



FALL RIVER RURAL ELECTRIC COOPERATIVE, INC.

General Policy No. 616

SUBJECT: Employment Classifications and Length of Service

I. PURPOSE:

The number of hours worked is used to determine employment status and benefit eligibility. The Cooperative believes length of service in employment is also a factor that should be considered in decisions pertaining to status and benefits.

II. POLICY:

When all other factors are equal, the Cooperative shall consider an employee's length of service when making employment decisions affecting promotions, demotions, transfers, lay-offs, and recalls.

III. RESPONSIBILITY:

The CEO/General Manager

IV. EMPLOYEE DEFINITIONS:

A. Regular Full-time Employee:

Employees working in a continuing position and are regularly scheduled to work full time (40 hours per week). Regular full-time employees are eligible for all Cooperative benefit programs.

B. Regular Part-time Employee:

Employees working in a continuing position and are regularly scheduled to work at least 20 hours per week. Regular part-time employees are eligible for all Cooperative benefit programs after completing 1,000 hours of work in the first 12 months of employment. Regular part-time employees are also eligible for all benefits required by law.

- C. Temporary Employee:
Employees not covered by A or B above, including seasonal employees, and employees hired for short term projects or specific duration, such as vacation relief. Temporary employees are not eligible for benefits except those required by Law.

V. PROVISIONS:

The following provisions and conditions shall apply to this policy:

- A. Length of service shall accrue from the date of hire. Past temporary and/or part-time work may be counted toward length of service depending on the length of any break in service. No service credit accrues during layoff periods.
- B. Employees with a satisfactory employment history who leave the Cooperative through no fault of their own will be eligible for rehire. A former employee who is rehired following a break in service of less than two years will be credited for past service attained during the prior employment period.
- C. Service credit shall terminate for any of the following reasons:
1. Voluntary termination.
 2. Discharge for cause.
 3. Absence from work for more than two days, except for authorized or excused absence.
 4. Break in service for a period in excess of two years.
 5. Following a layoff or leave of absence, failure to contact the Cooperative within four days or failure to report to work within two weeks after receiving notification by letter or telephone to the employee's last known address as furnished by the employee.
- D. Vacation requests shall be considered first according to the needs of the Cooperative, and then in order requested. If, after applying the foregoing factors, there are competing vacation requests that cannot all be granted,

the decision will be made based on length of service. The judgment of Management with respect to the needs of the Cooperative shall be final.

VI. PRIMACY:

This policy supersedes any existing policy that may be in conflict with the provisions of this policy. This policy is a non-binding statement of intent. The Cooperative may deviate from, alter, or terminate this policy without notice. Nothing in this policy constitutes a contract between the employer and employee.

APPROVED BY BOARD OF DIRECTORS



Doug Schmier, President

DATE APPROVED: April 26, 2004

DATE REVISED: January 28, 2019