
Policy: #1190 – Human Resources**SCOPE OF POLICY:** Board of Directors**RESPONSIBILITY:** Board of Directors, General Manager; Qualified Employee(s)

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.

ERPPD values the employees that are an essential part of achieving the mission of providing safe, reliable, cost effective service to its customers. With respect to the treatment of all ERPPD personnel, an employee handbook shall be maintained and administered. Such employee handbook 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. Protection from unsafe, unhealthy, or discriminatory work conditions.
- D. Provisions for 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 that is available for personnel whose needs, capabilities and the business interests warrant.
- I. A workweek, hours of work, and holiday schedule based on the ERPPD's operational needs.
- J. Professional conduct expected of all employees in performing their work and serving the needs of the ERPPD's customers.
- 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 the employee handbook is maintained and administered in accordance with this policy. Management shall be responsible for periodically reviewing the employee handbook 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.