

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FOR
NORTHCENTRAL ELECTRIC COOPERATIVE**

SCANNED

The July 27, 2022, meeting was held pursuant to the Bylaws. All Directors were present. Also present were Kevin Doddridge, CEO/General Manager, Attorney, James E. Woods, and Staff.

President Pat Woods called the meeting to order at 12:10 p.m.

Invocation was given by Michael Bellipanni.

LISTENING SESSION: None.

Next, Motion by Director Joan Childress to approve the July 2022, Agenda. Motion seconded by Director Morris Thompson. Motion put to vote and passed.

Next, Motion by Director Julie Niblett to approve the June 2022, Board Minutes. Motion seconded by Director Jerry Nichols. Motion put to vote and passed.

Next, the Board reviewed financial reports for June 2022.

Next, Motion by Director Don Dickerson, seconded by Director Jerry Nichols, to approve new and terminated members for June 2022. Motion put to vote and passed.

Next, Attorney's Report – Attorney Woods attended a legal seminar last week with the subject matter on Independent Contractors. Attorney Woods is dealing with some Right-of-Way issues. Attorney Woods reported Northcentral Electric Cooperative did receive some money from collections.

Next, Staff gave updates on their department, but no action taken.


OLD BUSINESS: None.

NEW BUSINESS:

- A. Motion by Director Don Dickerson, seconded by Director Julie Niblett to increase the approved days from four to five for the NRECA Regional Meeting in Hollywood, Florida as well as make an exception to the policy for this meeting only for reimbursement of the Directors choice of transportation whether they choose to fly or drive. Motion put to vote and passed.
- B. Next, Motion by Director Jerry Nichols seconded by Director Morris Thompson to approve the Fiscal 2023 Budget. Motion put to vote and passed.
- C. Next, Motion by Director Phil Lachaussee and seconded by Director Tony Taylor to approve changes to the Leave Policy. Motion put to vote and passed.
- D. Next, Motion by Director Don Dickerson, seconded by Director Jerry Nichols to approve changes to the Dress Policy. Motion put to vote and passed.

ITEMS OF MUTUAL CONCERN: None.

President Pat Woods declared no further business on Motion by Director Morris Thompson and seconded by Director Jerry Nichols, the Chairman declared the meeting adjourned.


PAT WOODS, PRESIDENT


DON DICKERSON, SECRETARY

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

July 27, 2022

Noon

- 1) Call to order by President
- 2) Invocation
- 3) Listening Session (if needed)
- *4) Approve July 27, 2022 Board Agenda
- *5) Approve Minutes of the June 2022 Board Meeting
- 6) Review June 2022 Financial Reports
- *7) Approve New and Terminated Members for June 2022
- 8) Attorneys Report
- 9) Staff Reports
 - A. Safety Report
 - B. Engineering/Operations Report
 - C. Line Construction Report
 - D. Marketing and Business Development Report
 - E. Administrative Report
 - F. Manager's Report
- 10) Old Business
- 11) New Business:
 - *A. NRECA Region 3 Meeting
 - *B. Approve Fiscal 2023 Budget
 - *C. Approve Changes to Leave Policy
 - *D. Approve Changes to Dress Policy
- 12) Items of Mutual concern

Northcentral Electric Cooperative™

Policy Number 40-020

Vacation/Annual Leave

I. Purpose

To define for all regular full-time employee's vacation time accrual and the regulations by which it is governed.

II. Policy Statement

- A. New employees will accrue annual leave from the first day of employment.
- B. On the employee's employment anniversary date, after 10 years of employment, an employee will accrue 1 additional day of annual leave per year up to a maximum of 20 days (160 hours). Any unused annual leave may be carried over to the next employment anniversary year, not to exceed 20 days (160 hours). See schedule below:

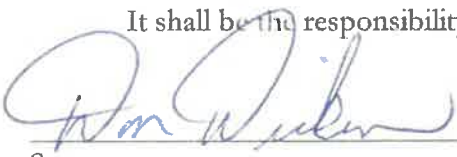
| <u>Years of Service</u> | <u>Annual Leave Earned</u> |
|---|---------------------------------------|
| Start 1 st year through end 10 th year | 6.6667 hours/month 80 hours/year |
| Start 11 th year through start 12 th year | 7.3333 hours/month 88 hours/year |
| Start 12 th year through start 13 th year | 8.0000 hours/month 96 hours/year |
| Start 13 th year through start 14 th year | 8.6667 hours/month 104 hours/year |
| Start 14 th year through start 15 th year | 9.3333 hours/month 112 hours/year |
| Start 15 th year through start 16 th year | 10.0000 hours/month 120 hours/year |
| Start 16 th year through start 17 th year | 10.6667 hours/month 128 hours/year |
| Start 17 th year through start 18 th year | 11.3333 hours/month 136 hours/year |
| Start 18 th year through start 19 th year | 12.0000 hours/month 144 hours/year |
| Start 19 th year through start 20 th year | 12.6667 hours/month 152 hours/year |

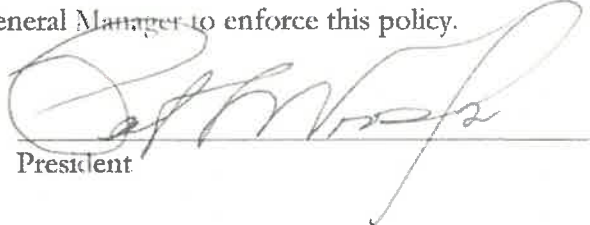
| | |
|---|---------------------------------------|
| Start 20 th year through start 21 st year | 13.3333 hours/month 160 hours/year |
| Every year thereafter | 13.3333 hours/month 160 hours/year |

- C. The employees' use of Annual leave must be approved by the employee's immediate supervisor and should be scheduled in advance.
- D. On separation from the Association, the employee will be paid for annual leave accumulated at the time of separation, not to exceed 20 days (160 hours).
- E. The violation of this policy will subject employees to disciplinary action up to and including termination.

III. Policy Responsibility

It shall be the responsibility of the General Manager to enforce this policy.


Secretary


President

Revised 5/23/2007
Revised 7/27/2022

Note: This policy supercedes any policy concerning annual leave.

Northcentral Electric Cooperative™

Policy Number 40-030

Sick Leave

I. Purpose

To define for all regular full-time employees sick time accrual and the regulations by which it is governed.

II. Policy Statement

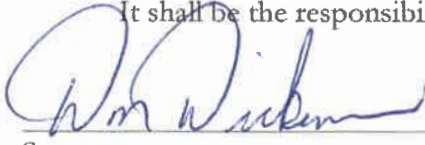
- A. Sick Leave will be accrued at 6.6667 hours/month with a maximum of 10 days (80 hours) per anniversary year. The amount of sick leave an employee may accumulate is unlimited.
- B. New employees will accrue sick leave the first day of employment.
- C. In the event of illness, the employee is required to notify his/her supervisor immediately to advise them of their situation. If the said employee is physically unable to notify their supervisor he/she is required to notify a third party to do so on their behalf.
- D. Employees shall receive sick leave pay only if he/she is sick or injured, has a doctor/dentist appointment, or if the child or spouse is sick. This pay will continue until all sick and annual leave, in that order, have been exhausted.
- E. Sick leave will not be paid for an entire day for routine dental/medical appointments unless, in fact, it can be shown that the appointment required a full day.
- F. If sickness or injury occurs during annual leave, the employee may charge that portion of the leave to sick leave if a physicians certificate or other acceptable evidence is presented to the employee's immediate supervisor when returning from leave.
- G. The Association may require the employee to provide medical certifications for acceptable evidence of illness/injury and return to work status.
- H. In case of accidents on the job which are covered by Worker's Compensation, sick leave will be used by the employee in combination with the Worker's Compensation payment so as to minimize the amount of sick leave charged and to provide the employee with his/her full salary for that period but not to exceed his/her full salary for that period.
- I. In order to encourage employees to accumulate adequate sick leave to provide for full payment of salary for the 6 month waiting period prior to long-term disability insurance coverage becoming effective, (the amount of sick leave required to carry an employee through the 6 month waiting period is 780 hours), employees will be paid upon termination of employment any

sick leave accumulation in excess of 780 hours by the employee's hourly rate at the time of termination.

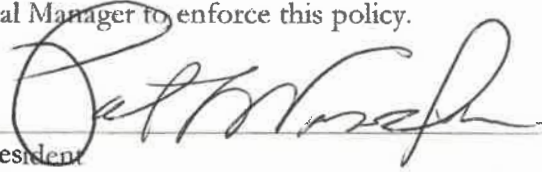
- J. The violation of this policy will subject employees to disciplinary action up to and including termination.

III. Policy Responsibility

It shall be the responsibility of the General Manager to enforce this policy.



Secretary



President

Revised 5/23/2007

Revised 7/27/2022

Note: This policy supercedes any policy concerning sick leave.

Northcentral Electric Cooperative™

Policy Number 30-005

Dress and Personal Appearance Policy

I. Purpose:

To provide guidelines for appropriate employee attire that will convey a professional appearance and positive public image for Northcentral.

II. Policy & Procedure:

A. All employees of Northcentral Electric Power Association are expected to project a professional image and use good judgement in dress and behavior while at work and anytime they are representing Northcentral. Proper dress, grooming and personal cleanliness are important in promoting a positive image.

B. Any specific circumstances or conditions that may require a standard other than what is stated should be brought to the attention of your direct supervisor or the Human Resource Department. When necessary, reasonable accommodation may be made to an employee with a disability or religious concern.

C. Office Attire:

1. Business casual dress will be the dress attire for every day of the work week at Northcentral. Northcentral employees are expected to dress to project a professional image. Business casual does not mean sloppy. Clothing should be clean, pressed or wrinkle-free, without holes or frayed areas. Acceptable attire includes the following:
 - a. Casual or dress pants, khaki, cargo or Docker style pants.
 - b. Leggings – must be worn under a dress or tunic style shirt that is at least mid-thigh length.
 - c. Capris – must be at least mid-calf length.
 - d. Skirts and dresses – no shorter than 2” above the knee, including slits in skirts and dresses.
 - e. Casual or dressy shirts or blouses.
 - f. Dress shirts, casual shirts (button down or pullover styles) including polos.
 - g. Sweaters, jackets, and cardigans.
 - h. Dress shoes, dress boots, and dress sandals.

- i. It is expected that all employees shall wear their shirts tucked in, except in instances where the shirt is properly fitting and is designed not to be tucked in.
2. Inappropriate work attire:
 - a. Sweat pants/jogging suits/athletic leggings/spandex
 - b. Shorts
 - c. T-shirts
 - d. Sweatshirts or sports jerseys
 - e. Short skirts or dresses that are more than 2" above the knee
 - f. Colored jeans and blue jeans
 - g. Clothing with profane or sexually explicit displays or language
 - h. Any clothing that is sheer or see-through without the appropriate under garments, or plunging necklines that are revealing, or are too tight or ill-fitting
 - i. Loungewear or bed cloths
 - j. Mid-riff length tops, off the shoulder tops, tank tops, tube tops, halter tops or tops with spaghetti straps.
 - k. Leggings worn with a short top or blouse that does not completely cover to at least mid-thigh.
 - l. Sneakers and tennis shoes, except as otherwise allowed due to reasonable accommodation
 - m. Jelly shoes, foam shoes and plastic shoes are not acceptable. All shoes are to be of sound structure with a defined heel and sole.
3. Exceptions:
 - a. More casual dress is allowed on Friday's. On Fridays jeans may be worn, but jeans must be in good repair and clean. Jeans that have holes, frayed or excessively faded are not considered appropriate attire.
 - b. Days designated by the General Manager may allow for special casual attire.
 - c. Employees who spend much of their day out of the office or whose job responsibilities might dictate it, jeans that are clean, not faded, and in good repair are allowed. A neat, professional appearance should always be maintained.

D. Required Safety Attire

1. Northcentral requires safety attire for those employees exposed to certain hazardous working conditions. The requirements for safety attire and jewelry are outlined in the Northcentral Safety Manual sections 405, 406, and 507.1.

E. General Comments:

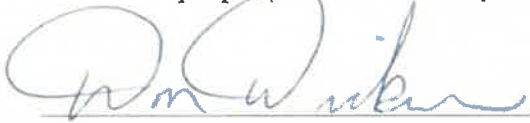
1. Employee discretion is urged when wearing clothing bearing Northcentral's name. While wearing this clothing to work is encouraged, extreme care should be exercised when wearing clothing bearing the cooperative name while not on cooperative time. In no instance, should an employee wear clothing bearing the cooperative name in places or situations that might reflect negatively on Northcentral.
2. The examples of appropriate/inappropriate clothing listed above are provided as guidelines only and should not be construed to be an all-inclusive list of what is appropriate/inappropriate attire or appearance for the workplace. When

determining what is appropriate business attire is, employees should use common sense and good judgement. If you question the appropriateness of your attire, chances are it is inappropriate attire for the workplace.

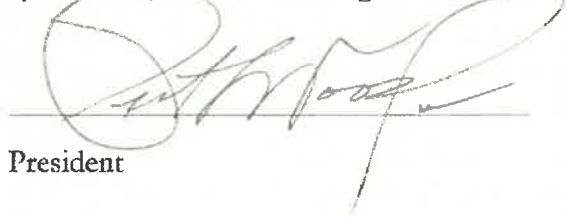
III. Policy Responsibility

Northcentral is confident each employee will use his/her best judgment in following this policy. Employees who have questions about what constitutes acceptable attire/appearance should ask their immediate supervisor or the Human Resource Department.

Supervisors are responsible for interpreting and enforcing this policy. Violations of this policy may result in the employee being asked to leave the workplace without pay until they are properly dressed and may result in disciplinary action, up to and including termination.



Secretary



President

Original 3/22/17

Revised 7/27/22

