

LICKING VALLEY RURAL ELECTRIC COOPERATIVE CORPORATION

KENTUCKY 56 MORGAN

BOARD OF DIRECTORS POLICIES AND PROCEDURES MANUAL

Policy Number 204

Effective Date: 03/20/2014

SUBJECT: STANDBY DUTY

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PURPOSE:

The Cooperative's primary goal is to provide continuous and dependable electric service to its member-owners. To achieve this goal the Cooperative must be ready at all hours of the day and night, every day of the year, to repair lines and equipment in its service area that cause interruptions in the delivery of electric service. The Regulations of the Public Service Commission of the Commonwealth of Kentucky impose on the Cooperative the duty to "make all reasonable effort to prevent interruptions of service and when such interruptions occur (to) endeavor to re-establish service with the shortest possible delay" (807 KAR 2:050).

POLICY:

The Board of Directors (Board) of Licking Valley Rural Electric Cooperative Corporation (LVRECC) has adopted the following policy and practice to assure our consumers of the Cooperative's intent for achieving the minimum amount of service outages caused from inclement weather, equipment failure, etc.

RESPONSIBILITIES: The General Manager/CEO is responsible for the general administration or cause to have performed by his/her staff.

PRACTICES:

1. Definitions: As used in this policy the following terms shall have the following meaning:
 - A. "Qualified Employee(s)" shall mean all supervisors, journey personnel, line personnel, first class line personnel and second class line personnel employed by the Cooperative from time to time, those terms being defined in job descriptions duly adopted by the Board of LVRECC from time to time and any other employees of the Cooperative with skills sufficient to perform standby duties that may be designated as "Qualified Employee(s)" by the General Manager/CEO or the employee's immediate supervisor.
 - B. Standby duty shall be defined on a non-holiday period of time extending from 4:00 p.m. on a Friday afternoon until 7:00 a.m. the ensuing Monday morning.
 - C. Standby duty shall be defined on a holiday period of time as illustrated below, but not limited to or all-inclusive of examples.

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Example: When a regular holiday falls on non-working day, normally the preceding or the following regular workday will be recognized as the Cooperative's holiday. When such conditions occur, standby duty employee(s) shall begin such duty assignment the day preceding (before) and/or ensuing (after) such holiday(s) the Cooperative has elected to observe (RE: Board Policy Number 206, HOLIDAY PROGRAM).

- D. Standby duty for qualified employee(s) shall be required as a condition of their employment to serve standby duty in accordance with the terms and conditions of this policy.
- E. Standby scheduling shall be the responsibility of the General Superintendent or his/her designee and reported to the General Manager/CEO no later than the 01st of each calendar month for the ensuing month designating qualified employee(s) to serve standby duty during stated period as prescribed.
2. Availability by telephone: Each qualified employee(s) serving standby duty must inform the Maintenance Supervisor where they can be reached by telephone during standby duty assignment. Accordingly, each qualified employee(s) shall inform the Maintenance Supervisor of their home telephone number and shall promptly report any change in telephone number to same. (RE: Board Policy Number 200, PERSONAL CONDUCT).
3. Optional communication system: In addition to the requirements of availability by telephone, standby duty qualified employee(s) may choose to carry an electronic signaling device, which may be provided by the Cooperative. The carrying of such devices will not relieve the qualified employee(s) from the duty to remain available by telephone as provided in the above paragraph of this policy and the Cooperative shall be under no duty or obligation to provide such a device.
4. Reporting requirement: A qualified employee(s) on standby duty shall be prepared to report to the Cooperative's duty work place as directed by the supervisor for the performance of emergency repair services within one-half hour after notification from proper authorized Cooperative representative.

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5. Free substitution: A qualified employee(s) may obtain another qualified employee(s) as a substitute to relieve them of standby duties for all or any part of any standby duty. When this occurs, notification immediately must be reported to the proper Cooperative supervisor prior to commencement of such substitution.
 - A. The name of substitute.
 - B. The period of duty time within the standby duty when the substitute will serve.
 - C. The telephone number, if any other than the home telephone number of the substitute, where the substitute can be reached during the period of time within the stand-by duty when the substitute will serve.
 6. Free use of standby duty: A qualified employee(s) on standby duty shall be free to move from place to place during the standby duty as long as he/she is accessible by telephone as provided in this policy. A qualified employee shall be free to use the time he/she is serving standby for his/her own purposes as long as he/she is able to report for emergency work as provided in this policy. No qualified employee(s) shall be prohibited from working another job, leaving his/her home or using his/her standby duty in any manner he/she desires as long as he/she is able to perform the duties given qualified employee(s) under this policy.
 7. Remuneration: A qualified employee(s) shall be allowed four (4) hours overtime during standby duty. This is over and above time actually worked. If a holiday occurs, the qualified employee(s) will be allowed six (6) hours overtime during standby duty.

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This Policy supersedes all prior policies with Number 204.

Board Approved March 20, 2014

Secretary


