

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held Tuesday, October 26, 2021 at 5:00 pm at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

AGENDA

The aim of Delaware County Electric Cooperative, Inc., is to make electric energy and related services available to members at the lowest cost consistent with sound economy and good management.

I. Opening Business:

- A. Call to Order
- B. Roll Call - Determination of Quorum
- C. Adoption of Agenda [packet page 1]

II. Consent Agenda:

- A. Minutes of September 28, 2021 [packet pages 2-6]
- B. New Memberships [packet page 7]
- C. Bad Debt Collection Report [packet page 8]
- D. Director Compensation [packet pages 9-10]
- E. Corporate Calendar [packet page 11]

III. Policy Review and Development:

- A. Review:
 - a. Deposits [packet pages 12-16]
 - b. Management Benefits [packet pages 17-19]
 - c. Safety Committee and Incident Investigation [packet pages 20-22]
 - d. Alcohol and Controlled Substances [packet pages 23-31]
- B. Development:
 - a. Resolution to Address Over Collection for Aid to Construction [discussion]
 - b. Employee Selection and Dismissal, Nepotism and Anti-Fraternalization [packet pages 32-33]
 - c. Idle Services and Change of Hands [packet pages 34-37]

IV. Review Employment Manual: [packet pages 38-80]

V. General Manager's Report: [packet pages 81-86]

VI. DCEC's 77th Annual Meeting:

- A. Clarification and Review of DCEC Bylaws and Absentee Ballot Deadlines [packet pages 87-88]
- B. Review of 2021's Annual Meeting Minutes [handouts]

VII. Monthly Financial Reports: [handout]

VIII. AIDPPP/COVID-19 Report/Update: [packet pages 89-94]

IX. Resolution to Re-instatement of Accounting/Audit Firm: [handout]

X. Strategic Planning Session Outcome: [discussion]

XI. New 18 Month Editorial Calendar: [packet page 95]

XII. Update Bank Signature Cards, Signatures Required from Appropriate Officers: [handouts]

XIII. Update CoBank's Incumbency Certificate, Signatures Required from all Officers: [handout]

XIV. Notice of NRECA Director Election: [packet page 96, handout]

XV. Insurance Levels Review: [handouts]

XVI. Cat Hollow Metering: [discussion]

XVII. Holiday Items: 2021 Christmas Party / Holiday Food / Toy Drive: [packet pages 97-99]

XVIII. Accident/Incident Investigation Report & Review [handouts]

XIX. New Business:

XX. Future Business:

- A. 2021 Annual NYAPP Conference, Virtua on Zoom, Wednesday, 10/27/21, – Friday, 10/29/21, additional information will be emailed by Admin Director Pamela Benson when available
- B. Finance Committee Meeting, Wednesday, 11/3/21 @ 5 pm
 - a. Year-End Financial Projection (Capital Credit Retirement Assessment & Formulary Rate Planning)
- C. Regular Board Meeting, Tuesday, 11/23/21 @ 5pm
 - a. Report from Finance Committee Chairperson Menke
 - b. Operating Plan/Budget Presented
 - c. Proposed Board Meeting Schedule for 2022
 - d. Decision for 2022 Legislative Conference/Scholarship
 - e. Procurement, Receiving, & Disbursement Policy
 - f. Vegetation Management Update
- D. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course
- E. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY - 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022

Cooperative Stakeholders

- Members
- Employees
- Community
- Business Partners
 - Suppliers
 - RUS
 - CFC
 - Federated
 - Other cooperatives
 - NYSERDA
- Government
- Regulators

XXI. Executive Session:

XXII. Adjournment:

Delaware County Electric Cooperative
Board Meeting Minutes
September 28, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held September 28, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:07 p.m. by President Oles.

B. Roll Call - Determination of Quorum:

Stephen Oles	P
Edward Pick Jr.	P
Paul Menke	P
Laurie Wehmeyer	P
Kimberly Tosi	P
Steve Burnett	P
Jeffrey Russell	P

DCEC staff members that participated in-person were, DCEC's CEO/General Manager Christopher Evans, DCEC's CFO Mark Cannizzaro, DCEC's Operations Manager Ryan Sullivan. DCEC's Legal Counsel Jeffrey Clark from Bond, Schoeneck and King participated via phone conference.

C. Adoption of Agenda: A motion was made by Director Burnett to approve the agenda with the following addition, add to New Business A. Reinstatement of Late Payments Penalties and Disconnections for Non-Payment Resolution. The motion was seconded by Treasurer Menke. The motion passed.

II. Adjourn from Regular Board Meeting to Resume the Annual Organizational Meeting: A motion was made to adjourn the regular meeting to resume the Annual Organizational Meeting by Director Burnett, at 5:10 p.m. The motion was seconded by Treasurer Menke. The motion passed.

A. Minutes from the Annual Organizational Meeting following the Annual Mtg: The Board mutually agreed to approve the minutes as presented.

B. Reviewing Conflict of Interest Policy: Reviewed and forms were collected.

C. Cooperative Officers Job Descriptions Review: Reviewed.

D. Nomination and Election of Officers:

President: Director Pick was nominated by Director Burnett. This nomination was seconded by Director Wehmeyer. This was an uncontested election and the Board mutually agreed to appoint Director Pick as the Board President.

Vice President: Director Russell was nominated by Director Pick. This nomination was seconded by Director Burnett. This was an uncontested election and the Board mutually agreed to appoint Director Russell as the Board Vice President.

Secretary: Director Wehmeyer was nominated by Director Pick. This nomination was seconded by Director Menke. This was an uncontested election and the Board mutually agreed to appoint Director Wehmeyer as the Board Secretary.

Treasurer: Director Menke was nominated by Director Pick. This nomination was seconded by Director Burnett. This was an uncontested election and the Board mutually agreed to appoint Director Menke as the Board Treasurer.

E. Committee Appointments:

Finance Committee: President Pick appointed all Board members to serve on the 2021-2022 Committee and for Director Menke to act as the Committee Chairperson.

Organizational & Staffing Committee: President Pick appointed all Board members to serve on the 2021-2022 Committee and for Director Russell to act as the Committee Chairperson.

Insurance Committee: President Pick appointed himself and Director Burnett to serve on the 2021-2022 Committee. No Chairperson was appointed.

HQ Project Committee: President Pick appointed himself and Director Russell to serve on the 2021-2022 Committee. No Chairperson was appointed.

a. Consideration of adding an Annual Meeting Committee: Board mutually agreed not to add any additional committees.

- F. Adjourn Annual Organizational Meeting to Resume the Regular Monthly Board Meeting: A motion was made by Treasurer Menke to adjourn the Annual Organizational Meeting at 5:30 p.m. to resume the regular board meeting. The motion was seconded by Vice President Russell. The motion passed.

III. Consent Agenda: A motion was made to approve the consent agenda as presented by Director Burnett. The motion was seconded Treasurer Menke. The motion passed.

IV. Policy Review and Development:

A. Review:

- a. Deposits Policy: Tabled.
- b. Attorney: A motion was made to approve the policy with one amendment to replace “Reviewed by Board of Directors Sept 28, 2021” with “Revised by Board of Directors Sept 28, 2021”, by Treasurer Menke. The motion was seconded by Secretary Wehmeyer. The motion passed.
- c. Weapons: A motion was made to approve the policy as presented by Treasurer Menke. The motion was seconded by Director Burnett. The motion passed.
- d. Management Benefits: Tabled.

B. Development:

- a. Over collection for aid to construction: Attorney Jeffrey Clark and Operations Manager Ryan Sullivan to present a Resolution to the Board at the October Meeting to resolve this issue. In addition to the Resolution Clark and Sullivan to revise the Line Extensions for New Services policy to help resolve any future issues.

V. General Manager’s Report: CEO/General Manager Christopher Evans covered specifics and discussed key portions of his report.

VI. DCEC’s 77th Annual Meeting:

- A. Signing of 2020’s Annual Meeting Minutes: Reviewed and signed.
- B. Review of Member Questions: The Board advised Mr. Evans of some suggested changes to the presented draft. CEO/General Manager Evans to revise before posting message publicly.

- C. Review of Annual Meeting: Reviewed. Board feedback included highlights of the event, earlier promoting of absentee ballots and collection/tallying of ballots well in advance to meeting.

VII. Monthly Financial Reports: CFO Mark Cannizzaro distributed the monthly financial reports (attached) to all present. CFO Cannizzaro reviewed margins including line 9, Customer Service and Informational Expense of the Income Statement and line 24, Prepayments of the Balance Sheet and provided arrears data trends and discussed potential relief from financial assistance and disconnections.

VIII. COVID-19 Report/Update: CEO/General Manager Evans reviewed the Hero Act and stated that some of the CDC guidance is confusing and contradictory.

IX. Power Cost Risk Update: Reviewed the current legislation.

X. Strategic Plan Review: Briefly looked over the existing plan since CFC is schedule for a new Strategic Planning Session on October 20, 2021.

XI. 4 – Year RUS Work Plan Review: Operations Manager Ryan Sullivan distributed a handout (attached) and discussed upcoming years.

XII. Shirt Order for DCEC Board: Reviewed.

XIII: Report about NRECA Region 1 & 4 Meeting from Attendees: President Pick gave an update from the meeting.

XIV. NEAEC Director & Staff Education & Team Building Conference Update: Reviewed.

XV. Approval of Christmas Hams: A motion was made to approve the purchase of Christmas hams for employees, directors, grounds, and cleaning staff for the 2021 season by Treasurer Menke. The motion was seconded by Director Burnett. The motion passed.

XVI. New Business:

A. Reinstatement of Late Payments Penalties and Disconnections for Non-Payment Resolution: Motion was made to approve resolution as presented by Director Burnett. The motion was seconded by Vice President Russell. The motion passed.

XVII. Future Business:

A. Regular Board Meeting, Tuesday, 10/26/21 @ 5pm

- a) Finance Committee Meeting, Wednesday, 11/3/21 @ 5 pm
- b) Year-End Financial Projection (Capital Credit Retirement Assessment)
- c) Resolution Securing the Accounting/Audit Firm
- d) Vegetation Management Update (move to Nov.)
- e) Procurement, Receiving, & Disbursement Policy (move to Nov.)
- f) 77th Annual Meeting Minutes
- B. CFC Strategic Planning, October 20th, details need to be confirmed.
- C. 2021 Annual NYAPP Conference, Virtual Conference on Zoom, Wednesday, 10/27/21, – Friday, 10/29/21, additional information will be emailed by Admin Director Pamela Benson when available
- D. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- E. DCEC's Christmas Party, 12/10/21, Bluestone Pub & Restaurant at Delhi Golf Course
- F. CoBank facilitated Strategic Planning Discussion, date TBD, Delhi, NY - 2022
- G. Cost of Service Study (COSS) – Summer of 2022

XVIII. Executive Session: A motion was made to go into executive session by Director Oles at 8:50 p.m. The motion was seconded by Vice President Russell. The motion passed. The following staff were invited to stay for the executive session; DCEC's CEO/General Manager Christopher Evans. A motion was made to come out of executive session by Director Oles at 8:54 p.m. The motion was seconded by Vice President Russell. The motion passed.

XIX. Adjournment: A motion was made to adjourn the meeting at 8:55 p.m. by Director Oles. The motion was seconded by Vice President Russell. The motion passed.

Respectfully submitted,

Laurie Wehmeyer
Secretary

Delaware County Electric Cooperative, Inc.

5 North Depot Street, P. O. Box 471, Delhi, New York 13753-0471

607-746-2341

NEW MEMBERSHIPS -- October 26, 2021

ACCT#	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18759-001	KO 2-52-24	Joyce	Santulin	41 Lavelle Rd.	Holmes, NY 12531	Philip D. Messina, Sr.
18744-001	DA 1-27-20A	Brittany	Boyke	P.O. Box 216	Davenport, NY 13750	Samuel Lehw
18762-001	DE 4-27-4B	Joseph	Carr	1360 Scotch Mountain Rd.	Delhi, NY 13753	Leland Stein
18768-001	ME 1-76-6C	Alex	Adamo	3649 Spring Valley Rd.	Mereditth, NY 13753	R U Sure, LLC
78764-001	BO 5-2-2A	Karen	Laing	5544 Co Hwy 18	Bloomville, NY 13739	Clark Lopez
18743-001	JE 2-15-20	Orville	Smith	248 Nichols Rd.	Jefferson, NY 12093	Gregory Sheehan
18763-001	ME 1-57-9A	James G.	Ipsen	3886 Highway 10	E. Mereditth, NY 13757	David K. Irvin
18742-001	DA 2-22-33C	William	Wicks	P.O. Box 35	Davenport Center, NY 13751	Sam Fundaro
18752-001	DE 4-6-13E	Phil	Stockton	1013 Bell Hill Rd.	Delhi, NY 13753	Matthew W. Outsen
18740-001	DA 1-47-3D	April	Ferguson	874 Frank Briggs Rd.	Oneonta, NY 13820	Emilio Rascionato
18723-001	AN 5-93-21A	Alex	Eagleton	243 Lexington Ave.	Brooklyn, NY 11216	Rebecca Florin
18747-001	WA 3-37-2G	Nick	Veler	899 Loomis Brook Rd.	Walton, NY 13856	Paul A. White
18751-001	AN 5-41-20	O	O	237 Harsch Rd.	Andes, NY 13731	James E. Marsh
18745-001	AN 5-91-12C	Evelyn	Agnoli	807 Harriad Dr.	W. Seafood, NY 11783	Tania Jellen
18746-001	JE 2-26-8	James	Miller	50 Lakeview Ct.	Ronkonkoma, NY 11779	Anthony Muniz
18750-001	HA 4-34-4B	Daniel	Zurn	2524 Launt Hollow Rd.	Hamden, NY 13782	Salvatore Curiale
18730-001	AN 5-46-2A	Jackie	Miskovitz	2901 Barton Sky Way, Apt. 2515	Austin, TX 78746	New Service
18732-001	BO 5-2-7	Moon Mountain	2121, LLC	577 Reagan Rd.	Bovina Center, NY 13740	Michael Abate
18634-001	DE 4-27-4A	Logan	Bauer	424 E. Olive St.	Long Beach, NY 11561	Leland Stein
18736-001	GI 2-38-10D	Veronica	Pajares	341 W. 24 th St. #17B	New York, NY 10011	Isaac Cline
18770-001	AN 5-82-21	Matthew	Connors	504 Grand Street, G42	New York, NY 10002	Jill Goldring
18772-001	TO 3-57-2	Matthew	Costa	107 Pocono Trail	Hopatcong, NJ 07843	Joseph Ercole
18760-001	HF 2-23-29	Jeremy	Austin	1110 Street Hill Rd.	Jefferson, NY 12093	John Bourgholtzer
18727-001	BO 5-21-1A	Brett	Joss	225 15 th Street, Apt. 1	Brooklyn, NY 11215	New Service
18749-001	KO 2-32-9B	Griffin	Metzko	2608 Scott Rd.	Bloomville, NY 13739	New Service
18756-001	HF 2-13-25B	Theresa	Colwell	56 Oakdale Rd.	Centerport, NY 11721	Laurel A. Santomassino



RESOLUTION

October 26, 2021

BE IT RESOLVED, THAT WE, The Board of Directors of the Delaware County Electric Cooperative, Inc., 5 N. Depot St., Delhi, NY 13753, do hereby authorize the transfer of \$1,243.03 representing uncollectible accounts for utility customers per the following listing, to accumulated provision for uncollectible accounts.

<u>ACCOUNT</u>	<u>SER. ADD.</u>	<u>CUSTOMER</u>	<u>SEASONAL</u>	<u>RESIDENTIAL</u>
18157001	HF 2-12-2	Tammy Scholze		\$ 1,101.42
18214001	DA 1-29-7H	Heather Dougherty		141.61
			\$	\$ 1,243.03

October 26, 2021

SECRETARY

DCEC Corporate Calendar Review

Last Updated 9/28/2021

September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board
Organizational Meeting of Board (incl. Committee appointments)	CEO/Board
Review and Submit Signed Disclosures for Conflict-of-Interest Policy for BD & Management	CEO/Board
NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDL, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO
October	
Year-End Financial Projection (Capital Credit Retirement Assessment)	Cannizzaro/CEO
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO
Re-instatement of Accounting/Audit Firm (resolution)	CEO/Board
Capital Credit retirement - decision by Board	CEO/Board
Kick-off Budgeting Process (prelim capital budget)	CEO
Employee Enrollment Notice (125, life insurance, other)	Cannizzaro
ERP Plan Exercise & Certification	Soule
Vegetation Management Update to Board	CEO/Sullivan
Oneida-Madison EC Annual Meeting	Board
Steuben REC Annual Meeting	Board
Contact disconnected members - assess health impairment of no winter service	Alwine
Inactive service report for Operations to retire services	Alwine
Economic Development Power audit responses	CEO
Substation Transformer Oil Testing	Sullivan
Insurance Coverage/Level Review	CEO/Board
All-Employee Meeting (last week October)	CEO/Cannizzaro
Confined Spaces Gas Tester Calibration	Sullivan
November	
Year-end Financial Projection (Formulary Rate Planning)	CEO
Capital Credit Retirement (if applicable)	CEO
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Finalize Training Plan (incl. PREA)	CEO/Sullivan
ROW Clearing & Line Inspection contract approval	CEO/Sullivan
Employee Open Enrollment	Cannizzaro
CFC Membership Survey	Cannizzaro
NYPA 10-year Load Forecast	CEO/Sullivan
Newsletter notification - 3rd party notification for disconnect notices	VanZandt
Change lead filter in coffee water supply	CEO
Update DOT Unified Registration System (URS) bi-annual update odd years	Sullivan
Renew DOT Unified Carrier Registration (UCR) annual update	Sullivan
Strategic Plan Review	CEO/Board
Power Cost Risk Update to Board	CEO
Year End Process in Billing Kickoff	Alwine
Send Double-Wood Letters to Responsible Parties	Sullivan
Conduct Annual Red Flag Refresher Training (Dec) & Present Red Flag Report to the Board (Jan.)	CEO



POLICY

SUBJECT: Deposits

POLICY:

Background:

Delaware County Electric Cooperative's deposit policy is designed to assess the credit risk associated with applications for service, while protecting the assets of our utility.

This policy authorizes use of a screening tool called the ONLINE Utility Exchange to assess credit risk at the point of application and charge deposits only to those members who pose credit risk.

It is important to note that most of our members will be charged no deposit, because they pose little credit risk. Those members who have not established credit or pose substantial credit risk, as identified by ONLINE Utility Exchange, will bear the financial burden of that risk through a credit-based deposit policy.

~~This policy authorizes use of a screening tool called the ONLINE Utility Exchange to assess credit risk at the point of application and charge deposits only to those members who pose credit risk.~~

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Deposit Criteria:

DCEC shall consider the status of the applicant and act according to the following criteria:

1. Service applicants who pose a low Delinquency Risk (Green Light returned on the ONLINE Utility Exchange) will be charged a deposit equal to one times the average residential monthly bill during the preceding 12 months ~~no deposit~~.
2. Service applicants who pose a medium Delinquency Risk (Yellow Light returned on the ONLINE Utility Exchange) will be charged a deposit equal to one ~~two~~ times the average residential monthly bill during the preceding 12 months.
3. Service applicants who pose a high Delinquency Risk (Red Light returned on the ONLINE Utility Exchange) will be charged a deposit equal to three times the average residential monthly bill during the preceding 12 months.
4. A member who has had service terminated or has an unpaid utility bill returned by the ONLINE Utility Exchange will be required to pay the maximum deposit, which is 3x the average residential monthly bill during the preceding 12 months.
5. Except in cases where a service applicant has already provided a fraudulent social security number, DCEC shall not require that an applicant provide their social security number as a requirement for service. However, it is our policy that applicants who refuse or are unable (e.g., estates, corporations, LLCs, etc.) to provide their social security number pose a greater Delinquency Risk and shall be charged the maximum deposit.
6. A service applicant who voluntarily provides a social security number that is identified as belonging to a deceased person, non-issued, belonging to a person under the age of 18, or belonging to a person other than the applicant, or is otherwise fraudulent, shall be denied service until that person supplies a valid social security number. Such matters shall be handled in accordance with DCEC's Identity Theft Red Flag Prevention Policy.
7. Active members adding an additional service location are not required to pay a deposit, except in special cases as described in numbered item 8 below.

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8. In cases where a service is being reconnected after disconnection for non-payment, the reconnecting member shall pay the maximum deposit (described above), except that members may request a one-time waiver following their first disconnection for non-payment.

ONLINE Utility – Method of Quantifying Risk:

The ONLINE Utility Exchange is designed to screen service applicants to determine their Delinquency Risk based upon three criteria:

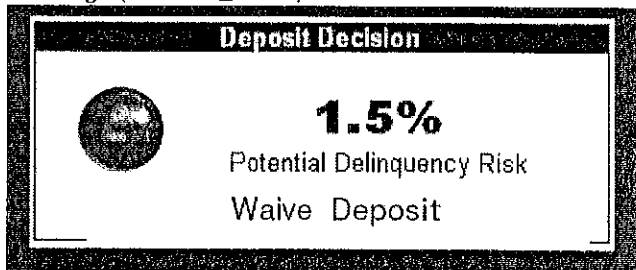
1. Social Security Number (SSN) verification;
2. Credit score; and
3. Payment experience with other utility providers.

ONLINE Utility Exchange utilizes the industry standard calculation known as the Experian National Credit Risk Model to calculate a number between 0 and 1000. The Experian number is then converted to a Delinquency Risk expressed as a percentage between 0% and 100%. Credit risk will be defined as follows in relation to the Experian calculation:

Delinquency Risk (%)	Credit Risk Definition
0.0% - 10.0%	Low Risk – Green Light
10.1% - 25.0%	Medium Risk – Yellow Light
25.1% - 100%	High Risk – Red Light

Procedure for Using the ONLINE Utility Exchange:

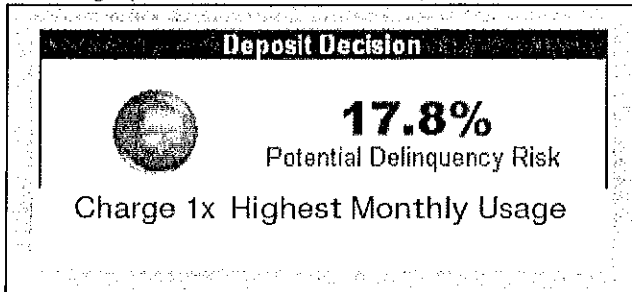
Green Light (Low Risk \leq 10.0%)



~~Waive the member's deposit. Charge only the application fee and any connection fees. Charge a deposit equal to the average residential monthly bill during the previous 12 months.~~ If the application is for a joint membership, both spouses must return a Green Light to have their deposit waived. Otherwise, charge the deposit associated with the higher credit risk.

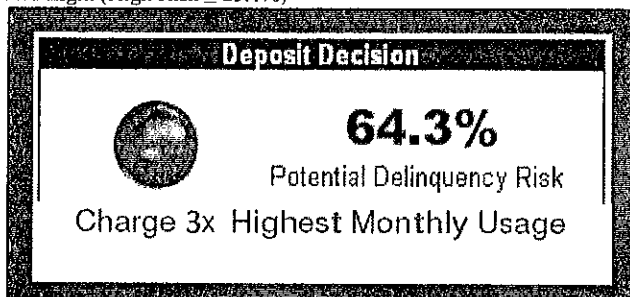


Yellow Light ($10.1\% \leq \text{Medium Risk} \leq 25.0\%$)



Charge a deposit equal to twice the average residential monthly bill during the previous 12 months. The application fee, connect fee and deposit must be paid prior to the connect order being issued. If the application is for a joint membership, charge the deposit associated with the higher credit risk. In other words, if one spouse returns a Green Light and the other spouse returns a Yellow Light, the deposit is determined by the spouse who returns a Yellow Light (Medium Risk).

Red Light (High Risk $\geq 25.1\%$)



Charge a deposit equal to three times the average residential monthly bill during the previous 12 months. The application fee, connect fee and deposit must be paid prior to the connect order being issued. If the application is for a joint membership, charge the deposit associated with the higher credit risk. In other words, if one spouse returns a Green Light or Yellow Light and the other spouse returns a Red Light, the deposit is determined by the spouse who returns a Red Light (High Risk).

Interest Paid to Members

Interest shall accrue monthly on member deposits at the simple interest rate of ~~0.3%~~ 0.0% per year, which is reflective of the composite yield of intermediate-term, A-rated corporate bonds, less the cost of administering the deposits of 1.75%. This rate is automatically updated December 1 of each year based upon rates as of the first Friday of the preceding October, ~~a~~ an ~~unum~~ prevailing ~~municipal/public~~ power consumer deposit interest rates set forth in the 16 NYCRR, ~~prescribing interest rates applicable to customer deposits, in money market accounts.~~ This interest rate shall be subject to change ~~each November to reflect annual changes to the 16 NYCRR then current DCEC policy.~~ Deposits returned to members pursuant to the procedure set forth below shall include interest at the rate then in effect on the date the calculation is performed, regardless of what rate or rates had been defined in prior versions of this policy.

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Procedure for Returning Deposits

A member's deposit will be returned after 12 consecutive months of on-time payments or when the member terminates service. They will receive their deposit, plus interest, net of any amounts owed to the Cooperative. In cases where the deposit is held longer than 12 months, the accrued interest is credited to the member account annually as an adjustment to the utility bill of the anniversary month

RESPONSIBILITY: Billing Specialist and Billing Assistant

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	October 25, 2012
Revised by Board of Directors	November 27, 2012
Revised by Board of Directors	February 26, 2013
Revised by Board of Directors	September 23, 2014
Revised by Board of Directors	March 22, 2016
Revised by Board of Directors	April 24, 2018
<u>Reviewed by Board of Directors</u>	<u>September 28, 2021</u>
<u>Reviewed by Board of Directors</u>	<u>October 26, 2021</u>

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POLICY

SUBJECT: Contract Development and Benefits for Management Employees

BACKGROUND:

Management employee benefits are similar to those enjoyed by union represented employees. However, management employee benefits are not collectively negotiated. They are generally mutually agreed terms of individual contracts with some potential variation(s) compared to non-exempt employees except when prohibited by law, policy, procedure or standard.

PROCEDURE:

In the case of the CEO/General Manager contract, the Board President and Treasurer shall negotiate the terms of the contract. In the case of CFO, Division Manager and other "non-hourly" contracts, the CEO and Board President shall negotiate the terms of the contract(s).

Contract terms shall be no longer than 16 months and no shorter than 3 months such that annual renewals have an effective date of 1 January.

Outlined benefits in this policy are subject to change based upon cooperative and employee needs and/or terms and rates set by provider.

INSURANCE BENEFITS:

Management employee benefits shall consist of the following:

Medical/Rx:	<p>Excellus BlueCross BlueShield</p> <p>Coverage begins 90 days after employment.</p> <p>Employee pays 20% of current year premium of plan selected</p> <p>Last \$82 of deductible is responsibility of employee (single).</p> <p>Last \$385 of deductible is responsibility of employee (other than single).</p>
Retiree Medical:	<p>Consistent with benefits provided to other employees with the option to purchase medical insurance coverage for himself/herself and their dependents upon retirement from the Cooperative, if they retire with 10 years or more of service, based on the following schedule:</p> <p>10-15 Years of Service: 100% of applicable Group Premium</p> <p>15+ Years of Service: 50% of applicable Group Premium</p>
Dental:	<p>NRECA Dental Benefits Plan</p> <p>Coverage begins 90 days after employment.</p> <p>Employee pays 20% of current year premium of plan selected</p>
Vision:	<p>Employees and dependents each eligible for reimbursement for cost of annual eye exam, frames and lenses or contact lenses, and Lasik surgery up to a maximum of \$500 per year or reimbursed up to \$500 for private vision insurance premium in a VSP or equivalent plan</p>
Section 125 Plan:	<p>Employees may contribute to insurance premium-share, and to a Flexible Spending Account, on a pre-tax basis.</p>



Insurance Buy-out: Option to opt-out of Medical/Rx and/or Dental insurance benefit and receive payments per the following table.

Opt-Out Option	Payment
Medical/Rx Opt-Out	No less than \$1,820 per year paid weekly pro-rata
Dental Opt-Out	No less than \$180 per year paid weekly pro-rata

Life Insurance: Employee covered @ 2x base salary
Dependents covered @ \$10k per dependent
Additional employee dependent life insurance available at employee expense

Accidental Death And Dismemberment Max \$1 million NRECA insurance provided for employee at no cost to employee

Disability Insurance: Guardian Short Term Disability Insurance (26-week benefit) provided at no cost to Employee
NRECA Long Term Disability Insurance (26-week waiting period) provided at no cost to Employee.

Business Travel Insurance: Provided at no cost to Employee.

RETIREMENT & PTO BENEFITS:

Retirement: 401k Savings Program offered through NRECA. Employer contribution 7.0% and up to an additional 3.0% matching contribution dependent upon employee contribution.

Employee may participate in an NRECA-managed Roth 401k investment plan (no employer contribution).

Vacation: As specified in employment contract or offer letter.

Holidays: 10 scheduled paid Holidays
+ 3 Floating Holidays
+ 2 Personal Days

Sick Days: As specified in employment contract or offer letter.

FRINGE BENEFITS

Management employee negotiated benefits in addition to insurances, retirement and PTO (which may be included as part of the contract) can include but is not limited to the following:

Deferred Compensation:

Signing Bonus:

Relocation Assistance:

Company Vehicle:



RESPONSIBILITY: CEO/General Manager and CFO

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors	August 27, 2013
Revised by Board of Directors	September 22, 2015
Revised by Board of Directors	March 28, 2017
Revised by Board of Directors	July 24, 2018
Revised by Board of Directors	September 3, 2020
<u>Reviewed by Board of Directors</u>	<u>September 28, 2021</u>
<u>Reviewed by Board of Directors</u>	<u>October 26, 2021</u>



POLICY

SUBJECT: Safety Committee and Incident Investigation

- POLICY: Per New York Labor Law Section 27-D, effective November 1, 2021;
Employees to establish a joint labor-management workplace safety committee to raise health and safety concerns, and review policies implemented for workplace health and safety. An employer must allow the designees to attend training (without loss of pay) on the function of worker safety committees, the rights established under this new law, and an introduction to occupational safety and health. Furthermore, employers are prohibited from (i) interfering in the selection of employees who shall serve on such committee; (ii) interfering with such employees' performance of the duties for the workplace safety committee; and (iii) retaliating against any employees participating in the establishment or activities of a workplace safety committee. Employers who violate the anti-retaliatory provisions of this law may be subject to civil penalties Under the law, each committee and member is authorized to do the following, including but not limited to:
- (a) Raise health and safety concerns, hazards, complaints and violations to the employer to which the employer must respond.
 - (b) Review any policy put in place in the workplace required by any provision of the New York labor law or workers' compensation law and provide feedback to such policy in a manner consistent with any provision of law.
 - (c) Review the adoption of any policy in the workplace in response to any health or safety law, ordinance, rule, regulation, executive order, or other related directive.
 - (d) Participate in any site visit by any governmental entity responsible for enforcing safety and health standards in a manner consistent with any provision of law.
 - (e) Review any report filed by the employer related to the health and safety of the workplace in a manner consistent with any provision of law.
 - (f) Regularly schedule a committee meeting during work hours at least once a quarter.

The Delaware County Electric Cooperative, Inc. (the Cooperative) shall investigate all incidents that adversely impact the safe operations of the Cooperative. Incident investigations shall be conducted in the spirit of the Cooperative's overall safety improvement program. Investigations are intended to lead to safety improvement and will only result in disciplinary action in the event of willful or repeated safety violations on the part of employees or managers. The purpose of an incident investigation is to determine the root causes of each incident and to provide solutions that reduce the likelihood of similar events.

DEFINITIONS

Safety Committee must be composed of employee and employer designees, with at least two-thirds of the committee being non-supervisory employees. Those employee members of the committee shall be selected by, and from among, non-supervisory employees. As a collective bargaining



agreement is in effect, the collective bargaining representatives (Stewards) shall be responsible for the selection of employees to serve as members of the committee.

The committee must be co-chaired by a Manager (an employer representative) and a non-supervisory employee representative. Furthermore, multiple committees may be created in cases of district/distinct work areas

Incident shall be defined as any event that adversely impacts the safe operations of the Cooperative, its employees and members. Categories of incidents include work-related injuries, occupational illnesses, property damage (Cooperative or other), spills, fires, and near-miss events.

Incident Investigation Team shall be defined as a three member group consisting of the System Coordinator and 2 other members of the Safety Committee. When the System Coordinator is unable to lead an Incident Investigation in a timely manner, the Safety Coordinator or the General Manager may appoint another employee or manager to lead the Incident Investigation Team. If a substitute is appointed for the System Coordinator for a particular Incident Investigation, then the substitute shall assume all of the System Coordinator's responsibility for that Incident Investigation.

Incident Report shall be defined as a document utilizing the standard report form in use by the Safety Committee at the time of the Incident. The Incident Report shall include analyses of all potentially causal elements including task, materials, environment, personnel, equipment, training and management. The Incident Report shall make recommendations to prevent recurrences of similar Incidents.

Incident Investigation shall be defined as a deliberate set of actions taken by an Incident Investigation Team, the purpose of which is to identify root causes of Incidents and make recommendations to prevent recurrences of similar Incidents. It shall include interviews, document and procedure review, data collection, site visits and any other activity consistent with this purpose.

TIMELINE

The Incident Investigation shall begin as soon as practical after an Incident, but never longer than 3 business days after the Incident. The field portion of an Incident Investigation, including interviews, site visits, and data collection shall be completed within 15 business days of the Incident unless impractical due to the nature of the Incident Investigation. For example, if a police report is required by the Incident Investigation Team and that police report is unavailable for 20 days, then the Incident Investigation timeline would need to be extended. Unavailability of staff due to conflicting operational priorities shall not justify failure to complete an Investigation within 15 days. A draft version of the Incident Report shall be completed within 20 business days of the Incident unless impractical due to the nature of the Incident Investigation. The General Manager shall review the draft Incident Report within 5 days of receiving it. The General Manager may approve and sign off on the Incident Report or refer it back to the Incident Investigation Team with specific recommendations to resolve insufficiencies of the draft report.

DISCIPLINARY ACTION

In cases of willful or repeated disregard for safety, employees shall be subject to progressive discipline up to and including discharge, subject to the requirements of the current applicable collective bargaining agreement.

RESPONSIBILITIES

All employees of the Cooperative are responsible to report or cause to be reported each Incident they witness. Incidents may be reported to a supervisor or to any manager of the Cooperative.



The System Coordinator and Operations Manager or Safety Manager, as the ex-officio chairs of the Cooperative's Safety Committee, shall have responsibility to lead or designate the leader of each Incident Investigation. With each incident, The System Coordinator Chairs shall appoint a team of 3 persons, each of whom shall be a member of the Cooperative's Safety Committee, to investigate each Incident.

Each member of the Incident Investigation Team shall participate in site visits, interviews, picture taking, sketching, mapping, and gathering of artifacts as appropriate to the circumstances.

The ~~System Coordinator~~ Safety Committee Chairs are responsible for collecting the materials and creating an Incident Report, which is complete, accurate, and legible.

Each member of the Incident Investigation Team shall be given the opportunity to annotate the report to point out disagreements regarding facts, causes, or solutions related to the Incident.

The ~~System Coordinator~~ Safety Committee Chairs are responsible for delivering the draft Incident Report to the General Manager. The report may be submitted electronically or in hard copy.

The General Manager is responsible for reviewing the draft Incident Report and approving it or referring it back to the Incident Investigation Team for further work. The General Manager may refer the draft Incident Report to the Cooperative's attorney or other appropriate advisors for additional review and comment. The General Manager is also responsible for assigning tasks consistent with the recommendations in the Incident Report. Each task assignment shall have a due date and a clearly indicated responsible individual for completing the task. The General Manager is also responsible for following up on task completion until all assigned tasks are complete.

The General Manager shall provide a copy of each approved Incident Report to the Board of Directors at the next regularly scheduled meeting of the Board or as soon as practical thereafter.

The ~~System Coordinator~~ One or all of the Safety Committee Chairs is responsible for providing an oral summary of the Incident Report at a regular safety meeting within 3 months of report submission to the General Manager.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	April 23, 2013
Revised by Board of Directors	July 28, 2015
Revised by Board of Directors	September 25, 2017
Reviewed by Board of Directors	October 26, 2021



POLICY

SUBJECT: Alcohol and Controlled Substances

POLICY:

I. POLICY STATEMENT

The objective of this Policy is to set forth the Cooperative's requirements for drug and alcohol testing. This policy is designed to provide employees with information and resources.

All employees must comply with the requirements of this policy. Failure to comply may result in employee discipline, including, but not limited to, immediate termination.

II. DEFINITIONS OF TERMS, AS USED WITHIN THIS POLICY:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Controlled Substance: The U.S. Department of Transportation 5-panel list of drugs, as described in Appendix 1 to this Policy, and as may be amended from time to time by the U.S. Department of Transportation in Code of Federal Regulation Part 382.

Post-Accident Incident Screening: Alcohol and controlled substances screening required after motor vehicle crashes or other incidents involving:

- a human fatality,
- bodily injury with immediate medical treatment away from the scene in
- cases where a citation is issued to the driver employee, and
- disabling damage to any motor vehicle requiring tow away where a citation is issued to the driver.
- Estimated damages in excess of \$5000.00 to equipment and/or property

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Drug and alcohol testing should be done promptly after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test within 4 hours. Depending upon circumstances and condition of the employee, blood test may be required instead of usual method of random and reasonable suspicion testing.

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The employee under suspicion should not be allowed to drive themselves to the collection site (or elsewhere) without a negative drug test result.

Random Screening: Monthly alcohol and controlled substance screening whereby employees are selected randomly, by the Cooperative's independent 3rd party testing service, from a list of all employees. Percentage rates for selection of CDL drivers and those in the supervisory chain of



CDL drivers, shall comply with minimum annual percentage rates as defined in §382.305 of the Code of Federal Regulations.

Reasonable Suspicion Screening: Alcohol and controlled substances screening required any time the Cooperative has reasonable suspicion to believe that the employee is under the influence of alcohol or a controlled substance while on the clock, either on Cooperative property or in the field. Reasonable Suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The required observations for Reasonable Suspicion Screening shall be made by a supervisor or Cooperative employee who is trained in accordance with §382.603.

- It is strongly encouraged that at least two (2) supervisory personnel concur that there is reasonable suspicion for a drug test. This protects both the supervisor and the employee.
- Drug and alcohol testing should be done promptly within 4 hours after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test.
- The employee under suspicion should not be allowed to drive themselves to the collection site (or elsewhere) without a negative drug test result. A supervisory employee or member of management shall accompany the employee to/from the testing facility.

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Second Chance: The Cooperative's position with respect to a failed drug or alcohol test for a current employee, which allows the Cooperative's General Manager to apply judgement in certain aspects of the Cooperative's response to a failed drug or alcohol test by a current employee in accordance with paragraph XII of this policy.

Zero Tolerance: The Cooperative's position with respect to a failed drug or alcohol test for a prospective employee, which prohibits the hiring of any prospective employee who fails a drug or alcohol test as part of their pre-employment screening in accordance with paragraph XI of this policy.

III. APPLICABILITY

Except as noted in Article VI (Prescription Drugs) and Article VIII (Alcohol and Controlled Substances Screening), this Policy applies equally to all employees of the Cooperative, including exempt and non-exempt, those with and without CDLs, those with and without supervisory responsibility, those within and outside of the collective bargaining units, and those with and without employment contracts.

IV. ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITION

Consumption of alcoholic and/or controlled substances while working or on Cooperative property is prohibited during working and non-working hours. Consumption of alcoholic and/or controlled substances while on-call is prohibited.

Additionally, employees who hold a CDL license must not consume alcohol four hours prior to arriving on duty, and must not consume alcohol for eight hours following an accident, or until the employee receives a post-accident test, whichever comes first.



An employee shall not report for duty or remain on duty when the employee uses any controlled substance, except when the use is at the instruction of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform safety-sensitive functions including operation of a motor vehicle.

V. IMPAIRMENT DISCLOSURE REQUIREMENT

If an employee is asked to report for duty, either for a scheduled shift or for unscheduled overtime, he/she must immediately disclose if he/she has consumed alcohol or ingested or been exposed to controlled substances which would impair his/her ability to immediately respond to work and work safely and effectively. As soon as responsibly possible thereafter, the employee which was impaired needs to report his/her availability to the proper dispatcher or supervisor.

VI. CONVICTION DISCLOSURE REQUIREMENT

In accordance with the federal Drug-Free Workplace Act of 1988, the employee must notify the Cooperative within five (5) calendar days if the employee is convicted of a criminal drug violation in the workplace.

VII. PRESCRIPTION DRUGS

The employee is responsible for reporting impairment caused by drugs even if the employee has a valid prescription to take the drug. Employees who do not hold a CDL license and who are not in the supervisory chain of CDL drivers are permitted by New York State law to use medical marijuana in accordance with a legal prescription. Under New York State law, employees who use medical marijuana are provided protections as "disabled."

Employees who hold a Commercial Driver's License (CDL) and employees in the supervisory chain of CDL holders are prohibited by the US Department of Transportation (DOT) from taking certain controlled substances, including marijuana, even if the employee has a valid prescription for the controlled substance. Notwithstanding any New York State law to the contrary, if a CDL driver or an employee in the supervisory chain of CDL drivers fails a controlled substance test due to marijuana, that employee will be subject to appropriate disciplinary action in accordance with DOT regulation (Code of Federal Regulation, Part 382), regardless of whether the employee has a valid prescription for the marijuana.

VIII. SELF-REFERRAL

The Cooperative encourages self-referral for employees who are struggling with drug or alcohol issues. The Cooperative requires a confidential Employee Assistance Program (EAP), which can assist an employee in need of counseling and treatment. Being in a treatment program does not excuse an employee from their obligation to disclose impairment to the Cooperative. Appropriate disclosure by an impaired employee will be a favorable factor in determining that employee's status with respect to appropriate disciplinary actions or Return To Work agreements.

IX. ALCOHOL AND CONTROLLED SUBSTANCES SCREENING

All prospective employees for full-time, part-time, temporary, or any other form of employment at the Cooperative shall be subject to a pre-hire drug and alcohol screening. All employees,



regardless of whether they possess CDLs, shall be subject to the following types of alcohol and controlled substances testing:

- Random Screening
- Reasonable Suspicion Screening
- Post-Accident Screening

All alcohol and controlled substances screening shall be administered by a third-party alcohol and controlled substances screening company selected and hired by the Cooperative. Except as provided in Article VI (Prescription Drugs) of this Policy, the quantity, type, and procedure of tests to be performed on all employees by the third-party alcohol and controlled substances screening company shall be in accordance with DOT regulations governing CDL drivers, regardless of whether the employee being tested is a CDL driver or not. For CDL drivers and employees in the supervisory chain of CDL drivers, the quantity, type, and procedure of tests to be performed shall be in accordance with all DOT regulations governing CDL drivers.

X. BLOOD ALCOHOL CONCENTRATION LEVELS

A Blood Alcohol Concentrations (BAC) greater than or equal to 0.04 shall be a positive test and shall constitute a failed test for an employee. A BAC greater than 0.02 but less than 0.04 shall not perform or continue to perform safety-sensitive functions, including operating a motor vehicle, for twenty-four (24) hours following the BAC test. A BAC less than 0.02 shall be a negative test and shall be treated the same as a BAC of 0.0.

XI. ZERO TOLERANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY A PROSPECTIVE EMPLOYEE

All prospective employees will be tested for alcohol and controlled substances. The Cooperative has zero tolerance for any failed drug or alcohol test by any prospective employee. Prospective employees who fail a drug or alcohol test shall not be permitted to work at the Cooperative.

XII. SECOND CHANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY AN ACTIVE EMPLOYEE

An employee who has a verified controlled substances test result, or who has an alcohol concentration of 0.04 or greater shall be removed immediately from his or her safety sensitive functions and must also be evaluated by a substance abuse professional.

The Cooperative may, at the discretion of Cooperative's General Manager, in consultation with the Board President and Cooperative's attorney, offer a second chance to an active employee who has failed a drug or alcohol screening, depending on the nature and circumstances of the failed drug or alcohol screening. The following is a partial list of factors that may be considered by Cooperative management in determining whether a second chance will be offered to an employee who has failed a drug or alcohol test and is provided for illustration only:

- Did the employee willfully place the health and safety of other employees, members, or the public in jeopardy?
- Did the employee operate Cooperative vehicles or equipment while under the influence of drugs or alcohol?



- Did the employee take drugs or alcohol on Cooperative property or while on the clock for the Cooperative?

If an employee is given a second chance, the employee may, at the sole discretion of Cooperative management, be required to participate in appropriate treatment or counseling, show proof of participation in appropriate treatment or counseling, submit to additional scheduled drug and/or alcohol screenings, and work in a different position and at a different pay rate than his or her normal position, until Cooperative management determines, at their sole discretion, that the employee is ready to return to a normal status.

XIII. REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST

No employee shall refuse to submit to any alcohol or controlled substance test as required by this Policy. "Refusal to submit" includes refusal to take the test; inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by a Medical Review Officer as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

Refusal to submit shall preclude the employee from performing or continuing to perform safety-sensitive functions and shall make the employee subject to the same requirements and disciplinary actions as if the employee had failed the required alcohol or controlled substance test.

XIV. RETURN TO WORK AGREEMENTS

The Cooperative may require an employee who has self-referred or who has failed a drug or alcohol test to execute a Return To Work agreement.

If an employee, prior to being subjected to disciplinary action, or where disciplinary action has been held in abeyance during the pendency of treatment -- engages in appropriate treatment, he or she may be required to execute a Return To Work Agreement prior to returning to work.

Such Return To Work Agreement will include:

- verification of the employee's participation in a treatment program,
- the employee's commitment to maintain the prescribed regimen for continued wellness and aftercare
- authorization by the employee to appropriate Cooperative representatives to discuss compliance with the foregoing requirements, but limited to a need-to-know basis and maintaining privacy particularly with respect to medical records,
- the employee's commitment to adhere to the Cooperative's policies and requirements of the DCEC Employment Manual,
- the employee's authorization to conduct additional drug or alcohol testing if appropriate, and



- an acknowledgement that a violation of the Return To Work Agreement will result in immediate termination.

XV. REPEATED VIOLATIONS

An employee who has failed an alcohol or controlled substances screening, and then subsequently fails another alcohol or controlled substances screening, shall be terminated, to the extent permitted by law. Specifically, the Cooperative shall comply with federal or New York State law in cases where employees' use of alcohol or a controlled substance is protected under federal or New York State law as a condition of their "disability." Notwithstanding any New York State law to the contrary, CDL drivers and employees in the supervisory chain of CDL drivers shall be prohibited from using marijuana, in accordance with superseding federal statute.

When interpreting this article, a second failed alcohol or controlled substance screening could be a Random Screening, a Reasonable Suspicion Screening, or a Post-Accident Screening.

XVI. USE OF PAID TIME OFF (PTO) FOR TREATMENT OF DRUG OR ALCOHOL RELATED ISSUES

Active employees of the Cooperative are permitted to use their PTO, including sick time, personal time, and vacation time for the purpose of participating in drug or alcohol treatment programs, subject to the limitation of other Cooperative policies and applicable collective bargaining agreements.

XVII. CLEARINGHOUSE REQUIREMENTS

As of January 6, 2020, the Federal Motor Carrier Safety Administration (FMCSA) created a repository that collects information on drivers' DOT drug and alcohol violations occurring under an employer's testing program. Employers are required to report DOT drug and alcohol testing program violations to the Clearinghouse, including when a driver:

- Tests positive for drugs or alcohol;
- Refuses drug and alcohol testing; and
- Undergoes the return-to-duty drug and alcohol rehabilitation process.

The Clearinghouse will collect and maintain the following records:

- Verified positive, adulterated, or substituted drug test result;
- Alcohol confirmation test with a concentration of 0.04 or higher;
- Refusal to submit to any test required by Subpart C of Part 382;
- Employer's report of *actual knowledge*, as defined by § 382.107, including:
 - On duty alcohol use (§ 382.205)
 - Pre-duty alcohol use (§ 382.207)
 - Alcohol use following an accident (§ 382.209)
 - Controlled substance use (§ 382.213)
- Substance Abuse Professional report of the successful completion of the return-to-duty process; and
- Employer's report of completion of follow-up testing.



The Clearinghouse will assist the Cooperative in learning of a driver's need to start or continue with the necessary steps mandated in the DOT return-to-duty process in order to safely operate a commercial motor vehicle.

FMCSA requires the Cooperative to:

- Query the system for information on driver applicants; and
- Search the database annually for current employees.

Before the Cooperative may gain access to the Clearinghouse information, a driver is required to provide consent. Failure to provide such consent would effectively prevent the Cooperative from using the driver in a safety-sensitive function.

A driver can review his or her report at no cost by registering with the Clearinghouse.

XVIII. EDUCATION

A goal of this policy is to assist employees to proactively manage their own relationships with drugs and alcohol. Doing so can reduce health and safety risks, and promote healthy productive employees of the Cooperative. The Cooperative shall provide information to all active employees about this policy, the Cooperative's drug and alcohol testing program, and resources available to assist employees with drug or alcohol related issues. This information shall be provided at least annually.

XIX. QUESTIONS – WHO TO CONTACT

If you have questions about the Cooperative's policy or programs related to Alcohol and Controlled Substances, please contact the Cooperative's CEO/General Manager at 607-746-9282 or visit in person at 5 North Depot Street, Delhi, NY. If for any reason you are not comfortable contacting the CEO/General Manager to discuss these matters, you may contact the Cooperative's Ombudsman, Attorney Jeff Clark at 585-362-4721.

If you have questions about the effects of alcohol misuse and controlled substances on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or controlled substance problem is suspected, please contact the Cooperative's Employee Assistance Program confidentially at (800) 252-4555 or (800) 225-2527.

PROCEDURE: Offender subject to disciplinary action up to and including termination.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors

Aug 26, 1986

Reviewed by Board of Directors

Apr 24, 1990

Renumbered, was No. 91

Apr 25, 1990



Revised by Board of Directors	Jan 26, 2010
Reviewed by Board of Directors	Jul 22, 2014
Revised by Board of Directors	Dec 22, 2015
Renamed from "Alcohol & Mind Altering Substances"	Apr 26, 2016
Revised by Board of Directors	Apr 26, 2016
Revised by Board of Directors	Dec 27, 2016
Revised by Board of Directors	Jun 26, 2018
Revised by Board of Directors	Dec 17, 2019
Revised by Board of Directors	Sep 22, 2020
Reviewed by Board of Directors	Oct XX,

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APPENDIX I – U.S. DEPARTMENT OF TRANSPORTATION
“CONTROLLED SUBSTANCES”

As of the publication date of this Policy, the U.S. Department of Transportation includes the following 14 drugs in their 5-panel test:

- Marijuana (THC)
- Cocaine
- Amphetamines
 - 1. Amphetamine
 - 2. Methamphetamine
 - 3. MDMA (common name Ecstasy/Molly)
 - 4. MDA (common name Sally or “Love Drug”)
- Opioids
 - 1. Codeine
 - 2. Morphine
 - 3. 6-AM (heroin)
 - 4. Hydrocodone
 - 5. Hydromorphone
 - 6. Oxycodone
 - 7. Oxymorphone
- Phencyclidine (PCP)



POLICY

SUBJECT: Personnel Selection/Dismissal and Nepotism
EMPLOYEE SELECTION & DISMISSAL, NEPOTISM AND ANTI-FRATERNIZATION,

POLICY: In concert with other DCEC policies such as Sexual Harassment, this Policy is a cornerstone for ensuring equality, diversity, harmony and functionality within the workplace and amongst the workforces.

It shall be the policy of the Cooperative for the General Manager to recruit, hire and retain employees. The General Manager also is empowered by the Board of Directors to dismiss employees for any lawful reason, or for no reason, if so warranted for the good of the Cooperative.

The Cooperative shall not hire any person who has a relationship via affinity and/or is a "close relative" or relative by adoption, marriage or former marriage of a Board member, the General Manager or another employee to be an employee or contractor of the Cooperative unless specifically authorized through a recommendation by the CEO/GM to the Board of Directors and by a unanimous vote of the Board of Directors. A "close relative" is defined as anyone who is a spouse, child, grandchild, sibling, parent, aunt or uncle, niece or nephew or first cousin of any of the above individuals. Any such person who is a half-relative, ex-relative or step-relative of the above individuals shall also be included in the definition of "close relative".

By extension, when employees enter into a domestic partnership or marriage with another employee, one of the employees must resign regardless of position or department unless the marriage or domestic partnership occurred prior to October 26, 2021.

Sexual harassment laws prohibit "unwelcome" sexual advances. Therefore, the participants in a truly "consensual" relationship cannot prove sexual harassment. The difficulty for the Cooperative is proving that the relationship is/was consensual and dealing with hostile working conditions and other issues if the relationship ends badly with both parties continuing to work. Often, an employee will argue that he or she was an unwilling participant in a relationship that merely appeared to be consensual. Therefore, DCEC highly discourages these types of relationships and fraternizations between employees but cannot overstep into private matters. DCEC requires that employees enter a "consensual relationship agreement." The agreement, signed by both employees and management, provides that the employees will not allow the relationship to interfere with or impact the work environment. The agreement also confirms and documents that the relationship is consensual and voluntary.



DCEC will attach a copy of the sexual harassment policy to the agreement to prove that the employee was aware of the sexual harassment policy and had the opportunity to report any inappropriate conduct by the other employee. If done properly, a consensual relationship agreement will make it more difficult for an employee to claim that the relationship was "unwelcome." In addition, the agreement will create a question about why the employee did not seek to stop the harassment by reporting it to management.

Failure to disclose consensual relationships to management may result in dismissal of both employees.

PROCEDURE:

In the event a vacancy or new position occurs within the Cooperative, it shall be the policy of the Cooperative, that the General Manager will take the necessary steps through advertising or other means to secure qualified applicants to fill the position vacancy. Present employees and staff will be made aware of new positions and vacancies no less than one week prior to external posting to encourage professional growth and development as well as opportunities for cross-functional support and experience within the Cooperative. The General Manager shall be responsible for conducting personal interviews with applicants that he/she deems most qualified and in investigating references and conducting background checks on candidates in determining employment eligibility. The General Manager shall be responsible for selecting the person or persons to fill vacancies.

RESPONSIBILITY: General Manager and Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Personnel Selection and Dismissal
combined with

Personnel Selection and Nepotism

Jul 22, 2014

Revised by Board of Directors

Jan 26, 2016

Reviewed by Board of Directors

Dec 18, 2018

Reviewed by Board of Directors

Oct 26, 2021



PROPOSED POLICY/PROCEDURE

SUBJECT: IDLED & ABANDONED SERVICES

POLICY:

To de-energize and/or retire facilities and/or equipment that, in the view of the Cooperative, is no longer economically feasible to maintain or that can be reused to provide new electrical service within the service territory of the Cooperative.

In concert with disconnection policies and procedures, services disconnected for non-payment longer than fifteen (15) days or at member-requested longer than thirty (30) days should be considered idled and the account assessed an additional trip charge for line personnel to disconnect service at the transformer.

Abandoned service is defined as an idled account that has been disconnected a period of six (6) months regardless of circumstance (non-payment, member request, electrical inspection, fire, force majeure, etc.) and all related dedicated appurtenances (transformer, primary wire/cable, poles, structures & hardware, junction cabinets, pedestals, secondary wire, associated DCEC maintained area lighting, service wire, connectors, meter, etc.).

The annual operational target for the number of abandoned services in-place in the present year is no more than 1.0% of the total number of services from prior year-end Form 7 data.

PROCEDURE:

At the end of the six (6)-month period, the last member of record will be notified by certified mail, return receipt requested, to the last known address as to the options concerning the abandoned service with thirty (30) days in which to contact Cooperative to make necessary arrangements.

If no response is received within the allotted time, all dedicated appurtenances will be removed at the convenience of the Cooperative.

Members that respond to the letter shall have the following options:

1. Remove all dedicated service facilities and appurtenances at no cost to the member.
- 2*. Keep the account as "standby/de-energized" and leave any dedicated poles and primary lines in place (less transformer,



secondary wiring, service wiring and meter). The member will sign a contract (Inactive Service Rider) to pay **\$1500 in advance annually or \$125 monthly** ~~75 percent of the annualized base charge under rate schedule "Residential SC-2"~~ of which a late or non-payment will result in immediate retirement of dedicated appurtenances. *This option available if account did not have arrearages or all arrearages paid in addition to advance and maximum deposit.

- 3*. Make the account active under rate schedule "Residential SC-2" for residential or the appropriate non-residential rate. *This option available if account did not have arrearages or all arrearages paid in addition to maximum deposit.

3A. Accounts deenergized longer than six (6) months are required to have the service re-inspected and approved by a county-approved electrical inspector prior to re-energizing.

3B. Without exception, the Member must be physically present when meter is installed and service energized.

Previously abandoned facilities that were subsequently retired may be rebuilt to same membership certificate number upon request at the current fees and rates in effect at the time of re-established service with an additional 50% charge for all labor expenses to cover prior and subsequent retirement costs.

RESPONSIBILITY:

General Manager, Operations Manager, Line Foreman, Billing

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.
Reviewed/Approved by Board of Directors Aug 24, 2021



PROPOSED POLICY/PROCEDURE

SUBJECT: CHANGE OF HANDS

POLICY:

To successfully complete a 'change of hands' (COH) in the most efficient means to eliminate situations of serving non-members.

PROCEDURE:

When a member notifies the office of a COH, they must provide the following information:

1. Mailing information for final billing that can also be used for future correspondence and patronage refunds.
2. Collect contact information for the new user.
3. Schedule the future date and time for the final meter reading.
 - a. Same day scheduling possible if office contacted by 10:00 AM
 - b. Next normal business day scheduling if calling after 10:00 AM

If new user is current member:

4. Proceed with normal procedures for final read and transfer.

If new user is not a current member:

4. Contact new user and inform them the power will be disconnected at the date and time requested by the former user until membership, paperwork, deposits, fees and other required items are received.
5. Offer choice of completion by mail, in-person at office or in-person at account
 - a. In-person at the office or by mail:
 - i. All requirements must be received in the office by 12:00 noon the normal business day prior to scheduled disconnection.
 - b. In-person at the location:
 - i. Disconnect service
 - ii. New user must contact the office and pay fees, deposits, charges and additional reconnect fee/ trip charge by credit/debit card over the phone only.
 - iii. All other requirements will be collected by the DCEC personnel



- iv. Reconnect service
- c. No response:
 - i. Disconnect service if the new user does not appear at the office or fails to be present by time DCEC personnel arrive onsite

RESPONSIBILITY:

General Manager, Finance Manager, Operations Manager, Billing

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.
Reviewed by Board of Directors October 26, 2021



Delaware County Electric Cooperative, Inc. Employment Manual

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Commented [RT1]: Update names to reflect new leadership

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1 INTRODUCTION

This document has been developed by the Human Resources Department in order to familiarize employees with Delaware County Electric Cooperative, Inc. ("DCEC" or the "Cooperative") and provide information about working conditions, key policies, procedures, and benefits affecting employment at Delaware County Electric Cooperative, Inc.

Please read this Handbook carefully. If you have any questions, please review it with your supervisor, Human Resources or an officer of the Cooperative. It is our objective to provide a work environment free from elements that would deter you from doing your best work. Any issues or concerns affecting your employment or impeding the performance of your assigned duties should be reported under our Open Door Policy. The Cooperative maintains this Open Door Policy so that you feel comfortable raising and discussing any workplace issues you may have. We welcome your input.

In addition to the policies and procedures outlined herein, you are expected to read thoroughly, understand and adhere to the Cooperative's policies found on the Cooperative's website at <http://www.dce.coop/content/dcec-bylaws-policies>. Failure to adhere to any of these applicable policies may lead to discipline, up to and including termination. Any questions about these policies can be directed to your supervisor or to Human Resources.

Nothing in this Handbook, or in any of the Cooperative's employment policies, is meant to supersede provisions in applicable collective bargaining agreements. To the extent there are conflicting provisions in the Cooperative's policies and a collective bargaining agreement, the collective bargaining agreement shall govern.

1.1 Welcome

Delaware County Electric Cooperative, Inc. welcomes all employees. This document is designed to assist you in understanding the benefits and expectations during your career at the Cooperative. The mission of Delaware County Electric Cooperative, Inc. is to make employment mutually successful between the employee and the employer.

1.2 History

The Delaware County Electric Cooperative Inc. was formed in 1944 by residents of the surrounding rural communities that were unable to obtain electricity from the nearest investor owned utility. The neighboring utility did not want to offer service to the less populated areas due to the fact that they did not view it as profitable, and if they did offer service, the cost would be prohibitive to the majority of the rural people. Congress at that time introduced the Rural Electrification Act which enabled groups of people to organize and obtain funding in order to develop their own electric company under the business model of a cooperative. Simply put, that means the people who took service from the cooperative, owned the cooperative.

Today we are proud of the fact we serve our member/owners on a not for profit basis. In the event that the Cooperative has a positive profit margin, it is given back to the member/owners in the form of a capital credit. Today we proudly serve over 4,400 member/owners and 5,300 service locations in 4 counties stretched over almost 800 miles of distribution lines.

1.3 Changes in Policy

This manual supersedes all previous employee manuals and memos.

While every effort is made to keep the contents of this document current, Delaware County Electric Cooperative, Inc. reserves the right to modify, suspend, or terminate any of the policies, procedures, and/or benefits described in this manual with or without prior notice to employees, subject to the limitations of our collective bargaining agreements, Cooperative bylaws, articles of

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Incorporation, New York State Law, Federal Law, and the US Constitution. However, we will review, modify and distribute this manual as necessary on an annual basis.

2 EMPLOYEE DEFINITION AND STATUS

An "employee" of Delaware County Electric Cooperative, Inc. is a person who works for the Cooperative on a wage or salary basis.

2.1 At Will Employment

Your employment is not guaranteed for any specific duration; your employment relationship with the Cooperative is "at-will." Although we hope that your employment relationship with the Cooperative will be long term, either you or the Cooperative may terminate this relationship at any time, for any reason, with or without cause or notice, subject to any terms of the current collective bargaining agreements. This policy of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by the Chief Executive Officer that expressly revises, modifies, deletes, or supersedes the policy of at-will employment.

2.2 Employment Classification

Employees of Delaware County Electric Cooperative, Inc. are classified as either "inside" (equivalent to non-exempt), "outside" (equivalent to non-exempt) or "management" (equivalent to exempt). This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per workweek (these employees are referred to as non-exempt). Exempt employees are not entitled to overtime pay.

In addition to the above overtime classifications, every employee is assigned an employment status classification: regular (full-time or part-time), temporary (full-time or part-time), or probationary. The differences between these different classifications determine benefits eligibility. The probationary status is described more fully in Section 2.3 below.

If you have any questions regarding your employment classification, or if you believe that you have been incorrectly classified, please contact Human Resources.

2.3 Probationary Period for New Employees

Delaware County Electric Cooperative, Inc. monitors and evaluates every new employee's performance for a six month probationary period to determine whether further employment in a specific position or with the Cooperative is appropriate. More information about the probationary period is available in the collective bargaining agreements.

3 EMPLOYMENT POLICIES

3.1 Equal Employment Opportunity and Diversity

Delaware County Electric Cooperative, Inc. is an equal opportunity provider and employer. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs such as the Cooperative are prohibited from discriminating based on race (including traits historically associated with race), color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, domestic violence victim status, reproductive health decision making choices of an employee or an employee's dependent, criminal conviction status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. In any program or activity conducted or funded by USDA (not all bases apply to all programs), or known association with any of these. This prohibition against unlawful discrimination and harassment applies to all terms and conditions of employment, including hiring, placement, assignment of duties, training, promotion, termination, compensation and benefits. All Cooperative employees are responsible, individually and collectively, for complying with this policy prohibiting discrimination and harassment in all facets of the Cooperative's business.

This policy applies to all employees of DCEC, and anyone providing services to DCEC. DCEC will not tolerate unlawful discrimination or harassment against its employees by other employees, vendors, suppliers and other non-employees. Employees who violate this policy will be subject to discipline, up to and including termination.

Harassment based on any protected characteristic, not only gender or sex, is also prohibited. While it is not possible to list all conceivable behaviors which might be considered harassing, the following are examples of prohibited behavior:

- Epithets, slurs or negative stereotyping;
- Threatening, intimidating or hostile acts;
- Denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward and individual or group (including through email, social media and/or cell phones);
- Ethnic, racial, religious or other teasing or slurs, or jokes, or comments that demean a person on the basis of race, color, religion, ethnicity, national origin, sexual orientation, age or disability;
- Mimicking or mocking another's race, color, religion, ethnicity, national origin, sexual orientation, age or disability;
- Racially or religiously offensive pictures, symbols, cartoons, or graffiti.

Retaliation Prohibition

DCEC prohibits retaliation against any individual who, in good faith, reports discrimination or harassment, opposes a discriminatory practice, encourages another person to report discrimination or harassment, or participates in an investigation of such reports. Retaliation against an individual for reporting discrimination and/or harassment or for participating in an investigation of a discrimination or harassment claim is a serious violation of this policy and, like discrimination or harassment itself, the individual retaliating will be subject to disciplinary action, up to and including termination.

Reporting Discrimination, Harassment or Retaliation

DCEC requires the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Preventing discrimination is everyone's responsibility. All employees are expected to respond promptly and appropriately to conduct in the workplace which violates this policy.

Reporting of discrimination or harassment may be made to an employee's supervisor, any member of management, or Human Resources. Employees should not feel obligated to file their concerns or

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complaints with their immediate supervisor before bringing the matter to the attention of another member of the management team or Human Resources. This is particularly true if an individual feels that their supervisor has not appropriately responded to the discrimination or harassment complaint, or is involved in the discrimination or harassment. DCEC will conduct a prompt and thorough investigation that ensures integrity and respect for all individuals involved in the incident. DCEC will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever discrimination or harassment is found to have occurred.

All employees are encouraged to report any discrimination or harassment, or behaviors that violate this policy. Reports of discrimination or harassment may be made verbally or in writing.

Supervisors are **required** to report any complaint that they receive, or any discrimination or harassment that they observe or become aware of, to Human Resources. In addition to being subject to discipline if they engaged in discriminatory or harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected discrimination or harassment, or otherwise knowingly allowing discrimination or harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

DCEC strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. DCEC will make every effort to stop alleged discrimination, harassment or retaliation but it can only do so with the cooperation of its employees. No adverse employment action will be taken for any employee making a good faith report of alleged discrimination, harassment or retaliation.

Complaint and Investigation of Discrimination, Harassment or Retaliation

All reports, complaints or other information about suspected discrimination or harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint and will be confidential to the extent possible.

Employees are expected to provide truthful information in making complaints and otherwise participating in investigations. Employees are also expected to fully cooperate and participate in any complaint investigation process; failure to do so will be grounds for disciplinary action, up to and including termination. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of discrimination or harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow DCEC to conduct an objective and fair investigation.

In conducting a fair and impartial investigation, DCEC will provide appropriate notice of the allegations to anyone who is the subject of a discrimination or harassment complaint and an opportunity to provide a response to the allegations. Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation. DCEC may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

If DCEC determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by DCEC to have discriminated against or harassed another employee will be subject to discipline, up to and including discharge, where appropriate.

DCEC will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances.

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Please see the Cooperative's Sexual Harassment Prevention policy for specific information relating to the reporting and investigation of sexual harassment complaints.

Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be made available in languages other than English.

3.2 Filing a Discrimination Complaint Externally

To file a discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 690-7442
email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

Employees may also file a discrimination complaint with the Equal Employment Opportunity Commission: The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a report with the EEOC within 300 days from the conduct giving rise to the report. The EEOC investigates reports, and may pursue a claim in federal court on behalf of the reporting party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative report with the DHR, the DHR will file the report with the EEOC to preserve the individual's right to proceed in federal court.

3.3 Americans with Disabilities Act

It is the policy of Delaware County Electric Cooperative, Inc. to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the New York Human Rights Law. . The Cooperative will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's legally recognized disability, including pregnancy related conditions. The Cooperative will provide reasonable accommodations to employees with disabilities unless the accommodation causes an undue hardship to the Cooperative. The Cooperative does reserve the right to require, with reasonable accommodation, certain abilities to perform the essential functions of any job. Such abilities may include, but are not limited to, certain motor skills, communication skills, behavioral skills and environmental tolerances. Employees with a disability who believe they need a reasonable accommodation should contact Human Resources.

3.4 Prohibition of Discrimination Based on Reproductive Health Decision-Making

The Cooperative will not access an employee's personal information regarding the employee's or the employee's dependent's reproductive health decision making, discriminate or take any retaliatory action

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against any employee with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the employee's or their dependent's reproductive health decision making, or require an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions. For purposes of this policy "reproductive health decision making" includes, but is not limited to, a decision to use or access a particular drug, device, or medical service. In addition to reporting any alleged violations of this policy to the Cooperative, employees may also choose to pursue legal remedies by initiating a civil action in court for damages, injunctive relief, reinstatement, and/or liquidated damages.

No employee will be subject to retaliation or discipline by the Cooperative as a result of making or threatening to make a complaint to the Cooperative, a co-worker, or a public body, that rights guaranteed under applicable law have been violated; causing to be instituted any proceeding alleging violations of applicable law; or providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any alleged violation by the Cooperative of applicable law, rule, or regulation.

Any employee who believes that he or she has been subject to discriminatory or retaliatory behavior in violation of this policy should report it immediately to Human Resources.

3.5 Gender Identity and Sexual Orientation Non-Discrimination Policy

Discrimination and harassment on the basis of gender identity or expression are prohibited under state and federal laws, and are also prohibited by the Cooperative under this and other policies.

For purposes of this policy, "gender identity or expression" is defined as a person's actual or perceived gender-related identity, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, the status of being transgender.

NON-DISCRIMINATION AND CONFIDENTIALITY

The Cooperative does not discriminate in any way on the basis of sex, sexual orientation, transgender status, gender identity, or gender expression. This policy is designed to create a safe and productive workplace environment for all employees. This policy sets forth guidelines to address the needs of transgender and gender non-conforming employees and clarifies how the law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such employees.

However, this policy does not anticipate every situation that might occur with respect to transgender or gender non-conforming employees, and the needs of each transgender or gender non-conforming employee must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of transgender or gender non-conforming employees while maximizing the employee's workplace integration and minimizing stigmatization of the employee.

The Cooperative strives to create a workplace where employees of all sexual orientations, employees who are transgender, and employees of all gender identities can be their full selves without fear of discrimination, harassment, or retaliation. The Cooperative is supportive of transgender or non-gender conforming employees who are considering or undergoing gender transition. Any discriminatory, harassing, or retaliatory actions taken against employees based on their gender identity, gender expression, gender transition, or sexual orientation are considered violations of the Cooperative's EEO policy and are subject to discipline, up to and including termination.

The Cooperative also recognizes that some employees may wish to keep information about their gender and/or sexual orientation private. The Cooperative honors employees' preferences regarding when and with whom to share such information. The Cooperative only shares information about employees' gender identity or sexual orientation as needed to implement changes they request, or to comply with the law, investigate complaints.

POLICY ON THE USE OF NAMES AND PRONOUNS

Employment Manual

Many employees going through a gender transition choose to use a name that better reflects their gender identity, and/or may legally change their first and/or last names. We expect all coworkers to use the employees' correct names once they are advised of them, regardless of whether or not legal name changes have taken place. Similarly, we expect all coworkers to use the pronouns the employees have requested be used, or to not use pronouns at all and instead use their first names. At first, an occasional slipup in the use of the new name or correct pronouns may happen. That is understandable. However, if slipups continue or are purposeful, this will be deemed harassing behavior and considered prohibited under this policy.

OFFICIAL RECORDS

The Cooperative will change an employee's official record to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the person's name can be changed. Most records, however, can be changed to reflect a person's correct name without proof of a legal name change. A transgender or gender-non-conforming employee has the right to be addressed by the name and pronoun corresponding to the employee's gender identity. Official records will also be changed to reflect the employee's new name and gender upon the employee's request, to the extent possible.

DRESS CODE

Transgender and gender non-conforming employees have the right to comply with the Cooperative's dress codes in a manner consistent with their gender identity or gender expression.

GENDER AND RESTROOM FACILITIES

Employees shall have access to the restroom corresponding to their gender identity. Any employee who has a need or desire for increased privacy, regardless of the underlying reason, will be provided access to a single-stall restroom, when available. No employee, however, shall be required to use such a restroom. All employees have a right to safe and appropriate restroom facilities, including the right to use a restroom that corresponds to the employee's gender identity.

If an employee has questions or concerns regarding the restroom policy, they should contact Human Resources.

3.6 Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form.

3.7 Employee Background Check

An offer of employment will be contingent upon, Delaware County Electric Cooperative, Inc. conducting a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation, driver's license status verification and, upon prior notice to the applicant, credit check.

3.8 Criminal Records

In conjunction with the background check, a criminal record check, as permitted by law, is performed to protect the Cooperative's interest and that of its employees and member/owners.

The Cooperative complies with Article 23A of the New York State Correction Law which prevents discrimination on the basis of a criminal conviction, except when that conviction is directly related to the job held or being sought or when employment would involve an unreasonable risk to property, the safety or welfare of specific individuals, or the general public. Therefore, while a criminal record is not

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necessarily a barrier to employment, it is a factor that must be carefully reviewed, assessed and documented.

Should you be charged with a criminal offense while employed by the Cooperative, you are obliged to inform Human Resources.

3.9 Drug and Alcohol Screening

The Cooperative will also require a drug screening prior to employment and may require random alcohol and drug screenings during the course of employment for any employee who may be asked to operate a Cooperative vehicle. In addition to random screenings, employees are also subject to drug and alcohol screening upon reasonable suspicion. "Reasonable suspicion" may be based upon such considerations as the employee's work performance, absenteeism, physical characteristics, or behavior, which create a reasonable suspicion of drug or alcohol use.

The Cooperative recognizes that New York's Compassionate Care Act legalizes a physician's prescription of marijuana for individuals with certain medical conditions. An employee who qualifies as a patient under the laws and complies with its regulations may be entitled to a reasonable accommodation related to his or her use of medical marijuana. An employee who believes that he or she qualifies for the protections of the laws should immediately inform the Cooperative, and should provide the Cooperative with a copy of the individual's registration card for medical marijuana, or other documentation by a physician. It is the Cooperative's policy not to discriminate against a qualified individual with a medical marijuana prescription with regards to any terms or conditions of employment.

The Cooperative further recognizes that recreational marijuana has been legalized in New York. The Cooperative will not take disciplinary action against employees who use and possess marijuana in accordance with this law. However, employees are prohibited from possession or consumption of marijuana on Cooperative property (including in Cooperative-owned vehicles or those used for Cooperative business), while using other Cooperative equipment, on working time, or during working hours (including breaks and meal periods). Furthermore, if the Cooperative believes that an employee is impaired by the legal use of marijuana in a way that interferes with the employee's performance of their job duties or with the Cooperative's obligation to provide a safe and healthy workplace, the Cooperative may take actions to remove the employee from work or to discipline the employee, up to and including termination of employment. Such determinations of impairment will be made by a supervisor or a member of management, and will be based on the observation of specific, articulable symptoms of impairment. Some examples of such symptoms are: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of the employee or others, or involvement in an accident that results in serious damage to equipment or property, disruption of a production or manufacturing process, or carelessness that results in any injury to the employee or others.

Despite New York's Compassionate Care Act, federal regulations prohibit holders of Commercial Drivers Licenses (CDL) and those in the supervisory chain of CDL holders from using marijuana. The federal regulations supersede New York laws on marijuana usage and possession, the Compassionate Care Act.

3.10 Alcohol and Substance Abuse

Any and all alcohol consumption or use of unlawful substances is strictly prohibited. The Cooperative is committed to ensuring a work environment free of alcohol and illegal substances. Please refer to the Cooperative's Alcohol and Controlled Substances Policy which can be found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

3.11 New Employee Orientation

The formal welcoming process, or "employee orientation," is conducted by a Human Resources representative, and includes an overview of the Cooperative.

3.12 Personnel Records and Administration

The task of handling personnel records and related administration functions at Delaware County Electric Cooperative, Inc. has been assigned to the Human Resources Department. Personnel files will be kept confidential at all times and include some or all of the following documents:

- Original employment application, resume, W-2 and all other original documents completed by employee as required for employment.
- All requests for changes to benefits such as 401k elections, life insurance elections, medical insurance documents, dependent changes, etc., and all deductions other than ones required by law must be requested in writing to the Human Resources Department. These written permissions/requests will be kept in the Cooperative's personnel file for each individual. Please note: NOT ALL REQUESTS ARE LAWFUL and any unlawful requests will not be granted (i.e. contributions to political action committees, uniform rental, etc.).
- All promotion and/or changes in positions and wages/salaries in addition to any disciplinary actions.
- Any documents related to workers' compensation and/or short or long term disability benefits.

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The records the Cooperative maintains on each employee are the property of the Cooperative. Upon request, employees shall be granted access to view the contents of their employee file. The Cooperative shall provide photocopies of any contents of an employee's file upon request from that employee. Employees may be charged the estimated cost of copies beyond 20 pages.

3.13 Change of Personal Data

Any change in an employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, needs to be reported by the employee in writing and without delay to the Human Resources Department.

3.14 Safety

The safety and health of employees and our member/owners is a core value. Delaware County Electric Cooperative, Inc. makes every effort to comply with all federal and state workplace safety requirements. Delaware County Electric Cooperative, Inc.'s workplace safety rules and regulations include the following:

- Strict adherence to all OSHA safety rules and regulations
- Compliance with Federated Rural Electric Insurance Exchange's (Worker's Compensation Policy Holder) inspections and consequent recommendations
- Compliance with recommendations made by the safety committee.
- Compliance with all aspects of the DCEC Safety Manual, as amended and adopted by the Cooperative's safety committee.

Every employee has an obligation to report any safety violations immediately to their supervisor, the HR Department and/or the General Manager. The Cooperative expects each employee to be responsible for their safety and the safety of their fellow employees. Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Any questions regarding the manuals, policies or procedures as it relates to safety can also be directed to Delaware County Electric's certified safety coordinator, Larry Soule. Employees will not be retaliated against or subject to adverse actions for reporting safety violations.

3.15 Building Security

Every employee must follow the building security rules and regulations listed here:

- Be sure all doors, windows and gates are closed and locked by the last one exiting buildings regardless of whether it is daytime or night time. Employees are prohibited from making duplicates of keys to any Cooperative buildings and properties unless instructed to do so by the General Manager.
- Be sure to report any security lights not operating properly so they can be repaired/replaced.
- Do not allow non-employees in areas designated for employees only.
- Areas of the office and yard are monitored with security cameras and other sensors. It is the responsibility of the last person leaving a secure area to activate the security system in "away" mode.

3.16 Personal Property

Delaware County Electric Cooperative, Inc. assumes no risk for any loss or damage to personal property, and recommends that all employees have personal insurance policies covering the loss of personal property left on any Cooperative-owned premises. In the event an employee's personal property is damaged while being used in service of Cooperative business, claims will be submitted to the Cooperative's insurance for consideration.

Personal vehicles are covered by the Cooperative's insurance carrier as the primary insurer when operated by employees to report to work in response to a call-out from the Cooperative's dispatcher or management. Personal vehicles are covered by the employee's insurance carrier when an employee has

punched out and is driving home after a call-out. For normal work commutes that are not the result of a call-out, the employee's personal vehicle is covered by the employee's insurance carrier.

3.17 Health-related Issues

Employees who become aware of any health-related issue that could affect work performance should notify their supervisor of their health status as soon as possible.

3.18 Employee Requiring Medical Attention

Employees should report all work-related injuries and accidents, no matter how minor and regardless of whether the employee needs medical attention, immediately to their supervisor, and then follow these steps:

1. Immediately seek medical attention at the nearest facility for any life threatening situations either by yourself or, where the situation warrants, another employee taking you.
2. Report all work-related injuries/illnesses to the HR department or General Manager as soon as possible.
3. Any medical issue requiring the employee to be absent more than 3 consecutive days will require a doctor's statement be provided to the HR Department.

3.19 Visitors in the Workplace

For safety, insurance, and other business considerations, visitors are allowed in the workplace; however they are restricted to certain areas. They are not allowed near or in Cooperative vehicles when they are in operation. They are not allowed in any work areas that house chemicals or other dangerous substances. They are strictly prohibited from entering all substations and any other areas that are high voltage areas. Visitors are also strictly prohibited from any area requiring a hard hat or other special equipment be worn. Exceptions may be granted to business associates engaged in the act of making recommendations and/or maintenance of equipment. Exceptions may also be granted by the General Manager for educational purposes, subject to appropriate personal protective equipment and practices being utilized by all guests.

3.20 Fraternalization

The term fraternization as used in this Employment Manual means romantic and/or sexual relationships between employees and/or directors. Fraternization between two employees or directors who have a supervisor/subordinate relationship is not allowed. In the event that fraternization occurs between a supervisor and a subordinate, both parties will be subject to progressive discipline, which can include termination. Due to the power imbalance that exists between a supervisor and a subordinate, a supervisor fraternizing with a subordinate may be subject to additional progressive discipline in relation to the Cooperative's Harassment and Sexual Harassment policies.

3.21 Employment of Relatives

The Cooperative restricts the hiring of certain immediate family members. Please refer to the Cooperative's Personnel Selection/Dismissal and Nepotism Policy which can be found on the DCEC website.

3.22 Weather-related and Emergency-related Closings

Due to the nature of the electric utility business, it is expected that all personnel report to work for the purpose of aiding in the restoration of power during the course of severe weather. At times, the Cooperative recognizes that some personnel may not be able to report due to impassable roads. Those employees are instructed to contact their supervisor as soon as possible to report their inability to come to work. It is further expected that employees unable to report to work will compensate their time lost by utilizing Paid Time Off ("PTO").

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In the event that it is impossible for the employee to report to a normal business location (i.e. the office) it is the responsibility of management to inform the employee when it is safe to return to work.

If all roads in Delaware County are closed due to a state of emergency, the Cooperative will close except for essential personnel. If the Cooperative office is closed, employees should stay home and off the roads unless they are contacted by management or a dispatcher and notified that they are requested to report to work as essential personnel. Essential personnel will include only those employees required to safely and effectively handle urgent matters, such as power outages, that cannot reasonably be deferred to the next business day. Essential personnel are expected to report to work as long as they can safely and reasonably do so. Essential personnel must respond to management or a dispatcher in accordance with the Cooperative's Storm Response policy. If the Cooperative needs to close all facilities (shop and/or office) for whatever reason and send employees home, non-exempt employees will be paid for those hours and not charged PTO (Paid Time Off) such as vacation, personal, floating or sick.

In the case of employees reporting to work on closed roads due to being declared essential personnel, the Cooperative's automobile insurance is primary coverage on the way to work and the employee's automobile insurance is secondary. When employees are leaving work upon completion of their shift or their assigned duties, the employee's automobile insurance is the only coverage. The same is true for employees reporting to call-outs. The Cooperative's automobile insurance serves as primary as the employee travels to work in response to a call-out. However, the Cooperative's automobile insurance provides no coverage to the employee when the employee leaves work.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are urged to remember at all times that your actions and behaviors are a direct reflection on Delaware County Electric Cooperative, Inc. The Cooperative expects all employees to use good judgment and professionalism when doing their own jobs and conducting the Cooperative's business. Each employee is expected to work in a cooperative manner with management/supervision & coworkers. Any employee that engages in disrespectful behavior toward a member of the Cooperative, a member of the public, or a co-worker will be subject to discipline.

4.2 Attendance and Punctuality

Delaware County Electric Cooperative, Inc. expects employees to be ready to work at the beginning of assigned daily work hours.

4.3 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work at least forty (40) hours per workweek. The normal operating business hours for the Cooperative are 7:30 a.m. to 4:00 p.m. EST, Monday – Friday. Other work hours shall be established with the labor union on a case by case basis.

4.4 Absence and Lateness

From time to time, it may be necessary for an employee to be late or absent from work. Delaware County Electric Cooperative, Inc. is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. It is the responsibility of all employees to contact their supervisor and all other affected parties as soon as practical if they will be absent or late.

An employee who fails to appear for three consecutive shifts without contacting their supervisor or Human Resources is deemed to have abandoned their employment with the Cooperative and voluntarily resigned.

4.5 Unscheduled Absence

Absence from work without notifying management or the Human Resources Department may result in disciplinary action.

4.6 Meal and Break Periods

New York State requires all employees, exempt and non-exempt, be allowed a lunch break. The Cooperative provides a one half hour, unpaid, lunch break generally between the hours of 11:00 a.m. and 2:00 p.m. for non-exempt employees. Exempt employees are required to take a half hour lunch break during those hours, using their own discretion regarding the specific time. The half hour lunch break is automatically deducted from the employee's daily time sheet by the payroll system. In the event of an urgent need to restore electric service, or for the emergency need to answer phones and/or dispatch work crews, the Co-op may ask that you work through your lunch time in order to address the need to restore any power outages. If asked to do so, the employee will be paid overtime for missing the regularly scheduled lunch break. An employee must take a meal break after 6 hours of continuous service and in the event of power restoration requiring employees to work through breaks, this break will be paid at the applicable overtime or double-time rate. If you miss a meal break for any reason not enumerated herein, you must notify your supervisor immediately so that a break can be scheduled. Employees are not allowed to skip meal breaks in order to arrive late or leave early. Delaware County Electric Cooperative, Inc. encourages employees to take a rest period and provides a paid rest period of fifteen minutes in the morning work period and fifteen minutes in the afternoon work in accordance with the applicable collective bargaining agreements.

4.7 Corrective Procedure/Progressive Discipline

Any violation of Cooperative policy may be dealt with in any of the following manners: (a) Oral Reminder, (b) Written Warning, (c) Paid or Unpaid Leave, (d) Termination, (e) Other measures as agreed upon by the Cooperative and labor union if necessary. The Cooperative reserves the right to engage employees in some, all or none of the progressive discipline steps prior to terminating employment as described in the "at-will" portion of this handbook. When an employee who is a member of the Union is charged with a violation of Cooperative rules or procedures, the facts and circumstances involved will be discussed and reviewed with the appropriate Union representative before any disciplinary action involving loss of pay is taken.

4.7 Sexual Harassment Policy

All forms of unlawful sexual harassment are strictly prohibited. The Cooperative is committed to preventing workplace sexual harassment. Please refer to the Cooperative's Sexual Harassment policy which can be found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

4.8 Violence and Harassment in the Workplace

All forms of unlawful violence are strictly prohibited. The Cooperative is committed to preventing workplace violence. Please refer to the Cooperative's Workplace Violence & Harassment policy which can be found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

4.9 Whistleblower Policy

No retaliation shall occur against any employee who reports, in good faith, a concern about potentially unlawful or unethical conduct. Please refer to the Cooperative's Whistleblower policy, which can be found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

4.10 Confidential Information and Nondisclosure

Employment with Delaware County Electric Cooperative, Inc. requires employees to agree that they will not disclose or use any of the Cooperative's confidential information, either during or after their employment. Delaware County Electric Cooperative, Inc. sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with the Cooperative assumes an obligation to maintain confidentiality, even after an employee leaves the Cooperative's employ. Disclosure of personal information of the Cooperative's member/owners is strictly prohibited, and violations of such will result in progressive disciplinary action.

4.11 Ethical Standards

Delaware County Electric Cooperative, Inc. insists on the highest ethical standards in conducting its business. Doing the right thing and acting with integrity are the two driving forces behind the Cooperative's success. When faced with ethical issues, employees are expected to make the right professional decision consistent with the Cooperative's principles and standards.

4.12 Dress Code

Employees of Delaware County Electric Cooperative, Inc. are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, is offensive to others or that negatively affects the Cooperative's reputation or image is not acceptable. "Outside" employees are afforded an allowance for Fire Retardant Clothing and are expected to wear it any time that they may work in or near the energized space. Employees must recognize that statements on clothing (i.e., political, harassment, obscenity, etc.) will be viewed as positions of the Cooperative by members. Clothing with such messages are prohibited while employees are on the clock and representing the Cooperative.

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DCEC will not discriminate against an employee because of their hair texture or protective hairstyles (including braids, locks and twists) and does not prohibit the wearing of attire, clothing or facial hair in accordance with the requirements of an employee's religion. DCEC will reasonably accommodate employees' disabilities and religious requirements, unless the required accommodation creates an undue hardship. Employees requesting an accommodation related to this policy should contact or be referred to Human Resources.

4.13 Use of Equipment

Delaware County Electric Cooperative, Inc. will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Delaware County Electric Cooperative, Inc.—unless it is approved for a job that specifically requires use of Cooperative equipment outside the physical facility. Exceptions may be granted by permission of the General Manager.

4.14 Use of Computer, Phone, and Mail

Delaware County Electric Cooperative, Inc. property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Cooperative business. All Cooperative business in regards to email MUST be conducted on Cooperative time. All non-exempt employees shall not answer or send emails on personal time (including PTO, evenings, weekends and holidays) unless directed to do so by a member of the management staff, in which case the appropriate compensation will apply. Incidental and occasional personal use of Cooperative computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

Employees shall have no expectation of privacy in their use of Cooperative communications systems. Please refer to the Cooperative's Cyber Security Policy which can be found on the employee/director portion of the DCEC website. Violations of said policy will result in disciplinary action, up to and including termination.

4.15 Use of Internet/Social Media

Employees are responsible for using the Internet/Social Media in a manner that is ethical and lawful. Failure to do so will result in progressive discipline which may include termination. Use of the Internet/Social Media during assigned work times must solely be for business purposes and must not interfere with employee productivity or member service. Representing the views of the Delaware County Electric Cooperative, Inc. is strictly prohibited via any social media devices/venues other than by employees or directors doing so in the performance of their assigned duties and only via Board approved sites for member information.

Employees' use of social media must not engage in threats, intimidation, harassment, discrimination, or any other unlawful behavior. Employees must avoid malicious, obscene, or knowingly false statements directed toward the Cooperative, its employees, its vendors, its partners, its members, and the general public.

4.16 Use of Computer Software

Delaware County Electric Cooperative, Inc. does not permit the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

4.17 Use of Personal Communications Tools and Entertainment Devices at Work

During the work-day, overtime work, or other times when an employee or director is otherwise representing the Cooperative, employees and directors of the Cooperative shall use Personal

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Communications Tools and Entertainment Devices only in circumstances where doing so does not represent a safety risk and where doing so does not interfere with one's ability to serve the members of the Cooperative. Please refer to the Cooperative's policy on Use of Personal Communications Tools and Entertainment Devices While at Work, which can found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

4.18 Smoking Policy

Any and all forms of smoking (cigarettes, cigars, e-cigarettes, unlawful products) are strictly prohibited on and in all Cooperative owned properties including vehicles. The Cooperative is committed to ensuring a smoke free work environment. Please refer to the Cooperative's Smoking Policy which can be found on the DCEC website. Violations of said policy will result in progressive disciplinary action.

4.19 Gifts

Advance approval from management is required before an employee may accept or solicit a gift of any kind, with the exception that member/owners may show their appreciation through sending baked goods or other gifts of a nominal value (less than \$50) to the employees around the holiday seasons.

4.20 Solicitations and Distributions

Occasional solicitation for any cause (generally the fund raising efforts of area schools or scouting organizations) during working time and in working areas is permitted as long as it is not disruptive to the work flow or interferes with member/owners. Employees are not permitted to distribute other non-Cooperative literature in work areas during working time.

4.21 Complaint Procedure

Employees who have a job-related issue, question, or complaint should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, the Cooperative encourages employees to contact the Finance Manager or the General Manager. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of the Cooperative should immediately report the violation in accordance with the following procedures:

1. Employee may offer the complaint in written form or verbally.
2. Employee must expect that further questions and inquiries may be necessary to resolve any issues.
3. Employee can expect that all necessary care and time will be taken to resolve the issue as effectively as possible.

Complaints that are not addressed in a timely fashion and issues that cannot comfortably be brought before management of the Cooperative may be brought to the attention of the Cooperative's designated ombudsman, Cooperative Attorney Jeff Clark (585-362-4721). No employee who brings a complaint in good faith in accordance with this procedure may be disciplined or otherwise suffer any adverse consequence as a result of such action.

4.22 Employment Termination/Resignation

After the application of disciplinary steps, if it is determined by management that an employee's performance does not improve, or if the employee is again in violation of the Cooperative's policies, practices, rules, or standards of conduct, employment with Delaware County Electric Cooperative, Inc. will be terminated. In certain circumstances, the Cooperative may elect not to use progressive discipline and instead immediately terminate an employee.

4.23 Exit Interview

In a voluntary separation situation, the Cooperative's management would like to conduct an exit interview to discuss the employee's reasons for leaving, and any other impressions that the employee may have about Delaware County Electric Cooperative, Inc.

4.24 Return of Cooperative Property

Any Delaware County Electric Cooperative, Inc. property issued to employees, such as computer equipment, keys, employee I.D. or Cooperative credit card, must be returned to the Cooperative at the time of termination. Employees will be responsible for any lost or damaged items.

4.25 Open Door Policy

The Cooperative practices an open door policy in regards to management. The door of anyone in management's office is open to any employee to seek answers, make suggestions or to express a concern. The purpose of our policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time. By listening to you, the Cooperative is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions. Employees will not be retaliated against for taking advantage of this Policy.

4.26 Driver's License Requirements

The Cooperative owns and maintains the types of fleet vehicles necessary to build and maintain electric distribution lines. According to Federal and State Department of Transportation regulations, operation of some of these vehicles or combinations of vehicles and trailers requires an appropriate Commercial Driver's License (CDL). The Cooperative is required to comply with all applicable laws governing CDL holders. The Cooperative reserves the right to promote and/or demote employees based on CDL status in situations where holding a CDL is required to perform the duties of particular positions. For example, employees in the positions of Fleet Mechanic, Journeyman Line Clearance Arborist, and all Lineman positions must hold a CDL. The Cooperative also reserves the right to prohibit an employee from operating certain vehicles or combinations of vehicles with trailers if the employee's CDL is invalid for any reason, even temporarily. Employees in positions requiring CDLs that fail to maintain a valid CDL for any reason are subject to progressive discipline or demotion. If such conduct includes willful violation of federal or state regulations or insubordination, then progressive discipline could include termination. The Cooperative receives automated notification of all status changes related to the CDLs of its employees.

4.27 Campaigning For or Against Director Candidates

Employees are free to support, oppose, endorse, and/or campaign for Cooperative director candidates. However, employees are prohibited from participating in director election campaigns during work hours, while acting within the scope of their employment, or using the Cooperative's property, including equipment, vehicles, trademarks, and images.

4.28 Outside Employment

Unless prohibited in an employee's employment contract, employees may hold jobs with other organizations as long as he or she meets the performance standards of their job with Cooperative. All employees must comply with Cooperative's job requirements and scheduling demands, regardless of any existing outside work requirements.

4.29 Conflict of Interest

You, and all employees, must conduct business in a manner that avoids actual or potential conflicts of interest. Whenever an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Cooperative's business dealings, there may be an actual or potential conflict of interest. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Cooperative does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Cooperative.

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You must disclose any actual or potential conflicts of interest to your immediate supervisor, the CEO/General Manager or to the President of the Board as soon as possible. Please see the Cooperative's policy on Conflict of Interest, which can be found on the DCEC website.

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5 COMPENSATION POLICIES

5.1 Base Compensation

It is the Delaware County Electric Cooperative Inc.'s desire to pay all employees' wages or salaries that are competitive with other employers operating in a similar marketplace and in a way that will be motivational, fair, and equitable. Compensation may vary based on roles and responsibilities, individual, and Cooperative performance, and in compliance with all applicable laws. All wages are outlined in the applicable labor contracts. Management wages are at the discretion of the General Manager. The General Manager's compensation is at the discretion of the Board of Directors.

5.2 Timekeeping Procedures

All employees record their time worked on an electronic record via badge or thumbprint recorded by a digital time clock. The "inside" and "management" employees also record their time using an electronic timesheet that is integrated with the current software being used by the Cooperative.

5.3 Overtime Pay

Overtime compensation is paid to hourly (non-exempt) employees in accordance with federal and state wage and hour restrictions. All overtime work performed must receive the supervisor's prior authorization. All overtime compensation is outlined in the applicable labor contracts. Hourly employees are not required to report, but are permitted to report overtime worked if the overtime period is less than 6 minutes and therefore considered de minimis. However, hourly employees must report all overtime worked in excess of 6 minutes. If an employee reports/arrives to work early and "punches in" prior to the time being considered de minimis (6 minutes) it does not constitute overtime unless directed and approved by management.

The salary paid to employees classified as exempt is intended to pay for all hours worked during each work week, regardless of the employee's scheduled or reported hours.

5.4 Payroll and Paydays

The frequency of the Cooperative's payroll distribution is weekly, and is paid on Thursday. If Thursday falls on a regularly scheduled holiday, the pay day will be on the preceding Wednesday of that week.

5.5 Performance and Salary Reviews

The Delaware County Electric Cooperative, Inc. wants to help employees succeed in their jobs and to grow. In an effort to support this growth and success, the Cooperative has an annual review process for providing formal performance feedback. Feedback includes a Performance Evaluation, verbal discussion and goals for the coming year. The reviews will generally be conducted in the first quarter of each year. The reviews for management employees will coincide with salary considerations.

5.6 Opportunities for Advancement—Progression and Promotion

The Delaware County Electric Cooperative, Inc. would like to provide employees with every opportunity for advancing to other positions or opportunities within the Cooperative. Approval of progression moves or promotions depends largely upon training, experience, work record, and business need. Considerations for such progression moves will generally be made upon the recommendation of the employee's immediate supervisor. However, the Cooperative reserves the right to look outside the Cooperative for potential employees as well.

6 GROUP HEALTH AND RELATED BENEFITS

6.1 Benefits Summaries and Eligibility

Commented [RT4]: Please ensure that your benefits descriptions are up-to-date and accurate.

The Delaware County Electric Cooperative, Inc. sponsors a comprehensive benefits program for eligible employees, and each benefit plan has specific eligibility conditions. The benefits are summarized in separate booklets called "summary plan descriptions," which are provided to all eligible employees. The details of each benefit are contained in separate legal documents known as the "plan documents," which take precedence over anything contradictory in the summaries.

All full-time employees will enjoy all of the benefits described in this policy and the individual plan summaries as soon as they meet all of the eligibility requirements for each particular benefit. Each benefit has a benefit waiting period as defined in the applicable summary plan description and/or plan document. Employees hired with a view of filling a regular position become eligible for benefits in accordance with those plan documents, irrespective of their probationary status as defined in the applicable collective bargaining agreement. In other words, eligibility for benefits and completion of probationary period are not contingent upon one another, so employees may be eligible for benefits prior to completion of their probationary period.

All summary plan descriptions can be found in the employee/director information section on the DCEC website. You will need your employee login information to access this section. If you have not established or have lost your login information, please see Human Resources.

6.2 Health Insurance

All eligible Cooperative employees will have access to medical/prescription health insurance that has been negotiated through the collective bargaining agreements. Management employees will have access to the same plans. Please refer to the applicable collective bargaining agreement for more details. Any employee that may have access to other medical/prescription health insurance may "opt out" and receive an "opt out" premium. Details of the "opt out" option are outlined in the attached previously negotiated labor contract. Eligible employees' effective date of coverage will be the first day following completion of 90 days of regular, full time service. This insurance is also available to employee's dependents. Specific details of the plan are available to the employee in a summary plan document provided by the insurance Cooperative. Changes in health insurance and/or health insurance plans may be necessary to remain compliant with State and Federal laws/regulations.

6.3 Dental Insurance

Delaware County Electric Cooperative, Inc. will provide a dental plan that has been negotiated through the labor contracts. Management employees will have access to the same plans. Please refer to the applicable collective bargaining agreement for more details. Any employee that may have access to other dental insurance may "opt out" and receive an "opt out" premium. Details of the "opt out" option are outlined in the attached previously negotiated labor contract. Eligible employees' effective date of coverage will be the first day following completion of 90 days of regular, full time service. This insurance is also available to employee's dependents. Specific details of the plan are available to the employee in a summary plan document provided by the Insurance Cooperative.

6.4 Vision Care Insurance

The Delaware County Electric Cooperative, Inc. provides vision care for its employees and their dependents as outlined in the previously negotiated labor contracts. Management employees will have access to the same plans as outlined in the "clerical" contract. Please refer to the applicable collective bargaining agreement for more details. Eligible employees' effective date of coverage will be the first day following completion of 90 days of regular, full time service.

6.5 Disability Insurance

Eligible employees are automatically covered by the Cooperative's disability plans. Disability insurance is designed to assist an employee with income should the employee become partially or totally disabled and be unable to perform the essential functions of his or her job. The summary plan descriptions explain long-term and short-term disability benefits. The Cooperative also carries additional short term disability insurance for the employee in the event that they become disabled due to a non-work related injury. This is a 26 week benefit. Please refer to the applicable collective bargaining agreement for more details. The Cooperative is exempt from participation in the Federal Family and Medical Leave Act (commonly referred to as FMLA) due to the fact that there are less than 50 employees. However, the Cooperative is required to participate in the New York State Paid Family Leave Act (commonly referred to as PFLA). Details of this benefit can be obtained from the Human Resources Department.

6.6 Life, Accidental Death, and Dismemberment and BTA Insurance

The Delaware County Electric Cooperative, Inc.'s Group Life Insurance covers all eligible employees. There is also a small benefit available to the employee's dependents. This insurance is payable in the event of the employee's death, in accordance with the policy, while the employee is insured. The Nation Rural Electric Cooperative Association (NRECA) is the provider for this insurance and they also offer "Supplemental Life Insurance". This insurance is available to eligible employees, and is paid through a payroll deduction, to purchase additional coverage for themselves or their spouses. Details can be obtained through the HR Department. Accidental Death and Dismemberment Insurance is in the same amount and is in addition to the employee's life insurance coverage. The Cooperative also provides insurance for the employee that covers them in the case of loss of life or disfigurement during the course of engaging in Cooperative business. The summary plan booklet provided by our Insurance Cooperative includes details on employee life insurance and accidental death and dismemberment and BTA (Business Travel Accident) coverage.

6.7 COBRA Notification

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with The Delaware County Electric Cooperative, Inc. or loss of eligibility to remain covered under the Cooperative's group health insurance program, employees and their eligible dependents may have the right to continued coverage under the Cooperative's group health insurance program for a limited period of time at their own expense. Consult the Benefits Administrator for details.

6.8 Pre-tax Deductions for Expenses

Delaware County Electric Cooperative, Inc. employees participating in any of the basic health insurance plans, i.e., group medical/prescription and dental, are required to contribute to payment of the plan(s) premium(s) via payroll deduction cost sharing. In accordance with U.S. Internal Revenue Service provisions, the Cooperative provides employees the opportunity to participate in a Section 125 Plan for eligible medical/prescription, dental and vision expenses. Contributions are paid through a payroll deduction. Consult the Benefits Administrator for details.

6.9 Workers' Compensation

All employees are entitled to Workers' Compensation benefits paid by the Delaware County Electric Cooperative, Inc. This coverage is automatic and immediate and protects employees from work-related injury or illness.

Employees must report all work-related accidents, injuries or illness, no matter how minor, to their supervisor immediately. Failure to timely report incidents may lead to the forfeiture of benefits. Should the employee require medical attention they will be directed to contact their physician. In the case of a serious illness or injury, the employee will be directed to the nearest emergency room or urgent care.

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center. As soon as possible, the employee will be required to complete an accident report and submit it to Human Resources.

If an employee cannot work due to a work-related injury or illness, Workers' Compensation insurance pays his or her medical bills and provides a portion of his or her income until he or she can return to work. The Cooperative has also negotiated an additional benefit to supplement an employee's wages up to 80% in the event of a work-related injury. Please refer to the applicable collective bargaining agreement for more details.

6.10 Unemployment Compensation

Unemployment compensation is designed to provide a temporary income for certain individuals who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Delaware County Electric Cooperative, Inc. The Division of Unemployment Insurance of New York's Department of Labor determines eligibility for Unemployment Compensation. The Cooperative pays the entire cost of this insurance program.

6.11 Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, an employee is required by law to contribute a set amount of weekly wages to the trust fund from which benefits are paid. As employer, the Cooperative is required to deduct this amount from each paycheck an employee receives. In addition, the Cooperative matches employee contribution dollar for dollar, thereby paying one-half of the cost of employee Social Security benefits.

6.12 Retirement Plans

Delaware County Electric Cooperative, Inc. supports employee retirement preparation and investment by providing two government-approved and regulated plans for qualifying employees, i.e., a 401(k) Plan and a Retirement & Savings Plan (R&S). The details regarding eligible participation, contributions, vesting, administration, and investments are provided in the Summary Plan Descriptions as well as the labor contracts. Summary Plan descriptions for both plans can be found in the employee/director information section on the DCEC website. You will need your employee login information to access this section. If you have not established or have lost your login information, please see the DCEC Website Administrator.

6.13 EAP Plan

The Cooperative offers an Employee Assistance Plan (EAP) which is contracted to a 3rd party Cooperative. The plan is designed to offer employees assistance with personal matters such as legal, health, financial, etc. Please contact the Benefits Administrator or the CEO/General Manager for further information. Employees are encouraged to contact the EAP directly at www.theEAP.com, or 800-252-4556, or 800-225-2527. You will be asked to give the name of your employer: Delaware County Electric Cooperative, Inc. Then you will be asked for your first and last name and your best contact phone number. You do not need a subscriber identification number to call and utilize EAP services. If you call and request some on-the-fly counseling, any EAP employee who answers the phone will be at least a master's degree level counselor.

6.14 Educational Assistance

The Cooperative offers educational assistance with some applicable restrictions and qualifications. Please refer to the Cooperative's Safety, Job Training and Education Policy which can be found on the DCEC website. In addition to this, the Cooperative engages in an annual review of required and requested training by all employees. Delaware County Electric Cooperative prefers and encourages employees seeking outside educational assistance to schedule classes and/or online training/classes whenever possible outside of normal business hours of the Cooperative.

Commented [RT5]: Generally, if the Cooperative expects to be reimbursed if an employee leaves the Cooperative, or doesn't finish a class, there needs to be an Education Agreement with the individual employees to that effect.

6.15 Short Term and Long Term Disability

The Cooperative provides Short Term Disability Insurance and Long Term Disability Insurance in accordance with the applicable collective bargaining agreement. Management employees are also eligible for disability benefits in accordance with the Cooperative's policy on Benefits for Management Employees, which can be found on the DCEC website.

7 TIME-OFF BENEFITS

Please note that the Cooperative reserves the right to evaluate each employee's request for leave time on a case-by-case basis and that exceptions will be made to the extent required by law.

7.1 Holiday Policy

All Delaware County Electric Cooperative, Inc. employees of regular status are eligible for holiday pay. Holiday pay will be based on the employment status of the employee. Regular full-time employees will be credited with 80 hours of holiday pay per year. Temporary employees will not be considered eligible. Please refer to the applicable collective bargaining agreement for previously negotiated paid holidays.

7.2 Vacation, Floating Holidays and Personal Time

All regular full-time Delaware County Electric Cooperative, Inc. employees are eligible to accrue vacation, floating holidays and personal time. Vacation, floating holiday and personal hours accrue on an annual basis and are all available on the first day of each year. Length of employment dictates hours accrued. Time may be taken in 1/2 hour increments. Please refer to the applicable collective bargaining agreement for additional details. All of these hours are commonly referred to as PTO (Paid Time Off). Per the labor contract, PTO must be used within the calendar year that it is accrued. However, up to 5 days can be carried over to the next calendar year with prior written authorization of the General Manager. Payout of remaining hours at time of termination of employment are outlined in the labor contracts.

In accordance with the current union contracts, vacations shall be scheduled at least one week in advance, except under emergency situations and with the authorization of the General Manager. Also, in accordance with the current union contracts, each employee shall be required to take one full week of continuous vacation at least once per year.

7.3 Sick Leave

Sick leave may be used during an employee's own illness or for an illness in the employee's immediate family, as well as for purpose set forth in NY Paid Sick Leave (NY PSL). Sick leave will be limited to nine (9) 8-hour days per year for all regular full-time employees and all hours are available on the first day of each year. Time may be taken in 1/2 hour increments. Please refer to the applicable collective bargaining agreement for additional details. Accrued limits are outlined in the labor contracts. Payout of remaining hours at time of separation of employment are outlined in the labor contracts.

An eligible employee may take leave under this policy for the following reasons, as set forth by NY Paid Sick Leave:

1. The mental or physical illness, injury, or health condition of the employee, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same;
2. The mental or physical illness, injury, or health condition of an employee's family member, regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave, as well as the diagnosis, care or treatment of the same;
3. An absence from work when an employee or an employee's family member has been the victim of domestic violence, a family offense, sexual offense, stalking, or human trafficking, including leave to:
 - a. Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - b. Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;

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- c. Meet with an attorney or social services provider to obtain information and advice on, and prepare for and participate in, any criminal or civil proceeding;
- d. File a complaint or domestic incident report with law enforcement;
- e. To enroll children at a new school;
- f. Meet with a district attorney's office; and
- g. Take any other actions necessary to ensure the health or safety of the employee or the employee's family member, or to protect those who associate or work with the employee.

****An employee who has committed domestic violence, a family or sexual offense, stalking, or human trafficking is not eligible for leave under 3(a)-(f), nor may this leave be used on behalf of an employee's family member who has engaged in any of these.**

For purposes of this policy, "family member" is defined as an employee's child (including biological child, adopted child, foster child, a legal ward, or a child for whom the employee stands "in loco parentis"), spouse, domestic partner, parent (including biological parent, foster parent, step-parent, adoptive parent, legal guardian, or an individual who stood "in loco parentis" to the employee as a minor child), sibling, grandchild or grandparent, and the child or parent of an employee's spouse or domestic partner.

7.4 Unpaid Time Off (UPTO)

Employees are encouraged to reserve an appropriate amount of PTO and/or Sick Leave in case of emergency. In the event of an emergency requiring an employee to be away from work, Sick Leave and PTO shall be used prior to an unpaid leave being granted. UPTO shall not be granted to employees by the Cooperative except in emergencies. In the context of UPTO, an emergency is defined as a circumstance that the employee could neither predict nor control. The use of UPTO without approval of management shall be considered an unexcused absence and will be subject to discipline.

7.5 Bereavement Leave

A regular full-time employee shall be entitled to bereavement leave upon the death of certain immediate family members. The previously negotiated labor contracts contain a list of family members' deaths that would make the employee eligible for the bereavement leave.

7.6 Jury Duty

Delaware County Electric Cooperative, Inc. is committed to supporting the communities in which the Cooperative operates, including supporting the Cooperative employees in fulfilling their responsibilities to serve as jurors whenever it is possible. When an employee receives notification regarding upcoming jury duty, it is their responsibility to notify their direct supervisor and the Human Resources Department within one business day of receiving the notice. As stated in the labor contracts, the employee will be paid for the time necessary to fulfill the duties with the understanding that any monies received by the courts for their service will be turned over to the Cooperative as reimbursement.

7.7 Military Reserves or National Guard Leaves of Absence

Employees who serve in U.S. military organizations or state militia groups such as the National Guard may take the necessary time off to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws.

7.8 Emergency Responder Leave

Employees who serve as members of volunteer fire departments and volunteer ambulance services will be permitted to take time off from work without loss of compensation and without the use of paid time off accruals, under the following circumstances:

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- While the employee is providing voluntary emergency services, the employee is unable to report to work at the Cooperative at his or her designated start time, and therefore the employee arrives late to work.
- While the employee is at work at the Cooperative, he or she receives a call for emergency services, and in the judgement of the employee, his or her participation in the emergency response is vital to effectiveness of the response, and therefore the employee leaves work to participate in the emergency response.

Paid leave for emergency responders is subject to the following limitation:

- The cumulative financial and operational impacts of emergency responder leave shall not create a hardship for the Cooperative, in the judgement of the General Manager.

7.9 Uniformed Services Employment and Reemployment

As an Equal Opportunity Employer, Delaware County Electric Cooperative, Inc. is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

7.10 Expressing Breast Milk

The Cooperative will make a location available where our female employees may lactate in private and will allow reasonable breaks for the purposes of lactation. This location will not be a restroom. Generally, these breaks shall be 20-30 minutes in duration, once every three (3) hours, and should be arranged in advance with the employee's immediate supervisor.

Break periods for lactation are unpaid. An employee may take these breaks concurrently with her lunch breaks or during scheduled paid breaks. An employee may be required to postpone a scheduled break for lactation for up to 30 minutes if appropriate coverage is not available. The Cooperative permits female employees to take these breaks for up to three (3) years following the birth of a child.

Any employee needing breaks to lactate should notify her immediate supervisor, preferably prior to the employee's return to work. An employee may not be retaliated or discriminated against for choosing to lactate pursuant to this policy. Any employee who believes she has experienced discrimination or retaliation should notify her immediate supervisor or Human Resources.

7.11 Military Spouse Leave

Upon request, the spouse of a member of the armed forces of the United States, National Guard or reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations shall be allowed up to ten (10) days unpaid leave by the Cooperative, as well as other leave as required by federal law and the New York State Paid Family Leave Act. Such leave shall only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations.

7.12 Voting Leave

The Cooperative encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, shift schedules will provide employees with enough time to cast their vote before or after working hours.

Employees who do not have sufficient time outside their working hours to vote may take up to two (2) hours off, at either the beginning or end of their shift, with pay, to allow time to vote. The Cooperative may specify whether the time be taken at the beginning or end of the shift. "Sufficient time" is defined as at least four consecutive hours either between the opening of the polls and the beginning of the employee's shift OR between the end of the employee's shift and the closing of the polls. Employees must notify their

supervisor no more than ten (10) and not less than two (2) days before the election that they will take that time.

7.13 Blood Donation Leave

In accordance with Section 202-j of the NYS Labor Law, if an employee wishes to donate blood, the Cooperative will permit the employee paid leave for the time necessary to travel to a local blood donation site, donate blood, and return to work, up to a maximum of three (3) hours.

7.14 Bone Marrow Donation Leave

DCEC will provide employees who work an average of twenty (20) or more hours with up to three (3) days in order to donate bone marrow. Employees are asked to give notice of their scheduled bone marrow donation at least twenty-four (24) hours in advance and, in case of an unscheduled bone marrow donation, as soon as possible upon receiving the request for donation. Employees are required to submit physician verification on the length of leave requested for the bone marrow donation.

Non-exempt employees will not be paid for such time off, unless the employee voluntarily chooses to use PTO to cover such absence.

DCEC will not subject any employee to retaliation for requesting or taking leave pursuant to this policy.

7.15 Victims of Domestic Violence

Employees who are victims of domestic violence, or who have children who are victims of domestic violence, are entitled to protections under the law and will be provided time off from work for a reasonable time for the following reasons"

- To seek medical attention for injuries caused by domestic violence (including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator)
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence
- To obtain psychological counseling relating to domestic violence (including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator)
- To participate in safety planning and to take other actions to increase safety from future incidents of domestic violence, including temporary or permanent relocation; or
- To obtain legal services in relation to domestic violence, to assist in the prosecution of a domestic violence offense, or to appear in court in relation to incidents of domestic violence.

Employees who qualify will be provided with this time off unless it causes DCEC an undue hardship. Employers are required to use paid time off, when available, for these absences. Otherwise, the time will be unpaid. Employees must give reasonable advance notice of the need for this leave, when feasible, to their immediate supervisor or to Human Resources. DCEC may require an employee to provide documentation certifying the need for the absence, including 1) a police report, 2) a court order, 3) evidence from a court or prosecuting attorney, or 4) medical documentation of ongoing treatment for a reason related to domestic violence. Employees will not be retaliated against for using leave under this policy. All questions regarding this policy can be answered by Human Resources.

7.16 New York Paid Family Leave

Objective

Effective 10/26/2020 10/26/2021

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In accordance with the New York State Paid Family Leave Benefits Law, effective January 1, 2018, the Cooperative will provide employees based in New York State with time off to care for family members under certain circumstances detailed below. Employees on paid family leave (PFL) will receive partial pay through an insurance policy funded by a small weekly post-tax payroll deduction (set in accordance with state law). Under state law, participation in the PFL program is mandatory for all employees, except for those eligible for a waiver, as explained in the Waiver section below.

Eligibility

A full-time employee (regularly scheduled for at least 20 hours per week) is eligible to take PFL after he/she has been employed by the Cooperative for 26 weeks.

A part-time employee (regularly scheduled for less than 20 hours per week) is eligible to take PFL after working 176 days.

Time spent on Cooperative-provided paid time off will be counted towards eligibility, provided deductions were taken during that paid time. However, time spent on short-term disability (DBL) or unpaid leave is not counted.

AMOUNT OF LEAVE AVAILABLE

Employees may receive up to 12 weeks of PFL per year. The amount of PFL available will be phased in over several years. The maximum amount of leave available in a 52-week period is as follows:

2020	10 weeks
2021 & beyond	12 weeks

The 52 week period is counted by measuring backwards from each day for which PFL is taken. PFL may be taken in weekly or daily increments. In the event an employee also collects short term disability benefits (DBL) for his/her own disability, the maximum amount of time that can be taken under state law for both DBL and PFL is 26 weeks in a 52-week period.

Benefit Levels

Employees do not continue to receive their full pay from the Cooperative during PFL. Rather, after filing a claim with the Cooperative's PFL carrier, employees will receive 67% of their average weekly wages a partial-wage-replacement benefit directly from the PFL carrier, subject to a state-wide cap. See Applying for Leave Benefits below. Benefit levels are set by state law as a percentage of the employee's weekly income, up to a statewide cap. The levels will be phased in as follows:

Year	% of employee's average weekly wage	Cap ¹
2020	60%	\$840.70
2021 & beyond	67%	

¹The dollar amount of the benefit cap for years after 2018 will be determined annually in the fall by the State and applied in January.

If a continuous PFL leave spans across calendar years, the employee's benefit amount is set at the start of the leave and does not increase during the leave.

Qualifying Reasons for PFL

Once eligible, employees can apply to take PFL for the following reasons:

- To provide care for a child (regardless of age), parent (including parent-in-law), grandparent, grandchild, spouse and/or domestic partner with a "serious health condition."

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- o *Providing care* includes necessary physical care, emotional support, visitation, assistance in treatment, transportation, arranging for a change in care, assistance with essential daily living matters, and personal attendant services. During the leave, the employee must be in close physical proximity to the care recipient.
- o *Serious health condition* means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment or supervision by a health care provider. For further detail as to whether a particular condition qualifies as a serious health condition, please consult with Human Resources.

Please note that ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., do not constitute a serious health condition.

- To bond with a new child following the birth, adoption or placement in foster care.
 - o In the case of adoption or placement, leave may be taken prior to the adoption or placement if the employee's absence is necessary for the placement or adoption to proceed. The total leave must be taken within one year of the first day of leave, or within one year of the adoption/placement, whichever is earlier.
 - o In the case of a birth, the leave must be taken within the first year following the child's birth.
- To attend to a qualifying exigency arising out of the fact that the employee's spouse, domestic partner, child or parent is on or has been called to military active duty.
 - o The definition of qualifying exigency can be found in the Family and Medical Leave policy.

PFL is not intended, nor available for the employee's own disability or serious health condition. Disability may be available in those circumstances.

Intermittent Leave

PFL can be taken intermittently (in separate blocks of time) in full-day increments.

Employee Notice Requirements

- Employees must provide the Cooperative with notice prior to the start of any family leave by contacting Human Resources.
- If the need for leave is foreseeable, such as for planned medical treatment or appointments, or to bond with a child, the employee must provide *at least 30 days* advance notice, or as soon as the need for the leave is known.
 - o If an employee fails to give 30 days' notice of a foreseeable PFL leave with no reasonable excuse for the delay, the Cooperative's PFL carrier may partially deny the leave claim for a period of up to 30 days from the date the notice is given.
- If the need for leave is not foreseeable, such as in the case of a medical emergency, change in circumstances, or lack of advance knowledge, employees are expected to adhere to the Cooperative's normal and customary call-in procedure, which requires employees to notify their supervisor as soon as possible and, absent extraordinary circumstances, no later than one hour before their scheduled starting time of their inability to report for work as scheduled. See Attendance and Punctuality policy for additional information.

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- If the leave is taken on an intermittent basis, the employee must provide notice to the Cooperative as soon as he/she is aware of the need for leave before *each day of leave*, unless his/her supervisor/manager is aware the employee will be absent for a specified number of consecutive days.

Whenever possible, the employee is expected to schedule PFL time in a manner that minimizes disruptions to the department and operations of the Cooperative.

Applying For Leave Benefits

In addition to notifying Human Resources of the need for leave, to receive income replacement benefits while on PFL, the employee must submit a claim using the *Request for Paid Family Leave* form (PFL-1) to the Cooperative's PFL carrier, as well as the appropriate certification form (PFL-2, PFL-3, PFL-4, and/or PFL-5) and supporting documentation. The claim forms provide details regarding the documentation that will be required to support the request for PFL benefits. Claim forms are available from Human Resources.

Prior to submitting the *Request for Paid Family Leave* form to the carrier, the employee must provide the form to Human Resources for completion of the employer section. Human Resources will assist employees in filing PFL claims with the carrier, but it is critical that employees timely provide Human Resources with required documentation in order to facilitate the filing of the claim. **An employee will not receive benefit payments until the claim is fully submitted and approved.** The carrier will pay or deny the claim within 18 days of the submission.

If an employee is seeking payment for a previously taken time off (e.g., an absence due to an unforeseeable emergency), the claim must be filed with the PFL carrier within 30 days of the leave. However, employees are encouraged to file claims as quickly as possible to ensure prompt payment of benefits for qualifying leaves.

The Cooperative PFL carrier will make the final determination of whether an employee is eligible for PFL, whether the reason for the leave qualifies under the law, and whether the employee has provided sufficient documentation to support the need for leave. The determination is not made by the Cooperative.

An employee who is absent from work and whose PFL claim is not fully submitted to or approved by the PFL carrier may be authorized for leave, if eligible, under the Cooperative's other leave policies. However, if the employee does not qualify under those policies, or has no Cooperative-provided paid time off available, the absence may be treated as unexcused and subject to the Cooperative's attendance policy.

Use of Paid Time Off in Conjunction with PFL

Employees who take leave for one of the PFL qualifying reasons above but wish to be paid in full may elect to either:

- substitute available PTO for the PFL benefit; or
- supplement their PFL benefit with available PTO, in any amount necessary to bring their pay to 100 percent of regular wages. For example, an employee who is eligible to receive 50% wage replacement under this policy can elect to use 0.5 of a PTO day. In no event can the combination of PFL benefits and paid time off result in the receipt of more than 100% of an employee's regular wages.

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When employees utilize Cooperative-provided paid time off benefits, the time off will still count against the employee's maximum PFL allotment, and the employee is still required to file a PFL claim with the Cooperative's PFL carrier.

Employees are expected to notify the Cooperative of this election at the time they notify the Cooperative of the need for PFL leave.

Maintenance of Health Benefits

While on an approved PFL leave, the Cooperative will maintain health coverage under any group health plan (medical) on the same conditions as coverage would have been provided if the employee had continued to work. Under current Cooperative policy, the employee pays a portion of the medical insurance premium. Voluntary benefits, such as supplementary life insurance, are 100% employee paid premiums.

If an employee is receiving paid time off compensation (e.g., PTO) from the Cooperative while on PFL, the Cooperative will continue to make payroll deductions to collect the employee's share of the premium for group health plans and voluntary benefits. If the employee is not receiving payment from the Cooperative during his/her PFL absence, or the payment from the Cooperative does not cover the appropriate deduction(s) at any time during the leave, the employee must pay the premiums due, either in person or by mail. It is the responsibility of the employee to make these payments during PFL by the date that the premium would have otherwise been deducted from the employee's paycheck. If the payment is more than 30 days late, the employee's coverage will be dropped for the duration of the leave. The Cooperative will provide 15 days' notification prior to the employee's loss of coverage.

If an employee does not retain group health plan coverage during a PFL leave, upon return from leave, the employee's group health plan coverage will be reinstated on the same terms as prior to taking the leave. Reinstated group health plan coverage will be effective the date the employee returns from leave.

Waiver

Certain temporary or part-time employees will be afforded the opportunity to waive PFL benefits, in which case the Cooperative will not take PFL payroll deductions. Only an employee who meets the following criteria can waive PFL benefits:

- Regular schedule is 20 or more hours per week, but the employee will not work 26 consecutive weeks; or
- Regular schedule is less than 20 hours per week and the employee will not work 175 days in a consecutive 52-week period.

If an employee elects to waive coverage and his/her regular schedule changes such that he/she works for 26 weeks or 175 days in a consecutive 52-week period, the waiver will be automatically revoked. When the waiver is revoked, the Cooperative may begin deducting contributions from the employee, including any retroactive amounts from the date of hire or an amount necessary to prevent the Cooperative from paying for coverage, at the Cooperative's discretion.

Restoration to Employment

Employees who return to work at the conclusion of an approved PFL leave will be restored to the same or to a comparable position (with comparable employment benefits, pay and other terms and conditions of employment) upon their return from leave.

Appeal Rights

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An employee whose claim for PFL benefits has been denied by the Cooperative's PFL carrier has the right to appeal the determination through an arbitration proceeding. Appeal information is available from the PFL carrier.

Protection from Retaliation

The Cooperative will not discriminate and/or retaliate against any employee for inquiring about, applying for or using PFL benefits. Employees who believe they have experienced discrimination and/or retaliation should immediately notify their supervisor, Human Resources, or any other member of management.

Fraud

An employee who fraudulently obtains PFL leave, or who uses PFL leave in an improper manner, is subject to disciplinary action, up to and including termination.

8 EXPENSES

8.1 Introduction

Any manager who approves expense reports should be familiar with the policies "Employee Travel in the Interest of the Cooperative" and "Procurement, Receiving & Disbursement". Authorizing an expense report indicates to the Cooperative that the expenses reported are legitimate, reasonable, and comply with these policies.

8.2 Expense Reimbursement

Under ordinary circumstances, it is the policy of Delaware County Electric Cooperative, Inc. to reimburse travel expenses on the basis of actual expenses incurred. Employees traveling on Cooperative business are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Mileage reimbursement and per diem rates will follow the federally suggested guidelines. Additional details can be found in the Employee Travel in the Interest of the Cooperative Policy which can be found on the DCEC website.

When employees are required to work storm duty and when such storm duty causes the need for the employee to eat a meal while working, then the Cooperative will pay for the cost of a reasonable meal in accordance with the current union contract. The Cooperative has arranged for certain restaurants to provide meals to Cooperative employees and to invoice the Cooperative. If employees eat a meal at an establishment that does not provide Cooperative Invoicing, then the employee may submit their receipts for reimbursement.

9 EMPLOYEE COMMUNICATIONS

9.1 Open Communication

Delaware County Electric Cooperative, Inc. encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department or the General Manager. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible, while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of Open Communication channels is prohibited.

9.2 Staff Meetings

In order to keep the communication channels open, Delaware County Electric Cooperative, Inc. implements an annual Cooperative-wide staff meeting. Employees receive communications from Human Resources about federally mandated changes to their 401k limits, open enrollments for supplemental life insurance and any other updates to benefits in general. These annual meetings are also the forum for management and or board members to address the employee population regarding any significant opportunities and challenges faced by the Cooperative.

9.3 Suggestions

Delaware County Electric Cooperative, Inc. encourages all employees to bring forward their suggestions and good ideas about making the Cooperative a better place to work and enhancing service to the Cooperative member/owners. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

9.4 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at Delaware County Electric Cooperative, Inc.

10 Labor Contracts

10.1 Outside Contract (blue paper)

10.2 Clerical ("Inside") Contract (pink paper)

CEO/GM REPORT
20 SEPTEMBER 2021– 19 OCTOBER 2021

SAFETY/COMPLIANCE

Safety Committee Activity:

The Safety Committee will be overhauled to reflect changes to NY Labor Law effective 1 November. More details in the Legal/Governance section of this report. Members of Committee met 19 October to go over changes to Committee and to review accident investigations.

COVID/AIDEPP:

COVID portion reviewed on 8 October with minor changes from 8 September version to reflect updated guidance dates of 11 September only.

Injury/Illness/Exposure Report:

Two reported incidents this report period.

Accident Investigation:

Preparing reports on damage to garage door from September and serious injury occurring October 7.

Property Damage/ Public Liability Investigation:

None.

Employee Safety Meetings:

Office staff's safety meeting was held on 30 September with "Sleep, rest and caffeine" as topic
 Operations staff's safety meeting was scheduled for 5 October but was postponed for an outage

Pole Inspections / Line Inspections / Stray Voltage Testing:

Stray voltage testing continues

IT&S:

PREA "Key-Person" Training for Jim Green and Mike D. from 27-30 September.

Federated Crew visits in field on 6 October.

Federated Hazard Recognition Training for all employees on 7 October.

First Aid/CPR training for all employees on 12 and 13 October.

Apprentices are working on completing modules for advancement.

ENGINEERING & TECHNOLOGY:

Power Requirements Study: PRS has been completed by Mr. DeAndrea. In addition, substation loading suggests we may eventually start pushing against our hydro allocations during winter and we should proactively uprate Delhi station power transformers in the next few years.

Sectionalizing Device Maintenance:

Working to schedule refurbishment of Dryden, Delhi and Kortright devices.

Special Projects:

Investigating Sensus as a vendor for potential solution of Cat Hollow and/or system-wide solution.

Power Quality Investigations:

No new PQ complaints this period. Continuing work with BOCES on their system-reported voltage issues

Kortright Control House: Working on finalizing communication, conduit and apparatus plans in preparation for relocated NYPA metering planned for October. This project tabled for discussion with NYPA on reimbursement, maintenance and ownership.

Station/Repeater Fiber: Estimating mid-Spring for Dryden and shortly thereafter for Andes. Jefferson to be scheduled.

Miscellaneous:

New time clock and integrated badge system continues in programming phase.

Pilot program of software to send/receive fax directly to PC workstations testing continues

MEMBER SERVICES & PUBLIC RELATIONS

Open House: Postponed.

Family Fun Day: Postponed indefinitely. Look into a booth or sponsoring day at fair as more appropriate/cost responsible option.

Annual Meeting: 9/9/22 – TBD... discussions on agenda and format changes with electronic access and voting.

New Services: 2

Idle Services: Coordinating with Engineering and Operations, presently 217 identified.

Website/Web Services:

Executed agreement to upgrade the website to the new platform and reconfigure current structure. The new site is currently being built offline until everything is reviewed and approved for the live environment.

Documentation:

Working with ISD to test using DocuSign® to streamline member applications and change-of-hands transactions.

FINANCE, ACCOUNTING & HRStaffing:

Advertisement for Ally's fill-in placed on website and in *The Reporter*.

Waiting for BSK on final adjustments to Engineering Manager and Staking Technician job descriptions.

Insurance/Benefits:

All employee and retiree updates completed for 2022 term.

Miscellaneous:

Continuing to work with entities for correct address on tax and title documents.

Budgets:

Continuing to review and prepare models and forecasts for Q4 and preparing for next year's budgets. The Co-op has taken a great effort in improving business solutions and will be looking to continue that strategy into 2022. Reviewing upgrades for IT related items

CFC Commercial Paper:

Continuing to roll over investments as the operating cash level is remaining consistent.

Policies/Procedures:

Continuing to work through the procurement policy for revisions of process and a reboot of our company credit card program.

FFB Loan Funds:

The remaining funds are available to draw down when necessary. The 30-year interest rate has been floating around 2%. We will need to draw down the funds before the end of the year as our work plan is set to expire.

OPERATIONS:Notable Outages and Occurrences:

Two outages contributed the most member minutes to this year's total, PT L DE just over 2 hours for a tree on the line outside the substation and the planned outage at PT B4 Delhi for regulator upgrade and insulator change outs was just under two hours.

Disconnections:

Using as a tool to reach non-communicative members in arrears, Eleven disconnections.

Pole Inspections / Line Inspections / Stray Voltage Testing:

Stray voltage testing has begun this week as pole inspection cycle completed with budget dollars remaining.

Right of Way Crew:

Mileage not prepared at time of report. Crew is wrapping up in Jefferson and headed towards Delhi / Meredith. While also preparing contractor work for 2022.

CWP Projects:

Contract: Open. One pole remains to be set and some re-work. Looking to DEC and NYC to relocate pole.

Dryden Substation Spare Transformer:

Looking to schedule outage prior to energized test of new unit later this year.

Budgeting

Departments preparing lists for possible budget inclusion.

Headquarters

No new activity while holding for additional quotes on insulation project.

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

IBEW

Meeting with IBEW on 18 October to discuss issues and procedures in regard to new hires joining.

MTC:

Met with Glen Faulkner on 4 October to discuss a variety of topics including letters of support from DCEC for future projects.

NYDOL

As alluded to earlier in this GM report, there are some changes to be made to the Safety Committee. Per New York Labor Law Section 27-D, effective November 1, 2021;

Employees to establish a joint labor-management workplace safety committee to raise health and safety concerns, and review policies implemented for workplace health and safety. An employer must allow the designees to attend training (without loss of pay) on the function of worker safety committees, the rights established under this new law, and an introduction to occupational safety and health. Furthermore, employers are prohibited from (i) interfering in the selection of employees who shall serve on such committee; (ii) interfering with such employees' performance of the duties for the workplace safety committee; and (iii) retaliating against any employees participating in the establishment or activities of a workplace safety committee. Employers who violate the anti-retaliatory provisions of this law may be subject to civil penalties Under the law, each committee and member is authorized to do the following, including but not limited to:

- (a) Raise health and safety concerns, hazards, complaints and violations to the employer to which the employer must respond.
- (b) Review any policy put in place in the workplace required by any provision of the New York labor law or workers' compensation law and provide feedback to such policy in a manner consistent with any provision of law.
- (c) Review the adoption of any policy in the workplace in response to any health or safety law, ordinance, rule, regulation, executive order, or other related directive.
- (d) Participate in any site visit by any governmental entity responsible for enforcing safety and health standards in a manner consistent with any provision of law.
- (e) Review any report filed by the employer related to the health and safety of the workplace in a manner consistent with any provision of law.
- (f) Regularly schedule a committee meeting during work hours at least once a quarter.

NRECA

On September 9, President Biden issued an executive order (EO) requiring some parties that contract with the federal government to provide COVID-19 safeguards to their workers performing on or in connection with particular federal government contracts. NRECA is currently evaluating this order and believe it is unlikely that either FEMA grants or RUS loans will be subject to the EO.

PSC:

On Thursday, September 9, the Public Service Commission ("PSC") announced, in a 50-page order, that further study is required in the effort to make the goals adopted in the Climate Leadership and Community Protection Act of 2019 ("CLCPA") a priority in planning upgrades to the local Transmission and Distribution networks of the State's utilities, i.e., those portions of the State's electric grid under the authority of the PSC, not the Federal Energy Regulatory Commission (the "Order"). In the Accelerated Renewable Energy Growth and Community Benefit Act of 2020, the Legislature directed the PSC to identify transmission upgrades needed "to facilitate the timely achievement of the CLCPA targets." In the new Order on Local Transmission and Distribution Planning Process and Phase 2 Project Proposals, the PSC directed the State's utilities to undertake additional work in several areas, but did not authorize any specific upgrades. Responding to the PSC's initial order in this docket, in November of 2020, the utilities identified needed transmission and development ("T&D") upgrades and grouped them into Phase 1 - projects already on the drawing board as part of business-as-usual local T&D planning that would benefit access to renewable energy sources - and Phase 2 - projects specifically tailored to increasing the delivery of renewable energy to customers, but not currently in the planning process. In the new order, the PSC continues to put off authorizing the utilities to move forward on any Phase 2 projects, and directs the utilities to further refine the cost/benefit analysis ("BCA") used to evaluate upgrades and directs its staff to standardize accounting for "headroom," the allocation of additional transmission capacity within the system as it currently exists. The order also establishes a cost allocation method that allocates the costs of local T&D investments driven by the CLCPA goals across the State based on load share and confirms its sole authority for setting rates to recover their costs.

Policies/Procedures:

Continuing to work on amendments and changes to reflect CEO and Operations-requested adjustments and possible changes to line extension focusing upon rates, demarcations, standards and design elements.

Continuing to work on amendments and changes to reflect CEO and CFO-requested adjustments and possible changes to procurement focusing on corporate credit cards, purchase order requisitioning, dollar limits and account disclosures.

NYSRECA:

Working on Youth Scholarship development. Also monitoring Hochul's actions on A3876/S3929 as it relates to removing demand component in developing EV rate design. At 1 October Government Relations Committee meeting, discussion on response letter to PSC moratorium was had with a split decision on whether a response was deserved.

NYAPP:

Discussions on moratorium and that NYISO prices for LBMP (energy + congestion + marginal losses) has been increasing since March, passing \$55/MWh in August. This is compared to the COVID summer of 2020, when prices were in the teens. The increases are caused by increases in the price of natural gas, which is still the fuel for the marginal units setting prices. Activity has also increased, with average daily send out of 504 GWh in August, compared to 489 GWh in August 2020.

In another meeting, NYPA proposed NYAPP members join "Iron Net" and "Iron Dome" which are cyber-threat detection software and analytics that is supposed to work in parallel with existing software and hardware security. I am quite skeptical given the manner the program and pricing were presented as well as motivations to NYPA's 'generous' offer to include the NYAPP members. For background, the program does have some vulnerability detection and other benefits for low-tier users. The 'company' and structure is an extension of DHS and NSA.

NYSEG:

I have not had a response since the 16 September request to consider having quarterly meetings. Tim Johnson and I are pursuing another course of action.

NYPA:

NYPA anticipates there will be no reduction in firm hydro energy sales to hydropower customers for the period of November 1 through 30, 2021. The forecasted November 2021 generation is projected to be sufficient to meet our firm hydropower customers' needs. However, if that generation is not sufficient, Substitute Energy will be purchased on our behalf with our signed Substitute Energy agreements.

Current NYPA President/CEO Gil Quiniones is resigning his position on November 5th to become CEO of Commonwealth Edison Company. ComEd is a subsidiary of Exelon, which owns the three upstate New York nuclear plants. Justin Driscoll, NYPA's executive vice president and general counsel, will serve as interim president and CEO.

The NYPA Board elects the President and CEO based on the recommendation of the Governor

NYISO:

On 13 October, NYISO released their 3rd quarter Short-Term Assessment of Reliability (STAR). This report is a working guide for the next five years and is updated quarterly. Of the extensive report, the most notable item was that, in the NYISO's evaluation of the bulk power transmission facilities (BPTF), certain non-BPTF thermal violations were observed for informational purposes on the NYSEG Delhi-Colliers-Fraser (#951) 115 kV (specifically on the Delhi-Delhi tap segment of the line) following several different N-1-1 combinations in 2022 and 2023. The worst-case combination is the loss of Lafayette-Clarks Corners (#4-46) 345 kV followed by the loss of Oakdale-Fraser (#32) 345 kV. These overloads are sensitive to the additional load queue projects included in this assessment. The thermal violations were not observed after summer 2023 due to a NYSEG LTP update included in the 2021 Gold Book *to remove the Delhi 115 kV substation and terminate the existing lines to the Fraser 115 kV substation*.

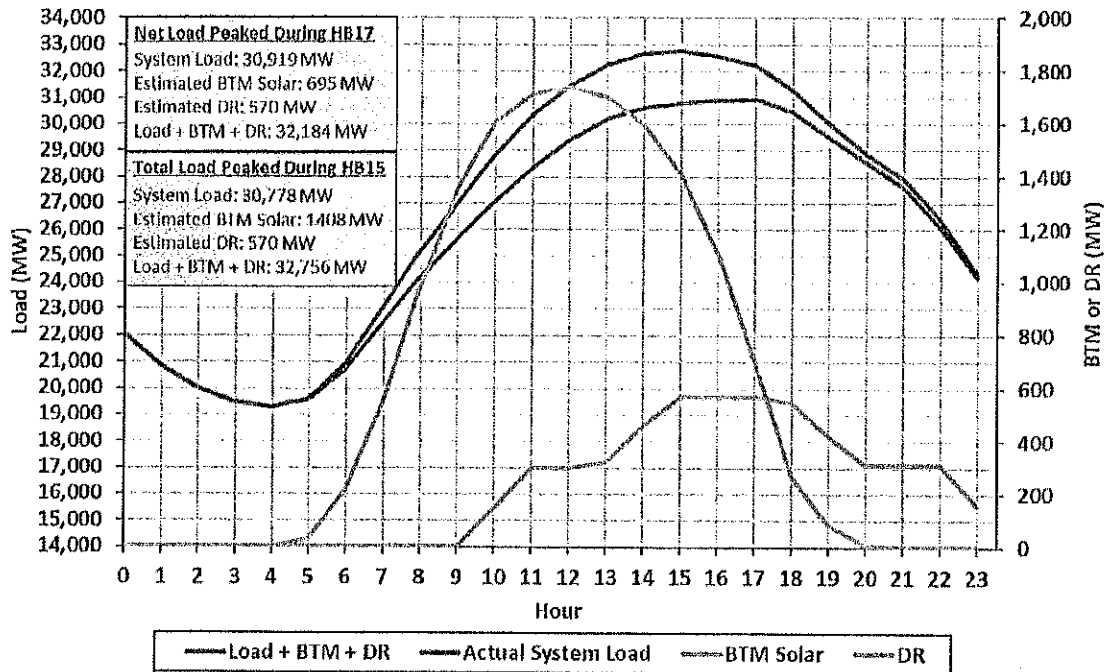
Unfortunately, the proposed transmission improvements are good for the bulk power system but may not yield notable improvement to the sub-transmission and distribution portions servicing DCEC stations and delivery points

In August, the NYISO was proposing to review renewable resources to see if they qualified for an exemption from the Buyer Side Mitigation (BSM) rules. The PSC, NYC and allies strongly criticized the proposal as leaving the NYISO in a reviewing position and not going as far as PJM. The NYISO responded by saying the PJM market is different from New York, and that along with its BSM filing, PJM filed changes to how capacity is accredited or valued. The NYISO proposed a Capacity Accreditation Study to examine the incremental reliability benefit of different resource types, which could lead to different capacity values for different resource types. On September 9, the NYISO changed course and announced that renewable resources would be excluded from the BSM test altogether. Renewables need to self-certify that they do not use fossil fuel. That leaves the BSM rules applicable only to fossil units. However, the NYISO doubled down on Capacity Accreditation, saying a filing needed to include both BSM rule changes and Capacity Accreditation. The NYISO has laid out what it wants for a capacity accreditation process, tariff changes to be approved, and wants a vote at the 10/27 Committee meeting. The PSC allies – NYC, Multiple Intervenors, storage reps, environmental parties – want the BSM rule changes filed at FERC as soon as possible. But, they are furious the NYISO is pairing the BSM filing, which is ready to go, with a Capacity Accreditation filing, which they say is being rushed for a 10/27 vote. Then they start in on the problems they see in the NYISO's Capacity Accreditation proposal.

Since the NYISO has a vendor that uses meteorological data to forecast solar production, there is no need to require small solar generators to submit this data. A motion passed that exempts solar generators smaller than 20 MW from having to provide meteorological such data to the NYISO.

NYISO reported on peak summer operations: The system load and impact of Behind The Meter (BTM) solar generation is depicted on the attachment. The net load summer system peak occurred on June 29 at HB17 and was 30,919 MW. However, the total load including BTM solar and Demand Response was 32,756 MW in the HB15. The BTM solar peaked at over 1,600 MW. The graph illustrates the problem with solar. It comes on as the system load increases, but then fades as the sun goes down, while the evening load continues. Something needs to take the place of solar during those hours, and it remains to be seen whether storage is up to the task. The NYISO's recommendation is that as more intermittent generation comes online, that the unavailability of generation to turn on when needed will pose a challenge to transmission security.

System Load, DR (NYISO- & TO-Initiated), and BTM Generation
June 29, 2021





Clarification and Review of DCEC's Bylaws and Absentee Ballot Deadlines

The August Board Meeting on August 24th the number of absentee ballots requested were reported to the Board as a lower number than actual absentee ballots received and tallied at the 2021 Annual Meeting on September 10th. The reason for this is because as per the Bylaws there are two ways a member can request an absentee ballot:

1. The member may request an absentee ballot by completing an official form available from the Cooperative and submit the completed form to the Cooperative. The Cooperative must receive the completed form at least twenty (20) days prior to the Membership Meeting where, upon receipt, the Cooperative will provide an official absentee ballot to the member. The Cooperative will count a properly completed absentee ballot if it is received within the office of the Cooperative by no later than the close of business on the 4th business day preceding the day of the Membership Meeting.

OR

2. The member may appear, in person, at the office of the Cooperative, verify his or her identity by presenting a government issued photo identification, request the absentee ballot, complete the absentee ballot, and return it to the office of the Cooperative by no later than the close of business on the 4th business day preceding the day of the Membership Meeting. Absentee ballots shall be made available to members at the office of the Cooperative starting at least 20 days prior to the Membership Meeting.

Source: DCEC's Bylaws, Revised 9/21/2018, Article III, Selection 6., page 5.

Dates	Event
7/7/2021	Notice about Absentee Ballots and deadlines posted on Facebook and on DCEC website
~7/17/2021	Notice about Absentee Ballots and deadlines in July/August Catskill Hi-Line newsletter
~8/17/2021	2 nd Notice about Absentee Ballots and deadlines in Annual Meeting Special Edition of Catskill Hi-Line newsletter
8/21/2021	Deadline for mailed in requests for Absentee Ballots
8/24/2021	August Board Meeting
9/6/2021	Deadline for in-person requests for Absentee Ballots
9/10/2021	2021 Annual Meeting

Official Absentee Ballot Request Form

The Cooperative is making every effort to plan and execute the 2021 Annual Meeting in its customary fashion on Friday, September 10, 2021. DCEC is closely monitoring the coronavirus (COVID-19) situation and continues to prioritize the health and safety of our members, staff and event participants. Local, state and national orders, recommendations from the Centers for Disease Control and Prevention and World Health Organization, and travel industry guidance all inform our decisions regarding DCEC events.

DCEC strongly encourages all members to vote! If you vote by absentee ballot, or in person at the Annual Meeting you will receive a \$10 bill credit which will be applied to your November 2021 bill.

VOTE BY MAIL: One method for a member to be eligible to vote by absentee ballot is to request a ballot by completing an official form (available below) and submitting it to the Cooperative by **August 21, 2021**. Once the Cooperative receives your form we will provide you with an official absentee ballot which you can then complete and send back to the DCEC office. DCEC will count properly completed absentee ballots as long as they are received by **September 6, 2021** (4 business days prior to the Annual Meeting). Once DCEC has received a member's absentee ballot it cannot be revoked if the member decides to attend the Annual Meeting and vote once there.

VOTE EARLY AT THE CO-OP OFFICE: Members can also complete an absentee ballot in person at the Co-op office during regular business hours between **August 21, 2021 and September 6, 2021**. You must have a government issued photo ID with you to vote by absentee ballot in the Cooperative office.

Members can return the below form either in person to 5 North Depot Street, Delhi, or by mail to the DCEC office at: P.O. Box 471, Delhi, NY 13753, fax to (607) 746-7548, or email to office@dce.coop. For members that are paperless, an electronic official absentee ballot request form can be downloaded on our website at www.dce.coop/annualmeeting.

For the most up to date information about DCEC's 2021 Annual Meeting please visit our website at www.dce.coop/AnnualMeeting or our Facebook page at <https://www.facebook.com/DelawareCountyElectricCooperative/>

If you vote by absentee ballot, or in person at the Annual Meeting you will receive a \$10 bill credit which will be applied to your November 2021 bill.

Official Absentee Ballot Request Form

The Delaware County Electric Cooperative (hereinafter "Cooperative") will hold its Annual Meeting on **September 10, 2021** for the transaction of all lawful business in accordance with its Bylaws and the New York State Rural Electric Cooperative Law. The Annual Meeting will be held at the American Legion, located at 41 Page Ave., Delhi, NY, and the business meeting shall begin at 5:30 pm.

Members who are unable to attend in person are permitted under Article III of the Cooperative's Bylaws to vote, by absentee ballot, on any and all issues presented to the general membership at that meeting.

To be eligible to vote by absentee ballot, members may request that an absentee ballot be sent to them by providing the following information and returning this completed form to the Cooperative. ***The Cooperative must receive this request no later than August 21, 2021.*** All absentee ballots will be sent out on August 21, 2021.

I HEREBY REQUEST AN ABSENTEE BALLOT FOR THE SEPTEMBER 10, 2021 ANNUAL MEETING.

Member's Name: _____

Account Number: _____

Member's Address: _____

If you have any questions with respect to this form or the Annual Meeting, please contact DCEC at (607) 746-2341 or (866) 436-1223, or at Delaware County Electric Co-op, P.O. Box 471, 5 North Depot Street, Delhi, NY 13753.





Employee Plan in Response to COVID-19 Virus

Last updated 10/08/2021

Purpose of the Employee Plans

These plans will be reviewed again on October 29, 2021, or sooner as warranted.

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been updated as part of the AIDEPP and order of Governor Hochul on 9/6/21 and subsequent NYS laws. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

This plan allows us to continue to serve the most critical needs of members, including answering the phone and responding to outages. Also, critical office functions like payroll processing will be maintained under this plan.

This plan also outlines procedures in the event that employees have extended time away from the office due to a COVID related illness.

Furlough

There is no plan to utilize employee furlough based on the current region's ranking put forth by the Governor's office. If there is a new executive order or state of emergency, then employee furlough will be reconsidered. Individual Furlough (Quarantine) is considered in the event that an employee may have been exposed to the virus. In such cases, employees may be entitled to paid leave.

Maintaining Social Distance

Social distancing is absolutely required to limit possible exposure and subsequent contamination, in the event another employee may be a-symptomatic and be positive for the virus.

Required Precautions

Before Work:

Effective September 10, all employees must perform screening prior to start of any shift.

The following three screening questions are required daily:

1. Are you presently running a fever (99.7 F)?
2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a



preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

Updated forward guidance no longer makes exceptions for vaccination or recovery status regarding close contact and exposure. Exposure is defined as 15 cumulative minutes of mask-less close proximity (less than 6' proper social distancing) to an individual during a rolling 24-hour period.

While at work, the following precautions shall be taken by all employees:

- 1) Attempt to maintain a distance of 6 feet between employees whenever practical.
- 2) If practical, utilize your badge rather than your finger/thumb print to punch in and out with the time clock.
- 3) Whenever practical, clean and disinfect shared surfaces by utilizing disinfect wipes and cleaners provided by the Cooperative. Shared surfaces include time clocks, bathroom fixtures, door handles, steering wheels of shared vehicles, gas pumps, etc.
- 4) Wash hands thoroughly as often as possible and after contact with surfaces that may not be sanitized. Avoid touching your face with your hands.
- 5) Utilize hand sanitizer when unable to wash hands after touching surfaces that may not be disinfected. The Cooperative has provided sanitizers in all areas of the office, and disposable sanitizing wipes and liquid are available for all trucks and offices.
- 6) Sanitize all trucks before and after using.
- 7) When vehicles are shared, employees not fully vaccinated within the shared vehicle must wear face coverings.

Face Masks

We are required to wear facemasks in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees while indoors (indoors defined as under roof).

For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. All employees and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.

On October 8, 2021, the CEO reviewed for any changes to September 8, 2021 guidance. There were no changes.

Effective July 27, 2021 and August 2, 2021, CDC has updated Forward Guidance for several industries, including office-based and energy

For the purposes of this guidance, people are considered **fully vaccinated** for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)[±]; there is currently no post-vaccination time limit on **fully vaccinated** status. "Unvaccinated people" refer to individuals of all ages, including children, that have not completed a vaccination series or received a single-dose vaccine.



The CDC added a new online daily tracker to highlight COVID hot spots by county amid a surge in the more contagious Delta variant to coordinate indoor mask wearing regardless of vaccination level. The mask guidance separates COVID transmission risks into four color-coded categories: **low, moderate, substantial and high (blue, yellow, orange and red)**. Indoor mask-wearing in public is recommended by the CDC in counties with substantial or high COVID transmission or test positivity rates. That means counties with at least 50 new COVID-19 cases per 100,000 population over the past seven days, or a COVID test positivity rate of 8% and above.

At least daily, during normal work hours (M-F), the status for each county within the DCEC service footprint will be posted by the time clock and other locations throughout the property. The CDC updates the county status daily at 2000 hours (8:00PM ET) to:
<https://covid.cdc.gov/covid-data-tracker/#county-view>

In addition to incorporating updated mask, physical distancing, and capacity rules that have been in place since New York adopted the Centers for Disease Control and Prevention (CDC) guidance for fully vaccinated individuals on May 19, 2021, the most significant modification to the NY Forward Guidance update is the change in screening questions.

The following three screening questions are required daily:

1. Are you presently running a fever (99.7 F)?
2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?
3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?
4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?

~~To ensure our collective health and safety, employees that desire to operate under June 2021 fully vaccinated guidelines must complete an affidavit by presenting their vaccination card showing at least 14 days since receiving their final dose or show at least 90 days since being cleared to return to work by a doctor to two managers and obtain their signatures on a form which will be placed in the employee's HR file. By completing this form, you may elect to be mask-less throughout the DCEC building on days categorized as low or moderate per the CDC daily tracker.~~

~~For small groups of employees including a mix of vaccination levels, fully vaccinated employees may go mask-less while keeping physical distance on days categorized as low or moderate per the CDC daily tracker or must wear a regular face covering on days categorized as substantial or high per the CDC daily tracker.~~



Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and departmental manager if they suspect or are notified that there was a possible exposure to the virus. In some cases, the possible exposure to the virus may be remote, but it still needs to be reported as soon as you have knowledge of the possible exposure.

Possible Outcomes per 09/11/21 CDC Guidelines and NYS Department of Health (DOH):

- 1) **FOR INDIVIDUALS EXPOSED TO COVID-19 WHO ARE NOT FULLY VACCINATED OR HAVE NOT RECOVERED FROM COVID-19 IN THE PREVIOUS 3 MONTHS.** Individuals exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 14 days after exposure. Testing is not required to end quarantine after 10 days provided no symptoms have been reported during the last 10 days of the quarantine period with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. However, tests should be sought immediately if any symptoms develop during the 10 days after exposure. Regardless, recommendations are to be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart.
- 2) **FOR FULLY VACCINATED AND PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19.** The key factor remains that the individual remains asymptomatic. However, individuals should be encouraged to consult with their healthcare provider if they have any questions about their individual situation, such as immunocompromising conditions or other concerns.
 - Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. However, the CDC now recommends that the individual get tested 3-5 days after the exposure and wear a mask indoors and around others for 14 days or until a negative test is received.
 - Fully vaccinated individuals exposed to COVID-19 who are experiencing related symptoms must isolate themselves for at least 10 days from onset of symptoms with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. Alternatively, be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart. This guidance applies to all persons regardless of vaccination status.
 - Recovered individuals are encouraged to get vaccinated
- 3) **FOR DOMESTIC TRAVEL.** As of April 1, 2021, asymptomatic domestic travelers, including healthcare providers, arriving in New York State from other U.S. states and territories are not required to test or quarantine. Domestic travelers do not need to quarantine if they are fully vaccinated or have recovered from laboratory confirmed COVID-19 within the previous 3 months. However, while not required, quarantine, consistent with the CDC recommendations for international travel, is still recommended



for all other asymptomatic domestic travelers for either 7 days with a test 3-5 days after travel or 10 days without a test.

COVID-19 Infection Procedure

All employees are required to notify their immediate supervisor and department manager if they exhibit symptoms of having contracted the COVID-19 virus after a known exposure.

Possible Outcomes per CDC Guidelines and NYS Department of Health (DOH) at this time:

- 1) If an employee has symptoms and has received a positive test result, they can return to work after the following conditions are met:
 - a) 10 days since symptoms first appeared **and**
 - b) 24 hours with no fever without the use of fever-reducing medications **and**
 - c) Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*
- 2) If an employee tested positive but has no symptoms, they can return to work after 10 days of having received the positive result if they are still not exhibiting symptoms.
- 3) If an employee is subject to an Order of Quarantine by a state agency or health department, or has a positive COVID-19 test, the Cooperative will pay the employee for up to 10 days of leave, consisting of the ten 10 days beginning on the date of the start of the Order of Quarantine or the date of the positive test.
- 4) If an employee has met the 10-day requirement and/or has reached the end of a county or state mandated quarantine, but still cannot report to work due to illness, the employee will be required to use sick time or other appropriate forms of PTO for continued leave. If the sick time is longer than 3 days, the employee will be required to obtain and submit a directive from a medical professional verifying the need for leave and setting forth a return-to-work date. The Cooperative may also require that a medical professional and/or the employee submit documentation that deems the employee safe and able to return to work.

In addition, an employee who has been out of work pursuant to an order of quarantine or isolation and who tests positive a second time for COVID-19, must submit verification of the positive test result to their immediate supervisor. In such cases, the Cooperative the employee may receive an additional 5 days of paid leave and would also be eligible for 5 days of PFL / DBL. Employees wishing to apply for PFL/DBL should contact Human Resources or Guardian insurance as soon as possible to receive appropriate forms. This same procedure and leave would apply if the same individual tests positive for COVID-19 a third time.

The employee is not entitled to leave more than three times, and any subsequent leave must comply with the Cooperative's existing leave policies.. Employees can also apply for NYS DBL/PFLA through our insurance carrier, Guardian, for an additional 5 days paid by the insurance carrier per positive test.

For example:



Exposure or Positive Test	Employer paid up to 10 days	
2 nd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days
3 rd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days

- 5) If an employee does not have or exhausts all sick time, they may utilize the sick leave donation program outlined in the union contract, if eligible.
- 6) If the employee is still unable to return to work after having exhausted all PTO and sick time, the employee will be transitioned to short term disability for a maximum of 26 weeks. If the employee cannot return to work after 26 weeks being on short term disability and is still unable to return to work, the employee will be transitioned to long term disability.
- 7) Employees that are in their probationary period and therefore, do not have any PTO, are eligible to apply for NYS statutory short-term disability but not the enhanced short term disability benefits provided by the Cooperative. Any days beyond the NYS statutory short term disability, will be taken as unpaid leave.

Please note: All "days" refer to calendar days and not workdays. Also, all Department of Health mandated quarantine days will be paid by the employer and not subject to employee's PTO. Employees that need to care for a family member are eligible to apply for Family Care through Paid Family Leave and should see Human Resources or Guardian Insurance for the appropriate forms.

The Cooperative is considered to employ essential employees, and as such, reserves the right to evaluate and consult with each individual employee on a case-by-case basis to arrive at a mutual course of action for each scenario.

Collective Bargaining Agreements

It is not the intention of the Cooperative's management to violate any collective bargaining agreement in implementing these emergency measures. If an issue arises with respect to contractual terms or conditions of employment, management is committed to sitting down with union representatives as soon as practical to work in good faith to address any issues.

This plan is being sent to IBEW Local 10 for their informational purposes. Management will be open to discuss any issues that may be identified by the Union. In the meantime, the plan will be implemented out of concern for our employees and members of the public.

REVISION DATES:

01/20/21, 03/17/21, 04/20/21, 05/24/21, 06/11/21, 07/06/21, 08/04/21 09/06/21, 10/08/21

month-year		Editorial Calendar		ways to communicate	
month-year	topics	catch phrase/theme	catch phrase/theme	ways to communicate	
1 Nov-21	4 Efficient Gadgets for Your Kitchen	Safe Holiday Season	How to Save \$ on Electric During the Holidays	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
2 Dec-21	Upgrade Electronics for Energy Efficiency	Things are Looking Up: Efficient Attics	High-Speed Internet for All	Bill insert, Facebook, website, newsletter, smarthub alerts, bill print messages, email blast	
3 Jan-22	The Cost of Space Heaters	Are You Ready to Serve on Our Board?	Working with Local Legislators	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast	
4 Feb-22	5 Energy-Saving Tips for Working from Home	Why We Love Our Members	Sealing Exterior Doors	Bill insert, Facebook, website, smarthub alerts, bill print messages, email blast	
5 Mar-22	Surge Protection 101	The Kind of Audit You Actually Want	Benefits of Tree Trimming	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
6 Apr-22	Lineworker Appreciation Day	Steps for Safe Digging	Generator Safety	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
7 May-22	How We Restore Power Safely	May is Electrical Safety Month	5 Tips for Hiring an Electrician	Bill insert, Facebook, website, smarthub alerts, bill print messages, newspapers, Family Fun Day	
8 Jun-22	Tips for Before and After the Storm	Power Restoration	Avoid Downed Power Lines	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
9 Jul-22	Stay Fresh: Indoor Air Quality Tips	Know the Signs of a Scam	Cybersecurity Awareness Month	Bill insert, Facebook, website, smarthub alerts, bill print messages, newspapers, Family Fun Day	
10 Aug-22	Save a Life! That Text Can Wait	Value of Electricity		Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
11 Sep-22	Food Safety After an Outage	The Power of Preparation		Bill insert, Facebook, website, smarthub alerts, bill print messages, newspapers, Family Fun Day	
12 Oct-22	Celebrating Membership	Co-op Month		Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
13 Nov-22	Keep Pets (and Energy Bills!) Comfortable	Co-ops are Community-Focused		Bill insert, Facebook, website, smarthub alerts, bill print messages, newspapers, Family Fun Day	
14 Dec-22	Wrap Your Home in Energy Savings	Happy Holidays		Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
15 Jan-23	Smart Security Options	What Owning an EV Really Looks Like	Recap of 2022	Bill insert, Facebook, website, smarthub alerts, bill print messages, email blast, video	
16 Feb-23	Electrifying End-Use Appliances	The Challenges of Efficiency Upgrades	The Future is Bright	Newsletter, Facebook, website, smarthub alerts, bill print messages, email blast, video	
17 Mar-23	Value of the Electric Grid	Energy Efficient Landscaping	Batteries Large and Small	Bill insert, Facebook, website, smarthub alerts, bill print messages, email blast, video	
18 Apr-23	Indoor Agriculture	Window Upgrades (part I)	Lineworker Appreciation Day	Bill insert, Facebook, website, smarthub alerts, bill print messages, newspapers, Family Fun Day	



Notice of NRECA Director Election

To: NRECA Voting Members Located in the State of New York
 From: Jim Matheson, NRECA Chief Executive Officer
 Date: October 4, 2021

As a NRECA voting member located in the state, *and regardless of whether you are a member of a NRECA statewide member*, you may vote for the NRECA Director. You may vote, however, only for the NRECA Director representing this state. The NRECA Director elected will serve the term which begins with the adjournment of the 2022 annual meeting of the NRECA Board of Directors ("Board") and ends with the adjournment of the 2024 annual meeting of the Board.

NRECA notifies you that the NRECA Director representing your state for this term will be elected at the following date, time, and place, and under the following procedure:

Date: November 18, 2021

Time: 10:00 a.m.

Place: Statewide

Procedure: In nominating and electing the NRECA Director:

- Each NRECA voting member located in the state may select a voting delegate and alternate voting delegate, each voting delegate has one vote only, no voting delegate may vote for more than one NRECA voting member, and *each voting delegate must complete the enclosed Certification of Voting Delegate for NRECA Director Election and submit it at the election on November 18th*;
- Voting by proxy is prohibited, voting by mail, electronic mail, or other remote communications is prohibited, and the presence of voting delegates representing at least 20 percent of the NRECA voting members located in the state is a quorum;
- The incumbent NRECA Director presides over the election, but, if the incumbent is a candidate and comments regarding the election, then an individual designated by the incumbent, and approved by the NRECA voting members present, presides over the election;
- Any voting member director, officer, employee, or member may nominate himself or herself, or another candidate, from the floor and no second is required;
- Voting is by secret ballot unless only one candidate is nominated, in which case the candidate may be declared elected by acclamation; and
- The NRECA Director must be elected by a plurality of votes cast (largest number of votes cast), and, if there is a tie vote, then voting is repeated and the nominee receiving the lowest number of votes is not removed from the next ballot.

A NRECA Director candidate must be located in the state, and must be a member, director, officer, or employee of a NRECA voting member in good standing located in the state.¹ To become and remain a NRECA Director, an individual must comply with the *NRECA Board of Directors Conflict of Interest Policy* ("Policy") and annually complete and sign a *Conflict of Interest Certification and Disclosure Form* ("Form"). The *Policy*, *Form*, and the *NRECA Director Job Description* are available upon request.

For a copy of these documents, or for *administrative* questions about the NRECA Director Election process, please contact Bernita Faulkner, Liaison to the NRECA Board of Directors, at 703-907-5541 or bernita.faulkner@nreca.coop. For *legal* questions about the election process, please contact Jessica Healy, NRECA Office of General Counsel, at 703-907-5846 or jessica.healy@nreca.coop.

¹ If the individual is a director or officer of an NRECA voting member, the individual shall be considered to be "located" in the same jurisdiction as the voting member for which the individual is a director or officer. NRECA Bylaw Article III. Section I. D. (2) a.



2021 Christmas Party

- 1.) Who should DCEC invite? All active & retired employees & directors? Only active employees and directors? Include grounds and cleaning personnel? *Greg invited only current employees and current directors plus grounds and cleaning personnel. Mark S. invited all the current and retired employees and directors plus the summer hires from the Tree Crew, but not the grounds and cleaning personnel.*

- 2.) Will the Coop be paying for anything different this year? i.e. alcoholic drinks or gifts? *In the past, DCEC covers cost of dinner only. DCEC didn't pay for alcoholic drinks or gifts. Mark S. purchased all gifts in prior years from his own pocket. In 2019, the total cost for dinner was \$1,963.65.*

- 3.) Should we survey active employees to see if anyone is interested in attending or feels comfortable attending? *In the event of a cancellation DCEC will need to let Bluestone know 10 days prior to the date of the party. In the event of a low headcount DCEC will be obligated to pay a guaranteed minimum number of guests fee of \$1,000.*

HOLIDAY FOOD DRIVE

MAKE A DIFFERENCE THIS HOLIDAY

10/11/2021—12/17/2021



5 N. DEPOT ST. | DELHI, NY 13753 | (607) 746-2341

Drop off unexpired goods & nonperishable goods

Donations will go to Delhi Food Bank

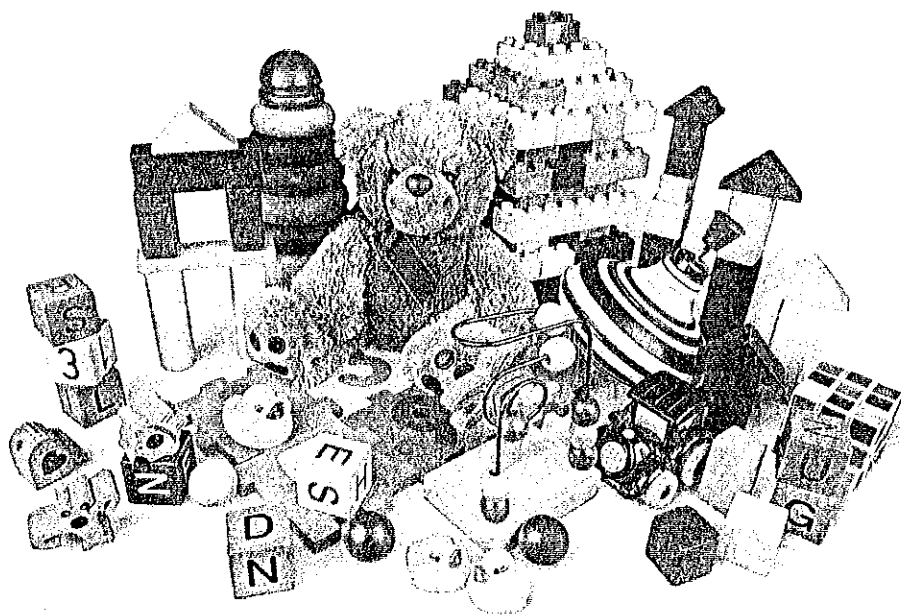
DCEC's Annual Toy Drive

**Give a gift to an underserved child this holiday season.
For many children, this may be the only present they receive.**

This year, with your support, we plan to donate to the Christmas Feeling Fund in Stamford. Please bring unwrapped toys and gift cards for children between the ages of 2 to 12-years to the DCEC office located at 5 North Depot Street in Delhi, before November 12th. All gifts will be delivered to the First Presbyterian Church in Stamford on the 15th to be wrapped and distributed to the child through the Christmas Feeling Fund.

Please join us – there are many ways you can help. Together, we can make this year's Toy Drive a truly magical experience for many children in DCEC's service area.

If you have any questions please contact Administrative Assistant Alicia VanZandt at (607) 746-9299 or email alicia.vanzandt@dce.coop.



Ins

Spreadsheet
3yr binder
Excellus

Account

Reports