

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION

BOARD POLICY NO. 503

SUBJECT: Recruitment and Employment Practices

I. Objective

To assure the Board of Directors that recruitment and employment of all employees will be on a uniform and equitable basis and that all State and Federal legal requirements will be met.

II. Content

- A. Up-to-date written job specifications and job descriptions will be maintained for all positions, and all applicants for positions will be considered in relation to the specifications and descriptions for the particular position.
- B. Every effort shall be made to recruit and select the most qualified applicants to perform the duties of all positions without regard to age, race, color, creed, sex, national origin, religion, veteran status, or disability status in conformance with all applicable Federal and State laws and regulations.
- C. The Cooperative shall comply with the requirements of the Americans with Disabilities Act.
- D. All vacancies shall be filled on the basis of merit. Whenever there are employees within the Cooperative who qualify, they will be considered for such available position(s). In making promotions, length of service will be recognized whenever qualifications are equal or practically equal. Whenever vacancies occur, management may consider applications from outside the organization and will select the best qualified applicant on the basis of merit. Employment agencies will only be utilized in the exceptional situation whereby GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION'S personnel staff is unable to recruit qualified applicants.
- E. Qualified applicants who are being interviewed for management or professional positions will be reimbursed for the employment interview, based on coach air fare or mileage not to exceed the amount of coach air fare, and their out-of-pocket expenses, as supported by submission of a detailed expense account.
- F. The salary at which an employee is hired must be consistent with Board Policy No. 201, Wage and Salary Administration, and meet the range of specifications as outlined in our wage and salary plan.
- G. The policy on nepotism is applicable to the employment of all employees, either full or part-time unless special exception is made by the Board of Directors.
- H. As a condition of employment, all regular employees must satisfactorily complete a pre-placement medical examination, that includes a drug screening, at the Cooperative's expense.
- I. All regular employees will be provided a policy manual detailing applicable personnel policies, work rules, fringe benefits, etc. Employees will be provided with the applicable changes as soon as practicable.

- J. All employees are considered probational for the first three (3) months of employment. Employees may be dismissed at any time during the probational period with or without cause.
- K. Participation in certain fringe benefit programs is a condition of employment: Short Term Disability, Long Term Disability, Major Medical/Hospitalization, Retirement, Term Life and the Company funded portion of the 401K Program and others as appropriate.
- L. Employees shall not participate in any outside business, services, associations, or any personal conduct which will interfere with their performance of duties or adversely affect the public relations or image of the Cooperative.
- M. As a condition of employment, all employees will be expected to sign a Confidentialty and Non Disclosure Agreement.

III. Responsibility

The President & CEO is responsible for establishing procedures to administer this policy and for recommending to the Board or its committee any changes deemed desirable.

  
Roger L. Trent, Chairman

  
Bill E. (Eddie) Martin, Secretary/Treasurer

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