

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 520**

**SUBJECT: Work for Others**

**POLICY:**

**I. OBJECTIVE**

To establish a policy governing the services performed by Cooperative personnel and the applicable charges associated with such services.

**II. CONTENT**

Upon request, Cooperative personnel may perform various services with Cooperative equipment for member-consumers and others.

1. Cooperative personnel shall only be authorized to perform work for others when the request involves services that are considered "in the nature" of the utility business, or as approved by the General Manager. All work for others will be scheduled as time permits and shall not interfere with day to day Cooperative duties. All work for others projects shall require the approval of the department supervisor prior to start of a project.
2. Cooperative equipment shall only be used to perform services the equipment was designed to perform. Only qualified Cooperative personnel are authorized to operate equipment owned by the Cooperative.
3. The applicable charges for such services shall be reviewed and approved by the Board of Directors on an annual basis. All work for others shall be billed and invoiced by the Cooperative Accounting department consistent with current invoicing standards.

For projects deemed to benefit the community, the general public or non-profit organizations, the General Manager is authorized to waive part or all of the applicable charges. Any on-going operations and maintenance arrangements or agreements shall be in writing along with a separate schedule of applicable charges and subject to approval by the Board of Directors.

**III. RESPONSIBILITY**

The General Manager is responsible for administering this policy and for recommending to the Board any changes deemed desirable. The employee performing services, as described in this policy, shall be responsible for documenting any work done for others to ensure proper billing by the Cooperative.

Adopted: 06/25/2019

Paul Pyatt, Secretary