

**MORA - SAN MIGUEL ELECTRIC COOPERATIVE, INC.**  
**GENERAL WORK PLACE POLICIES**  
**BOARD POLICY NO 211**  
**New Policy**

**SUBJECT:** General Policies

**OBJECTIVE :** To establish a set of general policies regarding the work place

**POLICY:**

**1. SOLICITATION AND DISTRIBUTION.**

All solicitation of any kind, collection for any purpose, sales of tickets or merchandise, or distribution of literature within any Cooperative building, facility, or on any Cooperative premises or work site by nonemployees must first be approved by the Manager. Employees are prohibited from soliciting or distributing literature among other employees during their working time or during the working time of the person being solicited or receiving literature. In addition, employees are prohibited at all times from distributing literature in the interior of any building facilities or other working areas. "Working time" as used in this rule, does not include break periods, meal times, or other specified periods during the work day when employees are properly not engaged in performance of assigned work tasks .

**2. TELEPHONE CALLS AND PERSONAL VISITS.**

Employees are permitted to use the Cooperative telephone for personal, local, non-toll calls, provided such calls are not numerous, are of reasonable duration, do not duly interrupt assigned duties, and do not interfere with the receipt or initiation of business calls. Personal calls should be limited to break times and meal periods to the extent possible. Occasionally, an employee may have personal visits from family members or friends. When this occurs, the employee is required to accompany the visitor at all times and to not enter any area other than general public areas without express permission of the Manager.

**3. NOTIFICATION OF STATUS CHANGE.**

It is required that necessary personal data and information pertaining to benefit and insurance coverage of employees and dependents be kept current at all times. The employee shares a co-equal responsibility with management in this regard. Therefore, each employee shall notify his or her supervisor when there is a change in:

Name  
Address  
Marital Status  
Telephone Number  
Number of Dependents  
Renewal (or loss) of Driver's License  
Insurance Data (if benefits related)

Such status change information shall be immediately forwarded by the employee's supervisor to the Cooperative employee maintaining personnel records information.

#### 4. DEPARTURE FROM ASSIGNED WORK AREAS.

Employees are not permitted to leave their assigned work areas during scheduled working time without notifying their immediate supervisor of their departure, destination, and expected time of return.

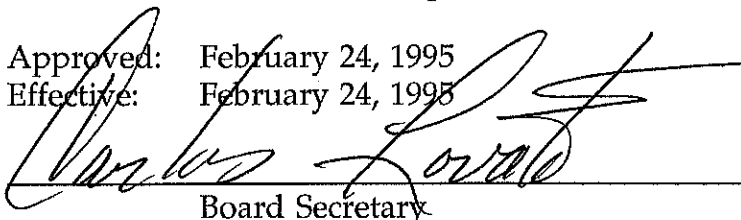
#### 5. RESIGNATION FROM EMPLOYMENT.

Employees who resign from the Cooperative are requested to do so in writing; are asked to give notice equal to annually earned vacation time; and are required to return all Cooperative-owned and issued property, equipment, keys, etc.

The Board shall be responsible for the enforcement of this policy.

Approved: February 24, 1995

Effective: February 24, 1995



Board Secretary