

# **PERSONNEL POLICIES AND PROCEDURES**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632



BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**CONTRACT DISCLAIMER AND FORWARD**

This policy and procedures manual is for the use and information of the employees and directors of the Butler County Rural Public Power District.

Please study the manual and keep it available at all times for reference; but remember that it is not for distribution to the general public.

You will be expected to keep this as your personal copy, and if for any reason your association with the Butler County Rural Public Power District is terminated, this manual shall be returned to management.

**THIS POLICY AND PROCEDURES MANUAL IS NOT A CONTRACT BETWEEN THE DISTRICT AND ANY APPLICANT FOR EMPLOYMENT OR ANY EMPLOYEE, AND IT SHOULD NOT BE CONSTRUED AS SUCH RATHER, THIS MANUAL IS A GUIDE AND DESCRIBES THE PROCEDURES THE DISTRICT WILL ATTEMPT TO FOLLOW IN MOST CASES. THE DISTRICT RESERVES THE RIGHT TO VARY FROM THESE PROCEDURES WHEN NEEDED AND TO IGNORE THEM COMPLETELY AT THE DISCRETION OF THE DISTRICT'S MANAGEMENT.**

**NO TERM OR CONDITION OF EMPLOYMENT WITH THE DISTRICT IS OTHER THAN EMPLOYMENT-AT-WILL, UNLESS SUCH TERM OR CONDITION IS EMBODIED IN A SEPARATE AGREEMENT SIGNED BY THE PRESIDENT OR GENERAL MANAGER, WITH THE APPROVAL OF THE BOARD OF DIRECTORS.**

Additional policies and/or changes, as they are formulated, will be issued to you and may be inserted according to the number of such policy.

If questions arise concerning any of the policies included in this book, please bring it to the attention of the General Manager for clarification.





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**PERSONNEL POLICY AND PROCEDURES**

I N D E X

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102	04/09/21	Purposes, Development, and Revision of Personnel Policies
103	08/07/17	Board-Management-Employee Relations
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**SERIES 600 (OPEN FOR FUTURE USE)**

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**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 1 0 0**

**CONDITIONS OF EMPLOYMENT**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632



BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 101**

**EMPLOYMENT-AT-WILL**

I. OBJECTIVE

To inform employees of the at-will basis on which they are employed by Butler Public Power District.

II. PROVISIONS

- A. Employees are employed at the will of the District and are subject to termination at any time, for any reason, with or without cause or notice. Likewise, employees may terminate their employment at any time and for any reason.
- B. The employment-at-will policy may not be modified by any statements contained in this Manual or any other employee handbooks, employment applications, District recruiting materials, District memorandums, or other materials provided to applicants and employees in connection with their employment.
- C. No District representative, without Board action, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, contrary to this policy. The at-will nature of an individual's employment with the District may not be modified except by board approval and a written document signed by the Board President or the General Manager.
- D. Statements of specific grounds for termination set forth in this Policy Manual or in any other District documents are examples, not all-inclusive lists, and are not intended to restrict the District's or the employee's right to terminate at-will.
- E. This Policy Manual is not a contract nor does it imply any right to a promise of employment. It is intended solely to inform staff of personnel and administrative guidelines.

III. RESPONSIBILITY

- A. The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: December 12, 2005  
Revised: June 9, 2017

Attested:   
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 102**

**PURPOSES, DEVELOPMENT, AND REVISION OF PERSONNEL  
POLICIES**

I. OBJECTIVE

- A. To explain the purposes and functions of the personnel policies; and
- B. To establish a procedure for the development, adoption, review, and revision of personnel policies.

II. POLICY CONTENT

The District recognizes the need for a staff of efficient, loyal and well-trained employees who are vitally interested in the operation of the District and serving its customers. To further the development of those qualities in its employees and to assure its employees that those qualities will be rewarded, the District has developed the personnel policies contained in this manual.

These personnel policies are intended as guidelines for personnel practices and procedures of the District. They contain general statements of District policy and should not be read as including the fine details of each policy or as forming an express or implied contract or promise that the policies will be applied in all cases. This manual is not a contract with the employee and does not alter the employment-at-will relationship in any way. The District may add to the policies in this manual or revoke or modify them for time to time. Members of the management staff will try to keep this manual current, but there may be times when policy will change before material can be revised.

The Board of Directors shall adopt new policies and make revisions to existing policies at its discretion upon the recommendation of the General Manager.

III. PROVISION

- A. The Board shall consider the personnel policies recommended by the General Manager and shall adopt those policies, at its discretion, which are consistent with sound personnel practices and other policies and programs of the District.
- B. The Board retains the unilateral rights to make policy amendments without the consent of the employees. When policies, practices, or procedures are amended by the Board, the amendment, where applicable, shall take effect immediately and be effective as if the policy, practice, or procedure had always been written in the manner amended by the Board.



- C. Where the Board has delegated authority to management to promulgate administrative policies, such policies may be amended by management with the same rights as retained by the Board under this policy.
- D. THESE PERSONNEL POLICIES ARE INTENDED AS GUIDELINES ONLY. IN NO WAY SHALL THESE POLICIES AND PROCEDURES BE CONSTRUED TO BE A CONTRACT, AGREEMENT, UNDERSTANDING, OR OTHER CONTRACTUAL UNDER-TAKING BETWEEN THE DISTRICT AND ANY APPLICANT FOR EMPLOYMENT OR EMPLOYEE. THE DISTRICT SPECIFICALLY RESERVES THE RIGHT TO DISCIPLINE AND TERMINATE AN EMPLOYEE AT ANY TIME WITHOUT REGARD TO THE APPLICATION OF THESE POLICIES. NO TERM OR CONDITION OF EMPLOYMENT WILL BE BINDING ON THE DISTRICT UNLESS IT IS APPROVED BY THE BOARD OF DIRECTORS AND IS EMBODIED IN A SEPARATE WRITTEN AGREEMENT, SIGNED BY THE PRESIDENT OR THE GENERAL MANAGER OF THE DISTRICT. (SEE PERSONNEL POLICY NO. 101).

IV. RESPONSIBILITY

- A. The Board and the General Manager shall be responsible for the administration of this policy.
- B. The Office Assistant shall be responsible for keeping the "Personnel Policy and Procedure Manual" updated.

Dated: June 10, 1996

Revised: April 9, 2021

Attested:



(Secretary)

**POLICY NUMBER 103**

**BOARD – MANAGEMENT - EMPLOYEE RELATIONS**

I. OBJECTIVE

The Board of Directors, the elected representatives of the people we serve, and all Butler PPD (District) employees, have a common interest in serving its customers with low cost, reliable electrical service. Accomplishing this requires a mutual confidence between employees, management, and the Board. To this end, the Board recognizes that it must delegate management authority to the General Manager and his staff and set forth management's expectations of its employees.

II. POLICY CONTENT

The Board hereby delegates the responsibility of management to the General Manager and his staff. In addition, the Board delegates to the General Manager full authority to operate the District with established policies and procedures as he interprets them. The Board shall not bring pressure to bear, directly or indirectly, on the General Manager in the performance of his job duties, and the General Manager shall operate the District in a manner that best serves the needs of the District.

The District's general expectations of its employees shall include, but not be limited to, those established by Board Policies.

III. PROVISIONS

All District employees shall be guided by the conditions enumerated herein to create a basis for daily operation of the District. These provisions are guidelines and not all-inclusive, but rather are illustrative, and all management rights not specifically listed are reserved to the District's Board and/or management.

A. The Board grants management the right and management reserves the right to:

- (1) direct and control the operation of the District;
- (2) determine job requirements and personnel needs;
- (3) determine crew make-up and size;
- (4) direct the workforce, including assignments and duties;
- (5) eliminate unnecessary jobs;
- (6) employ, discharge, transfer, promote, demote, train and discipline;
- (7) schedule work hours, including overtime;
- (8) change methods of operation;
- (9) contract/subcontract work;
- (10) maintain standards of performance;

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- (11) prepare budgets, service debt, pay bills, make loans; and
- (12) resolve problems related to the District's daily operation, which includes interpretation of Board Policies and Administrative Procedures.
- (13) promote safe work habits.

B. The District expects each employee:

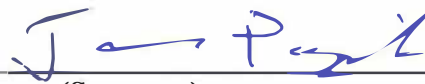
- (1) to respect the position, dignity, and rights of each employee;
- (2) to perform work in an efficient manner to provide customers with the best possible service;
- (3) to protect and preserve the District's property to the best of his/her ability;
- (4) to be punctual and give a productive day's work, performing assigned tasks in an efficient manner;
- (5) to demonstrate a considerate, friendly, and constructive attitude toward fellow employees;
- (6) to adhere to the policies adopted by the District's Board of Directors;
- (7) to hold confidential information about the District, its customers, and its employees;
- (8) to promote a safe and ethical working environment; and
- (9) to conduct themselves at all times consistent with the best interest of the District and its customers.

IV. RESPONSIBILITY

The Board, the General Manager, management, and the individual employees shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: July 10, 2006  
Revised: August 7, 2017

Attested: \_\_\_\_\_

  
(Secretary)

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 104**

(Open for Future Use)

**POLICY NUMBER 105**

**EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, AMERICAN WITH DISABILITIES ACT**

**I. OBJECTIVE**

To establish Butler Public Power District (District) employment policies and practices to hire individuals qualified and/or trainable for specific positions by virtue of education, training, experience, and present qualifications. This policy applies to all categories of employment at the District, including regular full-time, regular part-time, and temporary employees.

**II. POLICY CONTENT - EQUAL EMPLOYMENT OPPORTUNITY**

The District provides equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, religion, national origin, age, sex, marital status, physical or mental disability, pregnancy, or status as disabled veteran or veteran of the Viet Nam era, except where age and sex are essential bona fide occupational requirements.

No test of political or religious belief or affiliation will be required of any employee or be considered in his or her appointment, promotion, demotion, transfer, retention in or termination of service in the District. No District employee or applicant will be requested as a condition of employment, transfer, promotion, or retention in service to join or refrain from joining any specific organization or association of employees, nor will employees suffer discrimination because of membership or non-membership in any specific organization.

**A) AFFIRMATIVE ACTION**

Affirmative Action shall be taken to ensure the provision of equal opportunity and the fulfillment of this policy. Affirmative Action means a deliberate and sustained effort to identify and eliminate barriers to employment and advancement which may discriminate against individuals who are members of various groups defined by the characteristics race, color, national origin, age, sex, marital status, physical or mental disability, pregnancy, or status as a disabled veteran or a veteran of the Viet Nam era.

**B) AMERICAN WITH DISABILITIES ACT**

The District complies with Title II of the American with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. "No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the District. The District also provides reasonable accommodations for such individuals in accordance with these laws.

Complaints with respect to employment, access to facilities, programs, and activities or with respect to communications are to be addressed to the General Manager.

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**III. PROVISIONS**

The District will not tolerate harassment based on an employee's race, color, religion, national origin, age, sex, marital status, physical or mental disability, pregnancy, or status as a disabled veteran or veteran of the Viet Nam era. Any employee violating this policy may be subject immediately to discipline ranging from a written warning to termination.

**IV. RESPONSIBILITIES**

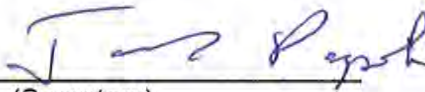
The General Manager, through his staff, shall be responsible for the administration of this policy.

Dated: June 10, 1996

Revised: November 10, 2005

Revised: November 10, 2016

Attested: \_\_\_\_\_



(Secretary)

**POLICY NUMBER 106**

**TERMINATION OF EMPLOYMENT**

**I. Policy**

Butler Public Power District (District) provides secure and satisfying employment for every regular employee, and recognizes that circumstances may arise in which employee or employer initiated separations occur. This objective of maintaining full and continuous employment can only be achieved with all employees' best efforts and cooperation in maintaining high quality service to District customers. The District is an "at-will" employer; employment may be terminated at any time at the discretion of either the employee or the District.

**II. Guidelines**

(a) Voluntary Resignation

- (1) An employee who resigns voluntarily must submit a resignation in writing to his/her immediate supervisor. The employee is expected to provide this notice at least ten working days before the last day of work. Once submitted and accepted, a resignation cannot be rescinded by the employee without written consent from the General Manager.
- (2) During the notice period, the employee shall perform his/her duties in an acceptable manner, and abide by all District policies and practices. If the employee fails to perform duties in an acceptable manner, the supervisor may determine an earlier termination date without notice pay.
- (3) Under certain circumstances and with management's approval, the supervisor may elect to relieve the resigning employee of his/her duties before the notice period has expired. Entitlement to benefits, if any, will cease on the last day worked.
- (4) The last day actually at work is the termination date. Use of any leave during the notice period must be approved in advance by the supervisor.
- (5) After giving notice, any employee absent from work for three consecutive days without notifying his/her supervisor is considered to have abandoned the job and may be processed as a voluntary resignation, effective the last day worked.

(b) Retirement

- (1) A retiring employee is expected to notify his/her supervisor in writing of the retirement date at least one year in advance.
- (2) The employee will be advised of retirement benefit plan options and the resignation process.
- (3) The supervisor may plan an appropriate District function in accordance with the employee's wishes and the District's budget.

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(c) Involuntary Termination

(1) Reduction-in-Force (Layoff)

- (i) If it becomes necessary to abolish a position or to change substantially the major functions of an existing position, the District will consider transferring the incumbent to a comparable position.
- (ii) Should a comparable position not be available, the employee will be given a minimum of ten working days' notice. Affected employees are entitled to severance pay at the rate of one percent of annual pay for each six months of service, upon execution of Release form.
- (iii) If a comparable position is offered to and refused by the employee, ten working days' notice of termination will be given without additional severance pay.
- (iv) Should a position of lesser responsibilities be available and accepted by the incumbent, the severance pay offer will be revoked.

(2) Release

- (i) Release is defined as involuntary termination when the employee has not demonstrated the skills needed to perform the job in a competent manner. The District will take reasonable steps, if warranted, to retain the employee in a position more suited to his/her abilities, at the same or lower grade level.
- (ii) An employee who has been released will receive at least ten days notice. The supervisor may decide to provide pay-lieu-of-notice to the released employee up to a maximum of one pay period of pay.

(3) Discharge

- (i) Discharge is defined as involuntary termination for reasons deemed sufficient by the District. These reasons include: failure to perform the job in an appropriate and satisfactory manner; insubordination; excessive absenteeism or tardiness; unauthorized release or possession of confidential information; theft or damage of District property; illegal conduct; alcohol or drug abuse which affects job performance; or any other serious offense that in the supervisor's judgment causes a disruption in business activities or human relations conducted during the course of business.
- (ii) A discharged employee will not be provided any severance pay.

(d) Eligibility for Rehire

Employees who apply for re-employment after voluntary resignation, retirement, layoff, or release will be treated as any other applicant.

(e) Exit Interviews

Terminating employees shall be offered an exit interview with the General Manager. The purpose of the exit interview is for the District to learn of the effectiveness of its benefits, orientation, training and supervision and for the employee to complete all separation documents.



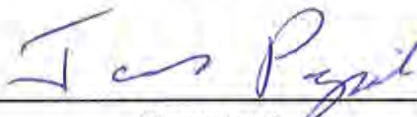
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**III. Responsibilities**

- (a) Employee
  - (1) Notify supervisor of resignation date in writing at least ten days in advance.
  - (2) Complete final timesheet and outstanding expense reports and submit to the supervisor at least 24 hours before exit interview.
  - (3) Return all District property.
  - (4) Obtain signatures on "Release" form (if applicable)
  - (5) Provide exit interview information.
- (b) Supervisor/Manager
  - (1) Report voluntary separations and forward employee's written resignation to the General Manager.
  - (2) Discuss potential of involuntary termination with General Manager before initiating involuntary terminations.
- (c) General Manager
  - (1) Approve or decline supervisor's request for involuntary termination of an employee.
  - (2) Notify Accounting Manager of concurrence with supervisor's reasons for recommended involuntary termination.
  - (3) Conduct benefits termination and exit interviews.
  - (4) Discuss Release form (if applicable) with employee.
  - (5) Inform the Board of Directors
- (e) Payroll/Accounting Manager
  - (1) Coordinate with supervisor on involuntary or voluntary actions.
  - (2) Coordinate management approval(s) for all involuntary terminations.
  - (3) Prepare separation notice for Payroll and others as a need to know.
  - (4) Determine outstanding amounts due the District.
  - (5) Process "Release" form (if applicable).
  - (6) Deliver final paycheck, to include final pay and remaining paid time to terminating employee.
  - (7) Collect all building and District keys, identification cards and other District property.

Dated: June 10, 1996, April 11, 2005  
Revised: May 10, 2013

Attested: \_\_\_\_\_

  
(Secretary)

**POLICY NUMBER 107**

**EMPLOYMENT AND PLACEMENT OF EMPLOYEES**

**I. OBJECTIVE**

To standardize the employment procedures of Butler Public Power District (District) in order to comply with the requirements of the equal employment opportunity laws and regulations and ensure equal employment opportunity to all qualified persons regardless of to race, sex, gender (including transgender status), color, creed, religion, national origin, citizenship status, ancestry, genetic information, age (40 and over), disability, AIDS/HIV status, marital status, pregnancy (including childbirth and related medical conditions), veteran status, or sexual orientation.

**II. POLICY CONTENT**

The District shall attempt to employ qualified individuals in every position that becomes available. The District will also comply with all laws affecting the employment and placement of employees.

**III. PROVISIONS**

**A. Applications and Employment of New Employees**

1. The District provides equal employment opportunity and practices nondiscrimination. The District will not discriminate on the basis of to race, sex, gender (including transgender status), color, creed, religion, national origin, citizenship status, ancestry, genetic information, age (40 and over), disability, AIDS/HIV status, marital status, pregnancy (including childbirth and related medical conditions), veteran status, or sexual orientation as set forth in Personnel Policy No. 105, Equal Employment Opportunity, Affirmative Action, and American with Disabilities Act.
2. In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act, no applicant for employment will be required to undergo a physical examination prior to being offered a position with the District. As allowed by applicable federal and state law, an applicant will be required to undergo a physical examination, which shall include alcohol and controlled substance testing, after an offer of employment has been made. An offer of employment will be contingent upon the job-related results of the medical examination.
3. Misrepresentation or omission of relevant facts in seeking employment will disqualify an applicant from further consideration for employment. In the case of an employee who has already been hired by the District, a determination that the employee misrepresented or omitted relevant

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facts in seeking employment will result in termination. (See Personnel Policy No. 302, Work Rules and Termination of Personnel)

4. All recruiting, advertising, initial screening of applicants and employment testing, is the responsibility of the Accounting Manager.
5. Supervisors shall notify the General Manager of any expected vacancy. Upon the General Manager's approval each vacant position shall be posted on at least two District bulletin boards. Qualifications necessary for each job will be posted with the job announcement. The District shall notify the local office of the state employment service of any employment openings except management positions, positions which are likely to be filled from within the District, or positions lasting three days or less.
6. The District accepts employment applications only when a vacancy exists. Resumes received at other times will be returned to the sender. After an employment decision has been made, the applications of unsuccessful applicants will be retired to an inactive file for a one-year period, and then destroyed.
7. All application forms shall be immediately forwarded to the Accounting Manager, who shall review each application, and select any and all applicants who appear to be qualified for the job vacancy. If notifying the local office of the state employment service and posting a notice of the vacancy do not generate a sufficiently qualified pool of available applicants, then the Accounting Manager shall consult with the General Manager for authorization to advertise the position in the appropriate media.
8. The appropriate manager/supervisor shall select several qualified applicants from the available pool. The manager/supervisor shall ensure that the group selected includes representative numbers of protected category applicants, if possible.
9. The applicants selected shall then be notified by letter or telephone that each should appear for a personal interview (Appendix F). The interview should be conducted by the appropriate manager/supervisor. Reference checks on the applicants selected shall be commenced also.
10. Employment of a new employee will be made on the basis of job specifications for the open position. Such specifications shall include the education and work experience required, the skills and abilities (mental or physical) that must be demonstrated, including the ability to refrain from abusive and/or threatening conduct towards co-workers, customers, or members of the general public, and minimum scores required on various tests of ability and aptitude (if any). Any tests used will be validated in accordance with U.S. Department of Labor regulations and guidelines.

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11. Each applicant's experience, training, and references will be measured against the job specifications or qualifications and the position description. During the personal interview, only nondiscriminatory questions shall be asked, and the interview should concentrate on the applicant's previous work history and his/her skills as compared to the skills required in the position description. The department head shall reduce the interview to a written memorandum, concentrating on the applicant's skills as compared to the objective criteria listed in the position description, and minimizing subjective criteria such as appearance, attitude, and general demeanor.
12. Based upon the foregoing, the appropriate manager/supervisor, shall make the final selection and make a recommendation to the General Manager.
13. Individuals selected for employment from outside the District's existing work force will be required to take a physical examination performed by a physician selected and paid by the District, in accordance with Section III.A.2. A comprehensive background investigation may be conducted as part of the hiring process of a prospective employee. The inquiry shall include the applicant's criminal conviction history, driving record, and educational background. The assessment of the information compiled during the investigation and the determination of the applicant's suitability for employment shall rest with the appropriate manager.
14. All new employees must document their employment eligibility by completing a Form I-9 (Rev. 08/07/09) and producing proper documentation. One document from List A (found in the instructions for Form I-9) is sufficient to establish both identity and employment eligibility. In the event a List A document is not presented by the employee, then the employee/applicant must present one List B document (identity) and one List C document (employment eligibility).
  - a. The required documentation must be presented by the employee/applicant within three business days of the date employment begins. If the employee/applicant is unable to provide the required document or documents within the time period of three business days, then the individual must present a receipt for the application for the document or documents within three business days and present the required documentation within 90 days of the date employment begins.
  - b. The Accounting Manager shall examine one document from List A or one from List B and one from List C and record the title, issuing authority, number, and expiration date (if any) of the documents. The date of hire must be entered on the I-9 form, which must also be signed and dated. A photocopy of the documents presented to



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prove eligibility may be made. Form I-9 must be retained for three years after the date employment begins or one year after the person's employment is terminated, whichever is later.

15. Effective October 1, 2009, all new hires will be registered with E-Verify ( <http://www.uscis.gov/portal/site/uscis> ) to determine employment eligibility. Employment will be contingent upon the results of E-Verify.
16. Employees must report newly hired employees and those who are returning to the payroll after a lapse in pay of thirty (30) or more calendar days, to the Nebraska Department of Health and Human Services. Reports including the employee's name, address, social security number, and the date the employee was hired or reinstated; and the employer's name, address, and federal tax identification numbers must be submitted within twenty (20) days of the hiring or return to work of the employee.

**B. Internal Transfer of Employees**

1. The internal placement of transferring employees will be made on the basis of job specifications for the open position, which shall be prepared by the department head in cooperation with the existing supervisor. Such specifications shall include the education and work experience required, the skills and abilities (mental or physical) that must be demonstrated, and the minimum scores required on various tests of ability, aptitude, and interests (if any). Any tests used will be validated in accordance with U.S. Department of Labor regulations and guidelines.
2. Present employees are encouraged to make known their desire for transfer to another position and to meet the specifications and take the tests required, if any, to qualify for other positions. The District prefers to transfer and promote present employees whenever possible, provided that job specification standards are met.
3. Supervisors should notify the Accounting Manager of all expected vacancies. All vacancies shall be posted in designated work areas. Qualifications necessary for the job will be posted with the job announcement, and employees will have five working days in which to inform the hiring manager/supervisor that they wish to be considered for the job.
4. All transferring employees are required to complete an exit interview. This process is to be followed as set forth in the exit interview requisite under Personnel Policy No. 302, Work Rules and Termination of Personnel.
5. When an employee is transferred, demoted, or reassigned to a lower grade position, the employee's pay will be reduced to fit the rate range

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of the lower grade position. Management will determine what the employee's new pay rate will be.

6. Should an employee, in the judgment of the District, become physically unable to perform the essential functions of his/her position, then the following procedure may be utilized.
  - a. The employee will submit to an examination by a physician selected and paid by the District. If the examination verifies that the employee is physically or mentally unable to safely perform his/her job duties, the District will endeavor to reasonably accommodate the employee in his/her current position. If accommodation is not possible without undue hardship, then the District will try to place the employee in another position if a vacancy exists and the employee is qualified to fill the vacancy.
  - b. If the foregoing accommodations do not permit placement of the employee without resulting in an undue hardship to the District and the employee will not be able to return to employment within a reasonable period of time, the employee will be separated from employment by resignation, termination, or retirement.

- C. These personnel policies are intended as guidelines only. In no way shall these policies and procedures be, or be construed to be a contract, agreement, understanding, or other contractual undertaking between the District and any the right to vary from these policies and procedures as needed, and further, specifically reserves the right to discipline and terminate and employee at any time without regard to the application of these policies. No term or condition of employment will be binding on the District unless it is approved by the Board of Directors and is embodied in a separate, written agreement, signed by the President or the General Manager of the District. (See Personnel Policy No. 101, Employment-At-Will)

**IV. RESPONSIBILITY**

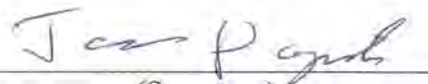
The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996, September 10, 1996

Dated: April 10, 1998, April 10, 2006

Revised: October 12, 2009

Revised: August 15, 2022 Attested:

  
(Secretary)

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 108**

**PHYSICAL EXAMINATIONS**

**I. OBJECTIVE**

To ensure that employees are physically able to safely perform the essential functions of their jobs.

**II. POLICY CONTENT**

All new regular employees are required to submit to a physical examination before reporting for work. Employment is conditional on the results of the physical exam. Employees who appear to be unable to perform the essential functions of their job may also be required to submit to a physical examination.

**III. PROVISIONS**

A. A physical examination, which may include a drug and alcohol test, shall be compulsory for every new regular (full-time) employee prior to reporting for work; the physical examination shall be scheduled and authorized after an applicant has been offered a position with the District. The cost of the physical exam shall be paid by the District. While employment will be made conditional on the results of the physical exam, the medical requirements will be job related and consistent with business necessity. Physical exam results will not be used to discriminate against qualified individuals with disabilities.

B. The General Manager may require a physical examination of any employee or applicant to determine that employee's ability to safely perform the essential functions (requirements) of his/her job, should the General Manager have a reason to question the employee's ability to perform such requirements. Such examinations shall be limited to determining whether the employee can safely perform the essential requirements of his/her job and must be in compliance with the ADA, EEOC, and HIPAA.

C. Hearing tests and other physical examinations will be conducted as required by applicable occupational safety and health regulations for all employees who are exposed to physical hazards or toxic or hazardous materials at or above the action level. Such examinations may include a baseline examination, annual examinations, and other examinations as required by applicable occupational safety and health regulations.



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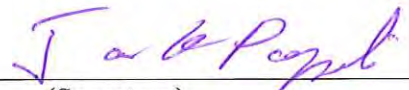
- D. All information collected during a physical exam will be maintained in a separate medical file.
- E. All medical information will be treated as confidential except in the following situations:
  - 1. Supervisors and managers may be informed regarding necessary medical restrictions on the work or duties of employees and necessary accommodations.
  - 2. First aid and safety personnel may be informed if an employee has a disability that might require special emergency treatment.
  - 3. Information may be released to government officials investigating compliance with the Americans with Disabilities Act or the Nebraska Fair Employment Practice Act upon request and when relevant.
  - 4. Information shall be made available in accordance with the Nebraska Workers Compensation Act.
- F. Physical examinations will not include HIV or AIDS tests.
- G. Medical information includes all voluntarily supplied information about a disability, such as an employee's response to self-identification for affirmative action purposes.

**IV. RESPONSIBILITY**

- A. All employees and applicants shall sign a "Medical Information Release and Consent" form (Appendix G).
- B. It shall be the responsibility of all employees in supervisory positions to see that each employee under his supervision abide by the provisions of this policy.
- C. The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Dated: April 10, 1997  
Revised: November 10, 2005

Attested: \_\_\_\_\_

  
(Secretary)



**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 109**

**EMPLOYMENT STATUS - DEFINITIONS**

**I. POLICY**

Butler Public Power District (District) classifies its employees into several categories (Regular, Temporary, Part-time) to clarify benefit eligibility and to assist in the compliance with federal, state, and local laws.

**II. GUIDELINES**

**Regular employees** are employed at-will for a period of time expected to exceed six calendar months. (Employment-at-will means that either the employee or the District may terminate the employment at any time for any reason determined to be in the best interest of the District or the employee.) Regular employees are scheduled a minimum of work 38.75 hours per week and 1,000 hours or more in a continuous 12-month period.

**Regular employees:**

- A earn sick leave
- B earn vacation leave
- C receive pay for holidays not worked
- D may participate in the District's retirement program
- E may participate in employee insurance benefit programs

**Temporary employees** are employed at-will for a period not to exceed 1,000 working hours during any continuous 12 month period. A project employee may be a temporary employee scheduled for specific projects, expected to last for a period of one year or less. Temporary employees may participate in the retirement program if they meet the minimum age, service and coverage requirements of the District plan and/or ERISA (Employee Retirement Income Security Act of 1974).

**Temporary employees do not:**

- A earn sick leave
- B earn vacation leave
- C receive pay for holidays not worked
- D participate in employee insurance benefit programs other than workers' compensation or other legally mandated benefits

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**Part-time employees** are employed at-will generally to work fewer than 38.75 hours per week and less than one thousand hours in a continuous 12 month period. Part-time employees may participate in the retirement program if they meet the minimum age, service and coverage requirements of the District plan and/or ERISA.

**Part-time employees do not:**

- A. earn sick leave
- B. earn vacation leave
- C. receive pay for holidays not worked
- D. participate in employee insurance benefit programs other than workers' compensation or other legally mandated benefits.

Exempt positions meet the guidelines in the Fair Labor Standards Act for either management, administrative or professional positions that are not subject to payment for overtime hours.

Employees in non-exempt positions are required to be paid overtime at the rate of at least one and one-half times their regular hourly rate for work in excess of forty hours during their regularly scheduled work week hours under the Fair Labor Standards Act.

Independent contractors and their employees are not employees of the District. Evidence of an independent contractor is shown by the District's failure to withhold taxes from his/her/their compensation. Independent contractors and their employees are entitled to no District benefits.

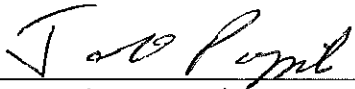
**III. RESPONSIBILITIES**

Determination of exempt or non-exempt status is made based on information in the job description and in accordance with the law.

Supervisors are responsible for informing the Office Manager of changes in the schedules or duties of employees that may affect the classification of their positions.

- A. All applicants applying for employment shall sign a "Medical Information Release and Consent" form (Appendix G).
- B. It shall be the responsibility of each supervisor to see that each employee under his supervision abide by the provisions of this policy.
- C. The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Dated: April 10, 1998  
Revised: May 10, 2006

Attested:   
(Secretary)

**POLICY NUMBER 110**

**PERFORMANCE APPRAISAL**

I. OBJECTIVE

- A. To satisfy the basic desire of employees to know how they are doing on their jobs;
- B. To assure both employees and management that job performance will be appraised systematically, fairly, and consistently;
- C. To provide advice, counseling, development, and training opportunities that will assist and encourage the employee to meet accepted standards of performance, to demonstrate potentialities and abilities in his/her present position, and to equip the employee for more rewarding positions of greater responsibility;
- D. To create a systematic basis for determining increased or decreased job proficiency and productivity so that remuneration of employees may be related to their contribution toward the total effort of the District;
- E. To evaluate an employee's performance in fulfilling job requirements, to promote mutual understanding of job requirements, job standards and expected results, and to provide guidelines for encouraging and maintaining communication between employee and supervisor.

II. POLICY CONTENT

This policy outlines procedures for evaluations of employees so that each employee will know how he/she is progressing in his/her job.

III PROVISIONS

The District shall maintain a plan of performance appraisal that provides for regular appraisal of each employee on his/her job assignments and for coaching and counseling on ways to improve job competency. The following guidelines may be used in evaluating employee performance.

- A. Each supervisor should evaluate performance of employees under his/her immediate supervision at the following times.
  - 1. Three (3) months after initial date of employment
  - 2. Annually (prior to May 1 of each year)
  - 3. When substandard performance is observed.

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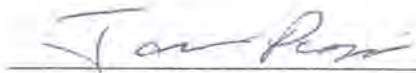
- C. Appraisals should be made by comparing the employee's job performance to his/her position description and the standards of performance for his/her position.
- D. Appraisals should emphasize performance rather than personal traits, except that habit patterns, characteristics, and attitudes that affect performance or adversely reflect upon the District may be given due consideration in appraisal and counseling.
- E. Appraisals made by a supervisor should be reviewed by his/her department head before being discussed with the employee. The purpose of this review is to advise and assist the appraiser in making an objective appraisal.
- F. After the review with his/her department head, the supervisor making the appraisal should discuss with the employee the appraisal of the employee's work, giving full credit for accomplishments, reviewing areas requiring improvement, and considering plans of action that might foster the employee's growth and development on the job.
- G. The responsibility for appraisal and development rests with each employee and his/her supervisor. Each of us needs to do our part to see that these activities occur on a regular basis.
- H. Performance appraisals are personal information and should be held in confidence by the employee, the supervisor, and management. Once the performance appraisal is completed, the Office/HR/Benefits Manager will file the document in the Employee's Personnel file.
- I. NOTHING IN THIS POLICY IS INTENDED TO CONFER UPON AN EMPLOYEE ANY CONTRACTUAL RIGHTS OR TO CHANGE THE EMPLOYMENT-AT-WILL RELATIONSHIP EXISTING BETWEEN THE DISTRICT AND ITS EMPLOYEES. (SEE POLICY NUMBER 101). THE PROCEDURES OUTLINED ABOVE ARE INTENDED AS GUIDELINES ONLY, AND THE DISTRICT EXPRESSLY RESERVES THE RIGHT TO HANDLE EMPLOYEE EVALUATIONS DIFFERENTLY, DEPENDING ON THE FACTS AND CIRCUMSTANCES PRESENT IN INDIVIDUAL CASES.

IV. RESPONSIBILITY

The General Manager, department managers, and supervisory personnel shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: April 12, 2004  
Revised: April 10, 2019  
Revised: October 11, 2022

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 111**

**NEPOTISM**

**I. OBJECTIVE**

To set forth the policy with regard to employment of close relatives of the Board of Directors (“Board”) and employees of Butler Public Power District (District).

**II. PROVISIONS**

- A. The District recognizes that relatives of current members of the District’s Board (“Directors”) and employees may seek employment with the District. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, the District has adopted the following rules and guidelines related to the employment of relatives.
- B. For purposes of this policy, “relatives” are defined as spouse, domestic partner, cohabitant, son/daughter, sister, brother, parents, foster or step-family, grandparents, grandchildren, nieces, nephews, parents-in-law, sister-in-law/brother-in-law, daughter-in-law/son-in-law, uncle/aunt, or any relative residing in the household of a District Director or employee.
- C. Relatives of a District Director or employee may be employed by the District, provided that the following conditions are satisfied:
  - 1. They are not in a position to directly supervise each other;
  - 2. They are not in a position to make employment-related decisions about each other with regard to employment status, compensation, transfer, or promotion;
  - 3. Their employment otherwise complies with applicable federal, state, and local laws related to such employment; and
  - 4. Their employment does not create a potential conflict of interest or otherwise adversely impact District operations, as determined by the District in its sole discretion.
- D. The District (by and through either the District’s Board or General Manager, as appropriate under the circumstances) shall determine, in its sole discretion, whether the employment of a relative pursuant to this policy creates a potential conflict of interest or otherwise adversely impacts District operations.

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1. In making this determination, the District generally will consider the relevant facts and circumstances, including the position(s) at issue, the duties and responsibilities of the position(s), the parties' relationship, and the management/reporting structure at issue.
  2. The District also may discuss the situation with the impacted individuals before taking any action to evaluate potential solutions, subject to District approval. The District is under no obligation to adopt any solutions presented by the impacted employees.
- E. If the District determines that the employment of a relative pursuant to this policy creates a potential conflict of interest or otherwise adversely impacts District operations, the District will take action as necessary and appropriate, including potential reassignment, change in reporting structure, or termination of employment.


III. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996

Revised: July 12, 2022

Attested: \_\_\_\_\_



(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**POLICY NUMBER 112**

**ON-CALL DUTY RESIDENCY REQUIREMENTS**

I. OBJECTIVE

- A. To establish a residency distance requirement for certain trades and crafts employees so that each is able to respond appropriately to outage calls;
- B. To require that newly-hired, transferred, or promoted employees subject to this policy meet the residency requirement.

II. POLICY CONTENT

All employees subject to on-call duty must live within a 13-mile radius of the main office presently located at 1331 N 4th Street, David City, Nebraska.

III. PROVISIONS

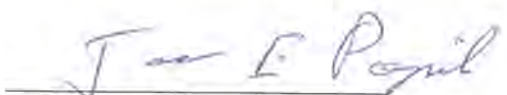
- A. All employees subject to on-call duty must live within a 13 miles radius of the main office.
- B. Employees subject to on-call duty, must have residency within the service territory of the Butler Public Power District and/or David City.
- C. This residency requirement shall also be enforced in new hire situations of groundmen, linemen, and others who may not initially be subject to on-call duty, but who may be expected to assume such duty as their training and experience increases.
- D. Newly hired employees may be given up to 90 days to move to comply with this policy.
- E. Compliance with this policy does not create, nor should it be construed to create, an express or implied agreement or promise of continued employment. However, not complying with this policy within 90 days will be considered to be a severe performance issue which can lead to immediate discharge.

IV. RESPONSIBILITY

The Operations Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Dated: January 10, 2006  
Revised: February 11, 2008  
Revised: December 10, 2019

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 113**

----- NOT USED -----





**POLICY NUMBER 114**

**CONFIDENTIALITY OF EMPLOYEE FILES AND PRIVACY RIGHTS**

**I. OBJECTIVE**

Identify the proper access, review, handling and release of Butler Public Power District employee information and data.

**II. POLICY CONTENT**

General employee records, such as number of employees, employees by category, employment dates, employee positions, total payroll, or payroll by various groups, is considered public information. Individual employee records including attendance records, sick leave used, salary levels, performance reviews, or any files considered confidential in nature shall be protected from disclosure as provided by Nebraska law. The General Manager or his/her delegate may respond to surveys requesting information on salaries, benefits, etc., when deemed appropriate.

**III. PROVISIONS**

- A. Central personnel files are the property of the District. These files are in the official custody of the Office/HR Manager and access to them is restricted to the General Manager and appropriate personnel. These files may not be removed or copied by anyone without the written permission of the General Manager.
- B. Information contained in central personnel files is confidential and shall be treated as such. Improper disclosure of confidential information will result in disciplinary action including discharge.
- C. Central personnel files are available to the Board as an entity, but not to individual members, unless the Board, by express resolution, authorizes an individual member to inspect such files.
- D. Employees shall keep information concerning the District's operations and personal information concerning the District's employees confidential. Personnel files kept by department heads shall be subject to the terms and conditions of this policy.
- E. Employees shall have the right to inspect their personnel files and insert statements into their file concerning the information contained therein.
- F. All requests for personnel information of a medical nature should follow Personnel Policy Number 120.

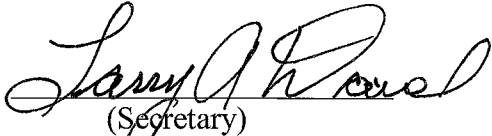
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IV. RESPONSIBILITY

The General Manager or his/her designee shall be responsible for the administration of this policy.

Dated: May 10, 1998  
Revised: June 11, 2007  
Revised: September 10, 2021  
Revised: February 13, 2023

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**POLICY NUMBER 115**

**NONDISCRIMINATION AND CONFIDENTIALITY REGARDING HIV  
INFECTION AND AIDS**

I. OBJECTIVE

- A. To ensure that all individuals who have tested HIV (human immunodeficiency virus) positive or who are suspected of having HIV are not discriminated against with regard to any employment opportunities;
- B. To provide safe working conditions for all employees; and
- C. To assure HIV infected individuals that all information regarding their condition will be kept confidential. Such information shall be kept apart from general personnel files as a separate, confidential medical record available only under limited conditions.

II. POLICY CONTENT

The District shall comply with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Nebraska AIDS Discrimination Act which prohibit discrimination on the basis of a person's disability, including HIV infection or AIDS (auto immunodeficiency syndrome). Such laws are premised on the current consensus of the medical and scientific communities that HIV transmission does not occur through casual body contact typical of the workplace. Any information supplied to the District regarding an employee's condition in regard to HIV infection or AIDS shall be strictly confidential. In addition, no employee shall be required to submit to HIV testing as a requirement of employment.

III. PROVISIONS

- A. The District will discuss with its employees issues concerning HIV infection and AIDS and their impact on the workplace. The District will monitor accepted medical and scientific opinions concerning the transmission of the HIV and shall revise this policy as necessary to maintain a safe workplace for all employees.
- B. The District shall not discriminate against employees or applicants who have been exposed to or are infected with the HIV, are suspected of being infected with the HIV, have a known association or relationship with an individual who is HIV-positive, or who have or who are suspected of having AIDS. The District shall hire and continue to employ such persons

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as long as they are qualified to perform the essential functions of their job in accordance with District standards.

- C. The District shall not require applicants or employees to submit to HIV testing.
- D. If an employee or applicant believes that he or she may have been exposed to the HIV, he/she is encouraged to submit to voluntary testing to determine whether the virus is present.
- E. As with any other disability, the District will make reasonable efforts to accommodate the needs of an employee afflicted with HIV/AIDS. The District will attempt also to preserve the safety and morale of all employees.
- F. The District will make every effort to assist HIV infected employees with any benefits to which they might be entitled under either group medical insurance or disability insurance.
- G. All medical information, including information concerning HIV infection/AIDS, is confidential and shall only be released pursuant to Personnel Policy #120.
- H. Any unauthorized disclosure of information relating to an individual's condition shall be a violation of District policy.
- I. Any employee or applicant having questions about this policy or wishing to have further information about HIV or AIDS should contact the General Manager.

IV. RESPONSIBILITY

- A. The General Manager shall be responsible for the administration of this policy.
- B. The Safety Director shall include the topic of "HIV infection and AIDS" annually at one District safety meeting.

Dated: June 10, 1996  
Revised: July 10, 2003  
Revised: July 10, 2008

Attested: Jane E. Pajcik  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 116**

**HAZARD MATERIALS COMMUNICATION (HAZCOM)**

I. OBJECTIVE

- A. To create a comprehensive system that provides employees and others information about hazardous materials that are present in the workplace; and
- B. To comply with all state and federal laws which regulate hazardous materials and the right to know about such materials.

II. POLICY CONTENT

To assure the District is in compliance with the OSHA General Industry Standard (HAZCOM), Title 29 CFR 1910.1200 and Construction Standard 29 CFR 1926.59, by compiling a hazardous chemicals list, by using Materials Safety Data Sheets (MSDS), by ensuring that containers are labeled, and by providing training for employees.

This policy applies to all work operations in the District where employees may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Technical Systems Manager (PCBs) and the Operations Manager (all other materials) are the designated program coordinators, acting as the representatives of the General Manager, who has overall responsibility for the program. The program coordinators shall review and update the program as necessary, and will provide written copies of the policy to each employee. Additional copies will be made available in the program coordinators' office.

Under this program, employees will be informed of the contents of the Hazards Communications Standard, the hazardous properties of the chemicals with which the employees work, safe handling procedures, and measures to take to protect oneself from these chemicals. Employees will be informed of the hazards associated with non-routine tasks, and the hazards associated with chemicals in any unlabeled pipes.

III PROVISIONS

A. HAZARDOUS CHEMICALS LIST

The program coordinators will make a list of all hazardous chemicals and related work practices used in the facility and in the field, and will update

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the list as necessary. The chemicals' list identifies all chemicals used in all work areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by, and is available from the program coordinators.

B. MATERIAL SAFETY DATA SHEETS

The Operations Manager will maintain a binder, located in the linemen's room with a MSDS on every substance on the list of workplace hazardous chemicals. The MSDS will be fully completed OSHA Form 174 or equivalent. The operations manager will ensure that each work-site maintains a MSDS for hazardous materials in that area. MSDSs will be made readily available at all workstations during all shifts.

Program coordinators are responsible for acquiring and updating the MSDSs. He shall contact the chemical manufacturer or vendor if additional research is necessary, or if a MSDS has not been supplied with an initial shipment. MSDSs shall contain at a minimum the following:

- 1) The chemical and common names of contents,
- 2) The permissible exposure limit and threshold limit value, if applicable,
- 3) The physical and chemical characteristics,
- 4) Health hazards, including signs and symptoms of exposure,
- 5) Primary routes of entry into the human body,
- 6) Precautions for safe handling and use,
- 7) Procedures for clean-up of spills, leaks, and releases,
- 8) Emergency and first aid procedures,
- 9) Dates of preparation and updates,
- 10) Name, address, and telephone number of manufacturer, and
- 11) Personal protective equipment necessary for safe handling and use.

All new procurements for the District must be cleared by the appropriate program coordinator. A master list of MSDSs is available from program coordinators.

C. WARNING LABELS

The program coordinators will ensure that all hazardous chemicals are properly labeled and updated, as necessary. Labels should list at a minimum, the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The program coordinators will assist employees in verifying label information. Stationary containers within a work area that have similar contents and hazards shall have signs posted on them to convey the hazard information. If chemicals are transferred from a labeled container to a

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portable container that is intended only for immediate use, no labels are required on the portable container. Pipes or piping systems will not be labeled but their contents will be described in training sessions. All incoming shipments of chemicals shall be inspected for labeling before accepting the shipment. As an alternative to manufacturer labeling and to replace missing labels, the program coordinators may employ an alternative labeling program, as long as all employees are trained to identify and use the alternative labels.

D. NON-ROUTINE TASKS

When required to perform hazardous non-routine tasks, such as cleaning tanks, entering confined spaces, etc., a special training session will be conducted to inform the affected employees regarding the hazardous chemicals to which they may be exposed, and the proper precautions to take to reduce or avoid exposure, including the use of any required personal protective equipment.

E. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals will receive initial training on the HAZCOM Standard and the safe use of those hazardous chemicals by the program coordinators. Such program shall include, but not necessarily be limited to, audiovisual and classroom instruction techniques. Whenever a new hazard is introduced into the workplace, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Foremen and other supervisors will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

Training plans will emphasize the following:

- 1) A summary of the HAZCOM standard and this written program.
- 2) The chemical and physical properties of hazardous materials (e.g. flash points, reactivity and methods that can be used to detect the presence or release of chemicals, including chemicals in unlabeled pipes).
- 3) The physical hazards of chemicals (e.g. potential for fire, explosion, etc.).
- 4) The health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.
- 5) The procedures to protect against hazards (e.g. personal protective equipment required, proper use, and



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maintenance; work practices or methods to assure proper use in handling of chemicals; and procedures for emergency response).

- 6) The work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- 7) Where MSDSs are located, how to read and interpret the information on both labels and MSDSs, and how employees may obtain additional hazard information.

The program coordinators will review the employee training program and advise the general manager on training or retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be the District's policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the program coordinators will obtain input from employees regarding the training they have received, and their suggestions for improvement.

F. CONTRACT EMPLOYERS

The program coordinators will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the program coordinators will notify these individuals of the location and availability of MSDSs. Each contractor bringing chemicals onsite must provide the system with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

G. MISCELLANEOUS

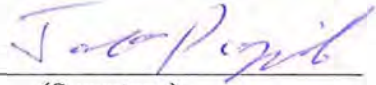
- 1) Copies of the District's Hazard Communication Policy, the OSHA Hazard Communication Standard, and all MSDSs and chemical inventory lists will be made available to any employee upon request.
- 2) This written Hazard Materials Communication Policy shall be reviewed by the District at least annually and revised as necessary.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996,  
Revised: August 10, 2000  
Reviewed: July 10, 2003  
Revised: August 13, 2007

Attested: \_\_\_\_\_

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**Policy Number 117**

**PUBLIC SAFETY**

I. OBJECTIVE

To establish policy which helps safeguard the District's customers and the general public from potentially hazardous electrical conditions.

II. POLICY CONTENT

District customers and the general public should never come into contact with electrical overhead or underground power lines. When potentially hazardous conditions are observed, District customers and the general public should alert the District to the condition.

III PROVISIONS

- A. For the safety of its employees, its customers and the general public the District adheres to the provisions outlined in the most current edition of the National Electrical Safety Code (NESC), unless specifically required by other authorities to do otherwise.
- B. The protection and safety of the public is a primary concern. It is the policy of the District that people who may be exposed to electrical hazards be informed about the nature of these hazards and how to protect themselves and others who may also be exposed. To that end, the District will protect the public through routine education and during critical times when prevention needs are greatest.
- C. The District's professionally trained, service-oriented employees fulfill life and property safety needs for Butler Public Power District customers in Butler and western Saunders Counties. Each employee is committed to provide public safety to the best of their abilities. District employees are trained and charged with safeguarding the public's safety, through proactive professional work habits, communication, education and safe service delivery habits.
- D. It is the responsibility of each employee, contractor, District customer and general public member to report to the District all unsafe conditions that any such person observes in the District's electrical system. Any employee, contractor, District customer, or member of the general public, upon finding a power line in an unsafe condition or a condition not in compliance with NESC clearances should immediately notify the District concerning the unsafe condition. District customers and members of the general public are not expected to stand by to guard against hazardous

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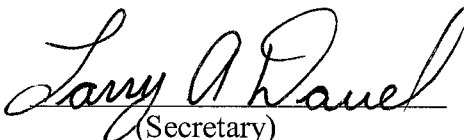
conditions but should notify, in addition to District personnel, law enforcement and emergency personnel respecting the unsafe condition.

- E. From time-to-time suspicious behavior occurs. We ask that the public report suspicious behavior especially around substations and power lines to us at 402-367-3081 or to the authorities at 911. Suspicious activity would include; unauthorized people in District Substations, shooting at District lines or equipment, theft of wire or other District equipment, and removal of structures or wires. Any of these actions can cause public safety concerns. We encourage the public to report outages and hazards in a timely manner.
- F. District customers and the general public should always assume that a downed power line or a sagging power line is unsafe. The District and law enforcement authorities should be notified when such a condition is observed. Contact with power lines, whether downed or not, can result in injury or death and must be avoided. If a District customer or a member of the general public inadvertently comes into contact with a power line, the incident should be reported immediately to the District. If there are injuries, law enforcement and emergency medical personnel should be contacted immediately.
- G. All accidental contact involving the District's electric lines, vehicles, or property shall be properly and promptly investigated, with complete accident reports prepared, including photographs and sketches to substantiate written reports.

IV. RESPONSIBILITY

- A. The General Manager will be responsible for the administration of this policy.
- B. A copy of this policy shall be posted in the District's lobby area, on the District's website, in the Nebraska Magazine, and shared on social media.

Dated: June 10, 1996  
Reviewed: July 10, 2003  
Revised: May 9, 2017  
Revised: March 10, 2020  
Revised: April 10, 2023

Attested:   
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 118  
DRIVER QUALIFICATIONS**

**I. PURPOSE**

To minimize the liability exposures and District property damage potential connected with the operation of the District vehicles, to assure that the District is in compliance with the provisions of the Federal Commercial Motor Vehicle Safety Act of 1986 (Title XII, P.L. 99-570) and other Federal and State regulations regarding the operation of commercial utility vehicles, and to assure that all employees who operate any District vehicle meet all licensing, driving qualifications, fitness requirements, and training required by these regulations.

**II. POLICY CONTENT**

Employees who drive on District business must meet certain qualification requirements in order to be eligible to drive certain classifications of vehicles for the District.

**III. PROVISIONS**

Each employee is required to have a Nebraska (DMV) operator's drivers license, the appropriate Class, and that it is the only driver's license the employee has.

An employee shall not operate a District motor vehicle if the employee's drivers license is suspended, revoked, canceled, or if the employee is disqualified from driving.

Each employee who will operate a District motor vehicle with a GVWR of 10,000 pounds or more must hold a valid CDL or be 21 years of age or older.

Traffic violations on the part of an employee at any time shall be the personal responsibility of the employee(s) involved. Any related fines and/or costs shall be the full responsibility of the employee(s) involved.

Each employee is required to wear a seat belt when driving or riding in a vehicle used for District business.

Employees (Line personnel) subject to driving a vehicle that: 1) has a gross combination weight rating or gross vehicle weight rating of 26,001 pounds or more, or 2) is designed to transport 16 or more passengers, including the driver, or 3) is used in the transportation of materials which are hazardous requiring the vehicle to be placarded must have a Nebraska "**commercial driver's license**" (CDL). A District driver applying for or renewing a CDL may be required to take a road test in a vehicle that is representative of the type of vehicle the driver operates or expects to operate and to take written tests. District CDL drivers must meet the following requirement:

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- Each driver must notify the Nebraska Department of Motor Vehicles of a conviction in a state other than Nebraska of a violation of any type of motor vehicle of a state or local law relating to motor vehicle traffic control (other than parking violation). Notification must be within 30 days of the conviction.
- Any driver holding a CDL who is convicted of violating any state or local law relating to motor vehicles traffic control (other than parking violation) in this or any other state must notify the Operations Manager of the conviction of or on account of which he has forfeited bond or collateral (paid the fine) during the preceding twelve (12) months, in writing, within 30 days of the date of the conviction.
- Any applicant for employment required to have a CDL must provide on the application form a list of names and addresses of the applicant's employers during the ten years preceding the date of application.
- The District will fund any additional costs above the normal license fee.

The District shall obtain Motor Vehicle Reports (MVR's) for the previous three (3) years from the Nebraska DMV for each employee who drives a District vehicle and continue each January for the past year. ( [www.dmv.state.ne.us/dvr](http://www.dmv.state.ne.us/dvr) ) or ( [www.nebraska.gov/service info](http://www.nebraska.gov/service_info) )

The District may review each employee's driving record and restrict or suspend District driving privileges for those who have been convicted of:

*Two serious traffic violations within a three (3) year period, such as:*

*Excessive speeding (15 mph over limit).*

*Reckless driving.*

*A violation of any state or local law relating to motor vehicle traffic control, arising in connection with an accident or collision resulting in the death to any person or which the state determines by rules and regulation to be serious.*

*Driving under the influence of alcohol or drugs*

*Any occurrence of:*

*Driving a District vehicle under the influence of alcohol or illegal drugs.*

*Leaving the scene of an accident involving a motor vehicle driven by the employee.*

*Refusing to submit to a test to determine the employee's alcohol or other drug concentration.*

**BUTLER PUBLIC POWER DISTRICT  
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*Driving a District vehicle without a valid driver's license for the vehicle being driven.*

*Inability to provide proof of insurance or financial responsibility.*

Assure that each employee is advised of this policy and their requirements to:

- Possess the necessary commercial license to operate the class of vehicle which they may be assigned to drive.
- Meet the physical requirements for drivers as outlined in Section 391.41 of the Federal Motor Carrier Safety Regulations.
- Meet the road test and written examination requirements of the Federal and State Motor Vehicle Regulations for the "Class" license he/she is required to carry.

Each employee must be aware that failure to be able to operate a District vehicle with a valid driver's license may impair his/her ability to satisfactorily perform their job requirements. Such conditions are subject to review by management and corrective actions up to dismissal may occur.


**III. RESPONSIBILITY AND AUTHORITY**

The Operations Manager shall initiate and oversee the administration of this policy. Each department manager shall be responsible for administering this policy in his or her department.

Supervisors shall ensure that all District motor vehicles in their area of responsibility are operated in a safe manner as prescribed by Federal and State regulations. Violations of this policy will be reported to the department manager when they become known to a supervisor.

The Accounting Manager shall provide assistance by notification of driver's license expiration dates, confirmation of renewals and reporting information from Motor Vehicle Reports that may restrict or disqualify drivers, and obtain annual MVRs.

Dated: June 10, 1996  
Dated: September 10, 1997  
Dated: June 12, 2006  
Revised: April 10, 2008  
Revised: June 10, 2008

Attested:   
(Secretary)

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 119**

**SUBSTANCE ABUSE POLICY**

**I. OBJECTIVES**

It is an objective of the District to establish and maintain a safe and healthy work environment and to reduce accidental injury to person or property, absenteeism, tardiness, and substandard job performance caused by use of any drug including alcohol. The District recognizes drug and alcohol dependency as an illness and a major health problem. It is an objective of the District that its workplace be free of drugs and alcohol and the effects of drugs and alcohol. It is a further objective of the District to ensure that its employees conduct themselves, both on and off the job, in a manner that promotes the utmost public confidence in the District's ability to meet its responsibilities. Accordingly, compliance with this District Policy is a condition of employment with the District.

**II. SCOPE**

This Policy is applicable to all District employees. All restrictions applying to District employees stated herein regarding consumption, use, or possession of alcohol or drugs, legal or illegal, while on District property, doing District business, or operating or occupying District vehicles shall also apply to non-District persons. Employees with Commercial Drivers Licenses shall, in addition to the Substance Abuse Policy, also be subject to the supplement to the Substance Abuse Policy entitled "CDL Drug and Alcohol Policy". (Appendix C) To the extent that portions of the two policies cover the same subject matter and are conflicting, the one that is more restrictive shall control.

**III. RESPONSIBILITIES**

1. The General Manager shall be responsible for the development of the District's substance abuse policy and preparation of additional policies, instructions, programs, and procedures necessary for its implementation.
2. The Office Manager of Finance and Accounting shall have overall responsibility for the implementation and administration of this Policy. He/she shall be responsible for the drug-free workplace awareness program and for providing a copy of this Policy to each individual within its scope.
3. Each supervisor shall ensure that all employees under his/her direction are aware of this policy. Each supervisor shall be expected to actively promote the goals of this policy, and other policies, instructions, and programs developed and implemented pursuant hereto.



Further, it shall be the responsibility of each supervisor to observe individuals under his/her direct or indirect supervision with a goal of assuring that employees are at all times fit to perform their assigned duties and to take appropriate action when they are not.

4. Each employee is responsible for understanding and abiding by this Policy, and other policies, instructions, and programs developed and implemented pursuant hereto.

#### IV. AWARENESS PROGRAM AND PUBLICATION OF POLICY

The District shall establish and maintain a drug-free workplace awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the District's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon employees for drug abuse violations. Each employee within the scope of this Policy shall be provided a copy, and shall sign an acknowledgement of its receipt.

#### V. POLICY

1. DRUGS – the use of any drug, legal or illegal, which significantly alters or impairs the mood, perception, or judgment of any individual while engaged in job-related activities, or the manufacture, distribution, dispensation, sale, possession, or use of illegal drugs is inconsistent with the District's above-stated objective, and is prohibited. Off-the-job manufacture, distribution, dispensation, sale, possession, or use of illegal drugs can adversely affect a person's job performance, jeopardize the safety of co-workers, or adversely impact public confidence in the District's ability to meet its responsibilities. It is inconsistent with the District's stated objective, and also is prohibited. For the purposes of this Policy, "illegal drugs" shall mean, "Any controlled substance included in Schedule I through V, Section 202, of the Controlled Substances Act, 21 U.S.C. Section 812, as amended." The term does not encompass a controlled substance used in accordance with a valid prescription or other use authorized by law.

Employees who use legally purchased or over-the-counter drugs and who have knowledge that such use could affect their ability to perform their assigned duties in a safe and efficient manner shall report the use of such drugs to their immediate supervisor.

The General Manager will assist the immediate supervisor in evaluating the circumstances and determine whether such individuals are fit for normal duties or whether a temporary reassignment or other measures are necessary.

2. ALCOHOL – The consumption of alcohol during working hours or while otherwise on active assignment, while on District property, during rest periods and meal periods, while on-call or while operating District vehicles, is inconsistent with the District's objective of operating in a safe and efficient manner, and is prohibited except as specifically permitted below. For the purposes of this Policy, alcohol shall mean any alcoholic beverage regardless of alcohol content as determined by weight



or volume. Employees shall not transport alcoholic beverages within the passenger compartments of District vehicles during work hours.

No employee shall report to work, operate a District vehicle, or be on District property while under the influence of alcohol. Employees scheduled to be on call are expected to be fit for duty. An employee asked to respond to any scheduled or unscheduled call-out shall advise his/her immediate supervisor if he/she is under the influence of alcohol and shall not report to work. For the purposes of this Policy, an individual is "under the influence of alcohol" when his/her blood alcohol concentration (BAC) is .04 percent or greater. A BAC guide based upon normal rates of metabolization of alcohol is attached to this Policy as Appendix A to assist individuals in complying with this standard, but caution should be exercised against placing too much reliance on this guide due to the fact that individuals will vary to some extent in the rate they metabolize alcohol. In addition to the stated BAC, an individual is "under the influence of alcohol" when his/her urine or breath tests meets or exceeds the concentrations specified in Appendix B.

Employees with commercial driver's licenses shall comply with Nebraska law concerning operations of commercial motor vehicles when using District commercial motor vehicles during working hours, in response to calls when scheduled to be on call, in response to unscheduled call-outs, or at any other time. Neb. Rev. Stat. Section 60-4,163 provides that "no personnel shall operate or be in the actual physical control of a commercial motor vehicle while having any alcoholic liquor in his/her body." Neb. Rev. Stat. Section 60-4, 178(b) provides that a person shall be disqualified from driving a commercial motor vehicle for one year "upon a first administrative determination after April 1, 1992, that such person while driving a commercial motor vehicle in this or any other state was requested to submit to a chemical test of his or her blood, breath or urine by a law enforcement officer and refused or had a concentration of four-hundredths of one gram or more by weight of alcohol per one hundred milliliters of his or her blood, four-hundredths of one gram or more by weight of alcohol per two hundred ten liters of his or her breath, or four-hundredths of one gram or more by weight of alcohol per one hundred milliliters of his or her urine.

Alcoholic consumption is permitted under the following conditions:

- a. This policy shall not prohibit the consumption of alcohol by an employee occurring after the close of that employee's regular working hours, or at retirement parties, banquets, or like business-related functions sponsored by the District. Consumption of alcohol off-duty at official or District-sponsored functions does not relieve any employee of his/her responsibility to conduct himself/herself in accordance with the law and in such a manner so as not to adversely impact upon public confidence in the District's ability to meet its responsibilities.

### 3. EMERGENCY CALL BACK TO WORK

- a. In the case of an emergency call back, it shall be the responsibility of an employee to advise his/her supervisor if he/she has consumed alcohol or believes that he/she had a blood alcohol level of .04 or greater or has taken any other drug.
- b. With that information, the supervisor shall have the discretion of what duties that employee is to perform. Emergency call back is not the same as those employees who are on-call as part of their routine schedule.

## VI. EMPLOYEE ASSISTANCE FOR REHABILITATION

Employees with drug and alcohol problems are encouraged to request assistance from the District.

Any employee requesting rehabilitation shall be assisted by the District to explore the various rehabilitation options available to him/her without concern of loss of employment prior to any request by the District for a substance abuse screen. The employee shall be permitted to take sick time, vacation or unpaid leave for rehabilitation up to a period of 45 working days. If the employee successfully completes the rehabilitation program, the employee shall be allowed to resume his/her position with one condition; that the employee agrees in writing to submit to a substance abuse test at any time when requested by the District for a period of three years from the date the employee resumes his/her position. An employee who refuses to comply with a requested test, or has a positive test result, shall be terminated.

## VII. DRUG AND ALCOHOL TESTING PROGRAM

The District shall have a Drug and Alcohol Testing Program which is designed to ensure that the District workplace is free of the adverse effects of drugs and alcohol. The Program may include collection and analysis(es) of urine, breath, and/or blood samples to detect the presence of drugs and levels of concentration of alcohol.

Laboratory analysis will be performed on urine specimens or blood samples to determine the presence of, but not limited to the following substances: ALCOHOL, AMPHETAMINES, BARBITURATES, BENZODIAZEPINES, CANNABINOIDS, COCAINE, OPIATES, PHENCYCLIDINE, and PROPOXYPHENE. Such testing shall be conducted under the following circumstances:

1. Pre-employment substance abuse testing. The medical examination required for prospective employees of the District shall include a substance abuse screen. A prospective employee is defined as any employee who might be considered for employment by the District whether he/she is permanent full-time or part-time, seasonal or summer. Any offer of employment shall be contingent upon a negative substance abuse test result. Any preliminary employment arrangement shall be immediately terminated if the result is positive.
2. **Cause** for testing employees.

- a. Reasonable Suspicion. When a reasonable suspicion exists that the individual is under the influence of drugs or alcohol. Reasonable suspicion is a belief based on behavioral observations or other reliable information sufficient to lead a prudent person to suspect that the individual is under the influence of drugs or alcohol.
- b. Possession of illegal substances. When an individual is in possession of illegal drugs or alcohol or when suspected illegal drugs or alcohol are found in the proximity of the individual's workplace.
- c. Possession. When reliable information is provided to the District that an individual is involved in the manufacture, distribution, dispensation, sale, possession, or use of illegal drugs.
- d. Formal charges. When an individual has been arrested and formally charged with violation of a criminal drug statute prohibiting the manufacture, distribution, dispensation, sale, possession, or use of illegal drugs.
- e. Accidents. When an individual is involved in an accident or near accident while engaged in District work and there is reasonable suspicion that human judgment, coordination, or performance could have been affected by drugs or alcohol. Every effort should be made to administer such testing as soon as possible after the accident.

3. Authority to test.

Under any of the above circumstances, the decision to perform for-cause testing of an individual shall be made by the individual's immediate supervisor, any Manager or the General Manager.

4. Employees being tested for substance abuse.

- a. An employee shall be taken by his or her supervisor to a medical collection facility where the specimen for substance abuse shall be collected.
- b. Prior to the collection, an employee shall be given the opportunity to inform the health care professional collecting the specimen of any prescription or over-the-counter medication that the employee has been taking prior to the collection.
- c. At the medical collection facility, an employee shall be required to sign and date a consent form acknowledging that he/she is undergoing a substances abuse screen. Refusal to submit to a screen shall be considered a termination of employment.
- d. An employee shall be terminated if that employee acquires or uses body fluids from someone else for the purpose of altering the results of any test to determine the presence of substances of abuse. An employee shall be

terminated if that employee tampers with or assists another in tampering with body fluids at any time during or after the collection or analysis of such fluids for the purpose of altering the results of any test to determine the presence of substances of abuse.

- e. An employee may request that two samples be taken and both samples be tested. If any employee chooses this option, the cost of the second test shall be borne by the employee who shall sign an acknowledgment form authorizing the cost of the test to be deducted from his/her payroll check.

#### 5. Follow-up Testing.

Any employee who is reinstated following a determination that he or she has failed to comply with the drug and alcohol provisions of this policy will be given unannounced follow-up tests at least every three months for three years to verify continued program compliance.

### VIII. NOTIFICATION OF POSITIVE TEST RESULTS

Upon receipt by the Office Manager of a confirmed, positive drug test for an outside applicant, the Office Manager after consulting with the General Manager shall notify the applicant in writing that the applicant has failed to meet the requirements of the substance abuse policy. In the case of a District employee, the employee's Manager, after consulting with the General Manager, shall notify the employee in writing of the positive test result.

### IX. REQUIREMENTS AND DISCIPLINARY ACTION

1. Employees who **refuse to participate** in the Drug and Alcohol Testing Program required by this policy shall be discharged.
2. In the event any employee has a **confirmed, positive result** on a drug or alcohol test administered under this policy, that employee shall immediately be placed on administrative leave without pay and suspended from all duties. He or she shall have seven (7) working days to choose to request assistance for rehabilitation from the District or be discharged. Request for assistance shall not in itself preclude disciplinary action up to and including discharge for violation of District policy occurring either before or after assistance is required.
3. Discharge is the penalty for **illegal manufacture**, distribution, dispensation, sale, possession, or use of drugs during working hours, while on District property, while using District's vehicles, or while on active assignment with the District. Any illegal drug will be subject to confiscation and delivery to the appropriate law enforcement agency.
4. Employees who are determined to be **under the influence of alcohol** during working hours, while on District property or operating a District vehicle, or to be consuming

alcohol on the job, or who otherwise violate the District's policy regarding alcohol, will be subject to disciplinary action up to and including discharge.

5. An employee who is **formally charged with violation of a criminal drug statute** either while on the job or off the job shall report such charges to the General Manager no later than the next business day after his or her being formally charged. An employee shall also report any charges for alcohol-related offenses involving use of a District vehicle no later than the next business day following such charges. An employee failing to report such information will be subject to disciplinary action up to and including discharge.
6. After implementation of this policy, **conviction of an employee** under a criminal drug statute for off-the-job illegal manufacture, distribution, dispensation, sale, possession, or use of illegal drugs shall be cause for disciplinary action up to and including discharge.
7. Employees who are scheduled to be **on call** and are unable to respond to a call-out because they are under the influence of alcohol or drugs shall be subject to appropriate disciplinary action up to and including discharge.
8. Each individual **re-entering the workplace from treatment** for a drug or alcohol problem following a known violation of this policy will execute a re-entry agreement acknowledging the problem, agreeing to attend and successfully complete all required aspects of treatment, agreeing to comply with this policy and other applicable District policy, and agreeing to undergo medical evaluations required by the District to assess fitness for duty, agreeing to sign necessary information releases required by the District to assess recovery process and agreeing to comply with follow-up testing.
9. Employees who are disciplined pursuant to this Substance Abuse Policy, and who believe they have been dealt with unfairly, shall have a right to present grievances to management under the District's Grievance Policy.

#### X. DRUG AND ALCOHOL TESTING APPEALS

All persons subject to the District's Substance Abuse Policy, except those routinely tested as outside applicants for employment with the District, shall be provided an opportunity to appeal the determination of a confirmed positive drug or alcohol tests. Individuals with rights of appeal hereunder will be informed of such rights and the appeal procedure as follows:

If notification of a confirmed positive drug or alcohol test is given personally, individuals shall have a period of ten (10) working days from the date of such notification to give notice of appeal. If such notification is by mail, individuals shall have a period of fourteen (14) working days from the mailing date to give such notice of appeal.

A notice of appeal shall be written, and made to the General Manager in accordance with instructions contained in the individual's original letter notification. Such notice

of appeal shall contain a statement of issues to be considered and the facts known to the individual supporting his or her appeal. Only those requests received within the periods prescribed above shall be considered.

As a part of the notice of appeal, the individual may make a request that a sample of the specimen be provided to the original or another certified laboratory for testing. The laboratories shall follow chain-of-custody procedures. The individual shall pay the costs of the additional test and all handling and shipping costs associated with the transfer of specimens to the laboratory. The General Manager shall have the Office Manager arrange such retesting. Results of the test shall be provided to the General Manager who shall evaluate the retest and communicate his findings and the test results to the employee.

Upon receipt of the individual's written notice of appeal, the General Manager shall forward the notice of appeal to the Butler Board of Directors.

The Board shall review the appealing individual's statement of issues and facts and the District's written records documenting the collection procedures, the chain of custody of samples, and the testing procedures and results.

The appealing individual will be informed by the Butler Board of Directors of its decision by certified letter, which letter shall be sent no later than twenty (20) working days following the receipt by the General Manager of the notice of appeal. This determination shall be final.

If the appealed test has been determined to be invalid, the General Manger shall take such measures as are required to return the employee to work and to restore any compensation lost due to suspension.

## XI. SUBSTANCE ABUSE RECORDS AND CONFIDENTIALITY

1. Records showing attendance and completion of training required as part of this Substance Abuse Policy shall be compiled to provide an audit trail for each participant in accordance with the District's training records retention procedures.
2. Drug and alcohol testing program records will reflect the identity of individuals tested, the tests performed, the dates, and the results, and will be maintained in confidential files by the General Manager. Information contained therein shall be provided only to those individuals with a valid need to know such information in performance of their duties.
3. Each individual subject to this Policy shall be requested to provide the District with his or her social security number. Whenever possible, such social security number shall be used as an identifier for testing performed and records maintained.

### Appendix A

#### BLOOD ALCOHOL CONCENTRATION – a guide

This guide is based on NORMAL metabolization of alcohol. Be cautious in relying on it to much, as persons vary to some extent in their metabolism.

One drink is 1 OZ... 86 proof liquor, 12 OZ. beer, or 4 OZ. of wine

Subtract .01% for each 40 minutes of drinking.

**Number of Drinks In One Hour**

Body Weight	1	2	3	4	5	6	7	8	9
100	.032	.065	.097	.129	.162	.194	.226	.258	.291
120	.027	.054	.018	.108	.135	.161	.188	.215	.242
140	.023	.046	.069	.092	.115	.138	.161	.184	.207
160	.020	.040	.060	.080	.101	.121	.141	.161	.181
180	.018	.036	.054	.072	.090	.108	.126	.144	.162
200	.016	.032	.048	.064	.080	.097	.131	.129	.145
220	.015	.029	.044	.058	.073	.088	.102	.117	.131

**KNOW YOUR LIMIT**

1. Count your drinks.
2. Line up the number of drinks with the box which come closed to your weight.
3. Your body “burns” approximately one ounce of alcohol an hour. To determine the affect to time on your blood alcohol level use these numbers:

Hours since drinking started	1	2	3	4	5	6
Subtract this number from the number shown on the chart	.015	.030	.045	.060	.075	.090

Example:

Based on the chart, a 161 pound person who drinks 4 beers in one hour has an approximate blood alcohol level of .080%

After a two hour time lapse, his blood alcohol level is .05% (.080 - .030 = .05%)

**Appendix B**

**Alcohol Testing of Breath or Urine**

A concentration of four-hundredths of one gram or more by weight of alcohol per two hundred ten liters of his or her breath, or four-hundredths of one gram or more by weight of alcohol per one hundred milliliters of his or her urine shall constitute a positive test for alcohol.

## **Appendix C**

### **CDL Drug and Alcohol Policy**

#### **Purpose**

It is the policy of Butler County Rural Public Power District (“District”) that its drivers be free of substance and alcohol abuse. Consequently, the use of illegal drugs by drivers is prohibited. Further, drivers shall not use alcohol or engage in “prohibited conduct” as defined herein. The overall goal of this policy is to ensure a drug-and alcohol-free transportation environment and to reduce accidents, injuries, and fatalities.

#### **Consequences of Policy Violation**

Any driver who becomes unqualified or engages in prohibited conduct as set forth herein may be subject to termination of employment.

#### **Prohibited Conduct**

The following shall be considered “prohibited conduct” for purposes of this policy:

No driver shall report for duty or remain on duty while having an alcohol concentration of .04 or greater.

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol unless the alcohol is manifested and transported as part of a shipment.

No driver shall use alcohol while performing safety-sensitive functions.

No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.

No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

No driver shall report for duty or remain on duty when the driver uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to operate a commercial motor vehicle.

If a driver engages in prohibited conduct, the driver is not qualified to drive a commercial motor vehicle and shall be immediately removed from service. The District may, in its discretion, at the request of the driver, keep the driver’s position open while such driver



attempts to become requalified. The District may also take action against the driver up to and including termination.

### **Refusal to Test**

Refusal to submit to the types of drug and alcohol tests employed by the District will be grounds for refusal to hire driver/applicants and to terminate employment of existing drivers. A refusal to test is defined to be conduct that would obstruct the proper administration of a test. Refusing to sign step 2 of the alcohol form is considered a refusal to test. A delay in providing a urine, breath or saliva specimen could be considered a refusal. If a driver cannot provide a sufficient quantity of urine or breath, he/she will be evaluated by a physician of the District's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the driver has violated one of the prohibitions of the regulations.

### **Types of Tests**

Pursuant to regulations promulgated by the Department of Transportation (DOT), the District has implemented six circumstances for drug and alcohol testing: (1) pre-employment (drug testing only); (2) post-accident testing; (3) random testing; (4) reasonable suspicion testing; (5) return-to-duty testing; and (6) follow-up testing.

### **Pre-Employment Testing**

All applicants for driving positions must submit to urine drug tests. A driver/applicant is not required to submit to a urine drug test if (1) the District can verify that the driver has participated in a valid drug testing program within the preceding thirty (30) days; (2) while participating in that program, was either tested within the past six (6) months or participated in a random selection program for the previous twelve (12) months; and (3) no prior employer has knowledge that the driver violated any part of the regulations within the last six months.

### **Random Testing**

The District conducts random drug and alcohol testing. The District or its agents will submit all drivers' names to a random selection system. The random selection systems provides an equal chance for each driver to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The District will drug test, at a minimum, 50 percent of the average number of driver positions in each calendar year or at a rate established by the Department of Transportation for the given year. The District will select, at a minimum, 25 percent of the average number of driver positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in drivers being selected in successive selections or more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

If a driver is selected at random, for either drug or alcohol testing, a District official will notify the driver. Once notified, every action the driver takes must lead to a collection. If the driver engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

### **Post-Accident Testing**

The Driver must submit to drug and alcohol testing any time he or she is involved in an accident where (1) a fatality is involved; or (2) the driver receives a citation for a moving violation arising from the accident, and any party involved requires immediate treatment for an injury away from the accident scene, or if any vehicle involved incurs “disabling damage” (i.e. must be towed away). Following any accident, the driver must contact the District as soon as possible. The driver has been presented with an information card setting forth certain instructions for post-accident drug and alcohol testing. The driver shall follow the instructions contained on the information card as well as any additional instructions from the District or its representatives.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within thirty-two (32) hours, attempts to make such collection shall cease.

In the event the federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, these tests may meet the requirements of this section, provided the tests conform to applicable federal, state, or local requirements. The District may request testing documentation from such agencies, and may ask the employee to sign a release allowing the District to obtain such test results.

In the event a driver is so seriously injured that the driver cannot provide a sample of urine, breath or saliva at the time of the accident, the driver may provide necessary authorization for the District to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver’s system at the time of the accident.

### **Reasonable Suspicion Testing**

Reasonable suspicion for requiring a driver to submit to drug and/or alcohol testing shall be deemed to exist when a driver manifests physical or behavioral symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such driver conduct must be witnessed by at least one supervisor trained in compliance with State Statute 382.603. Should a supervisor observe such symptoms or reaction, the driver must submit to testing. A “supervisor” includes the positions of Foreman, Lead, any Manager, and General Manager.

### **Substance Abuse Evaluation, Return to Duty, and Follow Up Testing**

Any driver who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified substance abuse professionals (SAPs). If the driver desires to become requalified the driver must be evaluated by a SAP and submit to any treatment the SAP prescribes. Following evaluation and treatment, if any, in order to become requalified, the driver must submit to and successfully complete a return-to-duty drug and/or alcohol test. Such driver is also subject to follow-up testing. Follow-up testing is separate from and in addition to the District's reasonable suspicion, post-accident, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to sixty (60) months following the driver's return to duty. No fewer than six (6) tests shall be performed in the first twelve (12) months of follow-up testing. The costs of any SAP evaluation or prescribed treatment shall be borne by the driver. The District does not guarantee or promise a position to the driver should he/she regain qualified status.

### **Authorization for Previous Test Records**

Within 14 days of performing a safety-sensitive function, DOT regulations require that the District obtain certain drug and alcohol testing records from driver's previous employers for the previous two years. The District will verify that no prior employer of the driver has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use with the previous two (2) years. As a condition to employment, the driver shall provide the District with a written authorization for all previous employers within the past two years to release such drug and alcohol testing records as the regulations require.

### **Drug Urinalysis**

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances: (1) marijuana; (2) cocaine; (3) opiates; (4) amphetamines; and (5) phencyclidine (PCP).

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMHSA-certified laboratory will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the MRO as a positive.

All laboratory results will be reported by the laboratory to a Medical Review Officer (MRO) designated by the District. Negative test results shall be reported by the MRO to the District. Before reporting a positive test result to the District, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact the District management official designated in advance by the Company, who shall, in turn, contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next

business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative. If, after failing to contact the MRO after 5 days, or if the driver cannot be contacted at all within 30 days, the MRO may verify the test as positive. After any positive verification the driver may petition the MRO to reopen the case for reconsideration.

Pursuant to DOT regulations, individual test results for driver/applicants and drivers will be released to the District and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The secondary vial must be tested by a different SAMHSA-certified lab than tested the primary specimen. The individual making the request for a test of the second specimen must pre-pay all costs associated with the test. The request for testing of a secondary specimen is timely if it is made to the MRO within 72 hours of the individual being notified by the District of a positive test result.

### **Alcohol Tests**

The District will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products Lists (CPL) and meets the DOT's testing requirements. This may be a breath testing device or a saliva-based testing device, and maybe provided through a vendor or agent. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating. The driver shall report to the alcohol testing site as notified by the District. The driver shall follow all instructions given by the alcohol technician.

Any initial test indicating a blood alcohol concentration (BAC) of .02 or greater will be confirmed on an evidential breath testing device (EBT) operated by a breath alcohol technician (BAT). The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .02 to .0399, the driver shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Drivers with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after duty.

### **Training**

The District shall ensure supervisors designated to determine whether or not reasonable suspicion exists to require a driver to undergo testing under State Statute 382.307 receive at least 60 minutes of training on recognizing alcohol misuse, and receive at least 60 minutes of training on recognizing controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

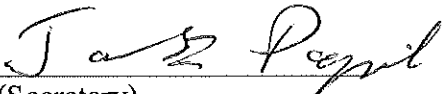
### **Educational Materials**

The District shall provide educational materials that explain the requirements of State Statute 382.601, consequences of violating the regulations, and the employer's policies and procedures with the respect to meeting these requirements. The materials supplied to drivers may include information on additional employer policies with respect to the use or possession of alcohol or controlled substances, for example, the consequences for a driver found to have a specified alcohol or controlled substances level based on the employer's authority independent of State Statute 382.601. The District shall ensure each driver is required to sign a statement certifying that he or she has received a copy of these materials described in State Statute 382.601.

This policy is not intended nor should it be construed as a contract between the District and the employee. This policy may be changed at any time at the sole discretion of the District.

Dated: July 12, 2004

Attested:

  
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 120**

**HIPAA PRIVACY/SECURITY PRACTICES**

**I. OBJECTIVE**

To establish guidelines to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) privacy rule and the HIPAA security rule and all applicable state laws governing the privacy of health information.

**II. POLICY CONTENT**

- A. Butler Public Power District (District) will take every precaution necessary to ensure that health plan participants' protected health information is kept confidential. Protected health information (PHI), is defined as individually identifiable health information, such as name, social security number, address, type of coverage, and employee/employer contribution, received and held at the District or maintained by a health plan that is transmitted or maintained electronically or in any other form. PHI also includes section 125 information in paper format, AND the election form, check register from CBA, and monthly activity reports from CBA.
1. EPHI, or PHI held in electronic format includes the following:
    - a. Information in HR system
    - b. Deduction information in payroll system
    - c. Enrollment disk provided by CBA (for section 125)
    - d. Documents on payroll computer (Excel spreadsheets for reconciliations, etc.)
- B. The General Manager shall appoint a Privacy Officer who is responsible for protecting individual rights of District employees.
1. Duties of the Privacy Officer include but are not limited to the following:
    - a. Inventory the uses and disclosures of PHI.
    - b. Ensure legal documentation requirements are met.
    - c. Assist in developing policies and procedures to protect individual rights of District employees.
    - d. Assist in developing the District's complaint procedures, sanctions, and procedures to mitigate the effects of unintentional disclosure.
    - e. Monitor developments in privacy law and ensure ongoing compliance.
    - f. Coordinate HIPAA compliance with other federal laws that may affect the District such as the Family Medical Leave Act (FMLA) and other regulatory guidelines.

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- C. The General Manager shall appoint a Security Officer who is responsible for maintaining the security of EPHI.
1. The duties of the Security Officer include:
    - a. Serve as an internal information privacy/security consultant to the District.
    - b. Document security policies and procedures created by the District.
    - c. Provide direct training and oversight to all employees and other parties with information security clearance on the information security policies and procedures.
    - d. Perform information security risk assessments and act as an internal auditor.
    - e. Serve as the security liaison to administrative and behavioral systems as they integrate with their data users.
    - f. Implement information security policies and procedures.
    - g. Review all system-related security policies and procedures.
    - h. Review all system-related security planning throughout the network and act as a liaison to information systems.
    - i. Monitor compliance with information security policies and procedures, referring problems to the General Manager.
    - j. Monitor the access control systems to assure appropriate access levels are maintained.
    - k. Prepare the disaster recovery plan.
- D. The District will not use, disclose, or request protected health information without a participants' valid authorization.
1. To be valid, an authorization must be in writing and complete, not be expired or known to have been revoked, not contain any material information known to be false, not impermissibly condition enrollment or eligibility for benefits on the authorization, and not be combined with any other document, except for disclosures of psychotherapy notes, which may be combined.
  2. The authorization must include what will be used or disclosed, who will receive this information, and why they need this information.
  3. An authorization may be sought solely for the purpose of creating PHI for disclosure of the PHI to a third party, i.e. pre-employment physical, drug and alcohol test, DOT physical. Employment may be conditioned on an employee providing an Authorization, which requires a covered health care provider to turn these records over to the District.
  4. Each signed Authorization must be given to the Privacy Officer or his designee who will retain the Authorization for a period of at least six years from the later of (a) the effective date or (b) expiration date, if any.
  5. An individual may revoke an Authorization in writing at any time except to the extent that the District has acted in reliance on the Authorization or, if the Authorization was a condition for enrollment

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under an insurance contract, where the insurer has the legal right to contest a claim. The individual must deliver the written Revocation Notice to the Privacy Officer or his/her designee who will notify the relevant Authorized Employee and retain the revocation for a period of at least six years from its effective date.

- E. All employees with access to protected health information will be trained on the HIPAA policies and procedures regarding protected health information that the District has adopted.

**III. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Adopted: May 10, 2006  
Revised: March 10, 2023

Attested:   
(Secretary)



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 121  
SOCIAL MEDIA PARTICIPATION**

**I. OBJECTIVE**

To establish policy to ensure effective social media use without disparaging customers and fellow employees and/or casting Butler Public Power District in a negative light.

**II. POLICY CONTENT**

Social media allows simultaneous electronic communications with and among large members of people. As a public power district, we encourage communication among our employees, customers, elected officials, and others - and Web logs (blogs), social networks, discussion forums, wikis, video, and other social media - such as Twitter, Facebook, and MySpace - can be a great way to stimulate conversation and discussion. It is also an invaluable tool for experienced district users who want to share information and tips about district information, products and services.

BPPD's Social Media Participation Policy applies to:

1. All blogs, wikis, forums, and social networks hosted or sponsored by BPPD,
2. Employee personal blogs or postings which include information about BPPD business, products, employees, customers, partners, or competitors,
3. Employee participation in any video related to BPPD business, products, employees, customers, partners, or competitors, whether you create a video to post or link to on your blog, you contribute content for a video, or you appear in a video created either by another BPPD employee or by a third party.

Even if social media activities take place completely outside of work, as personal activities should, what an employee says can have an influence on his/her ability to conduct job responsibilities, or co-workers' abilities to do their jobs, and BPPD's business interests. For BPPD media use it is important to pay attention to privacy settings, use strong passwords, be skeptical of strangers, and limit posting of email addresses.

**III. REQUIRMENTS**

This section describes the requirements that are most relevant to district employees participating in social media of various kinds (district hosted and external). It is extremely important that employees follow these requirements. Failure to do so may result in disciplinary action, up to and including termination of employment with BPPD.

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1. Employees shall refrain from using social media while on work time, unless it is work-related as authorized by the General Manager.
2. Avoid personal attacks, on-line fights, and hostile personalities and posting content that is untrue or in bad taste. Avoid posting items that could be embarrassing to BPPD. Remember that social media is permanent and public – think before posting.
3. Do not use Butler Public Power District’s name on personal photos or videos unless consistent with BPPD’s brand. Even in a non-work environment employees are subject to BPPD Ethics Policies.
4. Understand and comply with BPPD’s position concerning topics that should not be discussed for confidentiality, legal compliance, or other business reasons.
5. Do not post/say anything that puts customers, fellow employees and/or Butler Public Power District in a negative light.
6. Respect copyright and fair use laws.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Adopted: September 10, 2010  
Reviewed: October 10, 2018

Attested:   
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 122**

**DIVERSITY, EQUITY, AND INCLUSION POLICY**

**I. OBJECTIVE**

Butler Public Power District is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

**II. POLICY CONTENT**

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

Butler Public Power District will embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Butler Public Power District's diversity initiatives are applicable – but not limited - to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfer; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces :

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of Butler Public Power District have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

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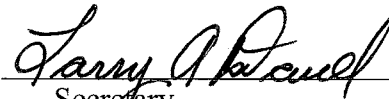
Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Any employee who believes they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or the Human Resource Manager.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated June 9, 2023

Attested:   
Secretary



**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 200**

**COMPENSATION AND BENEFITS**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 201**

**WORKWEEK, WORKDAY, ON-CALL, CALL-OUTS AND OVERTIME**

**I. OBJECTIVE**

The Fair Labor Standards Act, as amended, and interpretive bulletins issued by the U.S. Department of Labor establish rules and regulations that are used by the Department of Labor to determine what constitutes working time. The purpose of this policy is to set forth the application of these rules and regulations to the District's employees.

**II. POLICY CONTENT**

The District shall comply fully with the Fair Labor Standards Act, as amended, and Department of Labor rules and regulations pertaining to payment for overtime worked. This policy shall apply only to employees covered by the overtime provisions of the Fair Labor Standards Act, as amended (nonexempt employees).

**III. PROVISIONS**

A. Normal work hours and workweek for employees non-exempt from overtime provisions of the Fair Labor Standards Act, as amended, are as follows:

1. Office employees shall work eight hours normally between 7:30 a.m. and 4:00 p.m. with half an hour unpaid lunch break, Monday through Friday. Business Office hours may be modified as deemed appropriate by the General Manager.
2. Trades and crafts employees shall normally work 7:30 a.m. to 4:00 p.m. with one-half hour unpaid lunch break, Monday through Friday. The General Manager shall have the right to change these work hours as appropriate.
3. The normal workday will be eight (8) hours and the normal work week will be forty (40) hours. All hourly paid employees will be paid one and one-half (1-1/2) times for all hours worked over the regular forty (40) hour work week or eight (8) hour workday. Management reserves the right to establish work schedules in the best interest of the District. Authorized sick leave, vacation leave and holiday leave shall be counted as hours worked.
4. The district does not allow employees to work outside of an employee's scheduled work time without pay. Employees are required to record hours worked "off the clock" which include all the time during which an employee is required or allowed to perform work for the District, regardless of where the work is done, whether on the District's premises, at a designated workplace, at home or at some other location. Employees who underreport or fail to report hours worked may be subject to disciplinary action.

B. Call Out



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1. Each full-time employee is subject to call-out in the event of an emergency or other needed restoration of service. Employees called out to work after being released from their normal workday shall be credited with the actual time worked at their overtime rate.
2. If an employee is called out before his/her normal work period begins and works up to and through his/her normal work period, then he/she receives overtime compensation only for the time actually worked up to the beginning of his/her normal work period.
3. Employees called out for emergency work on a day they are not scheduled to work shall be compensated at time and one-half for all such work performed up until the normal starting time of the employee's next regularly scheduled working day.

C. On-Call

1. Outside employees of the District are required to be on-call for various periods of time. Employees on-call are not required to restrict their movement during such time to their homes but are required to carry a district provided mobile phone and have an outage response time of 30 minutes or less.
2. The Operations Manager or his/her designee will assign a crew consisting of two employees, on-call duty from 7:30 a.m. on Wednesday to 7:30 a.m. the following Wednesday. Each crew shall perform on-call duty on a rotating basis, as assigned. Each week during which an employee is on-call, he/she shall receive \$140 per week and his/her overtime rate in addition to work actually performed.
3. In the event an employee desires to be relieved of his/her on-call responsibility, he/she shall secure a replacement. On-call employees are expected to be ready and capable of responding to a call-out. Any employee who is impaired for any reason, including sickness, shall notify his/her immediate supervisor and request to be relieved of the on-call assignment. Use of alcohol is forbidden by an employee assigned on-call duty.
4. From time to time all outside employees may be required to abstain from alcohol use during severe weather warnings.

- D. Attendance at meetings, seminars, or training programs shall be counted as working times unless the following four criteria are met:
1. attendance is outside the employee's regular working hours;
  2. attendance is in fact voluntary;
  3. the course, lecture, or meeting is not directly related to the employee's job;
  - and
  4. the employee does not perform any productive work during such attendance.

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- E. Time spent by an employee attending an independent school, college, or trade school after hours and on his/her own initiative is not included in the calculation of hours worked, even if courses are job related.
- F. Travel Time
  - 1. Ordinary Home to Work - Travel time from home to work before the regular workday and from work to home at the end of the workday is ordinary home to work travel and is not considered hours worked; therefore, no compensation, either straight time or overtime, is due.
  - 2. Travel that is all in the Day's Work - Time spent by an employee in travel as a part of his/her job, such as travel from job site to job site during the workday, is counted as hours worked. When an employee is required to report to a designated location to receive instructions, or to pick up tools, equipment or materials, the travel time from the designated location to the workplace is part of the day's work and counted as hours worked. Travel time to return to the District office from a worksite at the end of the day is also counted as hours worked. However, if an employee goes home from a worksite rather than returning to the District office, the travel time is not counted as hours worked.
  - 3. Home to Work in Emergency Situations - When an employee has gone home after completing a day's work is called out after hours, all travel time resulting from the call-out must be counted as hours worked, including any travel from home to the District office or to a worksite and any return travel from the worksite or the District office.
  - 4. Home to Work on Special One-Day Assignments to Another Town (Not Overnight) - Travel time from an employee's home on a special assignment to a location other than the employee's regular workplace (such as to another District or to attend a meeting or training program) that does not involve an overnight stay is considered time worked. Such travel cannot be regarded as ordinary home to work travel occasioned merely by the fact of employment. Such time is equivalent to travel involved in an emergency call or travel that is all in a day's work.

Not all the time involved, however, need be counted. Since, except for the special assignment, the employee would have had to report to his/her regular work site, the travel time he/she would normally have spent between his/her home and his/her regular workplace may be deducted.

- 5. Travel Away from the Home Community (Overnight Only) - Travel that keeps an employee away from home overnight is working time during the time it cuts across the employee's normal workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours, but also during the corresponding hours on

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nonworking days as well. Thus, travel time during normal working hours (less the normal lunch break) is working time on Saturday and Sunday as well as on the other days. However, travel time outside normal working hours, where an overnight stay is involved, will not be counted as hours worked, unless the employee is required to drive.

**G. Overnight Compensation**

Nonexempt employees will be paid overtime at one and one-half the employee's regular rate of pay for all hours worked in excess of 40 hours in a work week.

**H. Coffee Breaks**

1. "Coffee Breaks" will be allowed twice daily when they do not interfere with construction or operating procedures.
2. Each break shall be limited to fifteen (15) minutes.
3. The afternoon break may be taken at the jobsite or while refueling.
4. Employees shall forego such breaks in times of emergency and shall be available at all times to transact District business.

**IV. RESPONSIBILITY**

A. Each supervisor shall be responsible for seeing that the provisions of this policy are followed in carrying out day-to-day job activities, and in reporting time for payroll purposes.

B. The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996, October 15, 2001, December 10, 2004, June 11, 2013

Revised: November 10, 2014

Revised: December 10, 2019

Revised: December 14, 2020

Attested:



(Secretary)

**POLICY NO. 202**  
**EMPLOYEE TRAVEL AND OUT-OF-POCKET EXPENSES**

I. OBJECTIVE

To establish a policy governing the payment of travel and/or out-of-pocket expenses incurred by regular employees while involved in official duties or while in attendance at authorized meetings.

II. POLICY CONTENT

A. Reimbursement for Out-of-Pocket Expenses

1. Employees shall be reimbursed for all business-related expenses incurred in the performance of official duties or for attendance at authorized meetings upon submission of a detailed expense report, with receipts attached as appropriate, and upon approval of the appropriate supervisor. While engaged in normal duties an employee shall be entitled to make purchases as may be needed from time to time without specific authorization. These include fuel and tire repair.
2. Butler Public Power District will not reimburse any travel expenses of an employee's spouse unless authorized in advance by the General Manager.
3. If an hourly employee is called in prior to 6:30 a.m. on a normal workday, or if required to continue work past 5:30 p.m. on a normal workday, the employee will be reimbursed for a meal. Time eating meals shall not be charged as time worked. Meal reimbursements may be deemed taxable income by the IRS.

B. Employee Travel

District-owned or leased vehicles utilized by Employees and Managers shall be used primarily for Butler PPD business. Travel by commercial plane must be by coach or standard class, unless specific approval is granted by the General Manager.

1. Rental cars should be used only if other forms of transportation are not reasonably available or cost effective. If renting a car, it is important to purchase rental insurance or a loss damage waiver from the rental company. The District's insurance carrier provides secondary rental insurance that will apply. Proper accident reporting will be critical, should one occur.

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2. Employees who use personal cars for official business when a District vehicle is not available shall be reimbursed for mileage at the current IRS rate. Such reimbursement cannot exceed the cost of air coach by the most direct route if plane service is available and practical; or if the employee elects to travel to another location to get a plane, the reimbursable cost will include the mileage to that city and the coach airfare by the most direct route from that location.
3. District credit cards will be issued only to District employees as deemed appropriate.
4. Under no conditions are personal expenses to be charged directly to Butler PPD. If such charges occur, you must notify your supervisor and reimburse Butler PPD as soon as possible.

C. Meal Expenses

The following table shows the breakdown of breakfast, lunch, and dinner component, including taxes and tips, of the daily standard reimbursements for meals while traveling in Nebraska (excluding Omaha), as well as out of state travel. These dollar amounts will be covered by the District while the employee is traveling on District business. Anything over and above these amounts will be reimbursed by the employee. These amounts come from the U.S. General Services Administration website (link below).

<http://www.gsa.gov/portal/category/100120>

	Breakfast	Lunch	Dinner (evening meal)
Nebraska	\$13.00	\$15.00	\$26.00
Out of State	\$16.00	\$17.00	\$32.00

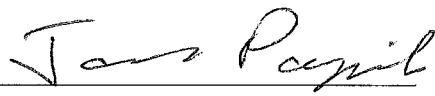
D. Travel Cancellation

In the event an employee cancels a trip, he/she must give the District sufficient notice to cancel any reservation, so as not to incur any expenses for the cancelled event. If the employee (except in case of an emergency) fails to give the District sufficient notice to cancel reservation, he/she is responsible for paying those expenses.

**III. RESPONSIBILITY**

The General Manager has the responsibility for ensuring that detailed procedures are developed to implement this policy and provide effective control.

Dated: August 10, 2004  
Revised: May 11, 2009  
Revised: October 9, 2020  
Revised: May 10, 202

Attested:   
Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 203**

**ADDITIONAL COMPENSATION FOR EXEMPT EMPLOYEES**

I. OBJECTIVE

To define conditions under which exempt (salaried) employees may receive additional compensation for exceptional work which is not normally expected of their position.

II. POLICY CONTENT

Exempt employees are compensated to carry out broadly defined tasks and responsibilities, not on the basis of hours worked. The District does not provide additional compensation in situations where the normal requirements of an exempt employee's job include some additional time to complete assignments or activities outside of regular business hours.

Nevertheless, during exceptional situations exempt employees may receive additional compensation for services beyond normal duties and job responsibilities.

III PROVISIONS

Exceptional circumstances where additional compensation may be allowed include, but are not limited to:

- Significant and extensive scheduled distribution system outages,
- Significant and extensive modifications to distribution systems,
- Significant emergency distribution system outages or prevention thereof,
- Major equipment failures, and
- Other extraordinary assignments or projects as identified and approved by the General Manager or his designee.

Circumstances where additional compensation is typically not allowed include but are not limited to:

- Customer contacts,
- Short term training programs or workshops,
- Travel or dining time, and
- Short duration distribution or substation outages.



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Additional compensation for exempt employees is authorized and paid on a daily or weekly basis. On a daily basis, eligible exempt employees may receive additional compensation not to exceed 70% of their daily salary for each day they engaged in such work. This is calculated by dividing the employee's annual base salary by 260 days. On a weekly basis, eligible exempt employees may receive additional compensation not to exceed 80% of their weekly salary for each week they are engaged in such work. This is calculated by dividing the employee's annual base salary by 52 weeks.

Requests for additional compensation for exempt employees must be documented in advance of the work (except in emergency situations) and require prior approval by the General Manager. Payroll processing deadlines for submitting approved additional compensation requests are consistent with deadlines for each pay period.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996,

Dated: April 10, 1997

Revised: March 10, 2006 Attested:

  
(Secretary)



BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 204**

----- NOT USED -----

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 205**  
**INSURANCE PLAN**

**I. OBJECTIVE**

To offer an insurance plan that will provide assistance to employees in time of need.

**II. POLICY CONTENT**

Because employees are valuable resources, the District has substantial interest in their welfare. Therefore, the District has secured and carries an insurance plan for the benefit of its employees. While the District intends that such benefit plan will remain in effect, the District reserves the right to amend or terminate any such plan or benefit.

**III. PROVISIONS**

- A. Group term life insurance (LI) and basic accidental death and dismemberment (AD&D) will be carried on each regular employee: the amount of insurance will be determined, from time to time by the Board. The premiums for LI and AD&D will be paid by the District; however, the employee is responsible for any tax liability. Tax liabilities for LI above \$50,000 of coverage must be included in employee's wages as determined by IRS. An employee may limit LI coverage to \$50,000 by informing the Benefits Administrator. An employee whose coverage ceases because of his/her termination of employment or membership in the eligible class may convert his/her coverage to an individual policy; however, the individual will be responsible for payment of all premiums and tax liability.
- B. Dental insurance will be provided by the District for regular employees and their dependents starting January 1, 2024, the District will contribute eighty (80) percent of the premiums with the employee contributing the balance.
- C. Major medical insurance will be carried by the District on regular employees and their dependents. Starting January 1, 2023 the District will contribute ninety-five (95) percent of the premiums with the employee contributing the balance.
- D. Effective January 1, 2012 the District adopted a High Deductible Health Plan (HDHP). The District shall fund annually to a Health Reimbursement Account (HRA) of each active, insured employee; \$2500 (family coverage) and \$1250 (single coverage.)
  - 1. Employees hired after May 10, 1994 are eligible to carry over the unused District funds in the "participant's" Health Reimbursement Account (HRA) effective January 1, 2019.
    - a. Upon separation from employment for any reason prior to meeting the

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requirements in Personnel Policy #222, unused HRA funds will be returned to District.

- D. Major medical insurance shall be available to retired employees and their dependents as follows. Retirees who qualify for Medicare receive coordinated coverage only. NOTE: NRECA has informed the district that retiree insurance will change effective January 1, 2015.
1. *Employed prior to May 10, 1994:* The District contribution to the plan will be two (2) percent per each full year of employment subject to a maximum District contribution not to exceed seventy (70) percent of the premiums with the employee contributing the balance. However, when retiring after January 1, 2012 the District contribution to the plan will be two (2) percent per each full year of employment subject to a maximum District contribution not to exceed ninety (90) percent of the premiums with the employee contributing the balance.
  2. *Employed on or after May 10, 1994:* The individual shall be responsible for payment of all premiums and deductibles.
- E. A business travel accident insurance policy will be provided by the District for all employees and members of the Board of Directors.
- F. A liability insurance policy will be provided by the District for all employees and members of the Board of Directors.
- G. Both Short Term and Long-Term Disability Coverage will be provided by the District for all regular employees. Short term disability (or long-term disability) will provide benefits as of the date of disability. Short-term disability is available for employees unable to perform their occupation after a 7-day waiting period. An employee may elect to coordinate their sick leave and/or vacation pay with short term or long-term disability, so long as it does not exceed 100% of base pay.
- H. The District offers each regular employee the opportunity to participate in a Cafeteria 125 plan.
- I. Continuation of Benefit Plans in the Event of Disability.
1. When a regular employee is disabled and has utilized all accumulated sick leave and annual leave (vacation), the District will continue to provide the benefits above for a period of thirty (30) days (after exhaustion of accumulated sick and annual leave time).
  2. At the expiration of the 30-day period, a regular employee will have the option of remaining under the major medical plan, so long as the employee reimburses the District for the full cost of such coverage. The life insurance

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policy shall remain in force during the term of the Disability, with premiums being waived after six months of disability. However, if at the expiration of the 30-day period the employee is on leave required by the Family and Medical Leave Act (FMLA), the District will maintain the employee's coverage under its group health plan at the same level and conditions of coverage that would have been provided if the employee had not taken leave. Such coverage will continue until the employee has exhausted his/her entitlement to FMLA leave.

3. Upon reinstatement to work, the District will reinstate all of the above enumerated benefits upon the first day of the month following the regular employee's return to work.
- J. Vacation and Sick Time shall not accrue while an employee is on a leave of absence for reasons including FMLA, Worker's Compensation, Short-Term Disability and/or Long-Term Disability for pay periods in which an employee has no paid hours. When using accumulated vacation/sick leave to supplement income, the employee may receive an accrued pro-rated amount of leave based on the amount of leave utilized each payroll. Employees may not exceed 100% of their regular pay when electing Vacation/Sick Leave to supplement their income.
- K. Continuation of Health Plans in the Event of Military Leave Pursuant to the Uniformed Services Employment and Re-Employment Rights Act of 1994.
- In any case in which the employee taking military leave (or the employee's dependents) has coverage under the District health plan, the employee may elect to continue coverage as provided in this Section. The maximum period of coverage of the employee and his/her dependents under such election shall be the lesser of (i) the 18-month period beginning on the date on which the employee's military leave of absence begins, or (ii) the day after the date on which the employee fails to return to the District following military leave pursuant to the provisions of District Policy No. 211, Military Leave.
- L. A plan participant may have the right to elect to continue medical coverage when coverage normally would be terminated by a "Qualifying Event" under "The Consolidated Omnibus Benefit Reconciliation Act" (COBRA) of 1985.
- M. The District, through its Board of Directors, reserves the right to amend or terminate any or all of these benefits at any time. Such amendment or termination shall be effective as to retired or disabled employees, to the extent that these benefits apply to such individuals, as well as to current employees. Benefits under this policy are not vested by retirement, except to the extent provided by ERISA ("Employee Retirement Income Security Act of 1974").

#### IV. RESPONSIBILITY

- A. It shall be the responsibility of each individual to obtain the necessary forms,

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information and substantiating documents required for the proper processing of claims. The District shall cooperate in any way possible by furnishing blank forms and advice to the extent deemed necessary by the District.

- B. The General Manager or his/her designee shall be responsible for the administration of this policy.

Dated: June 10, 1996, September 10, 1996, April 10, 1997, October 10, 1998,  
November 13, 2000, June 10, 2004

Revised: March 10, 2008, May 11, 2009,  
June 10, 2009, Sept. 11, 2009,  
Feb. 10, 2012, May 9, 2014,  
July 09, 2015, August 6, 2018  
September 9, 2022

November 7, 2023

Attested:

  
(Secretary)

## **POLICY NUMBER 206**

### **RETIREMENT AND SECURITY PROGRAM and SAVINGS PLAN [401(k)]**

#### **I. OBJECTIVE**

- A. To provide all eligible employees with income upon retirement.
- B. To state the conditions for normal retirement by an employee.
- C. To establish criteria for continuation of employment beyond normal retirement age.

#### **II. POLICY CONTENT**

The District maintains a retirement plan and savings program for all eligible employees.

#### **III. PROVISIONS**

- A. Subject to conditions of eligibility as outlined in the retirement plan, the District will maintain a retirement plan and savings program for all employees.
- B. The present retirement plan and savings program is subscribed through the National Rural Electric Cooperative Association (NRECA). The specifics of the NRECA plan are contained in the summary plan description. Additional segments of the program offered by NRECA may be amended by the Board of Directors from time to time. The Board reserves the right to change the program carrier or to amend or terminate the plan per plan provisions.
- C. The District maintains a Retirement and Security Program (R&S Plan) and a savings program [401(k)] for regular full-time employees through the last day he/she performs services (works) for the district.
  - 1. The R & S Plan is a “Defined Benefit” plan whereby the district provides a limited contribution rate up to 25.5% (non-discounted) and the employees select benefit and retirement levels by majority vote of all full time employees. The plan is non-contributory (the District pays all of the costs).
  - 2. The savings program is a “401(k) Contribution Plan” with the following elections:
    - a. Funding is based on current base salary; and
    - b. Employees may contribute a percentage of their base salary subject to dollar limits established by the IRS; and
    - c. Participant loans are allowed; and

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- d. The District will contribute three (3%) percent for each employee who contributes no less than three (3%) percent of his/her base pay, and
- e. The employee is responsible for managing his/her own 401(k) Savings Plan.
- D. No District employee shall be compelled to retire at any age, except under circumstances permitted by the Age Discrimination in Employment Act of 1967, as amended, and by the state fair employment practice law.
- E. An employee, who desires to continue employment beyond the normal retirement date, must notify his/her immediate supervisor one year in advance of his/her normal retirement date. An employee, whose retirement date has been extended, must submit a notification annually.
- F. Any employee who continues to work beyond his/her normal retirement date shall continue to accrue benefits as set out in the specifications of the NRECA retirement plan and savings program.

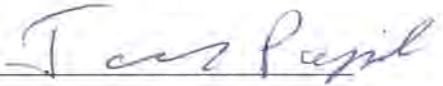
**IV. RESPONSIBILITY**

The General Manager or his/her designee shall be responsible for the administration of this policy.

Dated: June 10, 1996, September 10, 1996, October 15, 2001,

Dated: June 10, 2004, September 11, 2009, November 09, 2012, March 11, 2013

Revised: February 11, 2019

Attest:   
(Secretary)

**Policy Number 207**  
**SICK LEAVE**

I. OBJECTIVE

To establish and interpret the conditions which sick leave may be accrued and used by employees of the District.

II. POLICY CONTENT

The District will award sick leave to regular employees at the rate of 8 hours per month, based on a 40-hour work week. Sick leave may not be accumulated in excess of 560 hours.

**An employee may use sick leave in the event of:**

Personal illness, serious illness or medical emergency involving a spouse or child, out-patient treatment or examination by a licensed health practitioner, or exposure to a contagious disease which might jeopardize the health of other employees.

Employees shall submit medical certificates or other acceptable evidence of sick leave whenever requested by their immediate Supervisor to do so. Employees who are unable to work because of illness shall notify their immediate supervisor. In the event the employee's immediate supervisor is unavailable, that supervisor's supervisor or office personnel should be notified.

When illness or injury occurs during vacation, the employee may charge that time to sick leave if he/she presents a physician's certificate to their supervisor.

If an employee is on sick leave and a holiday occurs, the individual will be paid holiday pay for that day and it will not be charged against his/her sick leave.

In no case will sick leave be advanced. If the employee has exhausted all available leave, he/she must go on leave without pay.

III PROVISIONS

A. Although sick leave shall accumulate from the date of employment, no sick leave with pay shall be granted to an employee until he/she has completed three months of continuous employment with the District. Sick leave shall continue to accrue during periods of leave except during periods of leave without pay or when receiving benefits from Worker's Compensation/Short Term and/or Long Term Disability insurance coverage provided by the District.



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- B. The District will grant a leave of absence with pay to any regular employee because of an **emergency or severe illness** in the employee's immediate family defined as spouse, parent (step); child (step), brother (step), sister (step), grandparent, grandchild, half brother or sister of an employee or an employee's spouse.

Such leave shall be of limited duration and frequency and may be granted without a reduction in pay as a charge against sick leave and shall not exceed such time as is necessary as the situation dictates. **Leave in excess of three days must be charged against vacation.**

- C. Sick leave may not be used for any purpose other than stated in this policy. An employee using sick leave for any purpose other than as stated in this policy shall be subject to discipline up to and including termination.
- D. To be eligible for unforeseeable sick leave regular employees must notify his or her supervisor of their request to use sick leave no later than fifteen (15) minutes after the employees scheduled start time on the day they intend to use sick leave. When an employee intends to use sick leave for a foreseeable purpose, the employee must notify the District 30 days in advance of the intended leave, if practical or as soon as the need for leave is known.
- E. When an employee misses more than one day due to illness or injury, the employee is required to notify his/her supervisor on each succeeding day away from work.
- F. A regular employee who is unable to perform any work made available by the District and who is receiving workers' compensation has the option to be paid sick leave in an amount equal to the difference between the employee's regular wage for a 40-hour week and the amount of workers' compensation received. This may continue until the employees sick leave account is exhausted, or the employee is released to return to normal work duties by the employee's physician, whichever occurs first.
- G. Any employee covered by the District's sick leave policy who terminates employment, voluntarily or involuntarily with the District, will not be paid for sick leave that has accumulated.
- H. The District reserves the right to terminate employees while on sick leave.
- I. All regular full-time employees may accumulate sick leave not to exceed 560 hours at any time. However in lieu of accumulation beyond 560 hours the employee shall be paid at the rate of 33% of existing wage/salary per hour for any hours that would have accumulated during the year.

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- J. As condition of continued employment, employees returning to work after a major accident or after leave of absence because of illness may be required to pass a medical examination conducted by a physician designated and paid for by the District. This provision shall not apply to a Worker's Compensation case.
- K. The District will continue to pay an employee who is absent because of illness or injury until all sick and earned vacation, in that order, have been exhausted. On the eighth consecutive day in which an employee is unable to work due to a covered illness or injury the employee may elect to apply for Short Term Disability coverage. If an employee is unable to return to work after that period, he/she shall be placed on leave without pay and if disability exceeds 13 weeks and the employee is eligible, he/she may apply for Long Term Disability insurance protection. This provision shall not apply to a Worker's Compensation case.
- L. No employee who has been temporarily injured shall be allowed to return to work unless he/she is capable of performing all of the duties for which he/she has been hired unless the employee's immediate supervisor considers it to be in the best interest of the District. Employees who are permanently unable to function in the capacity for which he/she was hired may be reassigned, at a commensurate pay rate or terminated.
- M. Upon retirement all unused sick leave hours paid at 33% of their regular rate of pay.
- N. Leave taken under this policy by an FLSA-exempt employee will be administered pursuant to the provisions of Policy No. 223.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Date: June 10, 1996, October 15, 2001


Date: October 10, 2003, March 10, 2005

Date: March 10, 2008

Date: April 12, 2010

Revised: July 09, 2015

Attest: \_\_\_\_\_

  
(Secretary)

## POLICY NUMBER 208

### BEREAVEMENT LEAVE

#### I. OBJECTIVE

To define and establish the District's policy regarding bereavement leave for all regular employees.

#### II. POLICY

The District provides regular full-time employees up to three day's bereavement leave necessitated by the death of an immediate family member.

#### III. PROVISIONS

- A. Employees are eligible for up to three days of bereavement leave necessitated by the death of an immediate family member of the employee or his/her spouse. For the purposes of this policy, "immediate family" is defined as parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law as well as step-relatives in these relationships. This policy also covers the death of any relative who, at the time of death, was a permanent member of the employee's household.
- B. Bereavement leave will be granted for up to one workday for employee and his/her spouse "non-immediate family" to include aunt, uncle, brother-in-law and sister-in-law.
- C. If an employee is asked to be a pallbearer or attend a funeral of another family member, time may be allowed off for the funeral only, within the sole discretion of the District, subject to prior authorization by the employee's immediate supervisor.
- D. Bereavement leave is defined as that leave granted to enable an employee to attend the funeral or spend time grieving with/of any immediate family member or serve as a pallbearer of a close friend.
- E. An employee requesting bereavement leave should notify his/her supervisor as soon as possible. The supervisor may require proof of the relationship to the deceased.
- F. An employee requiring more than three days of leave should notify his/her supervisor and must charge time to vacation or unpaid time off for leave in excess of three days.
- G. Bereavement leave will be paid only for scheduled work time lost and does not count as hours worked for purposes of computing overtime or eligibility for overcome.
- H. Employees who are not regular full-time may be granted time off without pay for bereavement leave, in the District's discretion.

#### IV. RESPONSIBILITY

The General Manager and department managers shall be responsible for the administration of this policy.

Dated: June 10, 1996, October 10, 2000

Dated: March 10, 2005, April 11, 2005

Dated: July 10, 2009, July 9, 2015

Revised: January 6, 2023

Attested:



Secretary

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 209**  
**VACATION**

**I. OBJECTIVE**

To define the scope of vacation coverage for Butler Public Power District's employees, to set forth the rate at which vacation is earned, to establish the maximum limitations on vacation accumulation, and to provide for payment of accrued vacation upon termination of employment.

**II. ELIGIBILITY**

All regular full-time employees are eligible to earn and use vacation leave.

- (a) Employees will earn and accrue vacation on a per-pay-period basis from their date of employment as follows:

<u>Years of Service</u>	<u>Vacation Earned</u>
Employment date through fifth year	4 hours/pay period (12 days/service year)
Sixth year through eleventh year	5 hours/pay period (15 days/service year)
Twelfth year through seventeenth year	6 hours/pay period (18 days/service year)
Eighteenth year through twenty-fourth year	7 hours/pay period (21 days/service year)
Twenty-fifth year and beyond	8 hours/pay period (24 days/service year)
There are twenty-four pay periods per year.	

- (b) The following conditions will govern the use, accrual and payment of vacation:
- (i) New employees will be eligible to use their vacation any time after three months of continuous employment.
  - (ii) Use of vacation time must be approved in advance by the immediate supervisor.
  - (iii) If an established holiday falls within an employee's vacation period, the holiday will not be charged against the employee's vacation leave.

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- (iv) All regular full-time employees may accumulate vacation leave up to an accrual cap of 224 hours. Once an employee reaches 224 hours of accrued, but unused, vacation, the employee must take vacation to drop below the accrual cap before he or she will be allowed to accrue any more vacation.
- (v) Employees shall have the option of taking vacation one day or more at a time rather than consecutively, however, their absence must be coordinated with District workload and subject to the approval of his/her immediate supervisor. Employees are encouraged to take a minimum annual vacation of one week consecutively.
- (vi) Upon termination, retirement or resignation, cash payment may be made for any accrued, but unused, vacation leave not to exceed the 224 hours.
- (vii) In the event that management requests an employee to forego use of vacation leave, the employee may accumulate the unused vacation leave subject to the accumulation limit or, alternatively, the employee may choose to be compensated for the vacation leave foregone at the request of District management.

**III. RESPONSIBILITY**

The General Manager and department managers shall be responsible for administering this policy.

Dated: June 10, 1996  
Revised: April 10, 2006  
Revised: September 10, 2021

Attested:   
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**POLICY NUMBER 210**  
**LEAVE OF ABSENCE WITHOUT PAY**

**I. OBJECTIVE**

The District recognizes that circumstances beyond the control of the employee may necessitate absence from duty. The purpose of this policy is to outline the conditions under which an employee may request time off without pay for a limited period.

**II. POLICY CONTENT**

The District may grant a regular employee a leave of absence without pay under the conditions provided in this policy.

**III. PROVISIONS**

A. Personal Leave:

1. A regular full-time employee may request a medical leave of absence without pay for personal medical reasons, such as surgery, injury, or other disability or extended illness, including disability due to pregnancy or childbirth.
2. Leave without pay for medical reasons will not be granted until all accumulated sick leave has been exhausted; the General Manager may, at his discretion, require the use of vacation as well. The employee may choose to take short-term disability. In no case will payment exceed 100% of wages.
3. The District may require an employee to provide proof of his/her disability, injury or illness, including submission to an examination by a physician of the District 's choice, at the District 's expense.
4. A regular full-time employee may request a leave of absence without pay for personal reasons.
5. Personal leave will not be granted for the purpose of engaging in gainful employment elsewhere.
6. Leave without pay for personal reasons will not be granted until all accumulated vacation leave has been exhausted.
7. Personal leave without pay will only be granted when the work of the District will not be impaired by such leave.
8. Leave without pay for personal reasons shall not exceed six months. If at any time during the period an employee is on personal leave of absence the District determines that the work of the District is impaired by the employee's absence, the District will notify the employee of the impairment and order the employee back to work. If the employee does not return to work within 5 days of receiving the notice to return to work, he or she may be terminated from employment.
9. Vacation leave and sick leave will not be earned during time spent on leave without pay.

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10. The District will continue to provide major medical insurance during the first 30 days of the employee's leave at the same level and under the same conditions as if the employee were not on leave. It shall be the responsibility of the employee to make sure that any payroll deductions or financial obligations that are the employee's responsibility are paid while he/she is on leave.
11. After the expiration of 30 days on unpaid leave, other benefits shall also be suspended unless the employee pays the costs associated with maintaining the benefit program. Retirement plan contributions and credit for years of service will be governed and controlled by ERISA break-in-service regulations.
12. Employees will be required to recertify their medical condition every 30 days. Additional recertification may be required if:
  - a. The employee requests an extension of leave;
  - b. Circumstances described by the original certification have changed significantly; or
  - c. The employer receives information that casts doubt upon the continuing validity of the certification.

B. Family Medical Leave:

1. An employee may take unpaid leave to care for a spouse, child or parent with a serious health condition.
2. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
  - a. Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) at a hospital, hospice, or residential medical care facility;
  - b. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider; or
  - c. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.
3. Leave for medical care of a spouse, child, or parent with a serious health condition may be taken intermittently or on a reduced schedule when medically necessary.
4. The employee who is requesting leave to take care of a serious health condition of a family member will be required to utilize all his/her paid sick leave or vacation leave prior to going on unpaid leave.



BUTLER PUBLIC POWER DISTRICT  
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C. Request for Leave of Absence:

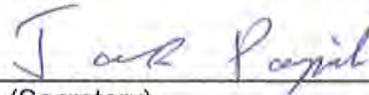
1. An employee must give the District at least 30 days notice before the date that the leave is to begin if the need for the leave is foreseeable. If 30 days notice is not practicable, due to lack of knowledge of when leave will begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.
2. Each leave of absence without pay must be approved by the General Manager.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996, April 10, 2006  
Reviewed: August 10, 2015

Attested: \_\_\_\_\_

  
(Secretary)



**POLICY NUMBER 211**

**MILITARY LEAVE**

**I. POLICY CONTENT**

In compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 and related federal and state laws, Butler Public Power District will grant leave to eligible employees for military reserve training or active service call-up.

**II. GUIDELINES**

- (a) Employees are eligible to request military leave only if they are employed in a regular full or part-time work status.
- (b) An employee on military leave up to ten working days in a calendar year will be paid the difference between his/her military salary plus allowances, and his/her regular salary.
- (c) An employee who is on military leave for more than ten working days will be placed on leave without pay unless the employee elects in writing to use available paid time off. When his/her paid time off balance is exhausted, the employee will be placed on leave without pay, and his/her pay will cease.

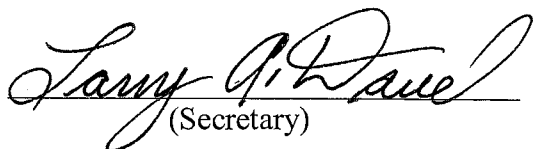
**III. PROVISIONS**

- (a) Advance written or verbal notice of the need for leave is required unless giving that notice is impossible or unreasonable due to military necessity or other reasons. If an employee wishes to take leave under the Nebraska Military Leave Act, the employee must give enough notice to allow the District to make arrangements to cover his or her job during the absence. Employees will also forward a copy of their military pay stub(s) to the Office Manager for calculating salary differentials. Employees are expected to keep their supervisors informed of expected duration of leave.
- (b) Supervisors will approve employee requests for military leave. Supervisors will also consult with the appropriate manager with regard to any anticipated changes in position status while the employee is on long-term military leave.
- (c) Benefits will be provided and will continue to accrue during the period of military leave as provided by state and federal law.
- (d) The Office Manager will process military leave requests and interpret guiding provisions of state and federal laws on a case-by-case basis for re-employment and benefit entitlements for employees returning from extended absences due to military leave.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996,  
Revised: September 15, 2006  
Revised: March 10, 2023

Attested:   
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 212**

**JURY DUTY/WITNESS - LEAVE OF ABSENCE POLICY**

I. OBJECTIVE

To define and establish the District's policy regarding leave with pay for jury duty or witness leave for all regular employees.

II. POLICY

The District provides leave of absence pay for jury duty or witness testimony for all regular employees. Such leave of absence pay will be provided as follows:

III. PROVISIONS

- A. An employee subpoenaed to testify in a judicial proceeding will not be granted leave with pay unless such employee is subpoenaed to give factual testimony on behalf of the District.
- B. The District will not discharge, intimidate, coerce, or otherwise discipline or discriminate against any employee for responding to a summons to serve as a juror.
- C. The District will pay employees their regular base pay when the employee is engaged as a juror. However, money paid to the employee for serving as a juror shall be turned over to the District.
- D. Upon release from jury duty, the employee shall submit a statement from the clerk of the court stating the dates of jury duty and the amounts paid per day.
- E. Employees should notify their immediate supervisor of a summons for jury duty on the first workday following the receipt of such summons.
- F. However, the employee may elect to charge time while on jury duty or testifying as a witness to vacation, in which case, the employee will retain both the jury duty or court compensation and expense checks.
- G. The District expects the employee will suffer no monetary loss for performing jury duty or witness testimony on behalf of the District.

IV. RESPONSIBILITY

The General Manager and department managers shall be responsible for the administration of this policy.

Dated: June 10, 1996,  
Revised: December 12, 2005  
Revised: November 11, 2019

Attested: \_\_\_\_\_



Secretary

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 213**

----- NOT USED -----

**POLICY NUMBER 214**

**ADMINISTRATIVE EXCUSAL FOR VOTING TIME**

**I. OBJECTIVE**

To provide time off with pay to regular employees so they may have an opportunity to vote.

**II. POLICY CONTENT**

The District will grant all regular employees the necessary time, up to two hours with pay, to vote in any municipal, school, county, state, or national election if his/her duties on that day would prevent voting before or after regular working hours.

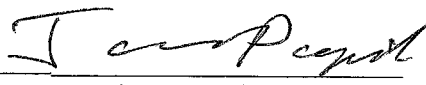
**III. POLICY PROVISIONS**

- A. The District will grant any regular employee up to two hours paid leave in order to vote if the employee's workday begins less than two hours after the polls open or ends less than two hours prior to the closing of the polls. To receive paid time off to vote, an employee must notify his/her immediate supervisor on the day prior to the election of his/her intent to be absent. The District may specify the particular work hours to be used as time off to vote.
- B. The District may, at its discretion, change the work hours on an election day so that the workday begins more than two hours after the polls open or ends more than two hours before the polls close.
- C. Retaliation against employees who request leave under this policy is strictly prohibited.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: May 10, 2006  
Revised: December 9, 2022

Attested:   
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 215**

**HOLIDAYS**

I. OBJECTIVE

- A. To list the holidays recognized and observed by the District, and
- B. To define the District's practice concerning holiday pay.

II. POLICY CONTENT

Regular full-time employees will receive time off with pay on the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day following Thanksgiving, Christmas Eve Day, Christmas, and an individual floating day selected by each employee.

III. PROVISIONS

- A. The District's offices will be closed on the holidays observed as listed in Section II (above), except for the individual floating day.
- B. Inasmuch as certain of the holidays listed above are traditionally considered religious holidays, the District will make every effort to reasonably accommodate religious holiday observances other than those recognized, to the extent that undue hardship to the District or to other employees does not result. Any employee who desires to observe a religious holiday other than the ones recognized above should notify his/her immediate supervisor.
- C. When any of the above holidays fall on Saturday, Friday shall be observed as the holiday. When any of the above holidays fall on Sunday, Monday shall be observed as the holiday.
- D. Employees working on any of the above-named holidays at the request of the District shall receive one and one-half times their regular rate of pay for any hours actually worked on the holiday.
- E. One individual floating holiday shall be granted to each employee with the following requirements:
  - 1. Approval of the employee's supervisor is required with reasonable notice for scheduling purposes, and
  - 2. Individual floating holidays cannot be carried over from year to year, and

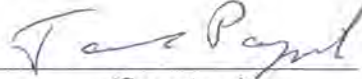
**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

3. The employee's personnel file does NOT have a recorded reprimand for failure to comply with safety rules or regulations during the previous 12 months.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Dated: October 10, 2000  
Revised: January 10, 2005  
Revised: October 10, 2017  
Revised: November 10, 2020

Attested:   
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY 216**

**LIMITED DUTY WORK GUIDELINES**

**I. OBJECTIVE**

- A. To establish guidelines for providing limited duty work to employees who are unable to perform the full duties of their regular job due to an on or off-the-job illness or injury.
- B. The District will attempt to provide limited duty work on a temporary basis to employees injured on or off-the-job. This does not guarantee limited duty work will be available in all situations. This policy is not to address permanent modifications to work assignments or coverage under the Americans with Disabilities Act.

**II. EMPLOYEE RESPONSIBILITY**

- A. The District is provided the written documentation when an employee is returning to regular work, with no limitations.

**III. CONTENT**

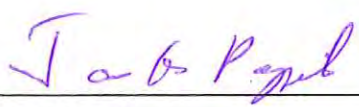
- A. An employee who has been released by a doctor for limited or restricted duty will be required to return to work only if all of the following conditions are met:
  - (1) The doctor, acceptable to the District, has provided in writing the work-related limitations of the employee and states that returning to work on limited duty would not be detrimental to the employee's recovery for full duty.
  - (2) The employee is expected to be able to return to full duty within six (6) months from the start of limited duty work.
  - (3) Management determines there is meaningful, necessary work that the employee can perform within the limitations and restrictions outlined by the doctor.
- B. An employee will not be allowed to continue limited duty work for a period of more than six (6) months unless special approval is granted by the General Manager.
- C. All notes from doctors and statements of work limitations will be maintained in the employee's file.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: May 10, 2005

Attested: \_\_\_\_\_

  
(Secretary)



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**

**POLICY NUMBER 217**

**USE OF COMMUNICATION EQUIPMENT (MOBILE DEVICES & 2-WAY RADIOS)**

**I. OBJECTIVE**

Provide a policy for safe and acceptable use of communication equipment such as mobile devices (i. e. cell phones), hand-held radios and testing equipment.

**II. POLICY CONTENT**

- A. The safety and welfare of the employees of Butler Public Power District is the highest priority and to maintain a safe and productive work environment which fosters responsible work habits and results in fewer accidents.
- B. In order to give the best customer service possible, the District will provide appropriate communication devices to its employees, with the expectation that each will be used safely, effectively and without distracting fellow employees.

**III. PROVISIONS**

- A. The District shall provide mobile devices for work-related communications such as when employees are on call.
- B. At the discretion of the General Manager, certain employees will be paid an allowance for maintaining a personal cell phone that can be used for District purposes. This allowance is not taxable to the employee according to Internal Revenue Service guidelines. Employees receiving an allowance will be required to contract with a cell phone provider that has adequate coverage within the District's service area. Employees who receive the allowance are directed to use their personal cell phones for business use and limit the use of their personal cell phones for de minimis personal use and/or emergency use while at work. The monthly allowance shall be as follows:
  - 1. Personal cell phone at \$27.50/month (at district's discretion).
  - 2. Personal smart phone at \$57.50/month (at district discretion).
- C. Personal Cell Phone/Mobile Device use on the job:

While at work, employees are expected to exercise discretion in the use of personal mobile devices. Personal mobile devices shall either be turned off, placed on call forwarding or in vibration mode to alleviate disruptions in the workplace. The frequency and length of personal calls should be kept to a minimum. Employees are asked to make personal calls during non-work time when possible, and to ensure that friends and family members are aware of this procedure. Flexibility will be provided in circumstances demanding immediate attention. However, a personal call shall never be taken while working on a pole or in a bucket. The District shall not be liable for the loss of personal mobile devices brought into the workplace.
- D. Safety Issues for Cellular Phone/Mobile Device Use:



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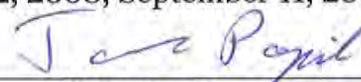
1. Employees are neither required nor expected to use mobile devices while driving.
  2. Employees who do use a mobile device for business use while driving are expected to act with safety as top priority. Safety must come before any other concerns. Employees should refrain from discussion of complicated or emotional issues, and constantly keep their eyes on the road. Pulling off of the road should be considered in situations where notes need to be taken, there is a lot of traffic, inclement weather or if the employee is unfamiliar with the area.
  3. Employees who are charged with traffic violations or subjected to personal liability resulting from the use of a mobile device while driving are solely responsible for all liabilities that result from such actions.
  4. It has been reported that mobile devices may have ignited fires when they rang during vehicle fueling operations. It is therefore strongly recommended that mobile devices be left inside the vehicle when at a service station.
- E. Appropriate Use Guidelines: Employees using mobile devices should be considerate of others and follow appropriate etiquette guidelines in their mobile device usage. Use of company-provided mobile devices for the purpose of engaging in any type of harassment or obscenity, or for any unlawful or unethical purpose is strictly prohibited. This policy also applies to personal mobile devices used by employees on District premises or during work hours.
- F. Employees should exercise due care with all communications equipment and use them responsibly to carry out their job functions. If an employee damages his device while on the job he will be responsible for it.
- G. All communication devices should be turned off or placed in vibrate mode during meetings to decrease interruptions.

**IV. RESPONSIBILITY**

Management staff is responsible for proper compliance and to regularly remind employees of their responsibilities in connection with this policy. Violations of this policy will subject employees to disciplinary action up to and including termination.

Dated: June 10, 1996, May 10, 2006, May 12, 2008, September 11, 2008  
Revised: March 10, 2014

Attested: \_\_\_\_\_



(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**Policy Number 218**

**WAGE AND SALARY ADMINISTRATION**

I. OBJECTIVE

1. To provide wages and salaries on a fair, non-discriminatory, systematic, and controlled basis, which are intended to attract and retain qualified personnel.
2. To provide that the wage/salary for each position of employment compares fairly with the salary for all other positions of employment having similar duties, difficulties and responsibilities both within the District and the general area from which employees are recruited.

II. POLICY CONTENT

The District will maintain a Wage and Salary Plan (WSP) and position descriptions to adequately reflect the compensation, duties, difficulties and responsibilities of each position within the District.

III. PROVISIONS

A. Wage and Salary Plan (WSP)

1. The WSP shall be divided into the following groups:
  - a. Management/Supervisory
  - b. Clerical
  - c. Trades and Crafts
2. An appropriate wage and salary range, with minimum and maximum steps, will be established and maintained for each position within the District which:
  - a. Compares to the responsibilities, knowledge, skill and effort required by similar positions,
  - b. Compares to the compensation paid for similar positions in the area in which the District recruits its personnel,
  - c. Considers the most recent NREA Compensation Survey, and
  - d. The WSP goal for the journeyman position wage top step is to be at least the NREA average.
3. Clearly defines potential growth opportunities available to personnel.
4. A uniform plan and method is created for determining:

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DAVID CITY, NEBRASKA 68632

- a. The position and steps for each position, and
  - b. The wage/salary each individual should be paid for his/her performance.
5. Standards of performance (competency) will be set and an Employee Development Plan (EDP) will be provided that includes coaching and counseling by the immediate supervisor to create work satisfactions with the opportunity for growth and development and to determine training needs to meet performance (competency) standards.
  6. Wage and salary increases shall be based on merit. Employees who meet established standards of performance or have shown marked improvement in performance during the year preceding the annual wage/salary review will be given an appropriate pay increase, within the position and step range of each employee.
  7. The WSP will be administered in a manner to permit each District employee to recognize that his/her position is being evaluated objectively and his/her performance appraised fairly.
  8. The WSP will establish effective control of wage and salary ranges, permitting proper budgeting of payroll expense, and at the same time, provide fairness and equity in wage and salary administration.

B. Conditions

1. Individual positions which are substantially the same from the standpoint of duties performed shall be classified under the same position.
2. Job titles will be classified into positions arranged in ascending order according to the relative degree of responsibility, knowledge, skill and effort required for each position.
3. Appropriate wage/salary steps are established and will be maintained for each position.
4. Changes in the general level of economic conditions may indicate, at times, the necessity for adjustment, either upward or downward, in position steps. Such adjustments, however, will not change the relative classification of positions. These changes will be made known through wage survey data collected in the area from which the District recruits employees.
5. Each employee will be given full information regarding their position and steps to provide a clear understanding of advancement possibilities.

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

6. The wage/salary paid to any employee shall not be less than the minimum of step 1 for his/her position.
7. Newly hired employees shall start at step 1 of the wage scale for his/her position, unless previous work experience indicates that the applicant is capable of performing the duties of the position at a level above the minimum requirements.
8. Employees whose wage/salary is close to the maximum step of their wage scale may be considered for additional responsibilities in order to prepare to qualify for available positions when they reach the top of the wage scale.
9. When the assigned functions or activities of a position are substantially changed to the extent of changing the level of responsibility, it is the duty of the immediate supervisor to provide for a reanalysis of the position. The supervisor will advise the Accounting Manager who will arrange for a new position description and position evaluation to determine whether there should be a change in position level either upward or downward.
10. Any employees promoted to a higher level will be paid, in the new position, not less than his/her rate of pay before promotion.
11. All vacancies shall be filled by promotion on the basis of merit, whenever there are employees who are qualified. In making promotions, length of service shall be recognized whenever qualifications are equal, or practically so. Applications for vacant positions by individuals who are not employees of the District shall be considered with those of existing employees whose performance and/or ability entitles them to consideration.
12. Using the July CPI from Kansas City, MO a cost of living adjustment shall be made annually to the top step of each position. Steps 1 through 5 of each position will be increased as appropriate.
13. Upon Board approval merit wage/salary adjustments shall be considered to be effective on November 1 and May 1. However, this does not preclude interim pay adjustments based on outstanding performance, completion of probationary period or position changes, except that such pay adjustments will require the approval of the General Manager.

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

C. Pay Periods

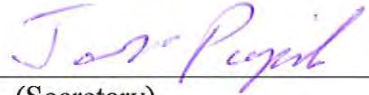
1. Employees shall be paid semi-monthly as follows:
  - a. The first payroll period shall be from the 1<sup>st</sup> day of the month through the 15<sup>th</sup> day. The second payroll period shall be from the 16<sup>th</sup> day of the month through the last day of the month.
  - b. Overtime worked after the scheduled end time on the last normal working day of any pay period shall be compensated during the following pay period.
2. Each employee shall complete a semi-monthly time sheet and turn the time sheet into his/her immediate supervisor. All supervisors will review and approve the time sheets and submit them to the Accounting Manager or her delegate on the first work day following the last work day of the pay period.
3. Pay checks will be direct deposited in an account approved by the employee or provided to the employee no later than the fifth work day after the last work day of the pay period.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: October 15, 2001  
Revised: April 12, 2004  
Revised: October 10, 2008

Attested: \_\_\_\_\_

  
(Secretary)

**POLICY 219**

**EMPLOYEE TRAINING & DEVELOPMENT**

**I. OBJECTIVE**

Encourage and provide opportunities to educate highly skilled and well trained employees and assist in their continued growth and development.

**II. CONTENT**

(A) Lineman Training:

- (1) An employee filling a Lineman's position without previous experience will be titled Apprentice Lineman (AL) with the expectation that he or she will progress to Lineman status in a minimum of 30 months, under normal circumstances, with appropriate training. An employee who has graduated from an accredited lineman 2-year training program may receive up to 24 month's credit toward this 30 months requirement.
- (2) An employee filling a Lineman's position is expected to progress to Journeyman status in 24 months, under normal circumstances, with appropriate training.
- (3) Action taken as a result of an employee's failure to progress in a satisfactory and timely manner will be reassigned (should a position exist) or terminated at the discretion of the appropriate Manager.

(B) Job Skills Training (non-line related):

Management shall see that the skills required by employees to perform their jobs safely and efficiently are developed, either here at the District, or elsewhere, and that training is provided as necessary for updating skills to meet changing job requirements. The opportunity to participate in such training programs shall be based on recommendations of the employee's supervisor, subject to the approval of the Department Manager.

(C) Job Related Training (non-line related):

The District should budget for job related training opportunities for selected employees utilizing training programs provided through NREA, NRECA, RMEL, and Central Community College. The opportunity to participate in such training programs shall be based on recommendations of the employee's supervisor, subject to the approval of the Department Manager.

**III. Financial Assistance and Continued Education**

Managers are responsible for reporting all continuing education and training activities to the General Manager for inclusion in employee and District records.

**IV. The District supports the following programs types:**

(a) Program A1: To progress from AL to Lineman an AL must:

- (1) demonstrate potential to become a lineman,
- (2) show satisfactory performance through on the job training (OJT) effort,
- (3) have 30 month's experience as an AL,
- (4) have a written recommendation from his or her supervisor that he or she is ready to advance to a Lineman position. \* Could include attendance at an accredited line school for up to 2-years.
- (5) pass a District approved written examination with a minimum grade of 80%, and,
- (6) gets review board approval, the review board members are Operations Manager (Chair), Technical Systems Manager, Safety Director, and Construction Foreman or Tree Foreman.



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(b) Program A2: To progress from Lineman to Journeyman status a lineman must:

- (1) demonstrate satisfactory performance as a lineman for a minimum of 24 months,
- (2) have a written recommendation from his or her supervisor that his or her performance and experience qualifies him or her to advance to a Journeyman,
- (3) pass a District approved written examination with a minimum grade of 80%, and,
- (4) gets review board approval, the review board members are Operations Manager (Chair), Technical Systems Manager, Safety Director, and Construction Foreman or Tree Foreman.

(c) Program B:

When the District requests employee training, 100% of the cost will be paid by the District, including mileage and expenses. Examples include:

- (1) NRECA Training Courses
- (2) NREA Training Courses
- (3) RMEL Courses
- (4) Central Community College Courses
- (5) Software Application Training Courses
- (6) Computer Training Courses

(d) Program C:

- (1) The District will pay for tuition and books for job-related training that the employee wishes to participate in, provided the training has been approved in advance by the General Manager or their immediate supervisor. Fifty percent will be paid prior to class and 50% upon submission of satisfactory evidence of successful completion. No mileage or expenses will be paid and no wage or salary will be paid for time traveling to and from classes or during class time.
- (2) Employees taking training/education courses approved in advance in excess of \$1,500 in total with 100% being paid by the District shall be required to continue employment at the District for a period of one year following completion of the training/education provided they are not otherwise subject to termination. If the employee voluntarily terminates their employment with the District within one year from the completion of the training/education program, the employee shall reimburse the District the entire cost of the training/education paid by the District.

**V. REFERENCE**

Personnel Policy #328 – Progression to Journey Lineman Training Program

**VI. RESPONSIBILITY**

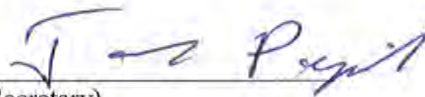
The General Manager/CEO is responsible for the administration of this policy.

Dated: June 10, 2005

Revised: May 7, 2018

Attested: \_\_\_\_\_

(Secretary)



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 220  
FLAME RESISTANT (FR) CLOTHING**

**I OBJECTIVE**

To assure that all employees with potential for exposure to the hazards of flames or electric arcs wear the appropriate FR clothing that protects them from these exposures.

**II SCOPE**

- Each situation must be addressed in a tailgate session. When an FR situation is identified all involved employees are required to wear FR clothing.
- The FR Clothing policy does not relieve any employee from any responsibilities for wearing other safety-related equipment or clothing required under other District policies.

**III PROVISIONS**

- (a) Employees with potential exposure to the hazards of flames or electric arcs will be outfitted with five (5) shirts, five (5) jeans, and all outerwear of FR clothing when hired. FR Clothing will be worn only during normal working hours, or after hours outages and trouble calls. The district is not responsible for the loss or repair of FR clothing, except when the clothing is damaged while performing district work and damage is not due to employee negligence.
- (b) Employees, including part-time employees, who have only occasional need for FR clothing, will be provided FR clothing when needed to safely perform their job. These employees will be responsible to either stay clear of FR situations or to wear the appropriate FR clothing.
- (c) FR Clothing will be replaced on an "As Needed" basis. Clothing that needs to be replaced will be turned in for replacement. When employees wear 100% cotton as an undergarment the 100% cotton must be completely covered by FR clothing that meets Butler's ARC Flash Hazard Analysis. The FR clothing outer layer must have a rating of at least 8 CAL/cm<sup>2</sup>.
- (d) Each employee and his supervisor are individually and jointly responsible for insuring that FR clothing requirements are met. Clothing that is frayed, ripped, overly dirty, or otherwise unacceptable will not be allowed. Employees will keep their uniforms in a clean, neat and serviceable condition, so as to maintain an appearance that reflects favorably on the District. When in a FR situation, the sleeves of long-sleeved outer garments shall be rolled down and buttoned to protect the employee's arms from flame and electric arc hazards.
- (e) Laundering, alterations, and repairs will be the responsibility of the employee. Laundering instructions are located on the inside of each garment and shall be strictly adhered to. Alterations, monograms or repairs shall be made with FR material. The district reserves the right to determine when uniforms are no longer serviceable and should be replaced.



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**IV OSHA REQUIREMENTS**

- (a) Any employee working on or near exposed energized parts or who is or may be exposed to the hazards of flames or electric arcs must wear clothing that complies with OSHA Standard 29 C.F.R. Part 1910.269(1)(6)(iii).
- (b) When work is performed within reaching distance of exposed energized parts of equipment, the employee must remove or render nonconductive all exposed conductive articles, such as key or watch chains, rings, earrings, necklaces, or wrist watches or bands, unless such articles do not increase the hazards associated with contact with the energized parts.
- (c) Employees who may be exposed to the hazards of flames or electric arcs may not wear clothing that, when exposed to flames or electric arcs, could increase the extent of injury that would be sustained by the employee. Wearing any clothing made from acetate, nylon, polyester, rayon, or any other material that could ignite, melt or burn under the conditions to which an employee is exposed is prohibited.

**V NEW EMPLOYEE**

All new employees that will have potential exposure to the hazards of flames or electric arcs will be outfitted with FR clothing. A new employee requiring FR clothing will be required to reimburse the District for fifty percent (50%) of the total cost of the FR clothing provided by the District if the new employee decides to leave the District before a full year of employment.

**VII RESPONSIBILITY**

The Operations Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996, 08/12/1996, 01/12/2000, 06/10/2005, 02/12/2007, 9/12/12

Revised: February 10, 2014

Revised: March 6, 2015

Revised: July 10, 2018

Attested:   
Secretary

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 221**

**SAFETY TOOLS AND EQUIPMENT**

I. OBJECTIVE

- A. To ensure that employees are provided the proper safety tools and equipment so they may perform their job safely and efficiently; and
- B. To specify accountability for safety equipment.

II. POLICY CONTENT

This policy outlines procedures for the acquisition and replacement of safety tools and equipment.

III. PROVISIONS

- A. Safety equipment shall be used at all times as set forth in the “Safety Standards Manual” published by the Nebraska Rural Electric System and adopted by the District.
- B. Rubber gloves, leather protectors and bags meeting OSHA Standard 29-CFR-1910.137 are furnished by the District for all outside employees performing line-work.
- C. Ground sets and hot line equipment meeting OSHA Standard 29-CFR-1910.269 are furnished by the District for all outside employees performing line work.
- D. Hard hats meeting ANSI Standard Z89.1 are furnished by the District for each employee who might need them.
- E. The District shall provide adequate equipment, tools (other than hand and personal), and protective devices and shall insist on their proper use and maintenance. See Personnel Policy #220
- F. The District shall replace broken or worn equipment, tools (other than hand and personal), and protective devices that are determined to be dangerous or no longer serviceable. Replacement shall be of like quality, as determined by the District.
- G. Special tools will be provided by the District upon approval by the Operations Manager.

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

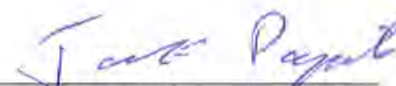
- H. Each employee will replace tools that are lost, destroyed, or damaged due to the employee's negligence.
- I. All tools provided by the District will remain the property of the District.
- J. Eye protection meeting ANSI Standard Z87.1 will be required either plain or prescription for those employees whose job requires eye protection. The cost of eye examinations shall be paid by the employee. Safety glasses will be provided as follows:
  - 1. Non-prescription safety glasses (including tinted safety glasses) will be furnished and/or replaced at District expense.
  - 2. The District will pay the total cost of prescription safety glasses, including repair and replacement (when replacement is a result of normal wear and use or the employee's eye examination requires a change in prescription). Also, the District will totally refund repairs or an equivalent replacement should the glasses be damaged as a result of work-related activities. Lost glasses must be replaced at employee's expense.
  - 3. Expenses for options (e.g. tinting, lens protection, photo grey) other than normal prescription safety glasses will be at the employee's expense.
  - 4. An invoice with detailed breakdown of costs must be presented to the District for reimbursement.
- K. Ear protection meeting both ANSI Standard S3.19-1974 and OSHA Standard 29 CFR 1910.95 will be provided at District expense.
- L. Employees are required to furnish and wear safety footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or where such employee's feet are exposed to electrical hazards.

IV. RESPONSIBILITY

The Operations Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996, October 15, 2001, December 12, 2005  
Revised: February 10, 2014

Attested:

  
\_\_\_\_\_  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 222**

**RETIREMENT**

**I. OBJECTIVE**

To provide expectations for retiring regular full-time employees.

**II. ELIGIBILITY**

Although there is no mandatory retirement, regular full-time employees of Butler Public Power District (District) are eligible to retire if one of the following criteria is met:

- Employee 62 years of age and older, or
- Employee has 30 years of full-time service with the District, or
- Employee's age plus whole number of years of service with the District equals 80 or more\* (*\* reduction of some benefits may occur*)

Employees wishing to work past normal retirement may do so in accordance with the Age Discrimination in Employment Act.

**III. POLICY CONTENT**

Employees who plan to retire from the District are urged to provide a one year advanced notice. This will allow ample time for the processing of appropriate forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner. To start the retirement process, employees need to provide a written notice to the General Manager notifying him/her of their retirement date. The District offers the retiring employee the following:

- A retirement resolution
- A retirement gift, selected by the retiring employee (See Policy #228)
- A retirement dinner party or reception

**IV. POLICY PROVISIONS**

1. The Administrative Assistant will coordinate the retiring employee's gift and the party/reception.
2. After a written retirement notice is provided, employees must contact the Benefit's Administrator to discuss his/her retirement funds and insurance coverage.
3. The retiring employee shall receive payment at the appropriate rate for all unused accumulated vacation and/or sick leave; however, if such employee retires prior to the end of a calendar month, he/she will not be paid for accruing a partial month's vacation.



BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

4. Employees shall have their retirement dinner/reception within 3-months of their retirement date. Covered costs (up to \$1,200.00) will include reasonable costs for catering service/food, hall rental, flowers for retiring employee and spouse. The employee is responsible for any costs exceeding the \$1,200 limit. The costs of the dinner/reception may not be designated for other purposes in lieu of a party/reception.
5. Employees who retire may have an exit interview (Appendix R) conducted by the General Manager.
6. An employee, who desires to continue employment beyond the normal retirement age, must notify his/her supervisor one year in advance of his/her normal retirement date. An employee, whose retirement date has been extended, must submit a notification annually, thereafter.

**V. RESPONSIBILITY**

The General Manager is responsible for administering this policy and for recommending to the Board of Directors any changes deemed desirable.

Dated: December 11, 2006  
Revised: February 10, 2011  
Revised: August 6, 2018

Attested:   
(Secretary)

**Policy Number 223**

**FLSA – DEDUCTIONS FROM EXEMPT EMPLOYEE SALARIES**

I. OBJECTIVE

- A. To identify employee's classification as exempt employees under the Fair Labor Standards Act (hereafter referred to as FLSA) and be paid on a salaried basis.
- B. To ensure that any deductions from salaries of employees exempt from the minimum wage and overtime requirements of the FLSA, as amended, comply with the U. S. Department of Labor's regulations governing such deductions.
- C. To provide a means for FLSA – exempt employees to dispute salary deductions they believe are improper.

II. POLICY CONTENT

The District shall comply fully with FLSA, as amended, and Department of Labor regulations pertaining to deductions from salaries of exempt employees.

III. PROVISIONS

- A. Employees who meet the duties test for the executive, administrative, professional, or outside sales, or computer employee exemptions are exempt from minimum wage and overtime provisions of FLSA, as amended, as long as they are paid the applicable salary threshold and paid on a salary basis.
- B. An employee exempt from minimum wage and overtime provisions of the FLSA, as amended, shall be paid his/her full salary for any week in which the employee performs any work, subject to the exceptions set out in Section III.C., below. Deductions may not be made for absences caused by the District or by the operating requirements of the District.
- C. Deductions from pay of FLSA – exempt employees may be made:
  - 1. when an FLSA – exempt employee is absent from work for one or more full days for personal reasons other than sickness or accident;
  - 2. for absences of one or more full days caused by sickness or disability (including work-related accidents) if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for loss of salary caused by sickness or disability. Such deductions may be made before the employee has qualified under the

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

plan, policy, or practice, and after the employee has exhausted the leave allowance thereunder;

3. for absences of one or more full days if the salary replacement benefits are provided under State disability insurance law or under a State worker's compensation law;
4. for penalties imposed in good faith for infractions of safety rules of major significance. Safety rules of major significance include those relating to the prevention of serious danger in the workplace, or to other employees;
5. for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules. Such suspensions must be imposed pursuant to a written policy applicable to all District employees;
6. in the first or last week of employment. The District may pay a proportionate part of an employee's full salary for the time actually worked in the first and the last week of employment.

D. Improper deductions from FLSA – exempt employee's salary are prohibited. Any FLSA–exempt employee who believes an improper deduction had been made from his/her salary, must immediately contact the General Manager. The General Manager shall promptly investigate the deduction and reimburse the employee for any deduction determined to be improper.

E. Exempt employees are not paid for overtime hours worked (except as provided in Personnel Policy #203, Additional Compensation for Salaried Employees). However, compensatory time may be taken as part of an exempt employee's regular salary.

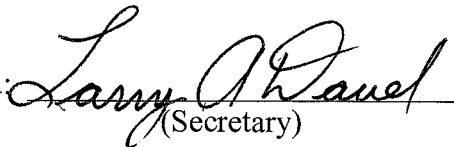
F. The District will not retaliate against an FLSA – exempt employee for making a complaint of an improper deduction from his/her salary.

IV. RESPONSIBILITY

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: September 15, 2006  
Revised: April 10, 2023

Attested:

  
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**

**POLICY NUMBER 224  
PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**I. OBJECTIVE**

To provide guidance for compliance with OSHA standards for assessing workplace hazards and identify personal protective equipment (PPE) based on the hazards. This policy applies to all work activities that pose workplace hazards such that PPE may be needed. If a conflict between this standard and site procedure is believed to exist, it should be brought to the attention of the appropriate manager.

**II. POLICY CONTENT**

The District will assess the workplace to determine what hazards are present that necessitate the use of PPE. PPE will be provided to employees to protect them from hazards identified in the hazard assessment. No employee shall perform any work that requires the use of PPE unless the employee is using the proper PPE.

**III. PROVISIONS**

**A. Hazard Assessment and Equipment Selection**

1. The District will assess the workplace to determine what hazards are present that necessitate the use of PPE. Such equipment may include:
  - a. Eye and face protection;
  - b. Respiratory protection;
  - c. Head protection (hard hat shells & hat suspensions);
  - d. Foot protection;
  - e. Hearing protection;
  - f. Insulated electrical protective equipment (such as insulating blankets, matting, covers, line hose, gloves, and sleeves made of rubber);
  - g. Hand protection (leather and rubber gloves and protectors);
  - h. Flame resistant (FR) clothing (shirts, pants, raingear, coveralls, coats);
  - i. Climbing belt and hooks; and
  - j. Fall arrest system, or fall restraint system.
2. The District will select types of PPE and fall arrest equipment that comply with OSHA standards 29 C.F.R. Part 1910, Subpart I, and 29 C.F.R. Part 1926, Subpart E, respectively, and any applicable state standards.
3. PPE selection decisions will be communicated to each affected employee, and each employee will be properly fitted with selected PPE.
4. Each employee who may be exposed to the potential of electric arcs or open flames is required to wear an outer layer of FR clothing with full length sleeves buttoned down that, based on the District's "Arc Flash Hazard Analysis", have an



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**

adequate level of protection to protect the employee from the identified hazard. Layering of clothing to achieve the desired level is acceptable, as long as its FR layered with FR. T-shirts that are worn as undergarments will be FR or 100% cotton, t-shirts are prohibited from having any type of screen printing or iron-on transfer that has not been approved by the District, any type of clothing not identified in this section is prohibited.

5. Appropriate hand protection shall be used when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
6. The District's arc hazard analysis is verified through a written certification, copies of which are available in the lineman's room and the Operations Manager's office.

**B. Training**

1. Each employee who is required to use PPE will be trained on the following:
  - a. When the PPE is necessary;
  - b. What PPE is necessary;
  - c. How to properly, don, doff, adjust, and wear PPE;
  - d. The limitations of the PPE; and
  - e. The proper care, maintenance, useful life, and disposal of PPE.
2. No employee may perform any work requiring the use of PPE until he/she has demonstrated the ability to use PPE properly and an understanding of the training.
3. Each employee's training will be verified through a written certification.

**C. Provision and Replacement of PPE**

1. The District will provide PPE to each affected employee at District expense, unless forbidden by other policies in this Manual.
2. Defective or damaged PPE shall not be used. The District will, subject to III. C. 1., replace any PPE that is no longer serviceable due to normal wear and tear. PPE lost or damaged through the employee's negligent or intentional acts must be replaced by the employee.

**D.** No employee may perform any work requiring the use of PPE unless the employee is using properly fitted PPE selected by the District.

**E.** All PPE must be properly maintained and kept in sanitary, safe, and reliable condition. The District will inspect PPE regularly to assure its adequacy. Fall arrest equipment and insulating equipment will be inspected before use each day and immediately after any incident that could have caused damage to the equipment.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**

IV. RESPONSIBILITY

- A. The General Manager is responsible for the administration of this policy.
- B. Supervisors are responsible for ensuring that employees have access to and wear selected PPE whenever performing any work assessed as a hazard.
- C. Employees are responsible for wearing selected PPE whenever performing any work identified in hazard assessment.

Dated: June 10, 1996, April 10, 2009, February 10, 2014

Revised: April 10, 2015

Attested: \_\_\_\_\_



(Secretary)

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 225**

(Open for Future Use)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 226**

**ATTENDANCE AT MEETINGS**

**I. OBJECTIVE**

To establish conditions under which Butler Public Power District employees may attend meetings at the local, state, regional and national levels.

**II. POLICY CONTENT**

The General Manager and the employees may attend meetings either in state or out-of-state when such meetings are to promote employee performance, improved operations, construction, maintenance or any other phase of the Utility Business.

**III. PROVISIONS**

- A. The General Manager shall attend such meetings except when in the General Manager's opinion it would be detrimental to the District for the General Manager to be away from the District.
- B. The Board of Directors must approve the General Manager's attendance at national meetings (i.e. NRECA Annual Mtg) through the General Managers Report.
- C. The General Manager and all other managers shall approve the attendance of BPPD employees at any out-of-state meetings. Such meetings must promote the efficiency of the employee and the District.
- D. All Butler employees will be reimbursed for appropriate out-of-pocket expenses for such attendance as set forth by the District policy.
- E. Nothing in this policy shall be construed to limit the General Manager or the employees from attending such meetings in Nebraska.

**IV. EXCEPTION**

Each District employee may attend one (1) NRECA Retirement Planning Seminar during his/her regular term of employment on District time. However, expenses shall be the responsibility of each employee.

**V. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: November 10, 2004  
Revised: September 13, 2016

Attested:   
(Secretary)

**POLICY NUMBER 227**

**TREATMENT OF CHEMICAL DEPENDENCY/ABUSE**

**I. OBJECTIVE**

To establish conditions under which regular employees may seek help in the event that the employee shall fall victim to chemical dependency or abuse.

**II. POLICY CONTENT**

The Board of Directors recognizes that chemical dependency and abuse is a growing problem in today's society, and desires to establish a policy to encourage employees to seek help.

**III. PROVISIONS**

**A. Inpatient Treatment**

Any employee who shall upon, his/her own initiative or as a result of management intervention, shall seek inpatient treatment for chemical dependency or abuse shall be granted the following:

1. The regular salary of the employee and all employee benefits shall be continued during the period of treatment and shall be paid to the employee or the employee's designee when the same shall be ordinarily payable.
2. The time spent away from work for purpose of inpatient treatment, including reasonable travel time to and from the treatment facility, shall be considered sick leave and/or vacation leave.
3. Upon return to duty status the employee shall be granted such additional sick leave as is reasonable and as approved by the employee's supervisor to complete any special provisions of the aftercare program of the employee and which cannot reasonably be completed during nonduty hours.

**B. Outpatient Treatment**

Any employee who shall upon, his/her own initiative or as a result of management intervention, shall seek outpatient treatment for chemical dependency or abuse shall be granted the following:



1. The employee shall continue to receive normal salary and benefits.
2. The employee shall be granted sick leave and/or vacation leave not to exceed eight (8) hours per week for a maximum of twenty-six (26) weeks for the purposes of attending treatment.

C. Eligibility and Limitations on Use

1. All regular employees shall be eligible to utilize the provisions of this policy.
2. Employees shall be limited to using the inpatient provisions once and the outpatient provisions once.

D. Policy not Restrictive of Other Powers

1. Nothing contained herein shall be construed to limit or restrict the power of the Board or Management to:
  - a. Terminate employment with or without cause.
  - b. Discipline an employee.
  - c. Otherwise modify conditions of employment including but not limited to:
    - (1) Temporary suspension for lack of work,
    - (2) Reduction in wages,
    - (3) Reassignment or reclassification of an employee.
2. No employee shall be terminated, reduced in grade, or otherwise discriminated against SOLELY for utilizing or requesting use of the provisions of this policy.
3. The Board of Directors specifically reserves the right to alter, amend or abolish in whole or in part the provisions of this policy without notice, and this policy shall be regarded as a unilateral extension of a benefit, not a bargained for consideration of employment, and is subject to withdrawal without notice of compensation.

V. RESPONSIBILITY

The General Manager and department managers shall be responsible for the administration of this policy.

Dated: June 10, 1996

Attested:   
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 228**

**DIRECTOR AND EMPLOYEE RECOGNITION**

**I. OBJECTIVE**

To establish a comprehensive recognition program that acknowledges regular employees and directors for their service, efforts and accomplishments.

**II. POLICY CONTENT**

Recognition is positive reinforcement in the form of acknowledgement and appreciation that is best suited to the efforts or accomplishments that further the mission of the District.

**III. PROVISIONS**

A. An annual recognition dinner shall be held each year.

1. All regular and part-time employees and active directors and their spouses/guests shall be invited to attend.
2. Employees and directors who retired in the previous 12-months along with their spouse/guest shall be invited.
3. Advance notice shall be given so that everyone will have an opportunity to make arrangements to attend.
4. The dinner shall be planned by a committee consisting of regular employees, with the approval of the General Manager.
5. Employees with an anniversary in any increment of five (5) years shall receive a certificate designating years of service.

B. Each regular employee shall receive additional compensation for continuous years of service as stated in the following table:

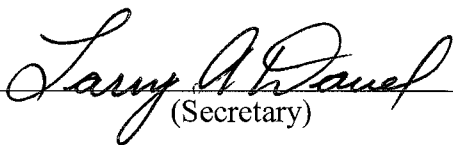
<u>Years of Service</u>	<u>Amount per year</u>
1-5 years	\$25.00
6-10 years	\$50.00
11-15 years	\$75.00
16 -20 years	\$125.00
21-25 years	\$175.00
26-30 years	\$225.00
31-35 years	\$275.00
36-40 years	\$325.00
41-45 years	\$375.00
46-50 years	\$425.00

- C. For twenty-five (25) continuous years of service, a regular employee shall receive either an engraved watch, ring or special gift not to exceed \$250 in value.
- D. For ten (10) continuous years of service, an active director shall receive an engraved watch or special gift not to exceed \$200 in value.
- E. Directors shall receive either a turkey or ham in November or December. Regular employees shall receive Chamber Dollars in December.
- F. Retirement Recognition
  - 1. A regular employee shall receive from the District a plaque, a watch, a ring or special gift upon retirement not to exceed \$150 in value.
  - 2. The District shall maintain two wall plaques (one for retired directors and one for retired employees) with the names and dates of service of those who have retired.

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
 Dated: November 12, 1997  
 Revised: October 10, 2000  
 Revised: November 13, 2000  
 Revised: April 12, 2004  
 Revised: February 12, 2007  
 Revised: October 10, 2016  
 Revised: April 10, 2023

Attested:   
 (Secretary)





**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 300**

**W O R K R U L E S**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632



**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 301**

**COMPLAINT RESOLUTION**

**I. OBJECTIVE**

Butler Public Power District (District) is committed to maintaining a constructive work environment, based on mutual trust and respect and marked by open communication. Any employee who feels he/she has been treated unfairly may present a complaint to management without fear of restraint, interference, coercion, discrimination or retaliation. This process provides everyone an opportunity to have complaints treated promptly and fairly, consistent with District policies and practices.

**II. POLICY CONTENT**

Complaints or disputes brought forth shall be settled according to the complaint resolution procedures set out in this policy. Cases involving alleged discrimination and/or harassment should be reported directly to the General Manager (or Board President if the allegation is against the General Manager) for investigation.

**III. PROVISIONS**

To ensure timely resolution, a complaint must be presented within 10 working days of the date of the original incident, the date the incident was learned of, or once it is noticed that a pattern of treatment which is perceived to be unfair occurs. Except in rare cases complaints presented after 10 working days may be deemed untimely, possibly resulting in a waiver of the complaint. Under this process, an employee has an option of resolving their complaint on an informal or formal basis.

**A. INFORMAL RESOLUTION**

To pursue informal resolution, an employee should discuss the matter fully with his/her supervisor, who will respond verbally within 3 working days, after consulting with appropriate parties.

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**B. FORMAL RESOLUTION**

1. An employee should explain the complaint in writing (Appendix Q - Complaint Resolution Form) and discuss it openly with his/her immediate supervisor. The written complaint must describe the complaint, what steps have been taken to resolve it so far, and the desired remedy. The supervisor then meets with the employee to discuss the complaint. In addition to a verbal response, the supervisor will reply in writing to the employee within 5 working days following the date of receipt. The response may either be an answer or a commitment to investigate the matter further.

2. If the response in 1. (above) does not resolve the complaint to the employee's satisfaction, the employee may then forward the initial written complaint and the supervisor's response to the General Manager. This written complaint must be received within 10 working days following the date of the final resolution discussion between the employee and supervisor. The General Manager may gather any additional information needed and meet with both parties to explore mutual solutions.

Complaints raised in this step will be resolved within 15 working days. Decisions reached by the General Manager's office are final and binding.

3. The final outcome regarding the employee's complaint will be communicated in a discussion between the employee, immediate supervisor and the General Manager issuing the decision (as appropriate). Gathering information and making decisions requires varying amounts of time. The timeline noted above is to be used as a guide to make sure all complaints are settled promptly, fairly and consistently. To ensure thoroughness in any investigations, time limits specified in this policy may be extended by informing the other party(ies) of a need.

**IV. RESPONSIBILITY**

A. The immediate supervisor of each employee is responsible for hearing and resolving complaints of employees under procedures established in this policy, if the complaint and proposed solution are within the supervisor's authority.

B. Department Managers are responsible for hearing complaints and making every effort to resolve complaints under the procedures established in this policy. If a solution cannot be reached at this level, Managers are responsible for arranging for further discussion between the employee and the General Manager.

Dated: June 10, 1996  
Revised: April 10, 2006

Attested: *Tara Pepit*  
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 302**

**WORK RULES AND TERMINATION OF PERSONNEL**

I. OBJECTIVE

- A. To define the District's work rules in writing;
- B. To establish clearly defined guidelines for discipline and terminations; and
- C. To reemphasize the District's at-will employment policy, i.e., the District retains the right to terminate employees at any time, for any reason.

**NOTE: SEE POLICY NUMBER 101 WHICH DESCRIBES THE DISTRICT'S EMPLOYMENT-AT-WILL POLICY IN DETAIL.**

II. POLICY CONTENT

This policy provides for an optional progressive warning system and sets forth guidelines for termination of personnel.

III. PROVISIONS

A. Resignations

- 1. Regular non-exempt employees are expected to give the District a minimum of two weeks advance notice in the event they decide to terminate their employment with the District and will receive cash payment for all accrued vacation time if such notice has been given.
- 2. Regular exempt employees are expected to give the District a minimum of thirty days advance notice in the event they decide to terminate their employment with the District and will receive cash payment for all accrued vacation time if such notice has been given.
- 3. The District shall request each resigning employee to participate in an exit interview with the employee's supervisor so that the District may ascertain the employee's reasons for resigning. If the supervisor determines that the reason(s) for the resignation involve conflict with established policies, the supervisory staff, or other management related matters, he/she shall make appropriate recommendations to the General Manager regarding possible review or change in such matters.

4. The employee shall be counseled regarding his/her retirement benefits, accrued vacation, 401k plan, and any other benefit or plan related to the employee's tenure of employment with the District.
5. Employees voluntarily leaving employment with the District shall be paid on the next regular payday.

#### B. Layoff of Employees

1. If, because of lack of work, it is necessary to lay off regular employee, he/she shall be given:
  - a. Two weeks notice or the cash equivalent for non-exempt employees;
  - b. Thirty days notice or the cash equivalent for exempt employees;
  - c. A cash payment for accrued and unused vacation leave;
  - d. Priority in consideration for any subsequent vacancy for which he/she is qualified, if such vacancy occurs within one year; and
  - e. Pursuant to ERISA break-in-service rules, credit for prior service towards tenure and other length of service benefits upon subsequent reemployment.
2. Employees who are laid off will be paid their full wages and salaries due on the next regular payday.

#### C. Discharge of Employees

If it becomes necessary for a department head or the General Manager to discharge an employee, the employee shall be informed in writing of the action and of his/her rights and privileges, subject to the following guidelines.

1. Any employee who is involuntarily terminated should receive an exit interview from the General Manager. The employee should be counseled regarding his/her retirement benefits, 401k plan, credit union balances, and any other benefit or plan related to the employee's tenure of employment with the District.
2. If the termination is due to a reduction in force, the General Manager should, prior to the termination, ascertain that the termination is in accordance with all applicable District policies, including the Affirmative Action Program (if any) as well as all applicable federal and state laws. The General Manager should also determine that race, color, religion, sex, national origin, age, disability (including physical or mental impairment), marital status, or veteran status have nothing to do with the selection of the particular employee to be terminated.
3. All documents necessary to process a termination or separation, including documents filed with the state office of employment services should be processed through and reviewed by the General Manager.

4. Employees who are discharged will be paid their full wages and salaries due on the next regular payday. Any employee discharged because of a violation of the District's policies or work rules will not be paid for accrued vacation leave.

#### D. Service Letter

Upon receiving a written request from a former employee, the District shall issue a letter setting forth the nature and character of service rendered by the employee, the duration thereof, and truly stating the reason for the employee's termination from employment (if known). The service letter must meet the following requirements:

1. It must be written, in its entirety, on a plain sheet of white paper selected by the employee.
2. A printed "fill in the blank" type form may NOT be used.
3. If the letter is typed on a typewriter, it must be signed with pen in black ink.
4. There must not be any figures, words, or letters used on the paper except those plainly essential, either in the date line, address, body of the letter, or the signature.
5. The letter must not have any picture, imprint, character, design, device, impression, or mark either in the body or on the front or back of the letter.

#### E. Work Rules

In the interest of the good employee/employer relations, the following "Rules of Conduct and Performance" are provided to employees to generally inform them of the District's requirements and expectations. These rules, which are illustrative only and are not intended to be all-inclusive, contain examples of failures in conduct and/or job performance which may lead to discipline or discharge. The degree of disciplinary action taken depends on the seriousness of the offense, the employee's prior disciplinary record, the employee's prior work performance record, and the employee's length of service. The violation of some rules may result in discharge for the first offense regardless of the employee's prior record or length of service.

#### **RULES OF CONDUCT AND PERFORMANCE**

1. misrepresentation or omission of facts in seeking employment;
2. fighting or causing bodily injury to another or disorderly conduct;



3. refusal to accept or follow orders or directions from proper authority or any other form of insubordination;
4. theft (including diversion of current), dishonesty, pilferage, or unauthorized removal of District property without appropriate management approval. Conviction of certain illegal acts, other than minor traffic offenses;
5. falsification of time sheets;
6. making or permitting a false or untrue record relating to any material or work;
7. disclosing confidential information;
8. violation of safety rules or of any safety procedure that is defined in the District's policies or in the "Recommended Safe Work Practices Manual";
9. defacing, damaging, or destroying District property deliberately or through negligence;
10. profane/abusive language toward or about supervisors, consumers, or others;
11. originating or spreading false or malicious statements about employees or the District, including its management and members of its Board;
12. excessive absenteeism, failure to report for work, failure to give proper notice to supervisor, or conducting unauthorized personal business during working hours;
13. excessive tardiness;
14. transportation or possession of firearms while on District property or District business;
15. bypassing management with individual complaints and grievance;
16. engaging in any act not compatible with the best interest of the District;
17. unauthorized use of District vehicles, tools, equipment, and the like;
18. engaging in dangerous or disruptive horseplay or scuffling;
19. failure to report injury;
20. immoral or indecent conduct;

21. unauthorized soliciting, selling, canvassing, or distribution during working time (See Policy Number 311);
22. careless or inefficient performance of duties, including failure to maintain standards of workmanship and productivity;
23. leaving job without authorization, wasting time, loitering, or sleeping during working hours;
24. failure or refusal to cooperate with fellow workers;
25. violation of the District's Smoking policy (See Policy Number 314);
26. violation of the District's Anti-Harassment policy (See Policy Number 307);
27. violation of the District's Drug-Free Workplace policy and/or the District's Controlled Substance and Alcohol Testing policy (See Policy Number 305 and Policy Number 306); and
28. any attempt to bribe or coerce a Board member or manager in relation to the hiring or termination of any applicant for employment or employee.

#### F. Violations

1. Employees should receive adequate notice and warning of the consequences of their behavior and a fair and objective investigation of the facts should be made before discipline is administered. When immediate action is required, an employee may be suspended with or without pay pending an investigation conducted by the appropriate department head and/or General Manager.
2. In addition to the disciplinary actions imposed by reason of employee conduct, employees will be expected to make the District whole in the event of cash shortages, inventory loss or shortages, theft of District cash or property, or other loss or damage to District property.
3. Hearing Request:
  - a. An employee, if he/she believes the penalty is not warranted, may request a hearing before the Safety Committee and if a majority of the committee, after such hearings believes the penalty to be errantly imposed, may recommend to the General Manager the removal of the reprimand from the personnel file, the reimbursement of any lost pay or the voiding of the termination of the employee. The General Manager may approve or disapprove the committee's recommendation.

- b. An employee, if he/she believes the penalty as modified or not modified as recommended by the Safety Committee in item 4a above, may request a hearing before the Safety Council and if a majority of the Council, after such hearings believes the penalty to be errantly imposed, may recommend to the General Manager the removal of the reprimand from the personnel file, the reimbursement of any lost pay or the voiding of the termination of the employee. The General Manger's approval or disapproval of the Council's recommendation is final.
- c. If the General Manager is a member of either the Safety Committee or the Safety Council, he/she shall not serve during any hearing held under items 4a and/or 4b above.

G. Suspension under this policy of an FLSA exempt employee will be administered pursuant to the provisions in Policy Number 223, "Deductions From Salaries of FLSA Exempt Employees".

**NOTE:**

**NOTHING IN THIS POLICY IS INTENDED TO MODIFY THE DISTRICT'S EMPLOYMENT-AT-WILL POLICY. (SEE POLICY NUMBER 101). THE DISTRICT RESERVES THE RIGHT TO DISCHARGE AN EMPLOYEE AT ANY TIME, FOR ANY REASON. SIMILARLY, EMPLOYEES RETAIN THE CORRESPONDING RIGHT TO RESIGN AT ANY TIME. WHILE THE ABOVE RULES OF CONDUCT AND PERFORMANCE ARE PROVIDED AS A GUIDE FOR DISTRICT PRACTICES, THE DISTRICT MAY DISCIPLINE EMPLOYEE CONDUCT AND/OR PERFORMANCE NOT SPECIFICALLY LISTED HEREIN. IN ADDITION, THE DISTRICT IS NOT OBLIGATED TO OBSERVE ANY PARTICULAR SEQUENCE OF DISCIPLINE; EMPLOYEES MAY BE IMMEDIATELY TERMINATED AT THE OPTION OF THE DISTRICT.**

**IV. RESPONSIBILITY**

- A. All District supervisors shall be responsible for enforcing this policy in a fair and even-handed manner.
- B. The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996  
Revised: April 10, 1998  
Revised: October 15, 2001

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 303**

**EMPLOYEE DISCIPLINE - SAFETY OR LEGAL VIOLATIONS**

**I. OBJECTIVE**

Recognizing the need to promote safe work practices and to be cognizant of safety within its own sphere Butler Public Power District "District" establishes a system of discipline for violations of established safety rules and procedures and existing Laws.

**II. POLICY CONTENT**

This policy provides procedures to discourage preventable accidents and/or illegal behavior.

**III. PROVISIONS**

A. All employees shall comply with applicable safety standards, rules and local, State and Federal Laws. Compliance with safety standards and rules is the most effective way to prevent accidents that may result in personal injury or property damage.

B. Definitions

1. An accident is (a) any unplanned occurrence that results in personal injury to any person, (b) any unplanned occurrence that results in damage of any kind to any property, (c) a moving traffic violation, or (d) an unplanned occurrence which nearly results in significant personal injury or property damage.
2. A preventable accident is any accident caused by an employee's failure to exercise reasonable precautions to prevent the accident. A failure to exercise reasonable precautions includes the failure to exercise a reasonable degree of knowledge, alertness, foresight, judgment, and/or skill.
3. A moving traffic violation is a conviction by a court of a violation of state or municipal law or ordinance governing or related to the operation of motor vehicles.
4. A vehicle is an automobile, truck, tractor, loader, backhoe, ATV, bucket or digger trucks, or any other mobile equipment operated by an employee.

C. Every employee who suffers an on-the-job injury or illness, regardless of the severity, must immediately report this event to his supervisor.

D. All accidents shall be investigated by an accident investigation committee "AIC" (i. e. Operations Manager, Safety Director, Safety Meeting Chair, Construction or Tree Foreman) and a determination made as to whether the accident was preventable. The AIC shall prepare an investigation report that shall include police reports, traffic citations, and other relevant documentation. During the course of

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

the investigation, the AIC shall seek the employee's input as to possible means of preventing similar accidents in the future. A copy of the investigation report and relevant documents shall be retained in the employee's personnel file. The committee shall also recommend appropriate corrective action.

**IV. EMPLOYEE DISCIPLINE**

It is District policy that management takes corrective action up to and including termination of employment in cases of unacceptable conduct, behavior not conducive to safe business environment, or when an employee exhibits a practice of not performing at safe levels. Every level of supervision has responsibility to communicate and enforce job safety performance standards.

- A. **Disciplinary Action:** A determination as to the appropriate disciplinary action is solely within District discretion. Employees who believe a disciplinary action was unjust or inappropriate may pursue the issue through the complaint resolution process (Personnel Policy # 301).
- B. **Criminal Offense Charge:** Suspension with or without pay may be required when an employee is charged by a civil authority with a criminal offense of such severity that, upon a finding of guilty, the employee would be discredited to such a degree and in such a manner that public confidence in the District's ability to meet its responsibilities to the public is affected.

The purpose of suspension is to remove the employee from his work environment until the court determines the charge. The District is then able to determine proper action regarding the employee. The District may determine on a case-by-case basis whether or not to reinstate the employee with payment of back pay if a not-guilty verdict is reached.

- C. **Termination of Employment:** Employment with the District is on an at-will basis and the District reserves the right to terminate the employment relationship at any time. Employment alone does not guarantee an employee "possession" of a position. An employee is retained in a position only if the quality of the employee's service and the District needs justify continued employment. Quality of service includes, but is not limited to, the conduct of the employee's work performance, or his attitude and approach to safety.

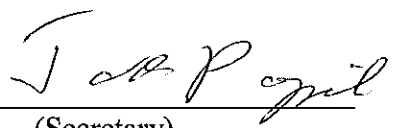
**V. RESPONSIBILITY**

The General Manager shall see that this policy is carried out via District Managers and Supervisors.

Dated: June 10, 1996, April 10, 1998

Revised: May 10, 2010

Attested: \_\_\_\_\_

  
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 304**

**DEBT CLAIMS AGAINST EMPLOYEES**

**I. OBJECTIVE**

To establish procedures and conditions under which the District will discipline employees, up to and including termination, for failing to pay their just financial obligations.

**II. POLICY CONTENT**

Employees whose wages are garnished shall be subject to discipline, up to and including termination.

**III. PROVISIONS**

- A. The District expects employees to pay their just financial obligations.
- B. The earnings of employees are subject to garnishment. If an employee fails to make satisfactory arrangements for paying his/her debts, he/she may expect claimants to use the recourse of garnishment procedures. Garnishment writs are issued by a court and served on the District.
- C. Upon receipt by the District of a garnishment notice, the employee shall be notified of such action. Unless the garnishment is released, the payroll clerk will withhold the required amount from the employee's earnings. The amount withheld will be retained until the court directs payment or authorizes release to the employee. An employee who obtains a release of garnishment should send it at once to the Office Manager who will forward it to the payroll clerk to halt the garnishment procedure.
- D. Upon the receipt of one garnishment notice, management shall issue a letter of warning to the employee.
- E. An employee who receives a garnishment on a second or separate indebtedness within any 12-month period shall be suspended. The suspension is without pay and cannot be carried as vacation or sick leave.

- F. Upon receipt of a garnishment on a third occasion for a separate indebtedness within a 12-month period, the employee shall be subject to termination.
- G. An assignment (e.g., voluntary payroll deduction for child support) is not considered a garnishment and is not subject to the above disciplinary actions.
- H. An Employer Deduction Order for an employee who has filed a Chapter 13 Bankruptcy is not a garnishment and is not subject to the above disciplinary actions.
- I. Income withholding orders for child support are not subject to the above disciplinary actions. The District shall not discharge, discipline, or refuse employment to an individual solely because the District is required to forward income under a withholding order for child support.
- J. The suspension of an FLSA-exempt employee will be administered pursuant to the provisions of Personnel Policies and Procedures No. 223.

IV. RESPONSIBILITY

The General Manager will be responsible for the administration of this policy.

Dated: June 10, 1996

Revised: April 10, 1997

Attested: \_\_\_\_\_

(Secretary)

*J. E. Popik*

**POLICY NUMBER 305**

**MAINTAINING A DRUG-FREE WORKPLACE**

I. OBJECTIVE

- A. To provide District employees with a safe, drug-free workplace and to promote high standards of employee health;
- B. To carry out the District's basic responsibility to serve the public safely and without undue interruption;
- C. To establish a drug-free awareness program for District employees; and
- D. To comply with the federal Drug-Free Workplace Act of 1988.

II. POLICY CONTENT

The District is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs and complying with the requirements of the Federal Drug-Free Workplace Act of 1988.

III. PROVISIONS

- A. Federal Drug-Free Workplace Act of 1988 Provisions
  - 1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while in a District facility or vehicle or while performing District business.
  - 2. Any employee convicted under any criminal drug statute for a violation occurring in the workplace must notify the District's General Manager no later than five days after such conviction.
  - 3. In the event that any employee is convicted under a criminal drug statute for a violation occurring in the workplace, the District take the following action:
    - a. discipline up to and including discharge (See Policy No. 302).



- b. require satisfactory participation in a drug abuse assistance or rehabilitation program.

The District shall take either or both such actions within 30 days of receiving notification of such a conviction. The District is on notification of a conviction when an employee notifies the District of such a conviction or when the District learns of the conviction from some other source.

4. The District will notify, in writing, any federal agency that has contracted for the procurement of property or services of a value of \$25,000 or more from the District or made a grant to the District within ten days after receiving notice under Section III.A.2. of this policy from an employee or otherwise receiving actual notice of such a conviction. The District need report only convictions of employees who are directly engaged in the performance of a grant or contract.
5. To further educate its employees, the District's on-going drug-free awareness program will inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. the District's policy of maintaining a drug-free workplace;
  - c. the availability of drug counseling, rehabilitation, and employee assistance programs; and
  - d. the penalties that may be imposed on employees for drug abuse violations (See Policy No. 223).
6. Compliance with this drug-free workplace policy is a condition of employment. Employees shall be given a copy of this policy and shall be asked to sign a statement acknowledging receipt of it and evidencing their willingness to comply with it.

**B. Additional District Provisions**

1. The unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance at any time by District employees is prohibited.
2. The unlawful manufacture, dispensation, possession, or use of illegal drug paraphernalia at any time is prohibited.

3. The unauthorized use, possession, or sale of alcohol while on District premises, while on District business, while operating or riding as a passenger in any District-supplied vehicle, or at any time while on-duty is prohibited.
4. Any use of alcohol while off-duty or off District premises that adversely affects an employee's ability to perform his/her job or his/her own or others' safety at work is prohibited.
5. Being under the influence of unauthorized alcohol or an illegal controlled substance while on District premises, while on District business, while operating or riding as a passenger in District-supplied vehicles, or while on-duty is prohibited. Being under the influence of alcohol is defined as a blood alcohol content of 0.04 percent or more. Alcohol concentration or content is measured in grams of alcohol per 210 liters of breath. Being under the influence of any controlled substance listed under 21 C.F.R. §§ 1308.11 through 1308.15, "Schedules of Controlled Substances," shall mean testing positive at a level to be set by the District.. Testing levels utilized by the District shall be applied in a uniform and nondiscriminatory manner.
6. Storing any illegal controlled substance or any illegal drug paraphernalia or unauthorized alcohol in a locker, desk, vehicle, or other repository on District premises is prohibited.
7. Employees shall submit to inspections, as specified by this policy, when requested by management.
8. Employees shall comply with the District's Alcohol and Controlled Substance Testing policy.
9. Employees must satisfactorily participate in any drug or alcohol treatment or counseling program required by the District pursuant to the provisions of this policy or pursuant to the District's Alcohol and Controlled Substance Testing policy.
10. Employees must report to the Operations Manager (for outside employees), Office Manager (for inside employees), or the General Manager (for management staff) concerning the use of any drug that alters the employee's ability to safely perform the essential functions of their position.

11. The District shall take the following action for any violation of these provisions.
  - a. discipline up to and including discharge (See Policy No. 302), and /or
  - b. require satisfactory participation in a drug abuse assistance or rehabilitation program.

C. Inspections

1. Whenever the District has reasonable grounds for suspecting that an employee's work performance or on-the-job behavior has been affected in any way by alcohol or a controlled substance, the District may search the employee, the employee's locker, desk, or other District property under the control of the employee, as well as the employee's personal effects or vehicle on District property.
2. Whenever the District has reasonable grounds for suspecting that an employee has sold, purchased, used, or possessed alcohol, a controlled substance, or illegal drug paraphernalia on District premises, the District may inspect the employee, the employee's locker, desk, or other District property under the control of the employee, as well as the employee's personal effects or vehicle on District property.
3. The District will prominently post on all employee bulletin boards the following notice:

**RIGHT TO INSPECT**

**The District or its duly authorized agents reserve the right to inspect the property and person of any individual or vehicle on District property. This right includes, but is not limited to, the inspection of parcels, packages, purses, lunch boxes, briefcases, lockers, work stations, and desks.**

4. All employees shall agree in writing to allow the inspections described above under the conditions described above as a condition of their employment (Refer to Appendix H).
5. All inspections under this subsection must be authorized by the General Manager and may only be conducted by persons authorized by the General Manager.

D. Training

As required by the federal Drug-Free Workplace Act of 1988, the District shall establish an ongoing drug-free awareness program that will inform employees about:

1. the dangers of drug abuse in the workplace;
2. the District's policy of maintaining a drug-free workplace;
3. the availability of drug counseling, rehabilitation, and employee assistance programs; and
4. the penalties that may be imposed on employees for drug abuse violations (See Policy No. 302).

IV. RESPONSIBILITY

A. Employees

All District employees are responsible for abiding by this policy as a condition of their employment.

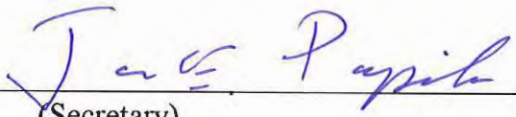
B. Management and Supervisors

1. All supervisors are responsible for being alert to possible violations of this policy by employees under their supervision.
2. Any violation or suspected violation of this policy should be reported to the General Manager.
3. The General Manager will oversee the overall application of this policy.
4. The General Manager will notify federal agencies that contract with or grant to the District within ten days after receiving notice of an employee's conviction under any criminal drug statute for a violation occurring in the workplace.

Dated: June 10, 1996

Revised: April 10, 1998

Attested: \_\_\_\_\_

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 306**  
**ALCOHOL AND CONTROLLED SUBSTANCE TESTING**

I. OBJECTIVE

- A. To maintain a safe, healthful, and efficient working environment for all District employees and to protect District property, equipment, and operations;
- B. To reduce highway accidents that result from driver use of alcohol and/or controlled substances. thereby reducing fatalities, injuries, and property damage; and
- C. To comply with state and federal regulations requiring controlled substance and alcohol testing.

II. POLICY CONTENT

This policy describes the District's requirements and procedures for alcohol and controlled substance testing for all District employees required to have a CDL or Driver's License.

III. PROVISIONS

- A. Federal Motor Carrier Safety Administration ("FMCSA") Controlled Substances and Alcohol Testing for Employee Drivers, Leased Drivers, Contract Drivers, and Driver Applicants.

The provisions of Section III.A. apply to all employee drivers, leased drivers, contract drivers, and driver applicants who are subject to driving any vehicle in interstate or intrastate commerce that: (a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towing unit with a gross vehicle weight rating of more than 10,000 pounds; (b) has a gross vehicle weight rating of 26,001 or more pounds; or (c) is designed to transport 16 or more passengers, including the driver; or (d) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

- 1. The use of alcohol, including any medication containing alcohol, is prohibited as follows:
  - a. No driver shall report to duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol

concentration of 0.02 or greater. A driver is considered to be performing a safety-sensitive function from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety sensitive functions shall include:

- i. All time at an employer facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
  - ii. All time inspecting or servicing or conditioning any commercial motor vehicle at any time;
  - iii. All time spent at the driving controls of a commercial motor vehicle in operation;
  - iv. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
  - v. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
  - vi. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
- b. No driver shall use alcohol while performing safety-sensitive functions.
  - c. No driver shall perform safety-sensitive functions or report for duty within four hours after using alcohol.
  - d. No driver required to take a post-accident alcohol test shall use alcohol for twenty-four hours following an accident.
2. The use of controlled substances is prohibited as follows:
- a. No driver shall report to duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substances does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must inform the District of any therapeutic controlled substance use.

- b. No driver shall report for duty, remain on duty or perform any safety-sensitive functions, if the driver tests positive for controlled substances.
- 3. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substances test. Refusal to submit to an alcohol or controlled substances test means that a driver (1) fails to provide adequate breath/saliva for testing without a valid medical explanation after he/she received notice of the requirements for breath/saliva testing in accordance with this policy (2) fails to provide adequate urine for controlled substances testing, without a genuine inability to provide a specimen (as determined by medical evaluation). after he or she has received notice of the requirements for urine testing in accordance with the provisions of this policy, or (3) engages in conduct that clearly obstructs the testing process.

4. Test Required:

a. Pre-employment Testing

Prior to the first time a driver performs safety-sensitive functions for the District, the driver shall undergo testing for controlled substances. No driver shall be allowed to perform safety-sensitive functions unless he/she has received a controlled substances test result from the medical review officer indicating a verified negative test result. The District may, but shall not be required to, perform a pre-employment alcohol test. All new hires will be treated equally with respect to alcohol testing.

b. Post-Accident Testing

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, the District will test for alcohol and controlled substances each surviving driver (i) who was performing safety-sensitive functions with respect to the vehicle if the accident involved the loss of human life, or (ii) who receives a citation under state or local law for a moving traffic violation arising from the accident if the accident involved: (1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or (2) one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

- i. If a post-accident alcohol test is not administered within two hours following the accident, the District shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a post-accident alcohol test is not administered within eight hours following the accident, the District shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.
- ii. If a post-accident controlled substance test is not administered within 32 hours following the accident, the District shall cease attempts to administer a controlled substances test and prepare and maintain on file a record stating the reasons the test was not promptly administered.
- iii. A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing.
- iv. The District will provide drivers with necessary post-accident information, procedures, and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of Section III.A.4.b.
- v. Post-accident testing under this section does not apply to:  
(a) an occurrence involving only boarding or alighting from a stationary motor vehicle; or  
(b) an occurrence involving only the loading or unloading of cargo; or  
(c) an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by an employer unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with the Hazardous Materials Regulations.

c. Random Testing

- i. The selection of drivers for random alcohol and controlled substances testing will be made by a scientifically valid method or those provided in 49 C.F.R. §382-305. Each driver shall have an equal chance of being tested each time selections are made.
- ii. Random alcohol and controlled substances tests are unannounced and dates for administering random alcohol and controlled substances tests are spread reasonable throughout the calendar year.
- iii. Each driver who is notified of selection for random alcohol and/or controlled substance testing is required to proceed to the test site immediately; provided, however, that if a driver is performing a safety-sensitive function at the time of



notification, the District shall ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.

- iv. Random Alcohol Testing:
  - (1) The District will randomly select a sufficient number of drivers for alcohol testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate as set annually by FMCSA.
  - (2) A driver shall be tested for alcohol only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.
- v. Random Controlled Substances Testing:

The District will randomly select a sufficient number of drivers for controlled substances testing during each calendar year to equal an annual rate not less than the minimum annual percentage rate as set annually by FMCSA.

d. Reasonable Suspicion Testing

- i. Observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor or District official who is trained in accordance with regulations, specifically, those set forth in 49 C.F.R. §382.663 FMCSA.
- ii. Reasonable Suspicion Alcohol Testing:
  - (1) A driver will be required to submit to an alcohol test when the District has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning alcohol. The District's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.
  - (2) The individual who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver.
  - (3) Alcohol testing is authorized only if the observations above are made during, just preceding, or just after the period of the workday that the driver is required to be in compliance with this

policy. A driver may be directed by the District to undergo reasonable suspicion testing only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions or just after the driver has ceased performing such functions.

- (4) If a reasonable suspicion alcohol test is not administered within two hours from the time the District has a reasonable suspicion, the District will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test is not administered within eight hours, the District will cease attempts to administer an alcohol test and will state in the record the reasons for not administering the test.
- (5) Notwithstanding the absence of a reasonable suspicion alcohol test, no driver shall report for duty or remain on duty requiring the performance of a safety-sensitive function while the driver is under the influence or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse, nor shall the District permit the driver to perform or continue to perform safety-sensitive functions, until (i) an alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or (ii) 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated prohibitions concerning alcohol use.
- (6) Except as provided in paragraph (5) above, the District will not take any action against a driver based solely on a driver's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

iii. Reasonable Suspicion Controlled Substance Testing:

- (1) A driver will be required to submit to a controlled substances test when the District has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning use of controlled substances. The District's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Observations

may include indications of chronic and withdrawal effects of controlled substances.

- (2) A written record shall be made of observations - leading to a controlled substances reasonable suspicion test and signed by the supervisor or District official who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier.

e. Return-to-Duty Testing

- i. Before a driver returns to duty requiring the performance of safety-sensitive functions after engaging in prohibited conduct regarding the use of alcohol, the driver shall undergo a return-to-duty test with a result indicating alcohol concentration less than 0.02.
- ii. Before a driver returns to duty requiring the performance of safety-sensitive functions after engaging in prohibited conduct regarding the use of controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

f. Follow-up Testing

- i. Following determination that a driver is in need of assistance in resolving problems with alcohol misuse and/or use of controlled substances, the District shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.
- ii. Follow-up alcohol testing will be conducted only when a driver is performing safety-sensitive function, or just before or just after performing safety-sensitive functions.
- iii. Follow-up testing will include at least six tests in the first 12 months following the driver's return to duty but will not continue for more than 60 months.

5. Access/Confidentiality of Records

Records pertaining to controlled substances and alcohol use and testing shall be maintained in a secure location with controlled access and in accordance with 49 C.F.R §382.401. The District will not release driver information contained in records it is required to maintain under FMCSA regulations except as authorized or required by law.

- a. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances tests. The District shall promptly provide records requested by the driver. Access to the driver's records shall not be contingent upon payment for records other than those specifically requested.
  - b. Records shall be made available to a subsequent employer upon receipt of a written request from the driver.
  - c. The District may disclose information required to be maintained under this policy pertaining to a driver to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of an alcohol and/or controlled substances test administered under this policy, or from the District's determination that the driver engaged in conduct prohibited by this policy (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).
  - d. The District shall release information regarding a driver's record as directed by specific, written consent of the driver authorizing release of information to an identified person.
  - e. The District shall report violations of alcohol and controlled substance to the FMCSA's CDL Clearinghouse, as required by Federal regulation.
6. Employer Notification
- a. The District shall notify a driver of results of pre-employment controlled substance test if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.
  - b. The District shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this part if the results are verified positive. The District shall also inform the driver which controlled substance(s) was verified positive.
  - c. The designated District official shall make reasonable efforts to contact and request each driver who submitted a specimen under the District's program, regardless of the driver's employment

status, to contact and discuss results of the controlled substances test with the medical review officer if the medical review officer has been unable to contact the driver. The designated District official shall immediately notify the medical review officer that the driver has been notified to contact the medical review officer within 72 hours.

7. Procedure for Testing Program

The District will ensure that all alcohol and controlled substances testing conducted under this policy complies with the procedures set forth in 49 C.F.R. Part 40.

a. Controlled Substance Testing

The District will test for marijuana, cocaine, opiates, amphetamines, and phencyclidine. The split sample method of testing will be used. Testing will be performed by a laboratory certified by the Department of Health and Human Services.

If the test result of the primary specimen is positive, the employee may request that the medical review officer direct that the split specimen be tested in a different DHHS certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The medical review officer shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.

b. Alcohol Testing

Alcohol tests will be conducted by a trained breath alcohol technician or screening test technician (screening tests using non-evidential screening device only). Screening tests may be done using an evidential breath testing device or non-evidential screening device approved by the National Highway Traffic Safety Administration. Confirmatory tests will be done by a trained breath alcohol technician using: an evidential breath testing device.

If the result of the screening test is a breath alcohol concentration of less than 0.02, no further testing is authorized.

If the result of the screening test is a breath alcohol concentration of 0.02 or greater, a confirmation test will be performed.

8. Information to be Obtained from Previous Employers

- a. The District will obtain, pursuant to the driver's consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding three years, which are maintained by the driver's previous employer.
- b. The driver's specific, written consent to release of this information is a condition of employment with the District. The District will provide the driver's consent form for release of this information to each of the driver's previous employers within the three preceding years. (Refer to Appendix L).
- c. The District will maintain a written, confidential record with respect to each previous employer contacted.
- d. As of January 6, 2023, the District will use the Drug and Alcohol Clearinghouse in accordance with §382.701 to obtain the required information contained within this section.
- e. This information will be obtained and reviewed by the District prior to the driver performing safety-sensitive functions, but if this is not feasible, then no later than 14 calendar days after the first time a driver performs safety-sensitive functions. The District may not permit the driver to perform safety-sensitive functions after 14 days without obtaining the information.
- f. The District must still obtain this information even if the driver stops performing safety-sensitive functions before the District obtains the information.
- g. The District may not use a driver to perform safety-sensitive functions if the District obtains information on the driver's alcohol test with a concentration of 0.02 or greater, verified positive controlled substances test result, or refusal to be tested, without obtaining information on a subsequent substance abuse professional evaluation and/or proof of completion of rehabilitation and compliance with return-to-duty testing procedures.
- h. The District may also obtain, pursuant to the driver's written consent, any of the information concerning the driver which is maintained under FHWA regulations by the driver's previous employers.

9. Consequences of Positive Alcohol or Controlled Substances Test

- a. In addition to, and independent of, any consequences for testing positive to alcohol or controlled substances set forth in 49 C.F.R. Part 382, any driver who tests positive for alcohol or controlled substances, adulterates or substitutes a specimen, or refuses to submit to testing shall be subject to discipline, up to and including discharge, as set out in the District's established disciplinary procedures. (See Policy No. 302).
- b. No driver will be allowed to perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by this policy, unless the driver has met the requirements of Section III.A.10.
- c. No driver tested and found to have an alcohol concentration of 0.02 or greater ~~but less than 0.04~~ will be allowed to perform or continue to perform safety-sensitive functions, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the administration of the test.
- d. Except as provided in Section III.A.9.c., above, the District will not take any action under Section III.A. based solely on test results showing an alcohol concentration less than 0.02. This does not prohibit the District from taking any action otherwise consistent with law under its authority independent of FMCSA regulations.

10. Referral, Evaluation, and Training

- a. A driver who has engaged in conduct prohibited by this policy will be advised by the District of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances.
- b. Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the driver will undergo a return-to-duty alcohol or controlled substances test as set forth in Section III.A.4.e. In addition, each driver identified as needing assistance in resolving problems with alcohol misuse or controlled substances use shall be evaluated by a substance abuse professional to determine that the driver has properly followed a rehabilitation program, and shall be subject to unannounced follow up alcohol and controlled substances tests as set forth in Section III.A.4.f.
- c. The requirements of Sections III.A.10.a. and b. do not apply to applicants.

11. Any employee inquiries about this policy should be directed to the Operations Manager.
  12. Each driver is required to sign a statement certifying that he or she has received a copy of this policy, the EMCSA regulations setting forth the procedures used in connection with this policy, and educational materials on the subject of drug and alcohol abuse.
- B. Individuals employed in a position requiring a driver's license, and not subject to the provisions of Section III.A of this policy shall submit a breath sample and/or a urine specimen for the purpose of drug testing, as required by this policy.
1. The drugs tested for under this policy are alcohol, marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates. All sample collections and testing will be done using the procedures found at 49 C.F.R. Part 40. The split sample method of collection will be used.
  2. Preemployment Testing  

Applicants whom the District intends to hire, or use shall be tested for the presence of controlled substances prior to employment. Prior to the collection of a urine sample, the applicant will be notified that the sample will be tested for the presence of controlled substances. Any applicant that refuses to provide a urine specimen for drug testing or that tests positive for controlled substances shall not meet the qualifications for employment. An applicant will be notified of the test results if he/she requests the results within 60 days of being notified of the disposition of his/her employment application.
  3. Reasonable Cause Testing  

An employee shall also provide a urine and/or breath sample for alcohol and/or drug testing purposes when the employer has reasonable cause, based upon the employee's conduct while on duty, to suspect that the employee is using alcohol or a controlled substance. The adulteration or substitution of a specimen shall provide reasonable cause to conduct testing under this section. Documentation of the employee's conduct shall be prepared and signed by the witnesses thereto within 24 hours of the observed behavior or before the results of the tests are released, whichever is earlier. When the District has reasonable cause to suspect that an employee is using alcohol or a controlled substance, the District shall ensure that the employee is immediately transported to a collection site for the collection of a urine and/or breath sample.



4. Random Testing

The District may, but shall not be required to, test employees for controlled substances on a random basis. If the District so elects to conduct random testing, the District shall use a random selection process to select employees for such testing. Random selection process means that the tests are unannounced and that each selection for random testing must include all employees subject to testing, regardless of whether or not they have been tested before. By virtue of employment with the District, employees understand and acknowledge the possibility of random testing.

5. Post-Accident Testing

Employees shall provide a urine and/or breath specimen for testing as soon as possible after an accident. An "accident" is defined as an occurrence which results in bodily injury to a person or physical damage to property.

6. Any employee testing positive for alcohol or a controlled substance under this section of the policy shall be subject to discipline, up to and including discharge, as set out in the District's established disciplinary procedures. (See Policy No. 302).

7. Employees retained in employment who have tested positive for alcohol at a level of 0.02 and higher or controlled substances shall not be allowed to operate any District motor vehicle or conduct any safety sensitive duty until they test negative on a follow-up drug/alcohol test. Any employee returning to work after a positive test result shall continue in any after-care program required by the District and shall be subject to follow-up testing for up to 60 months after returning to work.

8. Any employee testing positive for controlled substances shall be given the opportunity to discuss alternative medical explanations for the test results with the medical review officer before the test results are reported to the employer. This includes an opportunity for the employee to discuss what prescribed medication the employee is taking that might influence test results.

9. Prior to the collection of urine specimens, employees submitting to drug testing shall be informed by written instructions of their responsibilities pertaining to the testing procedure.

10. The District shall notify employees of the results of alcohol and controlled substance testing conducted under this policy, provided the results are positive. Employees shall also be advised of the controlled substance identified in any positive test.

11. All confirmatory tests (except for a breath test) will be performed by a clinic, hospital, or laboratory licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or a laboratory which is accredited by the College of American Pathologists.
12. Except for breath test specimens, all specimens that test positive will be refrigerated and preserved in a sufficient quantity for retesting for at least 180 days.
13. Except for breath test specimens, a chain of custody form will be maintained until the specimen is no longer required.
14. An employee who refuses to consent to testing under this policy or who tampers with or aids another in tampering with a sample, or who tests positive for alcohol or illegal controlled substances will be disciplined, up to and including termination. (Refer to Policy No. 302).
15. Test results are confidential and will not be released to the public, except that results shall be released as required by law or to the employee upon request. Results may be disclosed to the District's medical and legal advisors and to those officials, agents, or employees at the District who have a need to know of such results.

#### IV. RESPONSIBILITY

##### A. Employees

All District employees subject to testing are responsible for abiding by this policy as a condition of their employment.

##### B. Management Officials and Supervisors

1. All management officials and supervisors are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing District business.
2. The Operations Manager with the oversight of the General Manager, is responsible for the implementation of this policy and for scheduling drug testing as required by this policy.

Dated: June 10, 1996  
 Revised: September 10, 1996  
 Revised: March 9, 2018  
 Revised: December 14, 2020

Attested:   
 (Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 307**

**ANTI-HARASSMENT**

**I. OBJECTIVE**

- A. To clearly state the policy of the District regarding harassment of an employee in the workplace by supervisory personnel, coworkers, or non-employees on the basis of race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is illegal and violates District Policy. It is prohibited and will not be tolerated, and
- B. To provide reporting and investigatory procedures to be followed when an employee feels he/she has been harassed, and
- C. To inform employees that any violations of this policy will result in discipline up to and including discharge.

**II. POLICY CONTENT**

The District prohibits harassment as described above and will provide all District employees protection against harassment in the workplace. All District employees are responsible to help assure that we avoid harassment and each must avoid offensive or inappropriate behavior at work.

**III. PROVISIONS**

- A. "Harassment" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or his/her family because of race, color, religion, sex, national origin, age, or disability and that:
  - 1. has the purpose or effect of creating an intimidating, hostile or offensive work environment,
  - 2. has the purpose or effect of unreasonably interfering with an individual's work performance, or
  - 3. otherwise adversely affects an individual's employment opportunities.
- B. "Harassing conduct" includes, but is not limited to the following:
  - 1. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex, national origin, age, or disability, or
  - 2. written or graphic material that denigrates or shows hostility or aversion toward an individual or his/her family because of race, color, religion, sex, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the District's premises or circulated in the workplace, or

**BUTLER PUBLIC POWER DISTRICT  
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3. unsolicited verbal, sexual comments, subtle sexual activity pressure, sexist remarks or off-color jokes and stories, or patting, rubbing, pinching, or any unnecessary touching, or demanding of sexual favors, or physical assault.
- C. "Harassment" via social media:
1. Inappropriate comments regarding a co-worker using any form of social media brought to the attention of management shall be addressed.
  2. Social media harassment committed by a person on his/her own time and his/her own computer is not to be tolerated.

**IV. PROCEDURES FOR REPORTING HARASSMENT**

- A. Any employee who feels that he/she is a victim of unlawful harassment or who observes or otherwise has reason to believe that unlawful harassment is occurring in the District's workplace must immediately report the matter to any appropriate management official with whom he/she feels comfortable talking. The following reporting procedures are suggestions only: If the allegation is made against the employee's supervisor or a Board member, the employee should report the matter directly to the General Manager. If the allegation is against the General Manager, a report should be made directly to the Board President and/or the District's attorney.
- B. If an allegation of unlawful harassment is made against a non-employee (e. g. vendor, subcontractor, supplier, consultant, customer) the General Manager shall take immediate action to remove the alleged harasser from the premises of the victim. The General Manager will also address the non-employee directly concerning the District's intolerance of such conduct. The General Manager shall take other actions as necessary to guarantee that the employee is protected from any further harassment by the non-employee.
- C. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced. The investigators will a) conduct a detailed investigation, b) include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint c) submit detailed documentation, and d) address the matter in a timely manner. Under no circumstances will the investigation be conducted by or under the direction of the alleged harasser(s).
- D. Upon completion of the District's investigation, the following steps will be considered. If the allegation is made against the General Manager, the District's investigation report will be submitted to the Board President for the Board to attempt to resolve the matter with the General Manager. If the allegation is against a Board Member the General Manager shall bring the District's investigation report to the attention of the entire board for their resolution. The General Manager, upon review of the investigation report, will resolve the issue with any others who allegedly violated this policy. Consideration will be given to remedial actions necessary to eliminate unlawful harassment and remove detriment suffered by the aggrieved employee as a result of unlawful harassment. Such action includes discharge.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

- E. This policy also expressly prohibits retaliation of any kind against any employees who report perceived unlawful harassment, or who participate in investigations as witnesses or in other capacities. Such employees may not be adversely affected in any manner related to their employment.

**V. RESPONSIBILITY**

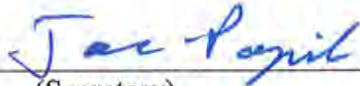
The Board, General Manager, Managers, and supervisory personnel shall be responsible for the administration of this policy.

Dated: June 10, 1996, April 10, 1997, March 10, 2006

Revised: October 10, 2011

Revised: September 11, 2018

Attested: \_\_\_\_\_

  
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 308**

**EMPLOYMENT OUTSIDE THE DISTRICT**

I. OBJECTIVE

To define conditions inappropriate for employees working second jobs.

II. POLICY CONTENT

Regular full-time employees of Butler Public Power District (District) must fulfill their assigned duties and meet their obligations to District. An employee must consult with management prior to accepting outside employment.

III. PROVISIONS

A. Although the District does not encourage an employee being employed outside of the District it does have several requirements as follows:

1. Outside employment must not interfere with the employee's performance of required District duties,
2. Outside employment must not create confusion or mislead the public as to the District's involvement in the outside employment,
3. Outside employment must not result in the employee's use of District property or resources in the outside employment, and
4. An employee may not wear District uniforms during such employment.

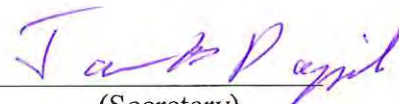
B. Any employee violating this policy shall cease the prohibited practices or shall be asked to resign.

IV. RESPONSIBILITY

The General Manager, through his department heads, shall be responsible for the administration of this policy.

Dated: June 10, 1996

Revised: March 10, 2006 Attested:

  
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 309**

(Open for Future Use)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 310**

**ETHICS AND CONFLICTS OF INTEREST IN OUTSIDE BUSINESS AND RELATED ACTIVITIES**

**I. OBJECTIVE**

To provide District employees with guidelines for their participation in non-District business activities.

**II. POLICY CONTENT**

The District recognizes that situations may arise when employees, including management and executive employees, wish to be involved in non-District business activities. Examples of such activities may include, but not limited to: membership on boards of other companies; an active interest in the ownership and management, in whole or in part, of other companies; serving as independent consultants, and so forth.

While the District does not want to be unduly restrictive in this regard, it expects that outside activities will not in any way either detract from the employee's performance or effectiveness or create a conflict of interest. Therefore, no employee shall place himself/herself into a non-District business relationship, investment, or other activity where his/her actions are not in the best interests of the District or could reasonably be interpreted as not in the best interests of the District unless written approval has been obtained after full disclosure to the General Manager or to the President of the Board.

**III. PROVISIONS**

A. The use of discretion and good judgment will help an employee avoid conflicts of interest. The following rules must also be followed.

1. Outside activities must not be in conflict with the employee's job responsibilities at the District or the best interests of the District. If the non-District activity involves a company in a vendor relationship with the District, Operating Policy No. 134 must be followed. Non-District activities must also be in accordance with Policy No. 308.
2. Non-District activities must not interfere with the employee's duties and responsibilities as a District employee.
3. Non-District business activities must not be conducted during the District's regular work hours.

B. Employees are expected to exercise discretion and good judgment in determining whether ethics and/or conflict of interest issues arise as a result of their non-District business activities. Whenever there is any question as to a possible conflict, employees should submit written details of proposed non-District business activities through their supervisor to the General Manager or to the Board President before becoming involved in the activity. Approval of such activity must



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not be assumed. An employee should refrain from engaging in the business or non-District activity until a final decision is made by the District.

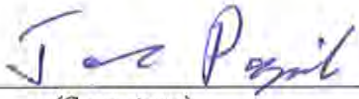
- C. This policy does not apply to activities, memberships, officerships, or directorates in other electric cooperative organizations, whether national, state, or local.

**IV. RESPONSIBILITY**

The President of the Board and General Manager will be responsible for the administration of this policy.

Dated: June 10, 1996  
Reviewed: March 9, 2018

Attested:

  
\_\_\_\_\_  
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 311**

**NO-SOLICITATION, NO-DISTRIBUTION POLICY**

**I. OBJECTIVE**

To define the District's rules governing the distribution of literature and the solicitation by other employees or persons not employed by the District.

**II. POLICY CONTENT**

To avoid unnecessary interruptions and excessive demands upon personnel the solicitation of employees during working time is prohibited, and the distribution of literature/materials during working time and in work areas is prohibited.

**III. PROVISIONS**

- A. No employee or other person may solicit or be solicited during working hours or in work areas.
- B. No employee or other person may distribute solicitation literature in work areas or during work hours.
- C. Charitable solicitations may be permitted upon approval of the District's General Manager, subject to the following:
  - 1. Solicitation may take place only for charitable purposes and not for private gain, and only on behalf of generally recognized and reputable charitable organizations.
  - 2. The specific activities planned for the charitable solicitation must be communicated to and approved by the District's General Manager prior to any activity taking place.
- D. Unless specifically authorized by the General Manager, employees or other persons may not be permitted to post solicitation or other materials on bulletin boards which are intended for official District business.
- E. Collections for employee gifts should always be on a voluntary basis usually taken among close associates.

**IV. DEFINITIONS**

- A. For the purpose of this policy 'Solicitation' shall include, but shall not be limited to, the following activities:
  - 1. Selling or merchandizing property, items of trade, or services, whether for business or charitable purposes, and

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2. Seeking contributions, signatures, or donations for any charitable or other organization or project, no matter how worthy.

NOTE: Examples of solicitation include such things as selling personal insurance, mutual funds or other investments, raffle tickets, chances at drawings, cosmetics or jewelry, candy or cookies, asking for contributions to charitable or religious causes, and other similar activities, including solicitation of signatures for any causes including the passing out of union membership or authorization cards.

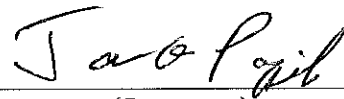
- B. 'Distribution of Literature' is the passing out of information in written or digital form or making solicitations in any form.
- C. 'Nonworking areas' includes break areas, and District parking areas.
- D. Work time means the time an employee is scheduled to work or has reported to the assigned work area, but does not include the time before work begins, scheduled breaks, meal breaks, and/or after work time ends.
- E. Nonworking time is before or after work hours, during lunch breaks and other authorized breaks.
- F. Work areas are areas where the employees' work is performed or work related meetings take place. This includes work sites in the field.

**V. RESPONSIBILITY**

- A. The General Manager shall be responsible for the administration of this policy.
- B. Each supervisor is responsible for enforcing this policy in the area under his/her supervision.
- C. Each employee is responsible for adhering to the conditions and limitations of this policy. Failure to do so will result in discipline in accordance with Personnel Policy # 302.

Dated: June 10, 1996  
Revised: July 10, 2006

Attested: \_\_\_\_\_

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 312**

**BULLETIN BOARDS**

I. OBJECTIVE

- A. To define permitted uses of District bulletin boards, and
- B. To establish procedures for controlling the use of District bulletin boards.

II. POLICY CONTENT

The District provides bulletin boards for official District communications, legal notices, and employee notices. Material must be approved by management before it may be posted on any District bulletin board.

III. PROVISIONS

A. Bulletin Boards Are District Property

The District's bulletin boards are District property, and as such, management reserves exclusive control over access to and use of bulletin boards.

B. Use of the District Bulletin Boards

- 1. Official District communications,
- 2. legal notices, and
- 3. employee notices

C. Official District Communications

The following types of material may be placed on the bulletin boards provided for official District communications:

- 1. District announcements to communicate a scheduled District event,
- 2. notices of District meetings and other items that may be of interest to employees,
- 3. posters to highlight District rules or District policies,
- 4. safety programs, health programs or special District sponsored events, and
- 5. job vacancy notices.

D. Legal Notices

Information required to be posted by state or federal law will be posted on District bulletin boards reserved for that purpose. Information that may be posted on such boards includes:

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

1. Federal Minimum Wage (Fair Labor Standards Act) poster,
2. Federal Employee Polygraph Protection Act poster,
3. Federal Equal Employment Opportunity or Office of Federal Contract Compliance Programs (OFCCP) combined poster,
4. Federal Job Safety and Health Protection (Occupational Safety and Health Administration "OSHA") poster,
5. United States Department of Agriculture's (USDA's) "And Justice For All" statement,
6. Title VI Statement of Nondiscrimination (Refer to Appendix J),
7. Nebraska Discrimination in Employment, Housing, and Public Accommodations poster,
8. Nebraska Wage and Hour Act poster,
9. United States Department of Agriculture (USDA) required "Statement of Nondiscrimination" posted in customer reception area,
10. Federal Family and Medical Leave Act of 1993 poster,
11. Federal Your Rights Under Uniformed Services Employment and Reemployment Rights Act (USERRA) poster,
12. Nebraska Job Safety and Health Protection poster, and
13. Other posters as required by state or federal law.

E. Employee Notices

Employees wishing to post notices on District bulletin boards designated for that purpose may do so provided that the notice has been approved in advance by management, in the manner described in paragraph F.

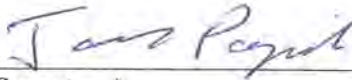
F. Any material to be placed on a District bulletin board must be approved in advance by management.

G. Bulletin boards shall be regularly maintained by management. All material that is not of a permanent nature must be dated and will be cleared from the bulletin boards when appropriate.

IV. RESPONSIBILITY

A. General Manager shall be responsible for approving in advance all material placed on District bulletin boards, and for regularly maintaining the bulletin boards.

Dated: June 10, 1996  
Revised: October 10, 2005  
Revised: April 10, 2019

Attested:   
(Secretary)



BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 313**

**WELLNESS PROGRAM**

**I. OBJECTIVE**

The District will support employees in making smarter, healthier lifestyle choices by encouraging a balance between work, home and personal goals with wellness education, good nutrition, safe work habits and regular physical activity.

**II. POLICY CONTENT**

The District's General Manager shall appoint a Wellness Coordinator and up to three employees to form a "Wellness Team" for the purpose of suggesting and scheduling programs for the District to consider which meets the objective of this policy. Said team shall meet quarterly to review and recommend wellness options for the General Manager's approval. These options may include but are not limited to:

- A. Yearly health screening and health risk assessments
- B. Flu and pneumonia immunization programs
- C. Fitness or weight management programs
- D. Health information/literature to manage health risks
- E. Personal Safety & Injury Prevention Programs
- F. Online Health Information
- G. Smoking/Tobacco Cessation Programs
- H. Annual Health Club Membership Reimbursement at 50%, not to exceed \$200.00. Dated payment receipt required.

**III. PROVISIONS OF WELLNESS PROGRAM**

- A. All employees' and immediate family members may participate in the activities of the wellness program, to the extent possible.
- B. Wellness Incentives may include but are not limited to:
  - (a) Wellness Education Classes
  - (b) Healthy Snacks/Meals
  - (c) Wellness Challenges/Prizes (Visa card)
  - (d) NRECA WebMD Health Manager/Rewards for Life Program (must be an NRECA Insurance Member to participate)

**IV. RESPONSIBILITY**

The General Manager shall be responsible for the administration of this policy.

Dated: June 10, 1996

Revised: June 12, 2006

Revised: January 15, 2018

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 314**

**SMOKING**

**I. OBJECTIVE**

To promote employee wellness and to provide a safe, healthful, and productive work environment for Butler Public Power District (District) employees.

**II. POLICY CONTENT**

Smoking is prohibited in all District buildings, facilities, and vehicles. Smoking is permitted on District property out-of-doors. Management designates out-of-doors smoking areas. Smoking is permitted at District recreational functions, which are intended for non-business purposes. The smoking ban shall also include the use of electronic cigarettes (e-cigs).

**III. PROVISIONS**

- A. This policy shall apply to all directors, employees, clients, contractors and visitors.
- B. The District encourages the use of smoking/tobacco cessation programs and will provide limited assistance to help any District employee desiring to quit smoking or using tobacco with such assistance being subject to the General Manager's approval.

Dated: June 10, 1996

Dated: June 9, 2000

Dated: June 12, 2006

Revised: April 10, 2014

Attested:



(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**

**POLICY NUMBER 315  
SAFETY AND OCCUPATIONAL HEALTH**

**I. OBJECTIVE**

To promote safe working practices for employees of Butler Public Power District "District".

**II. POLICY CONTENT**

The District shall provide a safe and healthful environment for its employees. Furthermore, the District shall promote practices so to eliminate personal injury and occupational disease. The District shall also make reasonable accommodations in the design of the workplace that take into consideration individual employee's capabilities and limitations.

**III. PROVISIONS:**

- A. The Federal Occupational Safety and Health Act of 1970 (OSHA) contemplates that the final responsibility for providing a safe working environment rests with the District.
- B. It is also recognized that Section 5(b) of OSHA requires employees to obey all rules, regulations and orders respecting their own actions and conduct in the workplace with regard to their own safety. (See Personnel Policy #303)
- C. To better provide a safe working environment, the District shall:
  - 1. maintain membership in the safety and job training program sponsored by the Nebraska Rural Electric Association (NREA),
  - 2. accept and endorse the Rural Electric Safety Achievement Program (RESAP) sponsored by the National Rural Electric Cooperative Association,
  - 3. adopt the "NREA – Safety Standards Manual" as published and amended by NREA,
  - 4. provide regular safety meetings and other related instructional and training meetings,
  - 5. provide for attendance at various safety training schools,
  - 6. provide for employment entrance physical examinations to ensure that employees are physically capable of performing their duties,
  - 7. pursuant to OSHA regulations at 29 C. F. R. Part 1910, all employees will be trained and made familiar with safety practices, procedures, and requirements, including applicable emergency procedures that pertain to their respective job assignments or that are related to their work and are necessary for safety.
- D. The District maintains the most current Safety Data Sheets (SDS) received from manufacturers or distributors for each hazardous chemical purchased. Employees shall have access to information on hazardous materials, including the SDS in booklet and online form. In addition, the District shall post a notice to employees informing them of their rights regarding hazardous materials under federal law.
- E. Employees shall receive training that shall include methods and observations that may be used to detect the presence or release of a hazardous chemical in a work area, the health hazards of the chemicals in the workplace, and the measures that employees can take to



protect themselves from such hazards. Employees shall also receive training explaining the details of the District's hazard communication program which includes explanations of labeling systems and Safety Data Sheets and any specific procedures the District has implemented to protect employees from exposure to hazardous chemicals.

- F. Individual employee training on hazardous materials is documented in the Employee Safety Meeting Minutes and maintained for the Board of Directors.
- G. The District shall respond to any request for information relative to the work environment from an employee's treating physician.

**IV. RESPONSIBILITY:**

- (A) Employees share with the employer the responsibility for safety. Each employee is responsible for his/her own safety, the safety of workmates and the general public. Employees shall become familiar with and appropriately apply all policies, procedures, training, and personal protective equipment provided for their protection. Employees shall also make safety suggestions to their supervisors and participate in safety meetings and job briefings.
- (B) Employees shall report all unsafe equipment, unsafe tools, and hazardous conditions that come to their attention to their supervisor. Each employee is expected to stop a job when unsafe conditions are identified.
- (C) Job briefings (tailgate sessions) shall be conducted prior to each job start and shall be revisited should changes dictate. Before beginning a job, employees shall satisfy themselves that they can perform the task without injury. If they are in doubt as to their ability to perform the work, they shall call this to the attention of their supervisor.
- (D) It shall be the responsibility of the Operations Manager to develop and implement operating procedures for this policy and coordinate all safety activities at the District.
- (E) It shall be the responsibility of Supervisors to enforce all safety policies and procedures.
- (F) It shall be the responsibility of the General Manager to provide the leadership to make sure this policy is carried out and that all state, federal, and Occupational Safety and Health Administration (OSHA) safety regulations are adhered to at the District.

Date Adopted: June 10, 1996  
Reviewed: April 10, 1997  
Reviewed: April 10, 1998  
Reviewed: May 10, 2010  
Revised: February 10, 2021

Attested: Jessie Dupont  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**Policy Number 316**

**EXPOSURE TO BLOODBORNE PATHOGEN**

I. OBJECTIVE

To minimize or eliminate the health risk to employees from occupational exposure to blood and other potentially infectious materials.

II. POLICY CONTENT

The District will comply with occupational safety and health regulations as set forth in Section 1910.1030 regarding occupational exposure to bloodborne pathogens and will take all necessary precautions to protect employees from exposure to blood and other potentially infectious materials.

III. PROVISIONS

A. DEFINITIONS

- 1) Bloodborne Pathogen  
Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- 2) Exposure Incident  
Means specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- 3) Occupational Exposure  
Means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.
- 4) Parenteral  
Means situated or occurring outside the intestine.

- B. The District has made an exposure determination that it has no employees with duties that are reasonably anticipated to expose any personnel to blood or potentially infectious materials.

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DAVID CITY, NEBRASKA 68632

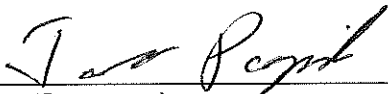
- C. In an effort to provide protection to employees, the District has made personal protective equipment available to all employees to safeguard employees against an exposure incident. Personal protective equipment ("PPE") including rubber gloves and CPR mouthpiece are available to all employees. This personal protective equipment is located in the first aid kits or the bloodborne pathogen kit. The management shall make the PPE available to employees; however, it is the responsibility of all employees to inform the District when replacement of any PPE is necessary.
- D. Any employee who believes that he/she has been exposed to a bloodborne pathogen must immediately report the incident to his/her supervisor or the management of the District.

III. RESPONSIBILITY

All employees, supervisors, and the General Manager are responsible for the administration of this policy.

Dated: June 10, 2006  
Revised: February 11, 2008

Attested:

  
\_\_\_\_\_  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632

**POLICY NUMBER 317**

**WORKPLACE VIOLENCE**

**I. OBJECTIVE:**

- A) To clearly state the policy of Butler Public Power District (District) regarding workplace violence.
- B) To provide District employees with a work environment that is free from incidents that threaten their safety and well being.
- C) To inform employees that violations of this policy will result in discipline up to and including discharge.

**II. POLICY CONTENT:**

- A) Workplace violence is prohibited. Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage.
- B) Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
- C) A threat is the expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating has the present ability to carry out the threat and regardless of whether the expression is a present, conditional, or future threat. Threats may be either expressed or implied.
- D) A physical attack is unwanted or hostile physical contact, including but not limited to hitting, fighting, pushing, shoving, throwing objects, or using a weapon against an individual.
- E) Property damage is intentional damage to property which includes property owned by the District, employees, visitors, vendors, or customers.
- F) Any form of violence is prohibited in District facilities and vehicles, during either working or nonworking time, and while performing District business either on or off District premises.
- G) Any and all activities described in the above paragraphs are expressly prohibited; however, the behavior and conduct specified are examples only and are not intended to be an all-inclusive list of what the District may determine to be workplace violence under this policy.
- H) Any employee who feels that he/she is a victim of workplace violence or who observes or otherwise has reason to believe that violence is occurring in the District's workplace shall immediately report the matter to his/her supervisor. The supervisor shall report the incident to the General Manager so that appropriate action, training, and counseling can occur.
- I) Workplace violence reports will be immediately investigated. The investigation will be conducted on a confidential basis to the extent possible. All personnel are expected to cooperate fully in investigations. In determining the appropriate corrective action, the District will consider all the circumstances, including the nature of the complaint and the context in which events occurred.

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Appropriate corrective action may include discipline, up to and including termination.

J) Individuals who lodge good faith complaints or who participate truthfully in a company investigation will not be retaliated against for the reporting of the situation or participation in the investigation.


**III. RESPONSIBILITY:**

- A) Employees are responsible to read, understand, and support the workplace violence policy and for maintaining an awareness of potential violent situations and bringing them to the attention of management as soon as possible.
- B) All supervisors and managers are responsible for communicating and administering this policy
- C) The General Manager shall see that this policy is carried out.

Dated: June 10, 1996

Revised: September 10, 2008

Attested:

  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**POLICY NUMBER 318**  
**SAFETY COUNCIL / NE DEPARTMENT OF LABOR INSPECTIONS**

I. OBJECTIVE

- A. The purpose of the Safety Council is to provide a forum for the District and its employees to engage in a collaborative effort to promote safety throughout the District's service area (service area is defined as "wherever District employees perform services").
- B. The Safety Council is largely limited to making recommendations to Management and Directors on methods to better address safety and health hazards in the workplace.
- C. The District retains full authority to manage the worksites.

II. PROVISIONS

- A. The council shall be composed of the General Manager, Operations Manager, Accounting/Finance Manager, Office/HR Manager, Safety Meeting President, Safety Director, two outside employees and one inside employee. The recording secretary shall be appointed by the General Manager.
- B. To recruit employee representatives for the council, the District is to provide proper notice to all employees asking for volunteers to serve on the council. If the number of volunteers exceeds the number of available slots, the employee members are to be selected at random.
- C. Membership as an employee representative of the council is to be made available to all employees at least every two years, generally in December. This should be made known to all employees by proper notice at the appropriate time. If there are no new volunteers, existing members can retain their seats. The terms of Safety Council members can be staggered. It is an employee's right to seek a seat as an employee Safety Council member and to participate in the selection process.
- D. The Safety Council will meet at least once every three months or in timely response to an unresolved employee complaint.
- E. The Safety Council is to maintain written minutes of all meetings. These minutes must be retained for at least three years, unless instructed otherwise by the Nebraska Department of Labor (NDOL).

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

F. LB757 (NEB.REV.STAT. 48-443) authorizes the NDOL to conduct inspections of any business in the state, with or without notice, during normal business hours. Refusal by the District to allow an inspector entry will result in a \$1,000.00 per day fine. The NDOL cannot impose fines for workplace safety violations discovered during an inspection (although they can turn the matter over to OSHA), but any dangers identified are to be abated.

1. The District may not interfere with or attempt to limit the scope of the inspection.
2. An inspection will begin with the NDOL representative presenting his or her credentials. You can verify the credentials by calling the Division of Safety and Labor Standards. The opening conference will follow, at which the inspector will explain the inspection process, the reason the District was chosen for the inspection, and the safety standards that will serve as the basis for the inspection. The route and duration of the inspection are up to the NDOL inspector. Employees may be questioned by the inspector, in private about safety and health conditions and practices.
3. Following the inspection, the inspector will meet with the employer and a member of the Safety Council designated by the council in a closing conference to discuss the findings of the inspection.

**III. RESPONSIBILITIES**

**A. SAFETY COUNCIL**

1. To adopt and maintain an “effective written injury prevention program”. The safety council may adopt the written injury prevention program presented to it by the District or may adopt its own.
2. To review all deaths and recordable injuries or illness (Form 200 or First Report of Injury- Nebraska Workers Compensation Court (NWCC) Form 1). After the council’s review, it may make written recommendations to the District regarding preventing similar accidents in the future.
3. To review letters of complaint to the District concerning accidents, hazards, ecology, pollution, or system reliability.
4. To monitor the District’s safety program so as to help assure implementation and compliance with the National Rural Electric Cooperative Association’s Safety Achievement Program (RESAP).
5. To appoint an employee representative on the Safety Council or the council’s designee to accompany the NDOL inspector during an inspection.

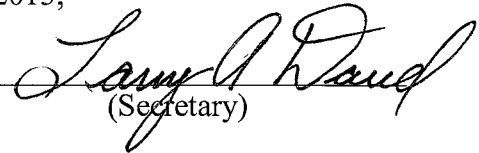
**B. DISTRICT**

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

1. Notify all employees in writing that they may volunteer to be an employee representative on the Safety Council.
2. Prepare an effective written injury prevention program and present it to the Safety Council.
3. Report any workplace death within 48 hours (OSHA requires 8-hour notification) to the NDOL Division of Safety and Labor Standards.
4. The District must communicate to all employees, including non-English speaking employees, the District's safety rules, policies, and procedures and any changes to such rules, policies, and procedures. A copy of the District's implemented safety manual shall be accessible to all employees and made available to the NDOL upon request. The District's safety rules shall include both general workplace safety and job site specific safety.
5. If the NDOL gives the District advance notice of an inspection, the District must inform the employee Safety Council members of the upcoming inspection and allow at least one employee Safety Council member or the council's designee to be present during the opening conference and to accompany the inspector during the inspection.
6. If the NDOL inspector takes any photographs, it is recommended that the District take a similar photograph.

Dated: June 10, 1996, April 10, 1997, July 10, 2003,  
May 10, 2005, October 10, 2006, February 12, 2013,  
May 11, 2015  
Revised: March 10, 2023

Attested:

  
(Secretary)



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 319  
SAFETY / LOSS CONTROL**

**I. OBJECTIVE**

Butler Public Power District (District) and its Board of Directors are committed to providing a safe and protective working environment with the goal of preventing or eliminating all accidents, injuries, and illnesses. The District will eliminate dangers from employee work areas whenever possible and make adequate provisions for the safety and health of employees whenever they are working for the District. The District will conduct all aspects of its business in compliance with applicable safety and health regulations. Each individual employee is responsible for safety and recognizing hazards that cannot be economically removed and deal with them in a manner that prevents accidents.

**II. PROVISIONS**

- A. The District will provide a safe and healthy workplace for its employees, including identifying potential hazards, analyzing which hazards could impact our employees and rectify specific hazards for the safety of our employees.
- B. Safety regulations deemed necessary to assure safe work practices shall be provided to each employee in a safety standards manual, and every effort shall be made to familiarize them with such regulations.
- C. Planned on-the-job training, off-site training, and regularly-scheduled safety meetings, safety council and safety committee meetings shall be carried out as part of a continuing loss control and safety program.
- D. The District shall cooperate with all appropriate agencies interested in the promotion of safe working practices and effective loss control programs and the exchange of mutually beneficial information.
- E. The guidelines of the Occupational Safety and Health Act (OSHA), the National Electrical Safety Code (NESC), the NRECA's Rural Electric Safety Achievement Program (RESAP), and the NREA's approved Safety and Work Practices Manual, and other applicable safety standards shall constitute the basis of the District's safety program.
- F. The District supports the safety objectives and goals to be achieved through RESAP sponsored by the National Rural Electric Cooperative Association. The District's participation in the program strengthens the safety culture, as well as improves our safety performance.
- G. All accidents and near miss accidents shall be investigated to determine how recurrence can be prevented.
- H. Effective communication is vital to working safely.
- I. Implement Safety Team – consisting of three outside employees, one inside employee, Safety Director and Operations Manager.

**III. RESPONSIBILITIES**

- A. MANAGEMENT/SUPERVISORY PERSONNEL ARE TO:

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

1. Share relevant educational material with employees and require employees to follow safety policies and procedures.
2. Review work performed in their area of responsibility to identify potential safety hazards or unsafe practices.
3. Inspect and maintain a safe work environment.
4. Encourage employees to provide suggestions that may correct existing safety hazards or problems and improve existing safety policies, practices, and conditions.
5. Counsel, and if required, discipline employees who fail or refuse to follow District safety policies, rules, and practices.
6. Observe and enforce all safety rules.
7. Provide adequate clothing, equipment, tools, PPE, protective devices, and require proper use and maintenance.
8. Perform and document crew visits and facility Inspections (i.e. vehicle, warehouse, fleet management, pole yard).
9. Encourage a positive safety culture that is shared by all employees. Sharing attitudes, beliefs, and practices demonstrated by all employees. A positive safety culture connects everyone around a common goal to measurably reduce near misses and incidents, which goes beyond following safety procedures and rules.

B. EMPLOYEES ARE TO:

1. Inspect jobsites to identify potential hazards, communicate hazards to supervisors. Review work performed in developing a safer work environment.
2. Periodically review applicable safety policies, rules, and practices.
3. Realize their safety depends on their actions and the actions of co-workers. Counsel co-workers to ensure all employees follow District safety policies, rules, and practices.
4. Report to supervisors and seek first aid for all injuries.
5. Use safety equipment at all times.
6. Be knowledgeable of the NREA Safety Manual, principles of first aid and resuscitation, and District safety rules.
7. Be committed to the idea that every accident, either personal or property, can be prevented through an effective loss control program of which they shall be kept fully advised.
8. Documentation is required for all Job Briefings and Tailgate Sessions.

C. The General Manager is responsible for the administration of this policy.

Dated: June 10, 1996, July 10, 2003, May 10, 2006, May 12, 2008, April 10, 2013, July 10, 2014, September 15, 2017, February 11, 2019

Revised: April 9, 2021

Attested:



(Secretary)

**POLICY NUMBER 320**

**MONITORING OF COMMUNICATIONS**

**I. OBJECTIVE**

- A. To ensure that employees who have consumer contact are responding to consumer needs courteously and efficiently;
- B. To ensure that the District's business equipment and electronic and telephone communications systems are used for job-related purposes; and
- C. To ensure the safety of employees and the public and to verify the location of accidents and system failures.

**II. POLICY CONTENT**

All business equipment and electronic and telephone communication systems are District property and are to be used for conducting District business only. The District may monitor the use of such systems to determine that the equipment is being used properly. Communication systems may also be monitored to verify that the District is serving its consumers efficiently and courteously. Certain communications may be recorded to provide a record of the location of system failures and accidents and to ensure the safe and efficient operation of the District.

**III. PROVISIONS**

- A. All business equipment, electronic and telecommunication systems, computer passwords, etc are District property.
- B. All communications and information transmitted, stored or received over or in the District's business equipment and electronic and telecommunication systems are District property.
- C. The District business equipment and electronic and telecommunication systems are to be used for District business only, except as otherwise provided by this policy.
- D. The District may monitor the use of its business equipment and electronic and telecommunication systems, including E-mail.

- E. Employees may not use passwords, access files or retrieve stored information which they are not authorized to use, access or retrieve.
- F. Incoming and outgoing telephone calls may be monitored throughout the business day.
- G. Personal use of the District's telephones must be limited to emergency calls. Personal calls are not monitored except to the extent necessary to determine that a call is personal in nature.
- H. After hours, incoming and outgoing telephone calls may be recorded. Recorded calls may be reviewed to ensure quality, safety and efficiency. Specific calls may be reviewed, if necessary, to verify the location of system failures and accidents. Personal calls that have been recorded will be monitored only to the extent necessary to determine that the call is personal in nature.
- I. Employees who violate the policy are subject to discipline, up to and including discharge.
- J. As a condition of employment, employees will be required to sign a form acknowledging their understanding of this policy and their consent to any monitoring set out in this policy.

#### IV. RESPONSIBILITY

The General Manager is responsible for the administration of this policy.

Dated: April 10, 1997

Attested:

J. E. Papik  
(Secretary)

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 321**

----- NOT USED -----

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 322**

**DISTRICT COMMUNICATIONS EQUIPMENT USAGE GUIDELINES**

**PURPOSE**

To ensure that all District employees understand their responsibilities, the following guidelines have been established for using District electronic equipment systems, including telephones/cell phones, two-way radio, e-mail and Internet access. Any improper usage of District equipment jeopardizes the District's legal standing and therefore, will not be tolerated.

**PROVISIONS**

- A) Acceptable uses of District e-mail and Internet access: The District provides internet and e-mail access for business usage. Every employee has the responsibility to maintain and enhance the District's public image and to use e-mail and access to the Internet in a responsible and productive manner that reflects well on the District
- B) Unacceptable use of e-mail and Internet access: District e-mail and Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are pornographic. Harassment of any kind is prohibited. No excessively abusive, profane, or offensive language is to be transmitted through District e-mail or Internet system. Electronic media also may not be used for any other purpose that is illegal or against District policy or contrary to the District's best interests. Solicitation of non- District business, or any use of District email or Internet for personal gain, is prohibited. Public employees shall not use or authorize the use of District communications systems for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage or defeat of a ballot issue. Employees may not use passwords, access files, or retrieve stored information which they are not authorized to use, access, or retrieve.
- C) Communications: Each employee is responsible for the content of all text, audio, or images that he or she places or sends over the district's e-mail or Internet system. All messages communicated on District's e-mail and Internet system should contain the employee's name. The District requires that all communications sent by employees via District email and Internet system comply with all District policies and do not disclose any confidential or proprietary company information.
- D) Software: To prevent computer viruses from being transmitted through District e-mail and Internet system, there will be no downloading of any unauthorized software. All software downloaded must be registered to the District. Employees should contact the Technical Systems Manager if they have any questions. Software shall not be downloaded without his written authorization.



**BUTLER PUBLIC POWER DISTRICT  
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- E) Copyright Issues: Employees using District e-mail and the Internet system may not transmit copyrighted materials belonging to entities other than the District. Note that non-adherence to this policy puts the district in serious legal jeopardy and opens the district up to significant lawsuits and public embarrassment. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination. If an employee has questions about any of these legal issues, please speak with the Technical Systems Manager before proceeding.
- F) Security: The District routinely monitors usage patterns of its e-mail and Internet communications. The reasons for this monitoring are many, including security, bandwidth allocation, and the general management of District's gateway to the Internet. All messages created, sent, or retrieved over District e-mail and Internet are the property of District and should be considered public information. Notwithstanding previous comments regarding District's current intention not to monitor content, District must reserve the right to access and monitor the content of all messages and files on District's e-mail and Internet system at any time in the future with or without notice. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. E-mail messages regarding sensitive matters should warn that such communications are not intended to be secure or confidential. This is just good business sense.
- G) Violations: Any employee who abuses the privilege of District facilitated access to telephone/cell phone, two-way radio, e-mail or the Internet will be subject to corrective action up to and including termination. If necessary, District also reserves the right to advise appropriate legal officials of any illegal violations.

**RESPONSIBILITY**

The General Manager, each Manager, and all employees shall be responsible for the administration of this policy.

Dated: April 10, 1998  
Revised: November 10, 2008

Attested: \_\_\_\_\_

  
(Secretary)

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 323**

**CODE OF ETHICS**

**I. OBJECTIVE**

To reaffirm the District's commitment to the highest standards of legal and ethical conduct in its business practices and to assure that all employees adhere to those standards.

**II. POLICY CONTENT**

It is very important that our customers and the public in general have confidence and trust in Butler Public Power District (District) and the persons performing District activities. Employees must have the highest standard of personal integrity and must be honest, independent, impartial, and responsible in their actions.

**III. PROVISIONS**

The following shall apply when conducting District business. You, as a District employee, shall:

- obey the law and follow District policies and procedures,
- make decisions which are free from influences of your own or your family's personal and/or business interest,
- accept only items of small value if offered by persons which do business with the District,
- protect and maintain the confidentiality of customer, employee and District information,
- avoid outside activities or influences which conflict with or influence the performance of your work duties or confuse the public as to the District's involvement in outside activities,
- not use District time or resources to support a political candidate or activity other than providing information to a candidate about the District,
- treat fellow employees fairly and without discrimination and promote the value of teamwork,
- inform your supervisor of any unethical behavior of others,
- demonstrate honesty, fairness, integrity, respect, and accountability at all times and avoid conduct which could discredit the District, and
- observe the highest standards of professionalism at all times.

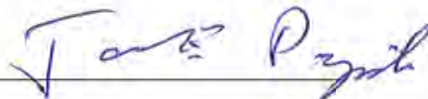
Employees may use District resources, with proper approval, to support or cooperate with communities, governmental entities, and professional, trade, or civic groups, when such support promotes business interests of the District.

**IV. RESPONSIBILITY**

The General Manager with support of each employee shall be responsible for the administration of this policy. Failure to follow this Code could result in disciplinary action.

Dated: April 10, 1998  
Revised: March 10, 2006  
Reviewed: February 9, 2018

Attested:  
(Secretary)





**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 324  
HEARING CONSERVATION**

**I. OBJECTIVE**

This Hearing Conservation Policy has been developed in accordance with OSHA regulations 29 CFR 1910.95 for the welfare of Butler Public Power District employees, and exists for all workers whose noise exposures equal or exceed a noise level of 85 decibels for an eight-hour day or a noise dose of 50%.

**II. GENERAL POLICY MANAGEMENT**

**A. RESPONSIBILITY**

It is the desire of District to provide a hazard-free place of employment by performing the following tasks:

- 1) Monitor noise exposure.
- 2) Institute control measures.
- 3) Implement a hearing conservation program if occupational noise exposure exceeds an eight-hour time-weighted average (TWA) of 85 decibels.

**B. PROGRAM REVIEW AND UPDATE**

The Hearing Conservation Program shall be reevaluated:

- 1) When the annual audiogram testing is done.
- 2) Whenever there is a change in production, process, equipment, or controls that might have questionable noise levels.

**III METHODS OF COMPLIANCE**

**A. MONITORING**

- 1) A noise survey will be conducted to identify the areas, if any, where employee noise exposure may exceed an 85 decibel eight-hour time-weighted average TWA.
- 2) Each employee will be notified of the monitoring results if exposed at or above the 85 decibels TWA.
- 3) Additional monitoring will be conducted if changes in production, equipment, processes or controls suggest that noise exposures may have increased.

**B. AUDIOMETRIC TESTING**

If the safety director determines that any employee is exposed to noise exposure equal or greater to an 8-hour time-weighted average of 85

BUTLER PUBLIC POWER DISTRICT  
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decibels, then the safety director shall establish and maintain an audiometric testing program. The program shall include:

- 1) Obtaining a baseline audiogram (hearing test) for each employee with noise exposures equal or greater than an 85 decibel TWA. The baseline audiogram will be obtained within six months of the employee's first exposure to noise above the action level. In the case that a mobile van is used for testing, the audiogram will be obtained within one year. However, employees must use hearing protection six months after their first exposure until a baseline audiogram is obtained.
- 2) Baseline audiometric testing must be preceded by at least 14 hours without exposure to noise levels above 80 decibels. Workers may use hearing protection to meet his requirement.
- 3) Annual audiograms are required for each employee with noise exposures equal or greater than an 85 decibel TWA.
- 4) Audiometric tests will be performed by a licensed or certified audiologist, otolaryngologist, qualified physician or qualified technician responsible to the audiologist or physician.
- 5) If a comparison of the annual audiogram with the baseline audiogram indicates that a standard threshold shift as defined in 1910.95(g)(10) has occurred, a retest with 30 days may be conducted and the second test may be considered the annual audiogram.

A standard threshold shift which is defined as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more at 2000, 3000 and 4000 Hz in either ear.

- 6) If a standard threshold shift as defined is confirmed, the employee will be:
  - A) Informed of this fact, in writing, within 21 days of the determination.
  - B) Referred to an audiologist, otolaryngologist or qualified physician for further evaluation. They will be provided with both the baseline and the most recent audiogram of the employee, and the required records on the audiometer and the audiometric test room.
- 7) Unless the audiologist or physician determines that the standard threshold shift is not work-related OR aggravated by noise exposures in the work place, the employee will be

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required to use suitable hearing protection. For employees exposed to noise levels less than 90 decibels TWA, the use of hearing protection will continue until subsequent audiometric testing indicates that the standard threshold shift is not permanent.

- 8) All audiometric testing, evaluation, and personal protective equipment will be provided free of charge to all employees.

C. HEARING PROTECTION

- 1) Hearing protection will be required and provided for all employees with noise exposure:
  - A) Greater than 90-decibel TWA; or
  - B) Equal to or greater than an 85 decibel TWA and who have experienced a Standard Threshold Shift; or
  - C) Equal to or greater than an 85 decibel TWA for six months or more AND who have not obtained a baseline audiogram.
- 2) Hearing protection will be available for use to all employees with noise exposures between 85 and 90 decibels TWA who have not experienced a Standard Threshold Shift.
- 3) Hearing protection will be provided at no cost to employees and a variety of suitable types of will be available for their selection.
- 4) Hearing protection will be evaluated for its ability to adequately reduce the noise exposures in the work place to a 90 decibel TWA or less (or an 85 decibel TWA for those employees who have experienced a Standard Threshold Shift).

D. TRAINING

Annual training programs will be required for employees included in the Hearing Conservation Program (those employees who are exposed to noise at or about an 8 hour time-weighted average of 85 decibels), which covers the following topics:

- 1) The effects of noise on hearing.
- 2) The purpose of hearing protectors.
- 3) The advantages, disadvantages and noise reduction capabilities of the various types of hearing protectors.
- 4) Instructions on the selection, fitting, use and care of hearing protectors.
- 5) The purpose of audiometric testing and an explanation of the test procedures.

E. RECORD KEEPING

The following records will be maintained in the office, and are available upon request, to all affected employees or an OSHA representative:

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- 1) Noise exposure records will be retained for at least two years.
- 2) All audiometric testing records will be retained for the duration of each worker's employment and will include:
  - a) Audiogram with the name and job classification of the employee, date of the audiogram and the examiner's name.
  - b) Measurements of the noise levels in the audiometric test booth and the date of the last acoustic or exhaustive calibration of the audiometer.
  - c) Employee's most recent noise exposure measurement.

Dated: August 10, 2000  
Revised: July 12, 2010

Attested:

  
(Secretary)

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**Policy Number 325**

(Open for Future Use)

**Policy No. 326**

**WHISTLE BLOWER PROTECTION**

**I. OBJECTIVE**

To provide an avenue for Butler Public Power District employees to raise concerns with reassurance that they will be protected from reprisals or victimization for whistle blowing in 'good faith'.

**II. POLICY CONTENT**

- A. Any employee filing a complaint concerning a suspected violation of existing Board Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of Board Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
- B. No employee who, in good faith, reports a violation or participates in an investigation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees to raise serious concerns within the Butler Public Power District. Acts of retaliation should be reported immediately.
- C. Suspected violations should be reported immediately to the General Manager. If such violation is against the General Manager the employee should report the matter directly to the Board President. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

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- D. Suspected violations may be submitted on a confidential basis by the complainant. Reports of suspected violations will then be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The General Manager or Board President will notify the sender to acknowledge receipt of the report of suspected violation within five business days.
- E. Any employee violating this policy may be subject to immediate discipline up to and including discharge from the District.

III. RESPONSIBILITY

The General Manager and the Board President shall be responsible for administration of this policy.

Dated: September 9, 2004

Attested: *J. B. Papil*  
(Secretary)

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**PROCEDURE NO. 327**

(Open for Future Use)



**POLICY NUMBER 328  
PROGRESSION to JOURNEY LINEMAN TRAINING PROGRAM**

- **PURPOSE** **page 1**
- **SCOPE** **page 1**
- **REVIEW BOARD MAKEUP** **page 1**
- **CONDITIONS**
  - **APPRENTICE LINEMEN** **page 2-3**
  - **LINEMAN** **page 3**
  - **JOURNEYMAN** **page 4**
- **REVIEW BOARD GUIDELINES** **page 5**
- **GUIDELINE FOR CONDUCTING REVIEWS** **page 6-7**

**PURPOSE** The purpose of this program is to outline the process for an employee to advance from Apprentice Lineman to Lineman to Journeyman Lineman to assure that he can demonstrate the qualifications and proficiencies needed to work safely in either of these positions.

**SCOPE** This program is for the progression of an employee to Journeyman Lineman and applies to all employees eligible for and currently in the position of Apprentice Lineman or Lineman.

A Review Board (RB) is responsible to assure that the “progression Training Program” (PTP) provides the appropriate training and job training experiences to allow timely progression to Journeyman status, while assuring that each individual can demonstrate his potential to do so.

**REVIEW BOARD (RB)**

The RB’s role is to assess an individual’s development and judges his suitability for promotion to the next level. Reviews will be scheduled as needed and conducted in accordance the Guidelines in Attachment 2. The RB consists of the following:

- The District Safety Director
- Operations Manager (Chairman)
- Construction Foreman

**Note:** The review will be conducted in accordance with the Guidelines for Conducting Journey Lineman/Lineman Review. The decision of the majority of the RB rules. The Operations Manager will forward a written notification, within three working days after the review, to the General Manager clearly stating:

- The items that the candidate has tested and performance in each area.
- The Review Board recommendations, and
- Recommendation for a wage increase.

An employee presently titled Apprentice Lineman or Lineman will retain this title until he meets the requirements of the conditions stated below to progress to the next level.

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- A. An employee hired as an Apprentice Lineman without previous on the job Lineman experience must successfully complete the Lineman Progression Program.

The Lineman Progression Program is to be completed in 30 months (2 ½ years) from the date of employment under normal circumstances.

- B. An employee hired as an Apprentice Lineman with 2 years of on-the-job experience with another utility or who has graduated from an approved Community College Utility Program may have the potential for completing the Progression Training Program on an accelerated basis.
- C. The first six months is a probationary period during which the Apprentice Lineman must demonstrate potential to become a Lineman. The probation includes a review of job performance and completion of the probationary requirements included in the Apprentice Lineman Progression Program issued to each Apprentice Lineman.
- D. Action taken as the result of an employee's failure to satisfactorily complete any of the probationary requirements will be at the discretion of the Operations Manager and may include termination.
- E. The remaining units of the Apprentice Lineman Progression Program may be taken a second time but shall be completed within the first 30 months. Additional repetition of any of these units requires a written recommendation from the responsible Construction Foreman to the Operations Manager for approval.
- F. An Apprentice Lineman will become a Lineman after meeting the following requirements:
- a. Satisfactory completion of the Lineman training units.
  - b. Satisfactory job performance and demonstration of qualifications as Lineman for 2 ½ years (Documented by immediate supervisor).
  - c. A written recommendation to take the Lineman exam from the employee's immediate supervisor to Operations Manager.
  - d. Must pass the Lineman examination with a minimum grade of 80 percent.
  - e. Shall pass NPPD's certified switchman program.
  - f. Successfully complete a review by the Review Board.

**G. Failure in Progression**

- If an employee scores less than 80% on the Lineman examination, he must retest within one year. If the employee scores less than 80% on the second examination, he must have a written recommendation from his immediate supervisor to the Operations manager before a third test is allowed. This recommendation must clearly state why the employee should be retested with reference to satisfactory job performance. The third test must be taken within one year of the second test date. Employment shall be terminated upon an unsatisfactory score on the third test.
- Written documentation of the failure of the Lineman review shall be provided by the Operations Manager to the General Manager.

- A lost time accident due to a safety violation during the progression program may result in termination of the employee.

**CONDITIONS      PROGRAM OUTLINE FOR LINEMAN**

A person with previous Lineman experience of 3 years or applicable college technical training degree may be hired as a Lineman rather than an Apprentice Lineman. The Operations Manager must make the recommendation to hire an employee at the Lineman level. The General Manager must approve the recommendation.

A. The employee hired as a Lineman:

1. Enters a six-month probationary period during which the Lineman must pass the Lineman examination with a minimum grade of 80 percent. The probation also includes a review of job performance and the employee's demonstration of qualifications as Lineman. The appropriate Supervisor shall provide a written recommendation with detailed confirmation of satisfactory job performance to the Operations Manager.
2. Must have passed the NPPD certified switch program. The Operations Manager must recommend him to the Review Board. And he must successfully complete a review by the Review Board.

B. An employee hired to fill a Lineman position with 2 years or less of on-the-job experience with another utility may have the potential to become a Journeyman on an accelerated basis by:

1. Following his first year the Lineman must pass the Lineman examination with a minimum grade of 80 percent. There would be a review of job performance and the employee's demonstration of qualifications as Lineman. The appropriate Supervisor shall provide a written recommendation with detailed confirmation of satisfactory job performance to the Operations Manager.
2. He would have passed the NPPD certified switch program. The Operations Manager must recommend him to the Review Board. And he must successfully complete a review by the Review Board.

C. An employee who has successfully progressed from an Apprentice Lineman to a Lineman position must have 2 years of on-the-job experience as a lineman with progressive responsibilities and must show his potential to become a Journeyman Lineman, and the appropriate Supervisor shall provide a written recommendation to the Operations Manager, which shall include a detailed confirmation of satisfactory job performance, and the Operations Manager must approve the recommendation.

**D. Failure in Progression to Journeyman**

Written documentation of the failure of the Lineman to progress shall be provided by the Operations Manager to the General Manager. Employment shall be terminated upon a failure to progress over a 3-year period.



**ATTACHMENT 1  
REVIEW BOARD GUIDELINES**

1. The immediate supervisor of the Apprentice Lineman or Lineman makes a written recommendation to the Operations Manager.
2. The Apprentice Lineman or Lineman is provided an outline of the topics to be covered and a copy of these guidelines.
3. The Operations Manager serves as the chairperson of the Review Board.
4. Questions included in the review are oriented toward a Lineman or Journeyman Lineman routine work environment.
5. The review for Apprentice Linemen and Linemen is written with performance testing. The review for Journeyman Lineman is oral with performance testing.
6. The maximum time spent with the Lineman or Journeyman Lineman in the review shall not exceed eight hours.
7. The review should be interactive between all participants of the review board.
8. Each Review Board member independently assesses performance on each segment as satisfactory or unsatisfactory.
9. Written evaluation questions/notes shall be used throughout the review.
10. The final recommendation of pass or fail by Review Board is the responsibility of the Operations Manager after a closed discussion by the Review Board.

The recommendation of the Review Board shall be communicated to candidate before adjourning the review.

**ATTACHMENT 2  
GUIDELINES FOR CONDUCTING JOURNEY LINEMAN/LINEMAN REVIEWS**

The Review Board selects topics from the areas listed below – CLIMBING, SAFETY, OPERATIONS, CONSTRUCTION, CDL, GROUNDING, SWITCHING, SAFETY HANDBOOK, and RIGGING.

Topics that may be included are listed under each of the areas.

**1. CLIMBING**

- a. Observation of climbing skills.
- b. Examination of personal tools and equipment.

**2. SAFETY**

- a. **Clearances and Permits**
  - i. Receipt of a clearance or permit from the appropriate dispatcher.
- b. **Working on or in the vicinity of energized electrical lines or equipment.**
  - i. Application of proper/appropriate protective grounds.
  - ii. Setup for actual work or energized lines or equipment (although no actual primary voltage work will be done).
  - iii. Setup and operation of lifting equipment or an insulated aerial device in a work environment.
  - iv. Environment.

**3. OPERATIONS**

- a. **Transformers/Capacitors**
  - i. Connection of a transformer or transformer bank.
  - ii. Load checking a transformer bank.
  - iii. Checking phase rotation.
  - iv. Checking a faulted transformer.
  - v. Checking a faulted capacitor.
- b. **Customer complaints and the Public**
  - i. Investigation of a low voltage complaint.
  - ii. Investigation of a high bill complaint.
  - iii. Obtaining permission to do work on property of others.
- c. **Right-of-way control**
  - i. Setup for tree trimming, chemical application and use of tools.
- d. **Connections and splices**
  - i. Preparation and installation of a splice or connection.
- e. **Underground**
  - i. Installation of underground components.
  - ii. Switching and operation of an underground system.
  - iii. Hi-potting an URD fault.
- f. **Metering**
  - i. Setting or removing of a digital meter.
  - ii. Reading of a kilowatt-hour and/or demand meter.
  - iii. Converting demand (kW) to Horsepower (HP).

- g. Rigging**
    - i. Do an actual rigging setup.
    - ii. Installing the pole gin and installing a transformer.
  - h. Hotline tools**
    - i. Setup of a hotline job.
    - ii. Hot stick work.
    - iii. Examination of tools and equipment.
    - iv. Test a set of grounds.
    - v. Test a Hot Stick.
    - vi. Operate a switch.
  - i. Troubleshooting**
    - i. Investigation of a simulated outage.
    - ii. Trouble shooting a load control device and bypassing the unit.
    - iii. Changing voltage on a Regulator.
    - iv. Operations of an electronic OCR, checking targets, operations and installing on 1 shot.
- 4. CONSTRUCTION**
- a. Poles**
    - i. Handling, framing, and setting of a pole.
    - ii. Name the type of RUS drilling specification.
  - b. Conductor**
    - i. Simulated installation and/or sagging of conductor.
    - ii. Simulated installation of a splice.
  - c. Specifications Book**
    - i. Knowledge of the specification book.
    - ii. General questions.
  - d. Application of the specification book to a work order.**
- 5. CDL**
- a. Questions over guidelines and procedures covered in Butler PPD's personnel manual.**
- 6. GROUNDING**
- a. Questions over guidelines and procedures covered in Butler PPD's Safety Manual.**
- 7. SWITCHING**
- a. Questions over guidelines and procedures**
    - i. Procedures for switching 34.5/69 kV line.
    - ii. Procedure for back feeding a substation.
    - iii. Procedure for removing a Regulator out of service.
    - iv. Procedure for removing an OCR out of service. (Substation or Line OCR)
    - v. Procedure for removing a Capacitor out of service.
- 8. SAFETY AND HEALTH**
- a. Questions pertaining to Butler PPD safety manual or personnel policy manual.**





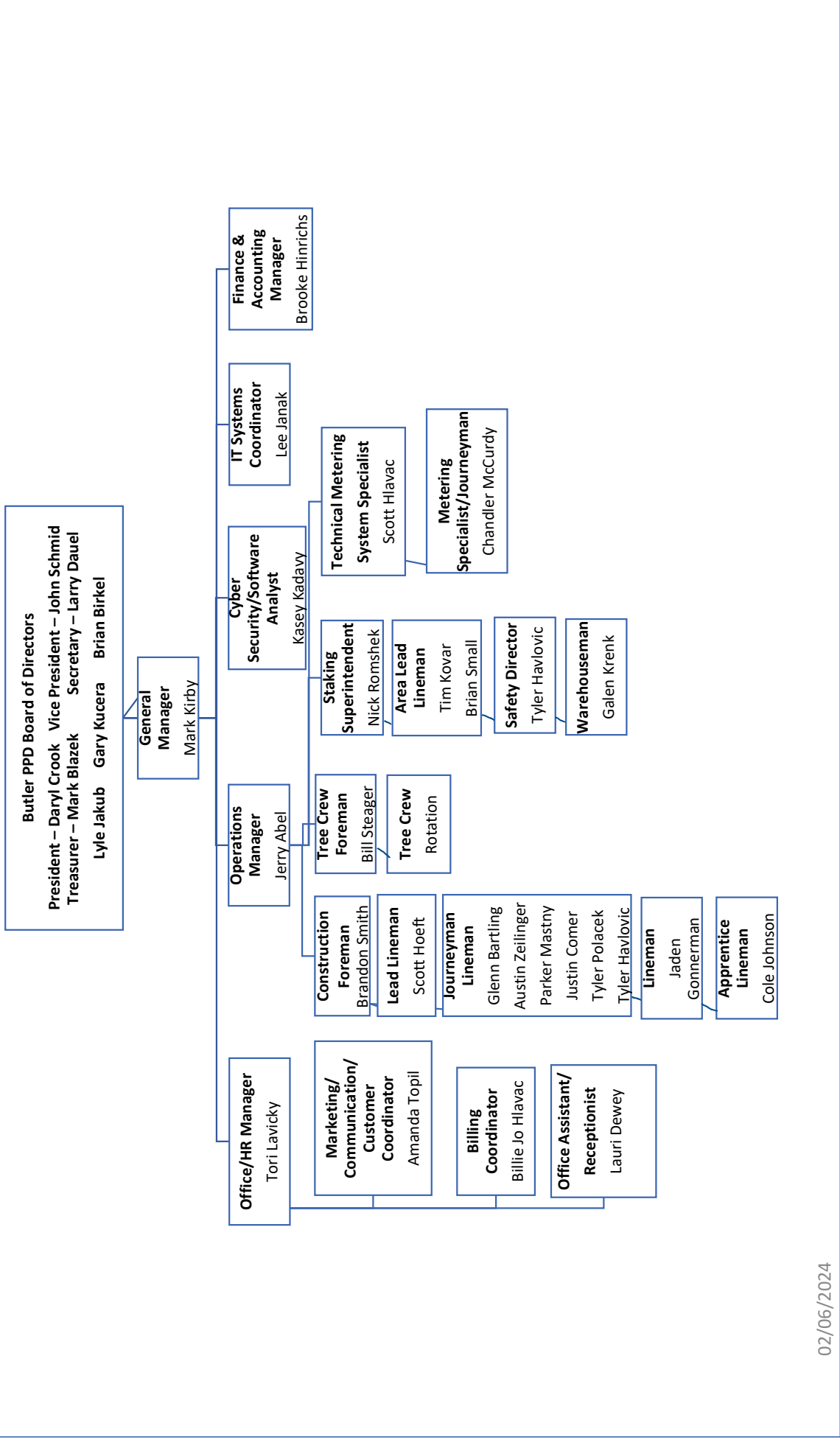
**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 400**

**ORGANIZATIONAL CHART  
AND  
POSITION DESCRIPTIONS**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
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**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POLICY NUMBER 402**

**WAGE AND SALARY SCHEDULE**

**EFFECTIVE: November 1, 2023 THRU October 31, 2024**

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
APPRENTICE LINEMAN or TREE CREW-1	24.84	32.38
WAREHOUSEMAN	26.32	34.31
LINEMAN or TREE-CREW 2	30.43	39.66
JOURNEYMAN LINEMAN or METERING SPECIALIST JOURNEYMAN	35.28	45.98
LEAD LINE, CREW CHIEF or TECHNICAL METERING SYSTEMS SPECIALIST	37.98	49.52
STAKING SUPERINTENDENT/ TREE FORMAN	39.48	51.46
CONSTRUCTION FOREMAN	40.81	53.20
CASHIER or OFFICE ASSISTANT	22.91	29.86
BILLING COORDINATOR	27.04	35.23
MARKETING/COMMUNICATIONS CUSTOMER COORDINATOR	27.17	35.41
FINANCE/ACCOUNTING MANAGER	6,300	10,159
OFFICE/AR MANAGER	5,250	9,188
OPERATIONS MANAGER	7,000	11,813
CYBER SECURITY SOFTWARE ANALYST	6,912	10,062
IT SYSTEMS COORDINATOR	5,250	9,188



BUTLER PUBLIC POWER DISTRICT  
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**Policy Number 403**

**POSITION DESCRIPTIONS – INSIDE EMPLOYEES**

01. Chief Executive Office/General Manager – 09/11/2015
02. Accounting Manager – 04/15/2022
03. Marketing Communication Customer Coordinator – 04/15/2022
04. Administrative Assistant/Billing Coordinator – 07/2019
05. Office Assistant – 07/2019
06. Receptionist/Accounting Clerk – 07/2019
07. IT Systems Coordinator – 7/6/2020
08. Operations Manager – 07/08/2020
09. Cyber Security\_Software Analyst – 12/17/2019
10. Safety Director – 7/9/2020

**CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**  
**BUTLER PUBLIC POWER DISTRICT – DAVID CITY, NE**

**1 OBJECTIVES:**

- (a) To perform at a high level, the leadership and management functions of planning, organizing, directing, coordinating and controlling the activities and affairs of Butler Public Power District (District) in accordance with the established policies, strategic plans, and business objectives as delegated by the Board of Directors, and in accordance with State Statutes;
- (b) To provide leadership, vision, advice, and assistance to the Board of Directors concerning industry changes, strategic planning, business objectives, and policy needs that will support the District's mission and provide effective guides to operations;
- (c) To provide leadership and direction to personnel to secure their support, ability, and cooperation in accomplishing the District's business objectives;
- (d) To provide satisfactory working conditions for personnel and provide for the opportunity for the maximum creativeness, personal satisfaction, and sense of accomplishment;
- (e) To create and use opportunities to develop customer loyalty, support, understanding, and acceptance;
- (f) To assure that all customers have access to a reliable, competitively priced supply of electricity;
- (g) To provide timely data as required by the District's many business associates while developing and maintaining political and business alliances beneficial to the customer.

**2 RESPONSIBILITIES:**

- (a) Leadership
- (b) Provide opportunities for strategic visioning and planning to ensure that the District is in a sound operating position for the future.
- (c) Guides and assists the Board of Directors in developing goals, policies, and plans to support the strategic plan.
- (d) Provide educational information and opportunities for the Board of Directors' participation.
- (e) Administers the District's 'Safety and Occupational Health' Policy which promotes practices that eliminate personal injury and occupational disease.

**3 MANAGEMENT:**

- (a) Ensure that the activities and operations of the District are conducted in accordance with the bylaws, policies, mission, and goals established by the Board of Directors, and in accordance with State Statutes.
- (b) Prepares and plans board meetings in a professional manner by providing data, facilitating participation, and building consensus among the directors.



- (c) Consult with attorneys, auditors, engineers and other consultants, as necessary, to accomplish District goals and objectives.
- (d) Provide an annual budget, financial plan, and sound pricing structure for Board consideration and adoption and reviewed monthly by personnel and the Board. Put forth effort to live within budgetary and financial plans.
- (e) Takes reasonable action necessary to carry out delegated responsibilities so long as such action does not deviate from established policies defined by the Board of Directors, does not conflict with sound business judgment, or does not exceed specific limitations placed upon the authority delegated by the Board of Directors or the Bylaws of the District.
- (f) Establishes the organizational structure and modifies it as conditions warrant.

#### **4 PERSONNEL:**

- (a) Ensure through employee meetings, communications, and committees that personnel are aware of the District mission and goals and perform their functions to accomplish these goals.
- (b) Establish guidelines for recruiting, hiring, training, and developing personnel.
- (c) Provides and maintains wage and salary plans, benefits, and effective human resource policies.
- (d) Guide personnel to look at work from a total process viewpoint rather than task viewpoint.

#### **5 CUSTOMER RELATIONSHIPS:**

- (a) Assure effective programs are developed and maintained to build customer loyalty.
- (b) Communicates with and resolves customer issues and concerns as needed.
- (c) Directs plans for timely Customer Meetings.
- (d) Inform customers of new developments at the District and within the industry.

#### **6 BUSINESS AND POLITICAL ALLIANCES:**

- (a) Participate in the activities of state and national industry organizations to promote the District's interests. Attends and participates in national, regional, state, and area rural electric and related meetings and serves on committees when appointed.
- (b) Promote a favorable image of the District with the general public.
- (c) Keep abreast of all pending and current industry changes and legislative issues impacting the District.
- (d) Maintain positive business relationships including, but not limited to, State Senators, NPPD, NREA, NEG&T, Power Review Board, NRECA, suppliers, RUS, Insurance Companies, Contractors, Educational Institutions, local organizations, lending institutions, and economic development organizations.

**7 SUPERVISION:**

- (a) Fulfills supervisory responsibilities including but not limited to planning, scheduling, delegating, appraising, coaching, counseling, and teaching; supports business systems and policies, procedures, and practices relative to supervisory responsibilities.
  
- (b) Display a team style by encouraging constructive handling of conflict, providing and accepting feedback. Encourage personnel to use creativity in an effort to find ways to eliminate unnecessary tasks and to streamline others. Assists personnel in seeing how the cooperative's goals are best accomplished. Take genuine interest in the development of personnel. Conveys feelings of respect for all personnel and encourages the same from others.

**8 CUSTOMER SERVICE:**

Understands and demonstrates that customer satisfaction means trying to meet the customer's expectations by listening to his/her needs, providing product dependability, a timely response, and reliable information and follow-up on requests and questions. Display a friendly, courteous attitude while being accessible and known in the service area.

**9 BUSINESS KNOWLEDGE:**

Uses business information to assist in providing competitively priced services by knowing (1) how his/her job impacts costs, (2) the wholesale price, (3) costs of transmission and distribution, (4) debt service, and (5) other price impacts. Display efforts to do the job right the first time. Looks for job efficiencies, limits waste, and is prudent in the buying and/or use of purchased goods and services. Understand that the District values working as a team for the betterment of the customers by looking to improve the quality of life and acting in their best interest. Demonstrates pride in workmanship and providing value to the community.

**10 TEAM EFFORTS:**

Support operations and administration working toward business and budget goals. Display effective communication by willingly listening, trying to understand other viewpoints, and giving constructive input. See self as a problem solver working on both business problems and processes while getting along with others. Is a good example of professionalism: knows job and is able to complete tasks, uses common sense, looks to the future in how to make improvements in work, and displays a concern for a positive impact on others in both appearance and communication.

**11 REPORTS TO:**

Board of Directors

**12 SUPERVISES AND EVALUATES:**

Accounting Manager, Operations Manager, Technical Systems Manager, Administrative Assistant, and all District Consultants.

**13 EDUCATION AND TRAINING REQUIREMENTS:**

- (a) Candidates should have a minimum of 9 years' electric utility experience, preferably within the rural electric program, and at least 2 years' senior management experience.
- (b) Candidates must have broad electric utility experience including such areas as operations, finance, strategic planning, team building, customer communications, and board relations.
- (c) Valid Nebraska driver's license.
- (d) The successful candidate will have excellent people and communications skills, being able to effectively interact with the Board, customers, personnel, and business associates, proven leadership ability and a strong commitment to the "cooperative principles".
- (e) Need working knowledge of computers and other technology.

**14 PHYSICAL CAPABILITIES FOR THIS WORKING ENVIRONMENT:**

Normal, no smoking office environment. Required to talk to and with the public, customers, and employees. Work at a desk and use hands and fingers. The noise level is usually moderate. No specific lifting requirements are included in this position. Needs ability to drive to out-of-town affiliated organization meetings.

Revised: September 11, 2015

Attested \_\_\_\_\_



Secretary

**POSITION DESCRIPTION  
ACCOUNTING/OFFICE MANAGER**

**I. Position Summary**

This position is responsible for financial reporting in various areas while developing and maintaining accounting practices and procedures to ensure that all financial documents are accurate and prepared in a timely manner.

**II. Reporting Relationships**

- A. Reports to: General Manager (member of management team)
- B. Directs: Billing Coordinator, Office Assistant and Receptionist / Accounting Clerk

**III. Essential Duties And Responsibilities**

Within the limits of approved board policies and procedures, budgets and specific delegation from the General Manager, the Accounting/Officer Manager assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable District image consistent with the District's Strategic Goals:

- A. Prepares monthly Financial, Statistical, Investment and Expenditure information for the Board of Directors.
- B. Attends monthly Board meetings to present financial report.
- C. Prepares and files monthly, quarterly, and year-end reports with the proper agencies.
- D. Assures the accurate preparation and timely filling of all tax reports: federal/state, unemployment, Nebraska gross income, state sales tax, county tax, FICA tax, and federal withholding reports.
- E. Assures adequate financial controls exist.
- F. Coordinates, cooperates, and consults with the auditor as necessary regarding accounting practices and prepares work documents and other reports for annual audit.
- G. Makes long-term and short-term investments decisions keeping in mind upcoming expenditures for the District
- H. Maintains a sufficient amount of petty cash and reconciles the account.
- I. Works closely with local banking/lending personnel on any problems involving the deposit of funds, checking accounts, pledged security coverage and other banking services.
- J. Responsible for payroll activity for District staff.
- K. Responsible for accounts payable and accounts receivable while reviewing all invoices.
- L. Works with Meridian Cooperative Inc. to assure that the District has access to the best possible billing and accounting processes.
- M. Demonstrates empathy and responsiveness to internal and external customer needs by being timely, delegating if necessary, and following through.
- N. Supervisory responsibilities include but not limited to planning, scheduling, delegating, evaluating, coaching, counseling, teaching while maintaining confidentiality of sensitive information.

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- O. Serves as benefit's administrator for District employees and retirees.
- P. Coordinates all worker's compensation claims with Federated Rural Electric Insurance Exchange. Prepare and provide insurance coverage and information for bi-annual meeting with Federated Rural Electric Insurance Exchange with General Manager.
- Q. Prepares annual budget with General Manager and Operations Manager.
- R. Responsible for licensing of all vehicles and equipment.
- S. Coordinates FEMA and NEMA reporting and processing.
- T. Develops and maintains adequate plant and property records with the help from the Operations Department.
- U. Oversees the data entry and balancing of the work order process and material inventory, with the help of the Operations Department.

**IV. Education, Experience and Job Knowledge**

A bachelor's degree in accounting is preferred with five years' of progressively responsible experience in accounting or financing operations. A High School diploma plus an additional five years of experience may replace the degree requirement. Must be or will be trained in CPR and basic First Aid. Five years' experience in the utility industry preferred. Previous experience demonstrating supervisory, or leadership skills preferred. Thorough knowledge of (or ability to learn) utility accounting practices and all processes required by the District to maintain customer accounts and financial statements. High level analytical, proofreading, and organizational skills. Discretion is required due to confidentiality of customer and employee data. Proven ability to effectively communicate in writing and speaking with customers, Board of Directors, and employees. Need high-level computer expertise, including proficiency Word and Excel. Knowledge of Access and PowerPoint and HR System use helpful.

**V. External Relationships**

- A. Customer: Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State, and County Officials: Confers with and cooperates with officials as it pertains to the District.
- C. Auditors and Contractors: Confers, advises, informs, cooperates, and coordinates as appropriate with each.
- D. Other Utility Personnel: Assists or request assistance via mutual aid with peer utilities.
- E. Public: Maintain good relations and promote Economic Development and Public Power.

**POSITION DESCRIPTION**  
**MARKETING / COMMUNICATION / CUSTOMER COORDINATOR**

**I. POSITION SUMMARY**

Coordinate customer service activities of Butler Public Power District to ensure positive customer service outcomes and promote, in accordance with established policies and procedures, an efficient electric use program by taking every opportunity to acquaint customers with advantageous and productive electrical uses and assure they are receiving reliable, low-cost service through the diligent application of sound practices.

**II. REPORTING RELATIONSHIPS**

Reports to General Manager

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Within the limits of approved board policies and procedures, budgets and specific delegation from the General Manager, the Marketing / Communication / Customer Coordinator assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable District image consistent with the District's Strategic Goals:

- (A) Direct customer service functions of the District, while keeping the General Manager informed of the most vital customer service issues.
- (B) Establish and monitor customer contact procedures to ensure the safety of district personnel and the general public.
- (C) Personally, handle customer service issues of the most complex and sensitive nature and make independent decisions to bring satisfactory resolution for what's best for the greatest number.
- (D) Conduct/coordinate energy audits (residential & commercial).
- (E) Develop a speaker program for schools and service clubs to be used when making presentations to these groups within the service territory. This should focus on education, safety and the benefits of public power.
- (F) Direct all activities relating to job fairs, Ag Expo's and the Butler and Saunders County Fairs.
- (G) Coordinate all Energy Efficiency Programs available to District Customers. Educate, market, and take lead in encouraging customers to take advantage of these programs.
- (H) Coordinate economic development programs and involvement with economic development entities in the service areas.
- (I) Schedule regular meeting with each Village served by the District. Schedule successful irrigator's meeting to discuss load management, rate changes and other appropriate irrigation issues.
- (J) Develop a key accounts program to better serve the district's largest C&I customers.
- (K) Review net metering/renewable (wind/photovoltaic/methane) generation policies with customers having a desire to build in service area. Inform customers of contract provisions and safety concerns should they want to interconnect to District's grid.

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- (L) Provide suggestions to District personnel on proper customer service techniques to preserve the favorable public image of the District.
- (M) Analyze customer service practices and procedures to determine and recommend improvements to better meet established customer service goals and objectives.
- (N) Assist the General Manager in all phases in building positive Public Relations.
- (O) Direct advertising development and promotion campaigns for the District. Coordinate advertising campaign – radio, newspaper, et al, and community involvement.
- (P) Develops and updates Butler PPD’s social media and website.
- (Q) Responsible for insert for the monthly NREA magazine.
- (R) Maintains NREA Magazine label database.
- (S) Coordinates Scholarship and Energy Camp Application processes.
- (T) Serve as Butler PPD’s Grassroots Coordinator.
- (U) Responsible for after hour reconnection of service.
- (V) Perform any other duties as requested by the General Manager.
- (W) Coordinate all accident claims with Federated Rural Electric Insurance Exchange.

**V. EDUCATION, EXPERIENCE AND JOB KNOWLEDGE**

An Associates Degree in Business Communication or a related field is preferred. Related experience or background includes front-line customer service, communications, marketing, social media/website design and energy efficiency.

**VI. PHYSICAL REQUIREMENTS/DEMANDS**

Medium work requiring lifting or carrying of up to 80 pounds of force occasionally. Inside desk work with some outside work. Some exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Be able to perform manual manipulation and perform repetitive motions to use a computer keyboard a significant amount of the time as part of daily duties. Be able to view a computer screen a significant amount of time as part of daily duties. Hold a valid Nebraska driver’s license. Be able to communicate well in writing, orally, and by telephone with employees and customers daily. Be able to remain calm and professional during customer contacts that can be high stress and verbally abusive. Must be able to read, write and do arithmetic. Be able to analyze data and reports, conducting research, coordinating people and evaluating results. Must be able to present information to others and work under stress.

**VII. EXTERNAL RELATIONSHIPS**

- A. Customers:** Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State and County Officials:** Confers with and cooperates with regard to the District.
- C. Other Utility Personnel:** Assist with large outage response.
- D. General Public:** Maintain good relations and promote Economic Development and Public Power

# ADMINISTRATIVE ASSISTANT/BILLING COORDINATOR

## BUTLER PUBLIC POWER DISTRICT DAVID CITY, NEBRASKA

### 1. JOB SUMMARY:

Under the Supervision of the Accounting Manager, the Administrative Assistant/Billing Coordinator is responsible for providing support to the General Manager and Board of Directors, and administers the Customer Billing System by providing efficient, accurate and courteous service that will increase satisfaction and promote good will between the District and its customers. Acts as back-up to Cashier/Receptionist and Office Assistant as necessary. Is thoroughly familiar with District's policies and general office procedures.

### 2. PREREQUISITES

- (a) Must display effective written and oral communication skills, to include ability to tactfully and courteously communicate with the general public and other employees.
- (b) Must have ability to coordinate or perform multiple priority projects as well as identify and solve problem areas.
- (c) Must have knowledge of and be able to follow District's procedures and policies as they relate to customers and BPPD in general.
- (d) Must have working knowledge of all areas concerned with customer accounts, including billing, account adjustments, payment arrangements, deposits, rates, billing and collecting regulations.
- (e) Must possess broad knowledge of Customer services.
- (f) Must have ability to handle confidential information and possess high degree of integrity and honesty.
- (g) Willing to work over-time, holidays and weekends in emergency situations.
- (h) Willing to participate in special training programs/classes as requested.
- (i) Serves as back-up to Accounting Manager for following: Compiles and prepares Financial, Statistical and other required reports for monthly board meetings.
- (j) Promotes Public Power model.

### 3. DUTIES AND RESPONSIBILITIES

#### **General Duties:**

- a) Provides administrative support to the positions listed above, including: coordinates employee meetings, schedules appointments, prepares documents, writes drafts of correspondence or articles, files, researches and compiles data as requested, creates PowerPoint presentations, and handles a variety of situations involving the clerical and administrative function of the office.
- b) Answers telephone when Office Assistant is unavailable.
- c) Serves as back-up in the absence of Office Assistant; primarily responsible for Board packets and other duties deemed necessary.
- d) Handles PCB recordkeeping.
- e) Prepares monthly Financial and Statistical Data (Part R) for Accounting Manager.
- f) Generates Substation Data Report and Sub-T monthly billings.
- g) Compiles, completes and files reporting documents for state sales tax.



- h) Maintains the “form booklet”.
- i) Reconciles the General Fund bank statement to the General Ledger.
- j) Provides support during outages by answering phones and relaying information to operations.

**Customer Account Duties:**

- k) Administers and coordinates the Billing System so as to facilitate data entry and billing service. Including maintaining and improving data accuracy, resolving data errors and implementing enhancements.
- l) Maintains and computes Large Power customer accounts.
- m) Initiates changes to existing functions to increase efficiency and effectiveness.
- n) Assists and supports service, operations and other personnel in the performance of their operational duties.
- o) Inputs rate changes in system control file.
- p) Tests system and customer accounts for accuracy which includes monitoring Cannon’s flagged points, MDM’s validation exceptions and zero usage reports.
- q) Keys account adjustments, updates, final bill credits and billing changes as necessary.
- r) Initiates on/off orders and general service orders as necessary.
- s) Coordinates and recommends literature and forms being issued to customers either in billing stuffers, mailers or forms made available to public.
- t) Plans and schedules monthly Bill Calculation to include: transfer of meter readings, miss meter reading list, Pre-Bill edit, Net Metering Billing, Bill Calculation and accounting reports.
- u) Directs all customer accounting activities including energy billings and associated sales reports. Produces the month-end sales and revenue reports for use in financial reporting.
- v) Maintains and insures SEDC CA system is updated regarding rates, tax districts and all other pertinent information, including year-end processes and audit reports.
- w) Balances CA side to the general ledger on a regular basis.
- x) Manages delinquent accounts including the determination of accounts to be turned over for collection to minimize expense of bad debts, and prepares the bad debt write off list to properly record the expense of uncollectable debt.
- y) The Administrative Assistant/Billing Coordinator shall be required to perform any other duties assigned in order to fulfill the objectives of the District.

4. Reporting Relationships

- a) Reports to: Accounting Manager
- b) Supervises: None

Reviewed & Updated: 07/2019

## OFFICE ASSISTANT

### BUTLER PUBLIC POWER DISTRICT DAVID CITY, NEBRASKA

#### 1. JOB SUMMARY:

Under the Supervision of the Accounting Manager, the Office Assistant is to provide effective and professional customer service on a day-to-day basis. To contribute efficient, accurate and courteous service that will increase satisfaction and promote goodwill between the District and its customers. To gain knowledge of all areas concerned with customer accounts, adjustments, payments, payment arrangements, deposits, rates and letters of credit. Acts as back-up to Receptionist/Accounting Assistant. Is thoroughly familiar with District's policies and general office procedures.

#### 2. PREREQUISITES

- (a) Must display effective written and oral communication skills, to include ability to tactfully and courteously communicate with the general public and other employees.
- (b) Must have ability to coordinate or perform multiple priority projects as well as identify and solve problem areas.
- (c) Must have knowledge of and be able to follow District's procedures and policies as they relate to customers and BPPD in general.
- (d) Must have ability to handle confidential information and possess high degree of integrity and honesty.
- (e) Willing to work over-time, holidays and weekends in emergency situations.
- (f) Willing to participate in special training programs/classes as requested.
- (g) Proficient in use of computer programs including Microsoft Outlook, Excel, Word and Power Point.
- (h) Promotes Public Power model.

#### 3. DUTIES AND RESPONSIBILITIES

##### **General Duties:**

- (a) Answers multi-line telephone system in prompt, courteous and efficient manner, making sure accurate information is provided, or the caller is referred to proper individual, realizing that a professional image in handling calls is required.
- (b) Accepts over the counter payments and posts to cash register as necessary.
- (c) Provides back-up support in absence of Receptionist, greeting all BPPD visitors in a courteous manner, promoting good will and a cooperative spirit.
- (d) Provides support during outages by answering phones and relaying information to operations.
- (e) Verifies and responds to 811 Digger Tickets.
- (f) Maintains Sales Tax Exemption Forms, Water Heater Credit Applications, Customer Express Consent Forms and Irrigation Text Message Forms.
- (g) Maintains and updates (annually) the employee emergency information.
- (h) Prepare and finalize District Safety Meeting Minutes.

- (i) Provides administrative support for the Board of Directors, including: coordinating meetings, legal notices, updating the Policy Manuals, preparing packets of information, making travel arrangements, conference reservations, meeting arrangements and answering related questions.
- (j) Scans documents as provided.

**Customer Account Duties:**

- (k) Keys account adjustments and updates.
- (l) Calculates customer deposits based on policy, credit history and reconciles Customer Deposit accounts.
- (m) Initiates on/off orders and general service orders as necessary.
- (n) Reviews open service orders (disconnects/reconnects) prior to bill calculation to ensure correct billing.
- (o) Administers delinquent account processes including penalty assessment, delinquent letters, disconnects, reminder telephone calls, deposit assessments and applies all applicable fees to customer accounts.
- (p) Creates customer information for planned outages, work in area, etc. and, then based upon customer's selected contact criteria, informs them of upcoming event.
- (q) Operates the One-Call phone system.
- (r) Monitors the budget-billing accounts, making necessary assessments and adjustments to include contacting customers by mail regarding high budget catch-up payment due in future.
- (s) Negotiates payment arrangements with customers and enters into UPN.
- (t) Balance the daily cash drawer and prepare bank deposit as needed.
- (u) Serves as primary back-up for processing mail, payments, RemitPlus deposits in absence of the Receptionist/Account Assistant.
- (v) The Office Assistant shall be required to perform any other duties assigned in order to fulfill the objectives of the District.

4. Reporting Relationships

- a) Reports to: Accounting Manager
- b) Supervises: None

## RECEPTIONIST/ACCOUNTING CLERK

BUTLER PUBLIC POWER DISTRICT  
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### 1. JOB SUMMARY:

Under the Supervision of the Accounting Manager, the Receptionist/Accounting Clerk is responsible for receiving callers/customers at establishment, determines the nature of business and directs callers to destination by performing following duties. Acts as back-up on Payroll and any accounting procedures requested by Accounting Manager; back-up to Administrative Assistant and Office Assistant. Is thoroughly familiar with District's policies and general office procedures.

### 2. PREREQUISITES

- (a) Must display effective written and oral communication skills, to include ability to tactfully and courteously communicate with the general public and other employees.
- (b) Must have ability to coordinate or perform multiple priority projects as well as identify and solve problem areas.
- (c) Must have knowledge of and be able to follow District's procedures and policies as they relate to customers and BPPD in general.
- (d) Must have ability to handle confidential information and possess high degree of integrity and honesty.
- (e) Willing to work over-time, holidays and weekends in emergency situations.
- (f) Willing to participate in special training programs/classes as requested.
- (g) Promotes Public Power model.

### 3. DUTIES AND RESPONSIBILITIES

#### **General Duties:**

- (a) Greets all BPPD visitors in a courteous manner, promoting good will and a cooperative spirit. Visitors should be given immediate assistance and direction.
- (b) Accepts over the counter payments and posts to cash register as necessary.
- (c) Responsible for accepting and processing payments for miscellaneous merchandise and aid in construction payments.
- (d) Responsible for cash register deposit to be taken to bank.
- (e) Serves as back-up in absence of Administrative Assistant; primarily responsible for Board packets/bill calculations and any other duties deemed necessary.
- (f) Provides support during outages by answering phones and relaying information to Operations Department.
- (g) Serves as Safety Council Secretary.
- (h) Serves as Wellness Coordinator, promoting a culture of wellness and healthy lifestyles.
- (i) Serves as back-up to Accounting Manager for following: Benefits to include enrollments/retirements/annual enrollment and other employee transactions.

#### **Customer Account Duties:**

- (j) Maintains new customer contracts and service removal contracts.
- (k) Performs duties relating to receipt of bill payments to include Remit-Plus processing and balancing, insuring all monies are properly controlled and transferred for deposit.

- (l) Processes and verifies all payments accepted by out-of-town banks, maintains the lock box and bank draft systems.
- (m) Processes all incoming mail, distributing to appropriate personnel.
- (n) Initiates all processing on returned payments.
- (o) Keys account adjustments, updates, final bill credits and billing changes.
- (p) Processes on/off orders and general service orders.
- (q) Closes all Service Orders in system.
- (r) Assists meter department to keep meter, transformer, regulator and capacitor records up to date and accurate.
- (s) Assists Technical Service Manager with load management as relates to transformer and meter files in command center (Gridstream).
- (t) Maintains Irrigation Load Management contracts and Multi-Party Contracts.
- (u) The Receptionist/Account Assistant shall be required to perform any other duties assigned to fulfill the objectives of the District.
- (v) Monitors and initiates the Courtesy Acknowledgement Guidelines policy.
- (w) Scans documents including service orders to customer accounts.

**General Accounting Duties:**

- (x) Maintains the Other A/R invoicing system including: invoice entry, posting, penalizing and balancing. Creates all work order aid-in-construction invoices as directed by Operations.
- (y) Serves as back up to Accounting Manager in following duties: Payroll, Accounts Payable and any other duties as assigned.

4. Reporting Relationships

- a) Reports to: Accounting Manager
- b) Supervises: None

**POSITION DESCRIPTION  
IT SYSTEMS COORDINATOR**

**I. POSITION SUMMARY**

This position provides direction, coordination and oversight of the District's information technology systems such as Load Management, AMI, Outage Management and Communication Systems and future systems such as Geographical Information System (GIS). Direct the development of custom software and database applications required to meet the needs of these systems.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: General Manager
- B. Provide work direction to contractors regarding enhancement and maintenance of control system data communications and load management equipment

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Within the limits of approved board policies and procedures, approved work plans and budgets and specific delegation from the General Manager, the IT Systems Coordinator assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable District image consistent with the District's Strategic Goals:

- A. Keeps current on new technology developments and recommends changes as needed to assure the District is taking advantage of the most efficient, cost effective equipment.
- B. Consults with the general manager and staff personnel in the development of the annual budget for the IT systems needs of the District to assure that adequate resources are available to allow employees to perform their job responsibilities in the most efficient and effective manner.
- C. Direct all activities of the district information technology systems including servers, personal computer, network, intranet, and internet.
  - a. Supervises the computer operations, application programming and technical support functions. Communicates with the departments on their needs, prioritizes, coordinates and monitors activities for various projects.
  - b. Acts as the liaison between the company and application vendors in resolving hardware and software problems.
  - c. Maintains and develops Internet, Intranet, Extranet, and email, to assure these resources are available and effectively used by employees, and customers.
  - d. Direct the day to day operation of the network including installation, maintenance, backup, and upgrade of servers.
  - e. Provide support for the hardware and software applications associated with the computer systems as required to assure that one person who is familiar with the mechanics of the computer systems is always available.
  - f. Keep informed regarding applicable computer software and coach's users in their application to assist them in keeping up to date regarding the most efficient and effective methods to complete their job responsibilities.
  - g. Responsible for operation and maintenance of outage management and server.
  - h. Responsible for replacement and installation of all District PC's.
  - i. Responsible for data analysis of District metering information.
  - j. Coordinate development, training, and testing of IT disaster recovery plan.
  - k. Ensure that technology assets are properly managed throughout life cycles of the asset, from procurement through disposal.

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- D. Responsible for communication system activities including phone, radio, Wi-Fi, email, and any other communication systems.
  - a. Maintains telephone systems for the company, including programming the phone system, providing for internal cabling needs, and working with the telephone companies to acquire new service and repair of existing services as needed.
  - b. Oversees and assists in the operation of two-way radio system and accompanying equipment.
  - c. Act as liaison between the District and application vendors and equipment providers in the installation, maintenance, and licensing of communication equipment.
- E. Assists in activities of the District Electrical Management Systems including Load Management, SCADA, AMI, and GIS and coordinate the interface of these systems with other Data systems used by the District.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of the person so classified.

**IV. EDUCATION, EXPERIENCE AND JOB KNOWLEDGE**

2 to 4 years' experience preferred. Information systems management associate degree required. Excellent communication and good human relations skills required. Computer skills required. Able to deal discreetly with confidential information. Continuous education required.

**V. KEY COMPETENCIES**

- A. Must of practical working knowledge of current versions of Microsoft Windows operating systems and all related software programs. This includes a good working knowledge on how to manage and operate Microsoft Active Directory, Microsoft Exchange Server and Microsoft SQL Server preferred.
- B. This position will require the necessary skills to maintain large database files and spreadsheets and will need to be skilled with personal computers, servers and networks. Also, should be familiar with Microsoft Windows and Windows Server programs as well as Microsoft Office applications.
- C. This individual must be able to communicate orally and in writing and have logical problem-solving skills with the ability to analyze various types of information. Capable of working on multiple projects and meet multiple deadlines.
- D. Experience with load management strategies and control programs is preferred (preferably Landis+Gyr Technology).
- E. Personal computer-based Outage Management system experience is preferred.
- F. Experience and knowledge of digital/analog/AMI meter systems including testing, repair, installation and calibration, is preferred.
- G. Understanding of radio-based communications systems and data telemetry protocols.
- H. Effectively able to communicate and respond to customer's inquiries by providing accurate, meaningful, and courteous responses to questions, in a timely manner.
- I. Encourages and supports teamwork by providing effective participation, cooperation and communication.
- J. Able to innovate in order to creatively develop new solutions to problems while seeking to develop and encourage the development of new ideas within work-team.
- K. Because of the nature of this department, this position may be required to work after hours during load management activities as well as during large outages to assist with dispatching and power restoration activities.
- L. Must maintain a valid Nebraska driver's license.

**VI. PHYSICAL REQUIREMENTS/DEMANDS**

Responsible for on-call responsibilities associated with Load Management and the District's Outage Management communication systems during on and off hours. Medium work requiring lifting or carrying of up to 50 pounds of force occasionally. Job requires standing, crawling, climbing, bending, pulling and reaching some of the time. Inside desk work with some outside work. Some exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Work may include exposure to odors, dust, and dirt.

**VII. EXTERNAL RELATIONSHIPS**

- A. Customers:** Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State and County Officials:** Confers with and cooperates with officials.
- C. Consulting Engineer and Contractors:** Confers, advises, informs and coordinates as appropriate with each.
- D. Other Utility Personnel:** Assist or request assistance via mutual aid with peer utilities.
- E. General Public:** Maintain good relations and promote Economic Development and Public Power.



**POSITION DESCRIPTION  
OPERATIONS MANAGER**

**I. POSITION SUMMARY**

Manage and coordinate the Operations Department to operate and maintain the District's transmission and distribution (T&D) facilities in such a manner to meet established standards and reflect the most efficient utilization of operation and maintenance methods, techniques and equipment.

**II. REPORTING RELATIONSHIPS**

**A.** Reports to: General Manager (member of management team)

**B.** Directs: Operations, Maintenance, URD Locate Personnel

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Within the limits of approved board policies and procedures, approved work plans and budgets and specific delegation from the General Manager, the Operations Manager assumes the responsibility and has commensurate authority for the following activities, recognizing the continuing responsibility of this position for developing and maintaining a favorable District image consistent with the District's Strategic Goals:

- (A) Assures Work Plan goals and objectives are updated in a timely manner.
- (B) Direct, with appropriate delegation, all operations and maintenance activities to obtain maximum productivity and effectiveness in pursuit of Work Plan goals and objectives.
- (C) Develops schedules and directs periodic line patrol, voltage and load measurements, and evaluations of the physical and electrical conditions of the T&D system; and implements appropriate and timely remedial action to maintain continuity and power quality standards for electric service. Issues job orders as appropriate.
- (D) Hires and schedules personnel and secures equipment and materials to accomplish assigned Work Plan goals.
  - (1) Administer O & M personnel development programs consistent with applicable policies, procedures and practices to assure the maintenance of a highly competent, motivated and effective work force.
  - (2) Selects and recommends the transfer, promotion, termination or disciplinary action of O & M personnel to accomplish approved program goals and to assure effective and efficient utilization of available resources.
- (E) Maintain current knowledge and understanding of NREA, RUS, NESC, District and NREA Safety Manual and other applicable standards and regulations to insure that the District's T&D facilities are operated and maintained in a safe and efficient manner, consistent with these standards.
- (F) Coordinates work activities with outside contractors representing both BPPD and/or its customers to ensure safety and work efficiency in the pursuit of productive goals.
- (G) Direct vehicle and power equipment maintenance and repair activities via appropriate record-keeping and maintenance functions for the District to effectively and efficiently insure extended, reliable service and functionality of the equipment.
- (H) Responsible to plan, budget and monitor Operations Department costs incurred in carrying out department's work plans and develop reports and data regarding the status of the activities to assure compliance with program goals and budget levels.

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- (I) Directs the PCB Program and annual filing for the District.
- (J) Directs the annual oil testing of all substation transformers and regulators.
- (K) Responsible for directing the District Safety Program, RESAP Rural Electric Safety Achievement Program, and the Loss Control Program by administering all applicable safety and regulatory compliance standards. Safety rules include, but are not limited to, the District's safety manual, National Electrical Safety Code, and other government agencies such as OSHA. Regulatory compliance rules include, but are not limited to, all applicable government agencies, such as OSHA, EPA, and DOT. Lead all accident investigations.
- (L) Directs the progression to Journeyman Lineman Program and serves on the review board for this program.
- (M) Oversee headquarters building, seeing that preventive maintenance timetables are maintained. Review and recommends maintenance contracts.
- (N) Demonstrates empathy and responsiveness to internal and external customer needs by being timely, delegating if necessary, and following through.
- (O) Supervisory responsibilities include but not limited to planning, scheduling, delegating, evaluating, coaching, counseling, and teaching.

In addition to the above responsibilities, the Operations Manager may be assigned to perform other duties by the General Manager.

#### **IV. EDUCATION, EXPERIENCE AND JOB KNOWLEDGE**

Ten years' experience in power-line operations or related field plus extensive specialized training in T&D system operation required. Must possess demonstrated management expertise with minimum three (3) years experience in successfully managing projects and people. Excellent communication and good human relations skills required. Prefer MIP graduate or four-year Bachelor of Science degree in engineering, business, or related field. Deal discreetly with confidential information.

#### **V. PHYSICAL REQUIREMENTS/DEMANDS**

Medium work requiring lifting or carrying of up to 50 pounds of force occasionally. Job requires standing, crawling, climbing, bending, pulling and reaching some of the time. Inside desk work with some outside work. Some exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Work may include exposure to mechanical hazards, electrical, burns, confined space and operating machinery, and some exposure to odors, dust, and dirt. Must be able to communicate well with others. Driver's license required. Must be able to read, write and do arithmetic. Requires analyzing data and reports, conducting research, coordinating people and resources, directing and supervising people and evaluating performance. Skills in developing plans procedures, and goals required. Must be able to present information to others and work under stress.

#### **VI. EXTERNAL RELATIONSHIPS**

- A. Customers:** Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State and County Officials:** Confers with and cooperates with regard to operation, maintenance or relocation of T&D lines and facilities.
- C. Consulting Engineer and Contractors:** Confers with, advises, informs and coordinates activities.
- D. Other Utility Personnel:** Assisting, requesting assistance, and mutual aid, with peer utilities.
- E. General Public:** Maintain good relations and promote Economic Development and Public Power.

**POSITION DESCRIPTION**  
**CYBER SECURITY / SOFTWARE ANALYST**

**I. POSITION SUMMARY**

The Cyber Security / Software Analyst's primary focus will be to protect District sensitive information from vulnerabilities within the District networks. The protection of Customer and Employee sensitive information is critical to the success of BPPD.

**II. REPORTING RELATIONSHIPS**

Reports to: General Manager and supports the Technical Systems Manager with his/her duties.

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES**

Within the limits of approved board policies and procedures, budgets and specific delegation from the General Manager, the Cyber Security Analyst assumes the responsibility and has the authority for the following activities while maintaining a favorable District image consistent with the District's Strategic Goals:

- (A) Monitor computer networks for security issues.
- (B) Investigate security breaches and other cyber security incidents.
- (C) Recognize the potential threat or attempted breach by closing off the security vulnerability.
- (D) Document security breaches and assess the damage they cause.
- (E) Design various strategies and defensive systems against intruders.
- (F) Analyze the source of security breaches, identify cybercrime perpetrators and report them to the appropriate authorities.
- (G) Examine and evaluate security strategies and defenses.
- (H) Create new defensive systems and protocols.
- (I) Develop new layers of protection and update the security system.
- (J) Prepare quarterly cybersecurity reports for the Board of Directors.
- (K) Provide all employees with enhanced cybersecurity awareness training.
- (L) Provide Board of Directors with cybersecurity awareness training.
- (M) Review patching requirements for all internal systems and coordinate patch updates.
- (N) Develop, update, and implement security measures and controls.
- (O) Develop and update the Cybersecurity Incident Response Plan.
- (P) Conduct timely internal and external vulnerability assessments and penetration tests.
- (Q) Responsible for running a diagnostic on any changes in the information to verify any undetected breaches.
- (R) Test system backups and verify that they are working and secure.
- (S) Help with installation and maintenance of District software and hardware.
- (T) Help monitor and run the Districts Load Control System during irrigation season.
- (U) Perform any other duties as requested by the General Manager.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of the person so classified.

**IV. EDUCATION, EXPERIENCE AND JOB KNOWLEDGE**

Bachelor's Degree in computer science and 2 years related experience or a bachelor's degree in another area and 4 years of related experience, or an Associates Degree and 6 years of related experience, or High School/GED and 8 years of related experience. Entry level Cyber Security Certificate, Security+ would be preferred. Prior related experience would include computer network penetration testing and techniques, cybersecurity role in another organization, information security. Prior related experience in the utility business is preferred but not required. Entry level certificates in Cyber Security would be preferred but could also be attained within second year of employment.

**VI. PHYSICAL REQUIREMENTS/DEMANDS**

Responsible for on-call responsibilities associated with Load Management and communication systems during on and off-hours. Medium work requiring lifting or carrying of up to 50 pounds of force occasionally. Job requires standing, crawling, climbing, bending, pulling and reaching some of the time. Inside desk work with some outside work. Some exposure to varying temperature conditions including cold below 0 degrees and heat above 100 degrees. Work may include exposure to mechanical hazards, electrical, burns, confined space and operating machinery, and some exposure to odors, dust, and dirt.

**VII. EXTERNAL RELATIONSHIPS**

- A. Customers:** Meet with and resolve problems, provide advice and assistance, and promote District programs, plans, objectives, and public power model.
- B. Federal, State and County Officials:** Confers with and cooperates with officials.
- C. Consulting Engineer and Contractors:** Confers, advises, informs and coordinates as appropriate with each.
- D. Other Utility Personnel:** Assist or request assistance via mutual aid with peer utilities.
- E. General Public:** Maintain good relations and promote Economic Development and Public Power.

**POSITION DESCRIPTION**  
**SAFETY DIRECTOR**

**I. Position Summary**

This position is responsible for the Butler Public Power District's Safety Program. The Safety Director will oversee all safety related programs including RESAP, safety training, safety meetings, safety committee work and accident investigation.

**II. Reporting Relationships**

- A. Reports to: Operations Manager / General Manager
- B. Directs: District's Safety Program

**III. Objective**

To develop and direct the safety and risk management programs for the District, which would prevent or minimize injuries, illnesses, and health risks, for employees. To plan for safety and loss control measures that will protect the District's property and personnel.

**IV. Responsibilities and Authorities**

1. Plans regular safety programs for all personnel.
2. Directs, maintains, and compiles documents, photos, and information for submission to the NRECA Safety Achievement Program.
3. Informs all new employees in safety policies, procedures, regulations, and District Safety Manual.
4. Organizes and schedules training programs for CPR, and first aid, hearing protection, defensive driving, haz-mat communication, digger derrick operation, pole top rescue, forklift operation, emergency preparedness, office security and response and other training requirements as needed.
5. Coordinates annual safety inspections of slings, chains, and ropes.
6. Coordinates Public Safety Program.
7. Recommends corrective action when unsafe acts or conditions are observed.
8. Performs on-site inspection of crews and field personnel to ensure compliance with safe working procedures. Inspects warehouses, offices, storage yards and substations to determine that they are maintained in a safe and orderly manner.
9. Monitors existing policies, programs, regulations, and procedures for adherence to Safety requirements and makes recommendations for changes or additional training and equipment.
10. Should be familiar with the MSDS sheets and how/where to access them including the ability to look up a substance issue for remediation.
11. Works with the employees Safety Committee in reviewing changes or additions to the Employees Safety Manual and when necessary updates the safety manual.
12. Chairs the District's Safety Committee.
13. Member of the Accident Investigation Committee.

**V. External Relationships**

Maintains contacts with other safety personnel from other Districts, utilities, and industries in order to share information and ideas.



BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

**Policy Number 404**

**POSITION DESCRIPTIONS – OUTSIDE EMPLOYEES**

01. Staking Superintendent – 08/15/2018
02. Construction Foreman – 08/15/2018
03. Lead Lineman – 08/15/2018
04. Right of Way / Tree Clearing Foreman – 08/20/2018
05. Metering Specialist-Journeyman – 9/27/2023
06. Lineman – Journeyman – 08/20/2018
07. Lineman – 08/20/2018
08. Lineman – Apprentice – 08/20/2018
09. Warehouse/Storekeeper – 06/07/2018
10. Technical Metering Systems Specialist – 7/7/2020

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**STAKING SUPERINTENDENT**

**I. POSITION SUMMARY**

To design distribution facilities to extend or enhance service in compliance with RUS construction specifications and other requirements of RUS, and The National Electrical Safety Code in order to obtain the most efficient and effective system design.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Coordinates and Cooperates with:
  - 1. Construction Foreman
  - 2. Tree Foreman
  - 3. Warehouse / Storeskeeper

**III. MAJOR RESPONSIBILITIES**

- A. Acquires right-of-way easements from customers when needed and completes easement filings at appropriate county courthouses. Secures right of way as necessary for construction projects or verifies that right of way has been obtained.
- B. Schedules and keeps appointments with consumers for new construction, upgrading or conversions of facilities, and relocation or removal of existing facilities.
- C. Aids in the updating of continuing property records and system maps.
- D. Knowledgeable of all District Policies. Through such policies, provides information and advice to customers, both in the field and in the office.
- E. Operates a transit and completes proper records to accurately survey line routes and equipment locations. Field stakes projects for proper construction.
- F. Assists in planning a financially responsible expansion, modification, and improvement of the electrical distribution system with short and long-term plans.
- G. Remains current on all RUS and NESC code issues.
- H. Assigns construction crews in the absence of the Construction Foreman.

**IV. JOB REQUIREMENTS**



- A. Maintain CPR certification and basic knowledge of first aid.
- B. Maintain a valid Nebraska Commercial Driver's License (Class "A") to operate District vehicles.
- C. Must be self-motivated and able to work independently.
- D. Strong organizational skills and the ability to effectively make decisions to maintain a smooth work flow.
- E. Ability to communicate effectively both orally and in writing with all District employees and customers.
- F. Able to successfully lead, coach, instruct and supervise employees.
- G. Follow and adhere to safety policies.
- H. Other duties as assigned.

**V. EXTERNAL RELATIONSHIPS**

- A. Customers: Meet with to sign contracts, resolve problems, provide advice and assistance, and promote District policies and safety.
- B. General Public: Maintains good relations in all contacts, and continue to support good public relations.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**CONSTRUCTION FOREMAN**

**I. POSITION SUMMARY**

This position is responsible for the supervision, direction, coordination, and safety of employees working under his/her supervision. This position is responsible for the construction, maintenance and repair of lines, substations, and facilities as required.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Guides and Directs: Construction Crew
- C. Coordinates and Cooperates with: Warehouse / Storeskeeper

**III. MAJOR RESPONSIBILITIES**

- A. Oversees the construction of all new distribution and transmission lines, substations, and retirements, including the conversion of lines and substations utilizing District personnel in the most efficient manner possible.
- B. Directs construction activity, ensuring that all work performed meets the RUS and National Electric Safety Code standards.
- C. Keeps informed of new approved practices and procedures of construction thereby ensuring construction is completed as designed.
- D. Ensures construction crews adhere to District construction and safety policies.
- E. Responsible for the overall performance and conduct of his crew and the care of materials and equipment used by them in each construction job performed.
- F. Observes and practices all safety policies and procedures.
- G. Responsible for requisitioning material and communicating with warehouseman on the status of inventory needed to preform work orders.
- H. Maintain CPR certification and basic knowledge of first aid.
- I. Works hand in hand with the Staking Superintendent on the staking of work orders and the installation into Stake Out.

**IV. JOB REQUIREMENTS**

- A. Able to successfully lead, coach, instruct and supervise employees.
- B. Must be able to comprehend maps and staking sheets.
- C. Ability to communicate effectively both orally and in writing with all District employees and customers.
- D. Strong organizational skills and the ability to effectively plan and make decisions to maintain a smooth workflow within the department and the District.
- E. Must be capable of ascending and descending wood poles and working aloft.
- F. Must be self-motivated and able to work independently.
- G. Must be able to operate a PC Computer, copier, fax machine and all other office machines.
- H. Will maintain a valid Nebraska Commercial Driver's License (Class "A") to operate District vehicles.
- I. Other duties as assigned

**V. EXTERNAL RELATIONSHIPS**

- A. Customers: Meet with to sign contracts, resolve problems, provide advice and assistance, and promote District policies and safety.
- B. General Public: Maintains good relations in all contacts and continue to support good public relations.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**LEAD LINEMAN**

**I. POSITION SUMMARY**

This position is responsible for the line construction and maintenance activities of the District in the most effective manner possible and in accordance with the established policies. This position is responsible for the supervision, direction, coordination and safety of employees working under his/her supervision.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager and Construction Foreman
- B. Directs: Line crew personnel under his/her supervision

**III. MAJOR RESPONSIBILITIES**

- A. To coordinate these activities with others of the District.
- B. Assists in developing training programs for personnel under his/her supervision and sees that they are trained to work efficiently.
- C. Develops and stimulates morale and motivates team spirit.
- D. To develop and promote required adherence to all established safety rules and practices.
- E. To keep the Operations Manager properly informed relative to progress, plans and activities so that he may determine adequacy, effectiveness and conformity to established policies, objectives and budgets.
- F. To promote, in accordance with established policies and procedures, a dynamic electric use program by taking every opportunity to acquaint the customer with the advantageous and productive uses of electricity and to assure them that they are receiving the maximum amount of uninterrupted and low-cost electric service through the diligent application of sound methods and effective performance of responsibilities.
- G. To promote effective public relations by any available means, including being able to inform the public of the District's objectives, plans and programs and by actively participating in community and civic affairs.
- H. Directs the activities of the line crew and makes certain that all the responsibilities are understood and accepted, from time to time as situations warrant, makes assignments of appropriate responsibilities and delegates authority with full recognition that he/she may not be relieved of his/her overall responsibility.
- I. Performs personally as a lineman-journeyman, and in addition:

- a. Interprets construction drawings and staking sheets for personnel under his/her supervision.
  - b. Investigates accidents and reports when persons of line crew are involved.
  - c. Advises and counsels personnel of line crew with respect to special items beyond their authority and makes the necessary decisions.
  - d. Assists in approving scheduled programs for periodic testing of rubber gloves, shields, blankets and other safety equipment used by line crew.
  - e. Prepares list of materials for work orders when requested.
  - f. Performs such other activities as may be required or directed by the Operations Manager or Construction Foreman.
- J. Makes frequent checks on all work in progress to assure adherence to established standards, practices and safety standards and inspects assigned equipment to insure that there is proper performance in maintenance and handling.
- K. Maintain CPR certification and basic knowledge of first aid.
- L. Maintain a valid Nebraska Commercial Driver's License (Class "A") to operate District vehicles.

#### **IV. EXTERNAL RELATIONSHIPS**

- A. Customers: Meet with to sign contracts, resolve problems, provide advice and assistance, and promote District policies and safety.
- B. General Public: Maintains good relations in all contacts, and continue to support good public relations.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**RIGHT OF WAY / TREE CLEARING FOREMAN**

**I. POSITION SUMMARY**

Supervises and performs right-of-way maintenance on or near energized or de-energized transmission and distribution lines and substations.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Guides and Directs: crew of lineman/tree crewmen for specific jobs

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. Operates and maintains tree trimming equipment, trucks and tools to clear growth away from electrical distribution and transmission systems.
- B. Safe handling and storage of herbicides used in right-of-way maintenance.
- C. Proficient in the construction and maintenance of all phases of overhead and underground transmission and distribution circuits.
- D. Performs transformer, meter, and disconnect installations, changes and upgrades, changes insulators, crossarms, and replaces poles when needed.
- E. Performs and supervises line switching according to established procedures.
- F. Troubleshoots and resolves customer voltage complaints and electrical outage conditions.
- G. Effectively interprets job prints, staking sheets and construction specifications to complete tasks.
- H. Performs load and voltage surveys.
- I. Assists in procuring materials and using proper accounting procedures to accurately assign costs to appropriate cost centers.
- J. Supervises and displays proper safety procedures to protect individuals and equipment.

- K. Maintains excellent customer relations when working on private and public property.
- L. Identify hazardous situations and take action to resolve problems.
- M. Performs other duties at the direction of the Operations Manager.

#### **IV. JOB REQUIREMENTS**

- A. Require a two year Utility Line Degree
- B. Physical Demands require the ability to lift fifty pounds and handle objects weighing up to one hundred pounds safely.
- C. Cutting trees, loading poles, digging holes, framing and setting poles, basketwork requires balance, stooping, kneeling, and crouching.
- D. Must be trained in CPR, basic first aid and capable and proficient in pole top and bucket rescue.
- E. Must be capable of using the telephone and two-way radio for job coordination and emergencies.
- F. Must have the ability to read, write, and understand English well. Requires concentration, basic math skills, and analytical problem solving skills, discretion, initiative, and knowledge of company policies and routines.
- G. Must have thorough knowledge of electrical theory and applications.
- H. Must maintain a valid Nebraska Commercial Driver's License (Class "A").

#### **V. EXTERNAL RELATIONSHIPS**

- A. Customers: Meet with to sign contracts, resolve problems, provide advice and assistance, and promote District policies and safety.
- B. General Public: Maintains good relations in all contacts, and continue to support good public relations.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**METERING SPECIALIST / JOURNEYMAN**

**I. POSITION SUMMARY**

This position is responsible for providing technical advice and assistance in maintenance of electrical equipment on distribution and transmission lines as well as assuring and maintaining operation and accuracy of consumer meters along with substation meters, SCADA, and other substation equipment. This position is responsible for diagnosing and resolving consumer complaints and providing analysis and calculation of load conditions and horsepower as requested by consumers.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Guides and Directs: Personnel when and as assigned.

**III. MAJOR RESPONSIBILITIES**

- A. Organization
  - 1. To provide technical instructions to line crew as required on problems of line maintenance and consumer complaints and to assist in development of new employees in knowledge and skills required in line work.
- B. Operations
  - 1. To determine the requirements for periodic testing, cleaning and repair of meters and other electrical equipment, in order to maintain their accurate and efficient operation.
  - 2. To perform personally as a lineman-journeyman and or direct the performance of the following activities:
    - a) Be an informed employee on the operation of electrical testing equipment such as voltage and amperage recorders, transformer and capacitor test equipment, power quality analyzers, and line voltage indicators.
    - b) Keep meter room and transformer shipping and receiving areas clean and orderly.



- c) Prepare and post up-to-date meter, transformer and recloser records.
- d) Install, clean, repair and test meters according to planned schedule of maintenance.
- e) Request purchase of meters, load management controls, and related equipment to maintain adequate supply.
- f) Check, adjust and repair substation equipment, including demand meters, SCADA equipment, voltage regulators, electronic reclosers, oil circuit reclosers, current transformers, potential transformers, and communication equipment.
- g) Assist in cleaning or changing transformer oil at substations.
- h) Inspect substations and keep log of inspection.
- i) Advise Staking Superintendent in determining metering and transformer sizes on large single and three phase loads.
- j) Assist with staking as required.
- k) Perform tree clearing, as required.
- l) Locate URD for consumers and district, as required.
- m) Perform hot line work, as required.
- n) Advise and assist line crew in technical problems involved in construction and maintenance of transmission and distribution lines.
- o) Investigate and resolve trouble reports and take turn on stand-by maintenance.
- p) Check horsepower and make load analysis and calculations as required on irrigation and other equipment
- q) Provide technical information and training assistance in developing knowledge of new line crew employees.
- r) Promote power use and consumer satisfaction in service contacts with consumers.
- s) Perform a variety of related duties in service maintenance for consumers and in construction and maintenance of transmission and distribution facilities.
- t) Take consumer meter readings when required for routine billing, or at request of billing department.
- u) Install, maintain, and test load management controls to insure proper operation.
- v) Responsible for maintenance of PCB program, including testing and disposal, and all pertinent records.
- w) Maintain and restock service truck assigned to you.
- x) Check material in and out for the construction of electric facilities.
- y) Have construction material checked out in advance of work order being assigned to crew for construction.
- z) Perform other activities and assume responsibilities as may be required.

3. To compare meter test results, and inspections and observations of other equipment, with specifications and electrical standards.

#### **IV. RELATIONSHIPS**

Establishes the following contacts and relationships for the purpose of coordination and communication:

##### **A. Internal**

1. Operations Manager – To inform on substation inspections, meter communications, load management, and PCB program; to assist in the training of new personnel. Also advise on metering and transformation specifications for staking and construction and to assist in staking.
2. General Manager – To receive instructions concerning the job and report any information essential to the accomplishment of responsibilities.
3. Accounting Manager – To receive and give information regarding connects and disconnects, delinquent accounts and to furnish required reports and records.
4. Staking Superintendent – To advise on metering and transformation specifications for staking and construction and to assist in staking.

##### **B. External**

1. Consumers – To solve trouble complaints and outages and to provide service in accordance with District policies; to promote maximum use, safety, and satisfaction in use of electricity.
2. General Public – To actively participate in civic and community affairs and projects in such a manner as to bring improved public relations to the District; to seek every opportunity to obtain understanding, acceptance and support for the District's plans, programs, and objectives.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**LINEMAN - JOURNEYMAN**

**I. OBJECTIVES**

- A. To provide efficient service in overhead line construction and maintenance work on electrical transmission and distribution systems, to do such work on lines either energized or de-energized and at all voltages, and to perform similar and less skilled work as required.
- B. To promote, in accordance with established policies and procedures, a dynamic electric use program by taking every opportunity to acquaint the customers with the advantageous and productive uses of electricity including public safety.
- C. To promote effective public relations by any available means, including being able to inform the public of the District's objectives, plans and programs, and by actively participating in community and civic affairs.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Directs: Personnel when and as assigned.

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. To perform all ordinary line work readily, both construction and maintenance of hot lines, without supervision. Understands all circuits used on the system, and all safety requirements. Can adjust regulators, repair oil circuit reclosers and other standard apparatus. Reads and interprets maps, specifications, staking sheets and complex diagrams and schematic drawings.
- B. In addition to duties of Lineman, performs personally:
  - 1. Install gin poles, blocks and other rigging equipment.
  - 2. Install and connect transformers – including paralleling – and related equipment.
  - 3. Install and connect voltage regulators.
  - 4. Work live conductors of all voltages in accordance with prescribed methods.
  - 5. Install street lights, security lights, and related equipment.
  - 6. Install instrument transformers and related equipment.
  - 7. Make substation installations and perform substation maintenance as required.

8. Patrol transmission and distribution lines when required, report need for maintenance to Operation Manager or see that work is done.
  9. Install, clean and maintain OCRs.
  10. Check poles, and treat at ground line as required.
  11. Repair broken tools or requisition replacements from Operations Manager or his/her delegate.
  12. Assist in staking lines.
  13. Change taps and internal leads on transformers when required.
  14. Install and operate cut-outs.
  15. Resolve customer complaints within limits of authority.
  16. Observe lines while riding to and from job.
  17. Make records of transformer and meter installation and removal.
  18. Check rubber gloves and related safety equipment.
  19. Perform hot line activities as required or directed.
  20. Be a certified switchman and perform switching on 34.5 and 69 kV lines.
  21. Perform switching in 115 kV substations subject to supervision of NPPD Dispatch by phone.
  22. Connect, disconnect and remove single and poly-phase meters.
  23. Make voltage checks as required or directed.
  24. Serve as lead lineman in cases of emergencies.
  25. Obtain permission from land owner, if necessary, to set poles or anchors, and to trim or remove trees and brush.
  26. Inspect completed work to see if it meets regulations and safety codes.
  27. Make suggestions that will be helpful in the performance of the work.
  28. Check load balancing and voltage regulations at customer's entrance.
  29. Check voltage before leaving job.
  30. Locate sources of line trouble, and, if at all possible, clear these sources of trouble.
  31. Report all accidents and illnesses to Operations Manager.
  32. Inspect substations visually to determine any malfunctioning of equipment or needed repairs.
  33. Analyze circuits and determine direction of power sources and phase position.
  34. Complete outage reports, material tickets, connect and disconnect orders, time sheets, mileage and trip reports, and other forms and reports as required or directed.
  35. Direct handling, or stock-piling, of poles.
  36. Operate specialized power equipment and perform routine maintenance as needed.
  37. Count material and supplies for annual inventory.
  38. Notify customers of planned outages.
  39. Perform other activities and assume responsibilities as may be required.
- C. To be familiar with the considerable hazards that exist in falls, electric shock, electric flash, automobile traffic, and falling objects, and to be familiar with the proper use of protective and safety equipment.

- D. To maintain a working knowledge of the most up to date and effective techniques of first aid and artificial respiration, including pole-top resuscitation.
- E. To have a basic knowledge of electricity and be familiar with electric distribution lay outs, applicable specifications, and provisions of various codes.
- F. To make every effort to serve all customers courteously and efficiently; to satisfy their complaints or inquiries, if possible, and if unable to do so, to refer them to the proper persons.
- G. To constantly improve in knowledge and skills, both technical and general, necessary in the performance of these duties and in the successful operation of the District.
- H. To keep informed of the policies and procedures of the District which may affect the work performed.
- I. Maintain CPR certification and basic knowledge of first aid.
- J. Maintain a valid Nebraska Commercial Driver's License (Class "A").

#### **IV. RELATIONSHIPS**

Establishes and maintains the following relationships for purposes of coordination and communication:

##### **A. INTERNAL**

1. **Operations Manager** – To receive technical assistance and special training on more difficult problems of electric operations particularly as they concern maintenance of electrical equipment and to cooperate with and to receive work assignments in absences of direct supervision.
2. **Accounting Manager** – To cooperate in receiving and furnishing information on various aspects of customer services.
3. **Crew** – To cooperate with in maintaining pleasant working conditions.

##### **B. EXTERNAL**

1. **Customers** – To explain the District's objectives, plans, services and programs; when requested, to interpret action taken or procedures followed for the billing, meter reading, collecting, or on other matters relating to the customers' electric accounts.
2. **General Public** - To do everything to maintain good relations in all contacts with the general public.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**LINEMAN**

**I. OBJECTIVES**

- A. To provide efficient service in overhead line construction and maintenance work on electrical transmission and distribution systems, and to perform similar and less skilled work as required.
- B. To promote, in accordance with established policies and procedures, a dynamic electric use program by taking every opportunity to acquaint the customers with the advantageous and productive uses of electricity including public safety.
- C. To promote effective public relations by any available means, including being able to inform the public of the District's objectives, plans and programs, and by actively participating in community and civic affairs.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Construction Forman
- B. Directs: Personnel when and as assigned.

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. To climb poles readily and work satisfactorily on poles in routine construction under fairly close to occasional supervision.
- B. To help safely with hot-line work under close supervision of a crew chief or lineman-journeyman, and to make common connections properly on distribution transformers, meter loops and primary circuits.
- C. To perform personally: in addition to duties of Lineman-Apprentice
  - 1. Use hot stick to connect and disconnect energized lines as directed.
  - 2. Help retire old line and return all materials, including scrap, to the warehouse in the best possible condition.
  - 3. Make up and install all types of down guys.
  - 4. Frame and install, in the air, various pole assemblies.
  - 5. String, armor-rod, sag and tie-in conductor of all sizes and types on poles and structures.

6. Help install and connect fuse cutouts, arrestors, switches, oil circuit reclosers and other line devices.
  7. Learn and perform first aid methods, including pole-top resuscitation.
  8. Report maintenance needs to Line Superintendent regarding tools, vehicles and other equipment, and helps make repairs.
  9. Help perform necessary work on energized lines according to prescribed policies and procedures.
  10. Help replace broken poles and damaged apparatus, and repair broken conductor.
  11. Participate in emergency maintenance, as requested or directed, after normal working hours.
  12. Stand-by for maintenance.
  13. Install meter loops on new construction and on service modifications to meet load requirements.
  14. Performs switching on 34.5 KV lines with supervision.
  15. Lay out material for work orders.
  16. Build meter loops.
- D. To be familiar with the considerable hazards that exist in falls, electric shock, electric flash, automobile traffic, and falling objects, and to be familiar with the proper use of protective and safety equipment.
  - E. To have a basic knowledge of electricity and be familiar with electric distribution lay outs, applicable specifications, and provisions of various codes.
  - F. To make every effort to serve all customers courteously and efficiently; to satisfy their complaints or inquiries, if possible, and if unable to do so, to refer them to the proper persons.
  - G. To constantly improve in knowledge and skills, both technical and general necessary in the performance of these duties and in the successful operation of the District.
  - H. To keep informed of the polices and procedures of the District which may affect the work performed.
  - I. Maintain CPR certification and basic knowledge of first aid.
  - J. Maintain a valid Nebraska Commercial Driver's License (Class "A").

#### **IV. RELATIONSHIPS**

Establishes and maintains the following relationships for purposes of coordination and communication:

**A. INTERNAL**

1. **Construction Forman** – To keep advised of his/her responsibilities, to report on special events, receive special training and instruction, to confer with on problems, and to keep him/her informed on construction and maintenance.
2. **Operations Manager** – To receive technical assistance and special training on more difficult problems of electric operations particularly as they concern maintenance of electrical equipment and to cooperate with an to receive work assignments in absences of Construction Forman.
3. **Accounting Manager** – To cooperate in receiving and furnishing information on various aspects of customer services.
4. **Crew** – To cooperate with in maintaining pleasant working conditions.

**B. EXTERNAL**

1. **Customers** – To explain the District's objectives, plans, services and programs; when requested, to interpret action taken or procedures followed for the billing, meter reading, collecting, or on other matters relating to the customers' electric accounts.
2. **General Public** - To do everything possible to maintain good relations in all contacts with the general public.



**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**LINEMAN - APPRENTICE**

**I. OBJECTIVES**

- A. To provide efficient service in overhead line construction and maintenance work on electrical transmission and distribution systems, and to perform similar and less skilled work as required.
- B. To promote, in accordance with established policies and procedures, a dynamic electric use program by taking every opportunity to acquaint the customers with the advantageous and productive uses of electricity including public safety.
- C. To promote effective public relations by any available means, including being able to inform the public of the District's objectives, plans and programs, and by actively participating in community and civic affairs.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager

**III. RESPONSIBILITIES AND AUTHORITIES**

- A. To learn to climb under the supervision of a crew chief or lineman-journeyman and to learn simple construction work on poles such as framing, stringing wire, tying in and hanging equipment.
- B. To do hot line work on secondary circuits and only under extremely close supervision.
- C. To perform duties and functions of a groundman-equipment operator except when practicing climbing and other pole work, including the following:
  - 1. Help dig pole and anchor holes.
  - 2. Help set and align poles.
  - 3. Frame and install, on the ground, various pole assemblies.
  - 4. Trim and cut trees or brush and dispose of debris.
  - 5. Load and unload poles, transformers and other material.
  - 6. Operate and maintain all equipment available through the District.
  - 7. Observe rigidly all safety rules, practices and standards.
  - 8. Attend and participate in safety and job training meetings.
  - 9. Become a certified switchman.
  - 10. Learn and perform first aid methods and artificial respiration.

11. Obtain a Nebraska Class A CDL and comply with all traffic laws and safety rules and regulations while operating District vehicles.
12. Obtain and maintain CPR certification and basic knowledge of first aid.
13. Tend Linemen while working on poles.
14. Assist Linemen in construction and removal of lines.
15. Build meter loops.
16. Read meters.
17. Any other duties as may be assigned.

#### IV. RELATIONSHIPS

Establishes and maintains the following relationships for purposes of coordination and communication:

##### A. INTERNAL

1. **Operations Manager** – To receive technical assistance and special training on more difficult problems of electric operations particularly as they concern maintenance of electrical equipment and to cooperate with and to receive work assignments in absences of Construction Foreman, Assistant Construction Foreman or Crew Leader.
2. **Accounting Manager** – To cooperate in receiving and furnishing information on various aspects of customer services.
3. **Crew** – To cooperate with in maintaining pleasant working conditions.

##### B. EXTERNAL

1. **Customers** – To explain the District's objectives, plans, services and programs; when requested, to interpret actions taken or procedures followed for the billing, meter reading, collecting, or on other matters relating to the customer's electric accounts.
2. **General Public** - To do everything possible to maintain good relations in all contacts with the general public.

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

POSITION DESCRIPTION

WAREHOUSE / STORESKEEPER

I. Objectives

Provides efficient service in preparation of work orders and all related records and reports, controls all materials used in construction, maintenance, and service, including resale material; establishes and maintains adequate records and accounting procedures for accurately charging out and in new and used materials, keeps accurate records of retirements and maintains inventories of materials whether in warehouse or trucks or in process. Assists in the maintenance and construction of electric utility lines when needed.

II. Reporting Relationships

- A. Reports to: Operations Manager/Staking Engineer and Construction Foreman
- B. Directs: Personnel when and as assigned.

III. Responsibilities

(Primary)

- A. Processes all incoming materials and supplies – including verifying quantities with purchase orders and packing slips.
- B. Checks material in and out for work assignments.
- C. Prepares charge tickets on materials and supplies sold to consumers.
- D. Prepares requisition for inventory material needed and submits to either the Staking Engineer and Construction Foreman or the Operations Manager.
- E. Responsible for annual physical inventory.
- F. Directs receiving and unloading of poles.
- G. Maintains shop and warehouse in a neat, clean and orderly manner.
- H. Maintains all District property in a neat and orderly manner including mowing grass, snow removal and weed control.
- I. Operate and maintain all equipment available through the District.

- J. Observe rigidly all safety rules, practices and standards.
- K. Attend and participate in safety and job training meetings.
- L. Learn and perform first aid methods and artificial respiration.
- M. Comply with all traffic laws and safety rules and regulations while operating District vehicles.
- N. Building meter loops.

(Secondary)

- O. Trim and cut trees and/or bushes and dispose of debris.
- P. Assist in construction and removal of lines when needed.
- Q. Assist with Load Management and well control work when needed.
- R. Be available for duty after normal working hours on an on – call basis.
- S. Perform such other duties as required or directed.
- T. Purchases materials for the best price as needed or informed.

#### IV. Qualifications

- A. High school graduate or equivalent.
- B. Hold a Class “B”, Commercial Drivers License (see note).
- C. Hold a Chemical Applicator’s License (see note).
- D. General knowledge of electrical materials and tools.

Note: The Commercial Drivers License and/or the Chemical Applicator’s License may be obtained after employment, but not later than six (6) months after date of employment.

#### V. Relationships

- A. Internal
  - 1. Manager – To advise, assist and inform as required or directed on any matter pertaining to the assigned duties; to seek advice, assistance and information as necessary or required.

2. Operations Manager, Staking Engineer and Construction Foreman – To advise, assist and inform as required or directed in any matters pertaining to ordering material, stocking material, checking material in and out; to seek advice, assistance and information when necessary concerning warehousing and storeskeeper.
3. Other Employees – To assist, advise and cooperate with other employees in maintaining pleasant working relationships and improve morale; to exchange ideas information and job experiences that will benefit the organization and insure the continued progress of the District.

B. External

1. Consumers – To explain the services offered and benefits to which a consumer is entitled; to inform and explain the District's plans, procedures, programs, objectives at every opportunity, and public power model.
2. Visitors – To answer inquiries and to visitors to the proper individual promptly and courteously.

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**POSITION DESCRIPTION**

**TECHNICAL METERING SYSTEMS SPECIALIST**

**I. POSITION SUMMARY**

This position is responsible for maintaining, upgrading, and deploying AMI equipment and supporting software. Performs SCADA troubleshooting, maintenance, and system upgrades.

**II. REPORTING RELATIONSHIPS**

- A. Reports to: Operations Manager
- B. Guides and Directs: Personnel when and as assigned.

**III. MAJOR RESPONSIBILITIES**

1. Maintains the hardware, installs software, and programming files of the AMI and SCADA systems, in the field.
2. Oversees and maintains field operations of the Automated Metering Infrastructure technology.
3. Assembles and implements SCADA, AMI, and Communications Equipment.
4. Researches and recommends equipment purchases, as needed, for AMI and SCADA Improvements.
5. Responsible for the ordering of AMI and SCADA equipment.
6. Responsible for the maintenance and installation of the District's Load Management system.
7. Responsible for CT and PT metering recommendation to operations department.
8. Responsible for the repair of substation equipment, voltage regulators, electronic reclosers, oil circuit reclosers, current transformers, potential transformers and communication equipment.
9. Responds to customers concerns and troubleshoots problems related to AMI and other utility operations.

10. Plans, directs, and records periodic electrical testing of instrument metering.
11. Performs other duties as assigned.

#### **IV. OTHER RESPONSIBILITIES**

##### **A. Organization**

1. To provide technical instructions to line crew as required on problems of line maintenance and consumer complaints and to assist in development of new employees in knowledge and skills required in line work.

##### **B. Operations**

1. To determine the requirements for periodic testing, cleaning and repair of meters and other electrical equipment in order to maintain their accurate and efficient operation.
2. To perform personally as a lineman-journeyman and or direct the performance of the following activities:
  - a) Be an informed employee on the operation of electrical testing equipment such as voltage and amperage recorders, transformer and capacitor test equipment, power quality analyzers, and line voltage indicators.
  - b) Keep meter room and transformer shipping and receiving areas clean and orderly.
  - c) Prepare and post up-to-date meter, transformer and recloser records.
  - d) Install, clean, repair and test meters according to planned schedule of maintenance.
  - e) Assist in cleaning or changing transformer oil at substations.
  - f) Inspect substations and keep log of inspection.
  - g) Assist with staking as required.
  - h) Perform tree clearing, as required.
  - i) Locate URD for consumers and district, as required.
  - j) Perform hot line work, as required.
  - k) Advise and assist line crew in technical problems involved in construction and maintenance of transmission and distribution lines.
  - l) Investigate and resolve trouble reports and take turn on stand-by maintenance.
  - m) Check horsepower and make load analysis and calculations as required on irrigation and other equipment
  - n) Provide technical information and training assistance in developing knowledge of new line crew employees.

- o) Promote power use and consumer satisfaction in service contacts with consumers.
  - p) Perform a variety of related duties in service maintenance for consumers and in construction and maintenance of transmission and distribution facilities.
  - q) Responsible for maintenance of PCB program, including testing and disposal, and all pertinent records.
  - r) Maintain and restock service truck assigned to you.
  - s) Check material in and out for the construction of electric facilities.
  - t) Perform other activities and assume responsibilities as may be required.
- 3. To compare meter test results, and inspections and observations of other equipment, with specifications and electrical standards.
  - 4. The Technical Metering Systems Specialist shall be required to perform any other duties assigned in order to fulfill the objectives of the District.

## V. RELATIONSHIPS

Establishes the following contacts and relationships for the purpose of coordination and communication:

### A. Internal

- 1. General Manager – To receive instructions concerning the job and report any information essential to the accomplishment of responsibilities.
- 2. Operations Manager – To advise on technical specifications of construction and maintenance; to inform on the resolution of trouble reports; to assist in patrolling line.
- 3. Staking Superintendent – To advise on metering and transformation specifications for staking and construction and to assist in staking.
- 4. Accounting Manager – To receive and give information regarding connects and disconnects, delinquent accounts and to furnish required reports and records.

### B. External

- 1. Consumers – To solve trouble complaints and outages and to provide service in accordance with District policies; to promote maximum use, safety and satisfaction in use of electricity.
- 2. General Public – To actively participate in civic and community affairs and projects in such a manner as to bring improved public relations to the District; to seek every opportunity to obtain understanding, acceptance and support for the District's plans, programs and objectives.





**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 5 0 0**

**<> <> OPEN FOR FUTURE USE <> <>**



**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 600**

**COURTESY ACKNOWLEDGEMENTS  
(PERSONNEL)**

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632**



**POLICY NUMBER 601**

**COURTESY ACKNOWLEDGEMENT GUIDELINES**

I. OBJECTIVE

- A. To list the guidelines the District will follow to determine when acknowledgements are sent by the District.

II. POLICY CONTENT

It is the responsibility of an employee's immediate supervisor/manager to notify the Office Manager or his/her delegate when an event has occurred in an employee's life that would qualify for something to be sent and paid for by the District. When the term 'employee' is used it shall include full-time, part-time, or retired employees or directors.

As this is considered a part of doing business the District will cover the cost of these courtesies. The Office Manager or his/her delegate will handle the ordering and mailing of all acknowledgements sent by the District. Cards shall be signed "Butler Public Power District, Directors and Employees."

Other items sent by individual employee groups shall be purchased with a collection of funds from those employees. Nothing in these guidelines shall prevent any employee from responding to any of the above-mentioned situations on their own behalf.

III. PROVISIONS

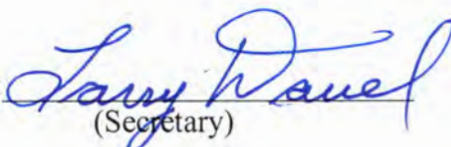
- A. Flowers or plant, a gift or memorial may be given in the event of the death of a Director or Directors spouse; employee; employee's spouse; employee's child or stepchild; employee's mother or father; mother or father in-law or stepparent; or employee's sibling. (Up to \$75+ tax and delivery)
- B. A gift may be sent to an employee or spouse who is hospitalized for two nights or more. A gift may also be given if an employee is staying at home because of an illness or injury for more than five days. (Up to \$45+ tax and delivery)
- C. A gift may be sent to an employee on the birth or adoption of a baby (Up to \$30 + tax and delivery)
- D. A flower or plant, a gift or memorial may be given in the event of the death of a current Employee, Manager or Director of another Power District. (Up to \$75 + tax and delivery)
- E. A card may be sent to an employee who has just been married.

IV. RESPONSIBILITY

BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA

The Office/Human Resource Manager or her/his delegate will handle the ordering and mailing of all acknowledgements sent by the District.

Dated: July 12, 2004  
Revised: May 7, 2018  
November 07, 2023

Attested:   
(Secretary)

**PERSONNEL POLICIES  
AND  
PROCEDURES**

**SERIES 700**

**A P P E N D I C E S**

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68632





**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**APPENDIX A**

◇◇ Open for Future Use ◇◇

BUTLER PUBLIC POWER DISTRICT  
BACKGROUND RESEARCH RELEASE

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on my application for employment are true, correct, and complete to the best of my knowledge.

**1. Consent to Conduct Background Investigation:** As a condition of and in consideration for Butler Public Power District's (District) consideration of this application, I give permission to District to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on my application, as well as interviews with past employers. I further give permission to District to conduct this investigation and to discuss the results of this investigation in connection with my application for employment.

**2. Consent to Contact Past Employers:** I give permission to District to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with District, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of District. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

**3. Consent to Contact Government Agencies:** I give permission to any agent, attorney, or representative of District to receive a copy of any information obtained in the file of any federal, state, or local court, governmental agency, law enforcement agency, or investigator concerning or relating to me.

**4. Cooperation With Investigation:** I agree to fully cooperate in District's background investigation, and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any former employer or federal, state, or local government agency will not release reference information or criminal history information directly to the employer, I agree to personally request such information.

**5. Falsification Statement:** I understand that any falsification or omission of fact made in this application or in connection with any background investigation may result in rejection of this application, or, if discovered after an offer of employment, in immediate dismissal.

**6. Employment "At Will":** In consideration of my employment, I agree to conform to the rules and regulations of District, and ***MY EMPLOYMENT AND COMPENSATION IS "AT WILL" IN THAT I CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER DISTRICT OR MYSELF.*** I understand that no manager or representative of District, other than the President of District Board has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the District's Board President.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Representative: \_\_\_\_\_ Title: \_\_\_\_\_

**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

***Hazard Communication Program***

**General District Policy**

The purpose of this notice is to inform you that our District is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDS's, by ensuring that containers are labeled, and by providing you with training.

This program applies to all work operations in our District where you may be exposed to hazardous substances under normal working conditions or during an emergency situation.

The Safety Director is the program coordinator, acting as the representative of the General Manager who has overall responsibility for the program. The Safety Director will review and update the program, as necessary. Copies of the written program may be obtained from the Safety Director.

Under this program, you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals with which you work, safe handling procedures, and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with non-routine tasks, such as the hazards associated with chemicals in unlabeled pipes.

**List of Hazardous Chemicals**

The Safety Director will make a list of all hazardous chemicals and related work practices used in the facility and will update the list as necessary. Our list of chemicals identifies all of the chemicals used in our work process areas. A separate list is available for each work area and is posted there. Each list also identifies the corresponding MSDS for each chemical. A master list of these chemicals will be maintained by and is available from the Safety Director.

**Material Safety Data Sheets (MSDS's)**

MSDS's provide you with specific information on the chemicals you use. A binder is maintained in the Linemen's room, containing an MSDS on every substance on the list of hazardous chemicals. The MSDS will be a fully-completed OSHA Form 174 or equivalent. The Safety Director will ensure that each work site maintains an MSDS for hazardous materials in that area. MSDS's will be made readily available to you at your work stations during working hours.

The Safety Director is responsible for acquiring and updating MSDS's. The Safety Director will contact the chemical manufacturer or vendor if additional research is necessary or if an MSDS has not been supplied with an initial shipment. All new procurements for the District must be cleared by the Safety Director. A master list of MSDS's is available from the Safety Director.

### Labels and Other Forms of Warning

The Safety Director will ensure that all hazardous chemicals in the plant are properly labeled and updated, as necessary. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer, or other responsible party. The Safety Director will refer to the corresponding MSDS to assist you in verifying label information. Containers that are shipped from the plant will be checked by the Safety Director to make sure all containers are properly labeled.

If you transfer chemicals from a labeled container to a portable container that is intended only for your immediate use, no labels are required on the portable container. The contents of pipes or piping systems that are not labeled will be described in the training sessions.

### Non-Routine Tasks

When you are required to perform hazardous non-routine tasks (e.g., entering confined spaces), a special training session will be conducted to inform you regarding the hazardous chemicals to which you might be exposed and the proper precautions to take to reduce or avoid exposure.

### Training

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by the Safety Director. A program that uses both audio visual materials and classroom type training has been prepared for this purpose. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will also be used to review the information presented in the initial training. Foremen and other supervisors will be extensively trained regarding hazards and appropriate protective measures so they will be available to answer questions from employees and provide daily monitoring of safe work practices.

The training plan will emphasize these items:

1. Summary of the Hazard Communication Standard and this written program.
2. Chemical and physical properties of hazardous materials (e.g., flash point, reactivity) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
3. Physical hazards of chemicals (e.g., potential for fire, explosion, etc.).

4. Health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemicals.
5. Procedures to protect against hazards (e.g., personal protective equipment required, proper use, and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
6. Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
7. Where MSDS's are located, how to read and interpret the information on both labels and MSDS's, and how employees may obtain additional hazard information.

The Safety Director will review the employee training program for training and retraining needs. Retraining is required when the hazard changes or when a new hazard is introduced into the workplace, but it will be District policy to provide training regularly in safety meetings to ensure the effectiveness of the program. As part of the assessment of the training program, the Safety Director will obtain input from employees regarding the training they have received and their suggestions for improving it.

#### Contractor Employers

The Safety Director upon notification by the responsible supervisor, will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, the Safety Director will notify these individuals of the location and availability of MSDS's. Each contractor bringing chemicals on-site must provide the District with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

#### Additional Information

All employees, or their designated representatives, can obtain further information on this written program, the Hazard Communication Standard, applicable MSDS's, and chemical information lists from the Safety Director.

**BUTLER PUBLIC POWER DISTRICT**  
Application For Employment



APPLICANT INFORMATION												
Last Name			First			M.I.		Date				
Mailing Address						Apartment/Unit #						
City			State			ZIP						
Phone			E-mail Address									
Date Available									Desired Salary			
Position Applied for												
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?					
Have you ever worked for another electric coop/public power district?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, when?					
EDUCATION												
High School			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree				
College			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree				
Other			Address									
From	To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree				
REFERENCES												
<i>Please list three professional references.</i>												
Full Name					Relationship							
Company					Phone							
Address												
Full Name					Relationship							
Company					Phone							
Address												
Full Name					Relationship							
Company					Phone							
Address												

PREVIOUS EMPLOYMENT		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>		

GENERAL	
Subjects of Special Study or Research Work	
Job Related Skills	
Community Activities / Other Involvements	

DISCLAIMER AND SIGNATURE	
I certify that the facts contained in this application and accompanying resume are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by Butler PPD.	
I understand that any employment is conditioned on a background check and drug screening. I authorize Butler PPD to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation of the Company, without giving me prior notice of such disclosure.	
Signature	Date



**BUTLER COUNTY RURAL PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA 68601**

**DRIVER'S SUPPLEMENTAL  
APPLICATION FOR EMPLOYMENT**

Date: \_\_\_\_\_

Name \_\_\_\_\_  
                     (First)                    (Middle)                    (Maiden Name, if any)                    (Last)

Address \_\_\_\_\_ How Long? \_\_\_\_\_  
                     (Street)                    (City)                    (State & Zip)

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Information received in response to the request for your date of birth will not be used to discriminate on the basis of age against any applicant for employment or employee. Such information is requested to comply with the requirements of 49 C.F.R. § 391.21(b)(2).

Address for Past Three Years:

\_\_\_\_\_ How Long? \_\_\_\_\_  
                     (Street)                    (City)                    (State & Zip)

\_\_\_\_\_ How Long? \_\_\_\_\_  
                     (Street)                    (City)                    (State & Zip)

(ATTACH SHEET IF MORE SPACE IS NEEDED)

**EXPERIENCE AND QUALIFICATIONS--DRIVER**

DRIVER LICENSES	STATE	LICENSE NO	TYPE	EXPIRATION DATE

**DRIVING EXPERIENCE**

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATES		APPOX. NUMBER OF MILES (TOTAL)
		TO	FROM	
STRAIGHT TRUCK				
TRACTOR & SEMI-TRAILER				
TRACTOR-TWO TRAILERS				
OTHER (            )				
OTHER (            )				

**ACCIDENT RECORD FOR PAST 3 YEARS**

	DATE	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
Last Accident				
Next Previous				
Next Previous				
Next Previous				

(ATTACH SHEET IF MORE SPACE IS NEEDED)

**TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS**

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES \_\_\_ NO \_\_\_
- B. Has any license, permit or privilege ever been suspended or revoked? YES \_\_\_ NO \_\_\_

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH STATEMENT GIVING DETAILS

**EMPLOYMENT RECORD**

**NOTE:** DOT requires that employment for at least 3 years be shown. If applying for a position that requires you to have a commercial driver's license, you must list your employment in which you have drove commercial motor vehicles for the last 10 years. The information provided in this section may be used for the purpose of investigating your work history, and previous employers listed here may be contacted.

LAST EMPLOYER: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 REASONS FOR LEAVING \_\_\_\_\_

SECOND LAST EMPLOYER: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 REASONS FOR LEAVING \_\_\_\_\_

THIRD LAST EMPLOYER: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 REASONS FOR LEAVING \_\_\_\_\_

FOURTH LAST EMPLOYER: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 POSITION HELD \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ SALARY \_\_\_\_\_  
 REASONS FOR LEAVING \_\_\_\_\_

(ATTACH SHEET IF MORE SPACE IS NEEDED)

**TO BE READ AND SIGNED BY APPLICANT**

**This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.**

\_\_\_\_\_  
 Date Applicants Signature

**NOTE:** A motor carrier may require an applicant to provide information in addition to the information required by the Federal Motor Carrier Safety Regulations.

**INTERVIEW CHECKLIST**

Applicant Name: \_\_\_\_\_

Job Applied For: \_\_\_\_\_

First Interview:

Second Interview

Third Interview

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

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Reference checks:

1. Contact: \_\_\_\_\_

3. Contact: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

2. Contact: \_\_\_\_\_

4. Contact: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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This interview checklist can help you select the right person the first time. It provides sample questions that allow you to explore important aspects of the applicant's characteristics and abilities.

The questions focus on various characteristics relevant to positions with the District. As you go through the interview, use it as a guide. You should not ask every question - just the ones that are relevant to the position being filled. If you have other information about the applicant, you should review it before the interview and choose your questions accordingly. Please select questions that will help you make a decision and those that you feel comfortable asking.

## CONDUCTING THE INTERVIEW

1. Create a professional and comfortable environment. A warm greeting and introduction help create a pleasant atmosphere. The interview questions are intended to be conversation starters. Encourage the candidate to question and comment. Explain the purpose of the interview and set the agenda. Arrange the seating so that it is not confrontational. It may be more comfortable if you move out from behind your desk.
2. Take notes. Note taking helps assure accuracy and often reassures the candidate that you are interested in him or her as an individual. You should write down key words and phrases and not necessarily attempt to write down everything the applicant says. It is very important to maintain eye contact.
3. Combine good use of questions with careful listening. Use open-ended questions to encourage conversation. Words like "why," "how," and "describe" allow the applicant much freedom in his/her response. Do not phrase your questions so that the applicant can respond "yes" or "no."
4. Avoid any display of judgment. By avoiding comments or body language that indicate that you are making a judgment, the candidate will relax more and become more conversant.
5. Close when appropriate. Move on to questions regarding the next characteristics when you have enough information to make your judgment. If an applicant doesn't meet requirements on the initial characteristics, you may wish to conclude the interview before covering the remaining traits.

There is nothing magic about the traits that we have identified here. You should substitute your own depending on the particular job and the position description. **Questions asked must be relevant to the position being filled.**

### DEPENDABILITY

Questions concerning dependability, if asked, should be asked of all applicants.

1. Our hours are normally from 8 am to 4:30 pm, Monday thru Friday. You may also be expected to work overtime. Aside from time off for religious observation, can you work these hours?
2. Do you have a certain way to travel to work on time each day? Explain.
3. Tell me about a time when you were complimented for being punctual on your previous jobs.
4. Do you understand the importance of being to work on time for the formation of crews?
5. Please tell me about times when you have had to work long hours.
6. Give me several reasons why you would like to work overtime. If you had a lot of overtime, what kinds of problems would you have with your outside responsibilities.
7. Have you worked at other jobs where you were subject to being called out at night? Explain.

### **TOLERANCE OF CONDITIONS**

1. Have you ever worked in temperature extremes? Please explain the circumstances.
2. Have you ever worked in ice or snow conditions? Please explain.
3. What are the reasons you like or dislike working around electrical current (or office equipment, or video display terminals)?
4. Give me examples of machinery that you have operated in the past.
5. Give me examples of working around electricity.
6. Tell me about the skills you have that have helped you work well in outside conditions and around moving vehicles.
7. Tell me about experiences you have had where you had to push, pull, or lift heavy objects or weights.
8. What do you do to keep yourself strong and fit enough to do a hard day's work?

### **FOLLOWS DIRECTIONS**

1. Which do you prefer, trying out different ways of doing a job or following the same procedures? Why?
2. Describe a job you have had where following instructions was very important. How did you perform at that job?
3. Tell me about a time when you were ordered to do a job that you knew wasn't done the best way.
4. What kind of supervisors do you find it most difficult to follow?
5. Give me an example of a time when you had to quickly learn job routines. What skills do you have for remembering job routines?
6. Do you usually ask for help too often or not often enough? Explain.
7. How do you decide when it is best to work out things yourself rather than asking for help?

### **LOYALTY**

1. What do you most want to get from this job?
2. Describe the best job you have ever had.
3. Describe the worst job you have ever had.
4. How many different places have you worked in the last five years? Why did or didn't you stick with those jobs?

5. Tell me about a time when you stuck with a job even though you didn't want to.
6. Tell me about a time when you were complimented for being loyal to your employer.
7. What is important to you about the company you worked for?
8. What is important to you about the services that the District gives?
9. Are you a consumer of the District? Explain how that might affect your ability to work here.

#### **PRIDE IN WORK**

1. Tell me about a time when you weren't pleased with the quality of the work you were doing.
2. Tell me about a time when you were complimented for the quality of your work.
3. What do you like or dislike about a job where your work must be precise and exactly right?
4. What are your current goals? How soon do you expect to achieve them? What have you done in the past to help yourself get ahead? Why is success important or unimportant to you?
5. Tell me about a time when self-discipline was helpful to you?
6. What do you do when you have to keep track of many things at one time?
7. Tell me about the techniques you used to get things done and to get to places on time.

#### **POSITIVE ATTITUDE**

1. Can you recall a time when being friendly with your coworkers was helpful at work?
2. We all have times when it is difficult to get along with a coworker. How do you handle those times?
3. We all have times when it is difficult to get along with a supervisor. How do you handle those times?
4. What things at work make you happy/unhappy?
5. In a group, what part do you generally play? Do you prefer to work alone or to work with others? Why?
6. Describe a time when you had to be a good sport because of some situation on the job.
7. Tell me about when your coworkers did a better job because of what you did.
8. Give me an example of when you had to deal with a lot of changes. What do you like or dislike about changing the way a job is done?

## **SAFETY**

1. What skills and techniques do you use to perform your job safely?
2. Describe a time when your supervisor talked to you about a safety problem.
3. Tell me about when you may have worked on an unsafe or dangerous job. How did you deal with it?
4. Give me some examples of safety requirements you have had to follow on past jobs. How did you handle those requirements?
5. Are you familiar with the National Electrical Safety Code?
6. Explain how you became familiar with the Code.
7. Do you prefer to keep your work area clean and neat by yourself or have someone else do it? Why?
8. Do you generally keep your automobile clean or does someone else do it? Why?
9. Which do you prefer, taking work time to keep everything clean or just getting into the work and worrying about neatness after the job is done? Why?
10. Give me an example of when keeping a work area clean meant that the work was made safer.

## **INTERACTION WITH COWORKERS**

1. Tell me about when you were asked to pitch in and help others with their jobs. Explain how that made you feel.
2. Describe a time when you were asked to work harder or longer hours to get a job done.
3. Tell me of when you went out of your way to make sure the job was done right.
4. Tell me about how you get along with coworkers.
5. Give me an example of when you were helpful to a coworker.
6. Describe a time when it was difficult for you to get along with others.
7. Tell me of a time when you were complimented for being cooperative.
8. Give me an example of how you react when a supervisor criticizes your work.
9. Tell me whether you had to work for a supervisor you disliked. Explain.
10. Why do you feel that it is important or not important to have a supervisor?
11. Describe the best supervisor you have ever had.

## **EDUCATION AND ABILITY**

1. What have you learned about the District from what you have seen and observed already?
2. Tell me about how being a good observer helped you on past jobs.
3. In your experience, do you learn better by instruction or by example? Explain.
4. What is usually best, everyone concentrating on doing their job right or everyone learning a little bit about everyone else's jobs? Why?
5. Besides information about this job, what other parts of the District do you wish to know about?
6. What were the toughest decisions you had to make in the past? How did you go about making those decisions?
7. Tell me of when your judgment made an important difference.
8. Describe the highest level of math you had to learn in school or past jobs.
9. How comfortable would you feel in a job that depended on your doing math correctly? Explain.
10. Give me examples of your use of English to prepare a report or other written presentation. Were you and your supervisor satisfied with your effort? Explain.



**MEDICAL INFORMATION RELEASE  
AND CONSENT**

I \_\_\_\_\_ hereby consent and request that Butler County Rural Public Power District be permitted to examine and obtain copies of all of my hospital and medical records of every sort and kind and interview all physicians, doctors, other medical professionals, and attendants regarding all matters relating to my examination, diagnosis, care, and treatment.

I authorize that a copy of this authorization be accepted with the same authority as the original.

Name (Print or Type): \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature: \_\_\_\_\_

## AGREEMENT

I hereby declare that I have received a copy of and I understand the District's Maintaining a Drug-Free Workplace policy which includes the requirements of the Drug-Free Workplace Act of 1988 and that I agree to abide by its terms as a condition of my employment. I further agree to allow the inspections described in this policy, with respect to my property and person, while I am on District property and/or on District business. I understand that if I violate the provisions of the policy, I may be immediately discharged.

I agree to submit to alcohol and/or controlled substance testing as outlined in the District's policies. I authorize the District's officers, employees and agents to communicate the test results among themselves for official purposes and to communicate the results at any judicial or administrative proceedings.

\_\_\_\_\_  
Witness's Name

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **DRUG TESTING**

### **INSTRUCTIONS TO EMPLOYEES**

As provided for by federal regulations, and by the District's Alcohol and Controlled Substance Testing Policy, employees are required to submit to urine specimens for controlled substance testing under various circumstances. These instructions outline your responsibilities pertaining to the testing procedure.

1. Report to the collection site at the time provided.
2. All unnecessary outer garments (coats/jackets) shall be removed.
3. You may not carry with you any personal belongings; however you may retain your wallet.
4. You must provide positive identification, such as photo identification, to collection site personnel.
5. You will be required to wash and dry your hands prior to urination.
6. After washing you hands, you must remain in the presence of collection site personnel, and you may not have access to a water fountain, faucet, soap dispenser, or any material that could be used to adulterate the specimen.
7. You will be given a specimen bottle or container. You may provide your specimen in the privacy of a stall or partitioned area that provides individual privacy. At least 45 milliliters of urine must be provided.
8. You may wash your hands after providing the specimen.
9. You must keep your specimen in your sight until the container has been sealed and labeled.
10. You shall initial the identification label secured on the bottle by collection site personnel, certifying that the specimen collected was yours.
11. You shall sign the chain of custody form.
12. If requested, you shall sign a consent or release form authorizing collection of the specimen, analysis of the specimen, and release of the results to your employer.

## **STATEMENT OF NONDISCRIMINATION**

Butler County Rural Public Power District is the recipient of Federal financial assistance from the Rural Utilities Service, an agency of the U. S. Department of Agriculture, and is subject to the provisions of Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, as amended, and the rules and regulations of the U.S. Department of Agriculture which provide that no person in the United States on the basis of race, color, national origin, age, or disability shall be excluded from participation in, admission or access to, denied the benefits of, or otherwise be subjected to discrimination under any of this organization's programs or activities.

The person responsible for coordinating this organization's nondiscrimination compliance efforts is (insert General Manager's name), General Manager. Any individual, or specific class of individuals, who feels that this organization has subjected them to discrimination may obtain further information about the statutes and regulations listed above from and/or file a written complaint with this organization; or the Secretary, U.S. Department of Agriculture, Washington, D.C. 20250; or the Administrator, Rural Utilities Service, Washington, D.C. 20250. Complaints must be filed within 180 days after the alleged discrimination. Confidentiality will be maintained to the extent possible.

BUTLER COUNTY RURAL PUBLIC POWER DISTRICT

DAVID CITY, NEBRASKA 68632

# BLOODBORNE PATHOGENS

# EXPOSURE CONTROL PLAN

**Purpose**

The management of Butler County Rural Public Power District realizes that employees may be exposed to bloodborne pathogens should they be required to administer first-aid/CPR to fellow employees. In order to comply with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, Bloodborne Pathogens, this exposure control procedure was prepared as a guideline for employees who are at risk from occupational exposure to bloodborne pathogens that may be present in human blood and other body fluids.

**Exposure Determination**

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment).

1. Job classifications in which all employees have occupational exposure:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  
2. Job classifications in which some employees have occupational exposure and the tasks and procedures in which exposure occurs:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

**Training and Information**

1. All designated employees shall receive training as required under provisions of 29 CFR 1910.1030(g)(2).
2. Records of training shall contain the following:
  - a. Dates of training,
  - b. The specific contents of the training syllabus,
  - c. Name and qualifications of person conducting training, and
  - d. Names and job titles of all persons attending training sessions.
3. Training records shall be maintained for three (3) years from the date on which the training occurred.

### **Methods of Compliance**

1. Universal Precautions shall be observed to prevent contact with blood, body fluids, or other potentially infectious materials.
2. An exposure incident shall be reported to the Operations Manager no later than the end of the work day. This includes weekends.
3. Personal protective equipment, i.e., latex gloves, goggles, and pocket breathing masks, are provided with each first aid kit. The latex gloves and goggles shall be worn when any potential exposure incident occurs. The pocket breathing masks shall be used should an employee be required to perform CPR. An approved infectious waste container is included with the kit.
4. Employees shall wash their hands and any other exposed area of skin with soap and water following emergency medical treatment. Mucous membranes shall be flushed with water immediately or as soon as possible following contact of such body areas with blood, body fluids or other potentially infectious materials. If soap and water is not available, the employee should wash his/her hands with the antiseptic hand cleaner or antiseptic towelettes provided in the first aid kit and then wash with soap and water as soon as possible.

### **Post Exposure Procedures**

1. The hepatitis B vaccine and vaccination series is available to all employees who have had an exposure incident. Should the employee elect to take the vaccine and the vaccination series, the initial vaccination should begin within twenty-four (24) hours of the time of the exposure. This includes weekends.
2. A post-exposure evaluation and follow-up is available to all employees who have had an exposure incident. The Exposure Report and Confirmation forms shall be completed. (See Attachments A & B.)
3. All medical evaluations and procedures including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, including prophylaxis, are available at no cost to the employee. These shall be performed by a licensed health care professional and shall follow the guidelines and recommendations that are in effect at the time of the exposure incident

### **Post Exposure Evaluations**

Following the report of an exposure incident, a confidential medical evaluation and follow-up is immediately available to the exposed employee. This will include at least the following:

1. The circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual unless prohibited by state or local law. The source individual's blood will be tested after consent is obtained.
3. The results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations, if any, concerning disclosure of the identity and infectious status of the source individual.

### **Housekeeping**

1. Employees shall ensure that good housekeeping is maintained at the work site.
2. Following an exposure incident, all contaminated equipment and working surfaces shall be cleaned and decontaminated with a suitable disinfectant.

3. All broken glassware or sharp metal which may be contaminated shall not be picked up directly with the hands. A brush and dust pan, tongs, or forceps or similar available tools shall be used to clean up such items.
4. All contaminated items, including clothing, shall be placed in an approved infectious waste container. All such containers are marked with the standard bio-hazard legend.

**Review**

This procedure shall be reviewed and updated on an annual basis and revised as necessary.



**Bloodborne Pathogens Exposure Confirmation**

On (Date) \_\_\_\_\_, 19\_\_\_\_, I, (Name) \_\_\_\_\_

administered First Aid to (Victim's Name) \_\_\_\_\_

and in doing so came into contact with blood or other potentially infectious materials. I notified my employer of the exposure on (Date) \_\_\_\_\_, 19 \_\_\_\_.

**This section if employee takes vaccination**

My employer offered the Hepatitis B vaccination series to me on (Date) \_\_\_\_\_, 19\_\_\_\_.

I began the vaccination series on (Date) \_\_\_\_\_, 19\_\_\_\_.

**This section if employee refuses vaccination**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(Date) \_\_\_\_\_ 19, \_\_\_\_

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Employee Social Security Number)

\_\_\_\_\_  
(District Representative)

\_\_\_\_\_  
(Reviewed By)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

**Bloodborne Pathogens Exposure Report Form**

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**EMPLOYEE**

I, \_\_\_\_\_, have been exposed to human blood and/or other body fluids during working hours, as described below:

Date of Exposure: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Source Individual (Victim of Accident): \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Circumstances and Route of Exposure: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Social Security Number: \_\_\_\_\_

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**EMPLOYEE REFERRAL**

Referral Date: \_\_\_\_\_

Referred to Doctor/Clinic for Post-Exposure Evaluation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**SOURCE INDIVIDUAL REFERRAL**

Date Source Individual Contacted: \_\_\_\_\_

Date Referred for Blood Test: \_\_\_\_\_ Date Refused Blood Test: \_\_\_\_\_

Name of Doctor/Clinic: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**Bloodborne Pathogens Exposure Report Form -- Page Two**

**RESULTS OF EMPLOYEE'S EVALUATION/MEDICAL TREATMENT**

HBV Immune \_\_\_\_\_ HBV Negative \_\_\_\_\_ HBV Positive \_\_\_\_\_

HBV Shots Administered: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Date Date Date

Doctor Administering Vaccination: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date Copy of Medical Report Given to Employee: \_\_\_\_\_

=====

This report prepared by: Name: \_\_\_\_\_

Title: \_\_\_\_\_

This report reviewed by: Designated Management Representative: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Request/Consent Form for Information From Previous Employer(s)  
for Alcohol & Controlled Substances Testing Records**

**Section A: To be Completed by Prospective Employee:**

I, \_\_\_\_\_ hereby authorize that \_\_\_\_\_  
 (Print name -First, MI, Last) (Previous Employer)  
 release and forward all information on my Alcohol and Controlled Substances Testing/Training records to the  
Butler County Rural Public Power District, PO Box 349, David City, Nebraska 68632.

\_\_\_\_\_  
 (Date) (Signature)

This Consent/Request form complies with DOT regulation § 382.405 which states in part:  
 (f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver.  
 (h) An employer shall release information regarding a driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person.

DOT regulation § 382.413 states:  
 (a) An employer may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained under this part by the driver's previous employers.  
 (b) An employer shall obtain, pursuant to a driver's consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous employers under § 382.401(b)(1)(i) through (iii).  
 (c) The information in paragraph (b) of this section must be obtained and reviewed by the employer no later than 14 calendar days after the first time a driver performs safety-sensitive functions for an employer.  
 (e) The prospective employer must provide to each of the driver's employers within the two preceding years the driver's specific, written authorization for release of the information in paragraph (b).  
 (f) The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. Each employer must maintain a written, confidential record with respect to each past employer contacted.

**Section B: To be Completed by Previous Employer:**

	<b>Yes</b>	<b>No</b>
1. Has this person ever tested positive for a controlled substance in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has this person ever had an alcohol test with a Breath Alcohol Concentration of 0.04 or greater in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has this person ever refused a required test for drugs or alcohol in the last two years?	<input type="checkbox"/>	<input type="checkbox"/>

If YES to any of the above questions, please give the Substance Abuse Professional's name, address, and phone number for further reference:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone No: \_\_\_\_\_

**Request/Consent Form for Information From Previous Employer(s)  
for Alcohol & Controlled Substances Testing Records -- continued**

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**Section C: To be Completed by Prospective Employer:**

Consent form sent to previous employer:

Mail

Fax

Interview method:

Mail

Phone

Personal Interview

Person interviewed from previous employer: \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received back: \_\_\_\_\_

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## CONTROLLED SUBSTANCE TEST RESULTS

Employer: Butler County Rural Public Power District Date: \_\_\_\_\_  
1331 4th Street, PO Box 349  
David City, Nebraska 68632

Employee: \_\_\_\_\_

ID Number: \_\_\_\_\_

1. Type of controlled substance testing for which the driver submitted a urine specimen.

\_\_\_\_\_

2. Date of Collection \_\_\_\_\_  
Month / Day / Year

3. Location of collection Site: \_\_\_\_\_  
Name

\_\_\_\_\_ Address

\_\_\_\_\_ City / State / Zip Code

4. Identity of person or entity:

(i) Performing the collection \_\_\_\_\_

(ii) Analyzing the specimen \_\_\_\_\_

(iii) Serving as the Medical Review Officer \_\_\_\_\_

5. Results of the test:

(Check One) Negative: \_\_\_\_\_ Positive: \_\_\_\_\_

Identify Controlled Substance(s). If Positive \_\_\_\_\_

\_\_\_\_\_

**RETAIN THIS FORM IN THE DRIVER QUALIFICATION FILE. INCLUDE THIS INFORMATION IN THE FILE EACH TIME THE DRIVER IS TESTED.**

**BUTLER PUBLIC POWER DISTRICT  
DAVID CITY, NEBRASKA**

**APPENDIX N**

◇◇ Open for Future Use ◇◇

**CONSENT AND ACKNOWLEDGEMENT**

The undersigned employee hereby acknowledges that he/she understand's the Districts Monitoring of Communications policy and that he/she consents to any monitoring conducted by the District pursuant to that policy.

\_\_\_\_\_  
Witness's Name

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**EMPLOYMENT AGREEMENT**

I accept Butler County Rural Public Power Districts offer of employment. I understand and agree that: (1) my employment with Butler County Rural Public Power District is at-will, and that my employment may be terminated at any time for any reason or no reason, with or without cause; (2) my at-will status may only be changed in writing, by a separate agreement signed by the General Manager or the President of the Board; (3) the District's employment practices and policies do not create a contract of employment with me nor do they alter my status as an employee at-will or guarantee any benefit of employment set out therein; (4) I am expected to abide by the District's policies and procedures; and (5) the District has made no other promises to me other than those outlined in this agreement.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Witness's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Employee Complaint Resolution Form**

Employee's Explanation of Complaint: Carefully describe the nature of your complaint. Remember to include all background details that apply. (For example, provide who, what, when, where, why and/or how about the situation, attaching any additional sheets as necessary.)

Please tell why you feel the situation or treatment received is unfair or how it inhibits you in the performance of your job responsibilities.

What steps have been taken thus far to resolve the complaints being raised?

What is the desired outcome that you believe would remedy your complaint?

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date of 1st Meeting with Supervisor \_\_\_\_\_

**Manager/Supervisor's Resolution of Complaint**

Please describe what actions have been taken to address the complaint raised by the employee, including the reasons for those actions.

Manager/Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Manager/Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**General Manager's Mediation of Complaint**

What are the actions that have been agreed to resolve and/or settle the employee's complaint?

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager/Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Manager/Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Final Resolution of Complaint**

Please describe what further actions have been taken to resolve the complaint raised by the employee, including the reasons for those actions.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager's Name \_\_\_\_\_ Title \_\_\_\_\_

Manager's Signature \_\_\_\_\_

**BUTLER PUBLIC POWER DISTRICT**  
**EXIT INTERVIEW**

1. Employee Name: \_\_\_\_\_ 2. Employee Number: \_\_\_\_\_
3. Hire Date: \_\_\_\_\_ 4. Termination Date: \_\_\_\_\_
5. Forwarding Address: \_\_\_\_\_
6. Has all District property been returned?  Yes  No (Keys, ID Card, Access Card, Manuals, Tools, Credit Cards, Hard Hat, Other District Property)
7. Does the employee's personnel file contain a confidential information agreement?  Yes  No
8. Cause of termination: Resignation \_\_\_\_\_ Laid Off \_\_\_\_\_ Discharged \_\_\_\_\_ Retirement \_\_\_\_\_ Other \_\_\_\_\_
9. Give details? \_\_\_\_\_
10. Did you feel you were properly placed on your job considering your interest, ability, and education?  Yes  No
11. Did you like your job?  Yes  No 12. Did you receive adequate training on your job?  Yes  No
13. Do you feel the amount of work you were asked to perform was fair?  Yes  No
14. Do you believe you received fair pay for the work you were doing?  Yes  No
15. Do you feel the working conditions were good?  Yes  No
16. Do you feel your fellow employees were cooperative?  Yes  No
17. Do you feel you received effective and fair supervision while you were here?  Yes  No
18. Do you feel you were kept properly informed about District policies and procedures?  Yes  No
19. Were you satisfied with benefits such as sick leave, vacation, retirement plan, medical plan, etc?  Yes  No
20. If a friend is looking for a job, would you recommend he/she apply for work at Butler PPD?  Yes  No
21. What did you like best about your job with the District? \_\_\_\_\_
22. What did you like least about your job with the District? \_\_\_\_\_
23. If you could change one thing about the District, what would it be? \_\_\_\_\_
24. What suggestion do you have for employee retention? \_\_\_\_\_

Interviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

