall be entitled to a reasonable training period under a qualified employee at the discretion of

the Hydro Manager before being required to perform their duties alone.

- e. Operators shall keep logs up to date and report malfunctioning of equipment and instruments to the Hydro Manager as soon as possible;
- f. Operators of the same classification may, with the prior approval of the Hydro Manager, exchange regular shifts within the same work week; and Operators of the same classification may, by agreement between themselves and the approval of the Hydro Manager, exchange regular shifts, providing the exchange is within the same calendar work week.
- g. Operators are to travel on their own time and furnish their own transportation to and from the plant assigned. When an Operator is required to work at more than one plant in any one work day, they may be paid for travel between plants at the mileage rate established in General Policy 609, or the Cooperative may provide a vehicle to use for Cooperative business.

Operators are to travel on their own time and furnish their own transportation to and from the plant assigned. When an Operator is required to work at more than one plant in any one work day, they will be paid the mileage rate established in General Policy 609 for use of their own vehicle.

- 2. The Following additional conditions apply:

#### GENERAL WORK RULES

- a. Journeyman Linemen and Apprentice Linemen shall provide themselves with at least the following tools and any others required under applicable law: body belt, safety strap, climbers, cutting pliers, 10" and 12" crescent wrenches, a non-

conductive six- foot measuring tape, and at least two sizes of screw drivers. All tools worn out on the job, as the result of normal wear, may be replaced by the Cooperative in its discretion. Other tools and equipment, as deemed necessary by the management, will be furnished. Employees are to be provided with a safe place for the storage of employees' tools and equipment by the Cooperative.

- b. On jobs having an assigned foreman, employees are not to take directions or orders or to accept layout work from anyone except the assigned foreman. If no foreman is on the job, the responsibility of crew safety and work will be the assigned lead lineman. If no lead lineman has been assigned, then the most senior journeyman lineman assumes responsibility for the crew's safety and work, unless otherwise delegated by Cooperative management.
- c. Concerning safety rules and regulations, the Cooperative may furnish such safety devices and first aid kits as may be needed for the safety of employees. The Cooperative may also furnish hard hats, coats, gloves, boots, and other equipment for the protection of its employees. It is the responsibility of each employee to see that the equipment the employee is provided is tested and maintained per established safety standards. The Cooperative may provide rain gear in each line truck. The Cooperative may pursue any safety program including, without limitation, any recommended by the Job Safety and Training Division of the Rural Electrification Administration. The Fall River Rural Electric Safety Manual and the Lineman's and Cableman's Handbook are considered essential extensions to these work rules, and employees shall comply with the rules therein in addition to all applicable laws.

- d. The Cooperative, from time to time, may establish an apprentice program. Those employees going through Fall River's apprentice program can only be recognized as a Journeyman Lineman after completing with a passing grade in the Journeymen Linemen's study program, as provided by the Cooperative, and complete eight thousand (8,000) hours of actual experience working as an apprentice lineman. They must also fulfill any other requirements that are, or may be imposed, by the Cooperative or applicable law. The Cooperative may, in its sole discretion, give credit for time spent in related fields.

At the discretion of management, an employee can be given credits for that time worked in related fields, and the credits would reduce the eight thousand (8,000) hours needed to complete their apprentice program. If the Cooperative hires a Lineman, it may consider their status commensurate with their past experience and training.

- e. There will be a joint safety committee consisting of two people from Cooperative management and three individuals from the Cooperative's labor pool. The three people from labor shall include one person from Ashton, one from West Yellowstone or Island Park, and one from Driggs. The safety committee shall meet once every six (6) months or sooner if it is deemed necessary by any member thereof. Meetings can be called by requesting such in writing to the Manager, listing subjects to be discussed.
- f. Linemen may be furnished with the latest specifications available from the Rural Electrification Administration or other relevant bodies on work to be performed, and unless the Cooperative determines otherwise, all work, with the exception



of emergency and temporary work, shall be laid out and performed following as closely as possible specifications set forth therein and applicable law.

3. The following shall apply with respect to punctuality and attendance:

#### ATTENDANCE

Attendance and punctuality are important to the efficient operation of the Cooperative. Good attendance and punctuality are essential components of employee performance. Poor attendance and tardiness disrupt productivity and impede effective functioning.

Each employee shall be responsible for being present at the correct time each day. On occasion, employees may have a reason to be absent from work. On these occasions, each employee is expected to contact their supervisor before scheduled start time of work on that day, and again, before the scheduled time to start work on each subsequent day. Employees must truthfully indicate the reason for, and to the extent possible, the probable duration of the absence. It is expected that all employees will begin the work day promptly upon the arrival of the designated time for work. Tardiness will be handled on an individual case by case basis.

When interpretation of work rules is in question, the CEO/General Manager's decision thereon is final.

#### **V. PRIMACY:**

Discipline relating to a violation of the foregoing policies shall be by the Cooperative in its discretion.

This policy supersedes any existing policy or policies which may be in conflict with the provisions of this policy and does not represent a contract between the employee and employer, but only a guideline and the policies herein may be changed by the employer alone without notice.

APPROVED BY THE CEO/GENERAL MANAGER



Bryan Case, CEO/General Manager

DATE EFFECTIVE: September 17, 1984  
DATE REVISED: September 22, 2014  
DATE REVISED: January 28, 2019  
DATE REVISED: February 22, 2024