

Licking Valley Rural Electric Cooperative
Case No. 2016-00174
Commission Staff's Fourth (Part 2) Request for Data

NUMBER ONE (1). Licking Valley shall provide all data indicated on the attached spreadsheets for the years 2011, 2012, 2013, 2014, 2015, 2016 and the totals for each category for all years requested.

The data requested on each attached spreadsheet is the following for each employee of Licking Valley as identified by employee number and job title: A.

Regular salary or pay

- B. Overtime paid
- C. Vacation payout
- D. Standby dispatch pay
- E. Bonus paid
- F. Other amounts paid
- G. Health Benefit cost for each employee
 - 1. Amount paid by Licking Valley
 - 2. Amount paid by each individual employee
- H. Dental Benefits cost for each employee
 - 1. Amount paid by Licking Valley
 - 2. Amount paid by each individual employee
- I. Vision Benefits cost for each employee
 - 1. Amount paid by Licking Valley
 - 2. Amount paid by each individual employee
- J. Life Insurance cost for each employee

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1. Amount paid by Licking Valley
 2. Amount paid by each individual employee
- K. Accidental Death and Disability Benefits for each employee
1. Amount paid by Licking Valley
 2. Amount paid by each individual employee
- L. 401K Plan cost for each employee
1. Amount paid by Licking Valley
 2. Amount paid by each individual employee
- M. Defined Benefit Retirement cost for each employee
1. Amount paid by Licking Valley
 2. Amount paid by each individual employee
- N. Cost of any other benefit available to an employee

Response: See Attached Exhibit 1

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NUMBER TWO (2.) Provide copies of all Licking Valley's Pension plans, including but not limited to, defined benefit, defined contribution-401(k), and post-employment retirement.

RESPONSE: See attached Exhibit 2

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NUMBER THREE (3.) Licking Valley states that each employee with a family health care plan is to pay 10.37 percent of the premium cost. Provide a detailed explanation as to how Licking Valley arrived at the employee contribution rate of 10.37%. Provide a listing of all health care plan categories available to employees, i.e., single, married no dependents, single parent with dependents, family, etc., and include the associated employee contribution rates to premium costs for each of those categories.

RESPONSE: The 10.37 % employee contribution rate has been in existence for forty plus years and no known documentation available in Licking Valley's files as to how this percent was derived.

Single plan or family plan is the only health care plan categories available to employees.

Contribution rates are: Single plan – 0%; Family plan – 10.37%

See attached Exhibit 3 - Policy Number 213 – Employees Major Medical Insurance
Plan

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NUMBER FOUR (4.) For the salaried positions listed below explain the basis for their overtime eligibility and provide a written position description for each.

7709 Executive Assistant

7711 Accountant

RESPONSE: Employees 7709 and 7711 are both hourly employees. They should not have been listed as salary. Both are in supervisory positions and that is why they were initially listed as salary.

Employee 7709 – Coordinates all meetings for the Cooperative and its employees. Files regulatory reports and ensures they are performed on a timely basis. Attends all Board of Director meetings, which occur after normal business hours. Reports directly to the General Manager and CEO.

Employee 7711 - Coordinates all audit efforts by various agencies. Maintains the financial status of Licking Valley by developing budgets and financial statements. Collaborates with supervisors to fill any vacant positions. Assists and advises other departments as requested in the preparation of departmental budgets. Maintains all information related to accounting, as needed. Develops short term cash investments and long term cash requirements. Assists in the development of information necessary for filing loan applications. Reviews the financial information to ensure compliance with regulatory agencies. Ensures that taxes are properly prepared and filed on a timely basis. Analyzes electric sales revenues, collections, delinquents, write-offs, and penalty charges for efficiencies. Maintains knowledge of laws and regulations governing the administration of Licking Valley. Directs in the

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preparation of daily cash transactions. Reports directly to the General Manager & CEO.
Benefits for overtime are substantially less than for regular wages. Therefore, we feel it is
more cost effective to pay existing employees overtime than to hire additional employees.

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NUMBER FIVE (5.) Provide a detailed explanation of the eligibility and qualification basis for vacation payouts. In calendar years 2015 and 2016 provide the length of time it took for each employee to accumulate the number of hours/amounts that are being paid.

RESPONSE: Licking Valley feels that vacation payouts are more feasible than hiring and training additional employees.

Employees earn 80 hours vacation pay each year for the first 10 years of employment and each year thereafter an additional 8 (eight) hours for a maximum of 240 hours.

See Exhibit 1 Pages 1 & 2 for vacation payout amounts for 2015 & 2016.

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NUMBER SIX (6.) Provide a detailed description of the employee pay category "dispatch" / "standby" and explain why each position listed below receives \$6,500 per year under this category.

- (a) 4402 Supervisor, Meter Department
- (b) 7703 Mapping Data Entry
- (c) 7724 CSR/Designated Employee
- (d) 7725 Cashier Receptionist

RESPONSE: See attached contract that each employee agrees to for the "dispatch" / "standby" position. See Exhibit 4

This work is performed after hours and is different from work performed as part of their regular duties.

See attached Exhibit 5