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## POLICY

SUBJECT: Overtime Work

POLICY: All overtime work shall be kept to a minimum, consistent with safe work practices, sound economy and good management.

Overtime shall be performed by personnel only when it has been approved in advance by the CEO, the Operations Manager, or the CFO except in cases of line outages or emergency repairs.

Line outages and emergency repairs shall be corrected as soon as reports are received and regardless of when they occur. No authorization is required to take corrective action. However, the CEO shall be notified of all such outages and/or emergencies at the earliest practical time.

Overtime due to heavy work load shall be cleared through the CEO, the Operations Manager, or the CFO prior to the work being performed.

Except as outlined above, no employee shall work overtime unless authorized by the CEO, the Operations Manager, or the CFO.

PROCEDURE: As outlined in the policy.

RESPONSIBILITY: CEO

### DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	Apr 07, 1961
Revised by Board of Directors	Jul 25, 1973
Revised by Board of Directors	Oct 24, 1989
Renumbered—was No. 39	Apr 25, 1990
Revised by Board of Directors	Jan 26, 2000
Revised by Board of Director	Jul 26, 2011
Revised by Board of Directors	Oct 28, 2014
Reviewed by Board of Directors	Jul 26, 2016
Revised by Board of Directors	Apr 23, 2019
Revised by Board of Directors	June 02, 2022