

Board Policy No. 613

SUBJECT: Member & Public Special Work Requests

I. PURPOSE

To establish guidelines for special work requests by members and non-members of the cooperative.

II. CONTENT

The Board of Directors of Sullivan County Rural Electric Cooperative, Inc. resolves the following to be its policy with respect to special work requests by members and non-members:

- A. Examples of special work requests are requests for digging holes, relocating poles, raising wires, relocating anchors and various uses of bucket trucks.
- B. The Chief Executive Officer and staff shall evaluate each request and estimate the labor hours and equipment needed to complete the request. The Chief Executive Officer and staff shall determine if the request can be accommodated without a disruption to delivery of core services. The request shall be denied if there are safety concerns or if it will cause a major disruption in work schedules. Requests benefiting the community shall receive higher priority.
- C. The cooperative has adequate resources, staff and facilities in place to service the needs of its members. Special work requests, if granted, shall be scheduled to not interfere with the delivery of core services to the members.
- D. The member or non-member shall agree to an amount before the work will be completed. The amount shall be paid before the work begins. Costs may be waived for work benefiting the community.
- E. Digging holes on a member's property will be billed at \$125 per hour while digging and \$2.50 per mile for miles traveled to and from the job. Other work will be priced at labor cost plus overhead and transportation charges. Cost will be billed upon completion of work.
- F. The Chief Executive Officer may bring special requests to the Board for consideration.

III. RESPONSIBILITY

The implementation of this policy shall be the responsibility of the Chief Executive Officer.

IV. This policy supersedes and cancels all other policies which relate to the subject matter herein and which may be in conflict herewith.

Date adopted:	March 21, 2002	Attest:	Walter E. Botsford, Secretary
	May 10, 2007		Walter E. Botsford, Secretary
	February 18, 2010		Walter E. Botsford, Secretary
	February 6, 2014		

Walter E. Botsford, Secretary