

Policy: #1190 – Human Resources

SCOPE OF POLICY: Board of Directors

RESPONSIBILITY: Board of Directors, General Manager; Qualified Employee(s)

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### **I. Policy**

To set forth the Elkhorn Rural Public Power District's (ERPPD) policy and expectations for the treatment of all personnel and administration of personnel practices.

The employees of ERPPD are essential and valued resources necessary to enable the organization to achieve its mission of providing safe, reliable, cost effective service to its consumers. With respect to the treatment of all ERPPD personnel, a personnel manual (2000 series of policies) shall be developed, maintained, and administered to ensure that ERPPD does not cause employment conditions which are inhumane, unfair, illegal or undignified. Such personnel policy and procedures manual shall define employee procedures and practices that ensure:

- A. Equal employment opportunity and treatment in all hiring and work practices.
- B. Full compliance with Title VII and related legal requirements.
- C. Protect personnel from unsafe, unhealthy, or discriminatory work conditions.
- D. A competitive compensation and benefits plan.
- E. A fair, effective performance appraisal system which may be implemented as an annual performance appraisal system or an ongoing coaching and performance improvement, action plan program
- F. A disciplinary and performance improvement system.
- G. A grievance procedure.
- H. Training available for personnel whose needs, capabilities and interests warrant.
- I. A workweek, hours of work, and holiday schedule based on the ERPPD's operational needs.
- J. Ethical conduct expected of all employees in performing their work and serving the needs of the ERPPD's consumers.
- K. Maintenance of confidentiality of all personally identifiable information.
- L. A schedule which defines the eligibility and schedule for all paid time off or other leave for employees.

### **II. Procedure**

- A. The General Manager shall see to it that a personnel manual is developed, maintained, and administered in accordance with this policy. Management shall be responsible for periodically reviewing the personnel manual (2000 series of policies) for compliance and operational updates.
- B. The General Manager shall periodically report to the Board regarding work practices and applications.
- C. The Board of Directors shall by a motion affirm the ERPPD's personnel policies and practices after the General Manager has undertaken a review and update.