

**ELKHORN RURAL PUBLIC POWER DISTRICT****POLICY #1190****HUMAN RESOURCES**

**OBJECTIVE:** To set forth the District's policy and expectations for the treatment of all personnel and administration of personnel practices.

**POLICY:** The Employees of Elkhorn Rural Public Power District are essential and valued resources necessary to enable the organization to achieve its mission of providing safe, reliable and competitively priced service to its consumers. With respect to the treatment of all district personnel, a personnel manual shall be developed, maintained and administered to ensure that the district 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 or unhealthy work conditions.
- D. A competitive compensation and benefits plan.
- E. A fair, effective performance appraisal system.
- F. A grievance procedure.
- G. Training available for personnel whose needs, capabilities and interests warrant.
- H. A workweek, hours of work and holiday schedule based on the District's operational needs.
- I. Ethical conduct expected of all employees in performing their work and serving the needs of the District's consumers.
- J. Maintenance of confidentiality of all personally identifiable information.
- K. A schedule which defines the eligibility and schedule for all paid time off for employees.

**RESPONSIBILITY:**

- A. The General Manager shall see to it that a personnel manual is developed, maintained and administered in accordance with this policy.
- B. The General Manager shall periodically report to the Board regarding work practices and applications, including reports demonstrating that the District is in full compliance with all applicable laws and the intent of this policy.
- C. The General Manager is responsible for ensuring the enforcement of this policy.
- D. The Board shall by resolution affirm the District's personnel policies and practices.

Adopted: April 13, 2004  
Revised: September 8, 2009