

**GVEA Board of Directors
Meeting Agenda – May 24, 2022**

[Click here to join the meeting](#)

(833) 851-7240 (Toll-free)

Conference ID: 977 216 010#

*NOTE: Items formatted in **bold and underline** will be taken up exactly at that time, whether or not they interrupt pending business. Other times are approximate.*

MISSION

Recognizing GVEA's importance to the economic, environmental and social viability of our communities, the Cooperative's mission is to safely provide its member-owners with reliable electric service, quality customer service and innovative energy solutions at fair and reasonable prices.

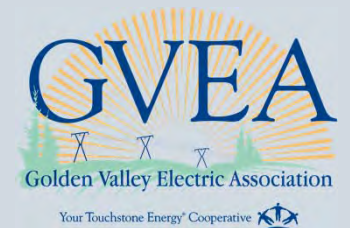
<u>Time</u>	<u>Item</u>	<u>Subject</u>	<u>Page</u>	<u>Info</u>	<u>Action</u>
4:30 p.m.	1.	<u>Call to Order</u>			X
	2.	Executive Session <i>NOTE: Actions resulting from the executive session will be taken up when regular session resumes.</i> <ul style="list-style-type: none"> • Generation <ul style="list-style-type: none"> ○ Pogo Mine (Steve McClare)..... ○ Alaska Renewables (Matt Perkins) • Cyber Security (Shannon Telling/Koma Fenton)..... • April 2021 Power Supply Report • Attorneys' Reports (John Burns)..... 	3-14 15-33 34-50 51-52 53-60		X
6:30 pm.	3.	<u>Safety Moment</u> (Rick Solie)		X	
	4.	Education/Member Comments <ul style="list-style-type: none"> 4.1 Presentation: First Quarter 2022 Safety Update (Norm Alden)..... 4.2 Member Comments 	61-70	X	
	5.	Approval of the Agenda and Adoption of the Consent Agenda.....	1-2		X
	6.	Consent Agenda <ul style="list-style-type: none"> 6.1 Approval of the April 19, 2022 Special Board Meeting Minutes... 6.2 Approval the April 26, 2022 Regular Board Meeting Minutes..... 6.3 Appoint MAC Members to Serve as 2022 Election Judges..... 6.4 Appoint Chair DeLong to Observe the 2022 Election Count 	71-72 73-79 80		X
	7.	New Business <ul style="list-style-type: none"> 7.1 Review the Safety Compliance Officer's April 2022 Report..... 7.2 SNAP/SNAPP Update (Keith Palchikoff) 	81-86		X

	8. Review of Ongoing Required Reports - Informational : (bold if report will be reviewed) <ul style="list-style-type: none"> • Alaska Power Association Report • ARECA Education Foundation Report • ARECA Insurance Exchange Report • ARCTEC Report • Calendar/Planning Wheel/Strategic Directives..... • Goodcents Report (Bunch) • MAC Community Solar Task Force (DeLong) • NRECA Director Advisory Group • NWPPA Report • Scholarship Report 	87 88-92	X	
	9. Management Reports - Informational <ul style="list-style-type: none"> • CEO Handouts/SNAP Summary Report..... • Financial Reports/Form 7..... • Progress Reports..... 	93 94-138 139-184		
	10. Good of the Order/Director Comments..... <ul style="list-style-type: none"> • Agenda Items for Future Meetings 			
	11. Adjournment			X
	12. Appendix: Informational <ul style="list-style-type: none"> • Policy 3.2: Wage and Salary Administration..... • Policy 3.3: Employee Evaluations..... • Policy 3.4: Employment Conditions for Employees..... • Policy 3.5: Affirmative Action and Equal Employment Opportunities..... • Policy 3.6: Non-bargaining Employee Benefits..... • Policy 3.6.2: Family and Medical Leave..... 	185-188 189 190-192 193-197 198-203 204		

Safety Report

FIRST QUARTER

MARCH 2022



Safety: You Have The Power!

Safety Philosophy

- Safety starts at the top
- Leadership and Organizational Buy-In is key
- Understanding the why is critical
- Most injuries are preventable
- Trust
- Transparency
- Continuous improvement



Safety: You Have The Power!

Safety Highlights

- First Aid/CPR/AED certification training completed
- Brady Hansen conducted “Squared Up” training: The importance of daily job briefings and how mental health impacts personal safety for Linemen
- Brady Hansen conducted OSHA 1910.269 training for Linemen and Wiremen
- Safety Assistant & Member Services Representative obtained ALICE Instructor certification



Safety: You Have The Power!

Safety Highlights

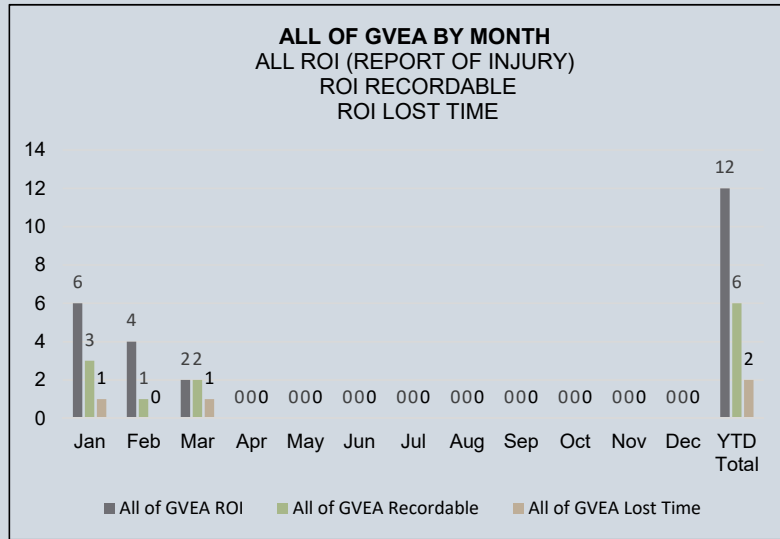
- Safety Specialist participated in Alaska Electrical Utility Conference planning committee
- Healy and Fairbanks annual fire system inspection commenced
- Annual hearing testing for Fairbanks, North Pole, and Healy facilities commenced
- Confined Space Rescue Training completed for Healy Plant
- Respiratory and Silica training completed for Healy Plant



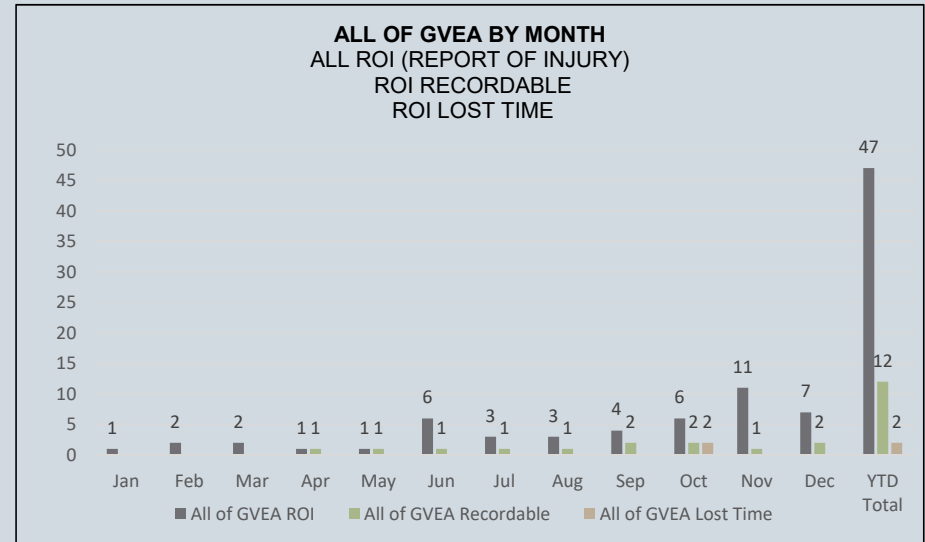
Safety: You Have The Power!

Injury Statistics

FIRST QUARTER 2022



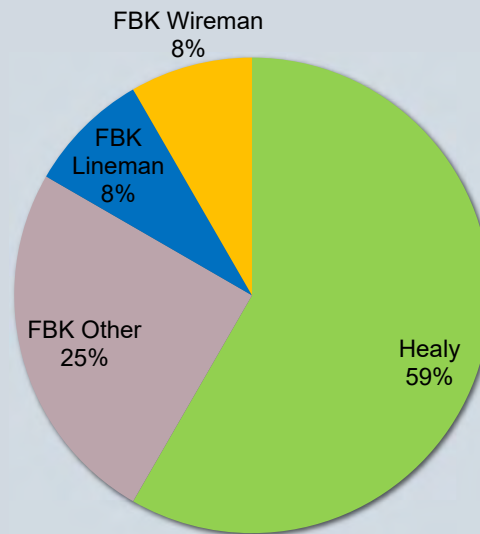
2021



Safety: You Have The Power!

Injury Statistics

FIRST QUARTER 2022 Injury by Location

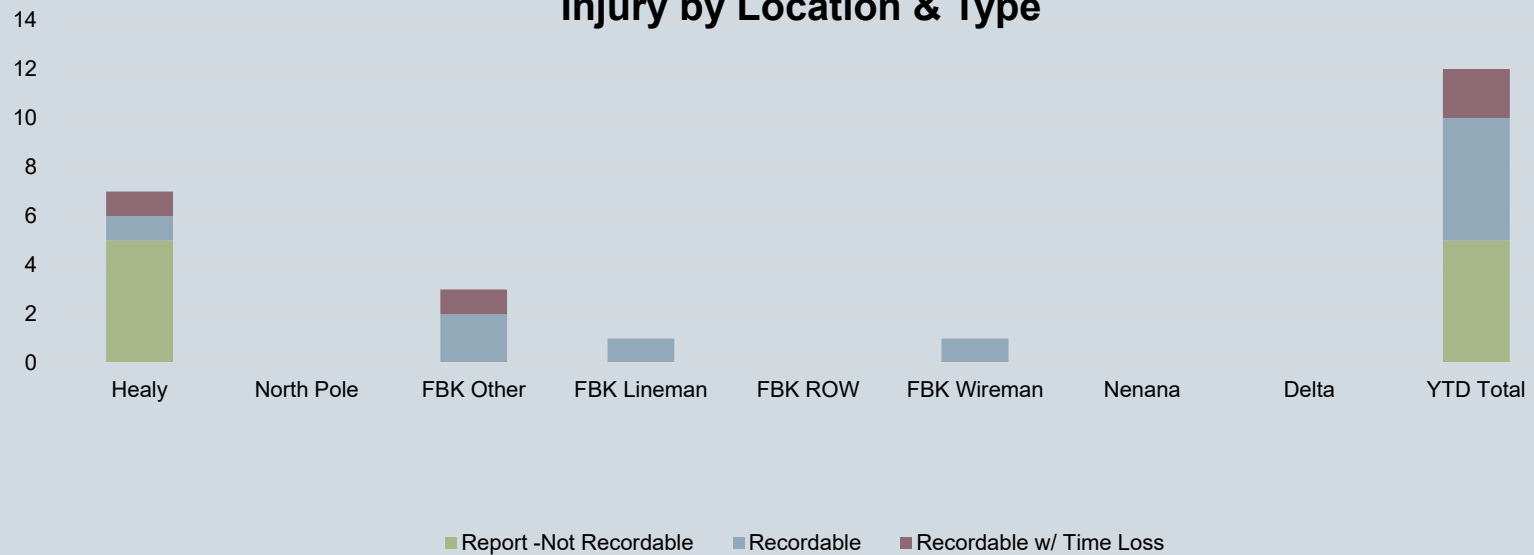


■ Healy ■ North Pole ■ FBK Other ■ FBK Lineman ■ FBK ROW ■ FBK Wireman ■ Nenana ■ Delta

Safety: You Have The Power!

Injury Statistics

FIRST QUARTER 2022
Injury by Location & Type



Safety: You Have The Power!

Takeaways & Actions

Seasonal Slip, Trip, and Falls:

- Safety Department partnered with managers to ensure foot traction devices were readily available and utilized
- Worked with facilities maintenance to ensure gravel and ice melt coverage was kept up
- Frequent communications on guidelines for safely traversing areas with ice and snow accumulation

Ergonomic Injury:

- An ergonomic injury identified the need to re-vamp GVEA's ergonomic assessment program, and the process to obtain and implement ergonomic equipment

Snow Machine Operations:

- Distractions and situational awareness contributed to two minor injuries when operating snow machines
- Safety stand-down discussions covering awareness of conditions and avoiding distractions were facilitated
- A need to re-evaluate content and delivery of annual snow machine safety training was identified and plans for implementation before next winter are in place

Gas Monitor Calibration Station:

- An improperly routed exhaust hose resulted in fumes being emitted into a room at the Healy Plant
- Warning labels were applied to the calibration stations
- Precautionary steps were added to the calibration procedure manual

Safety: You Have The Power!

Looking Ahead Second Quarter 2022

- Perform benchmarking process with other Alaska based utilities and industries
- Review, assess and promote Strategic Safety Directives Team initiatives
- Transition drug and alcohol testing program to new provider
- ROW, Linemen, and Electrician rescue training
- Delayed Care Wilderness Medical Training
- Develop ALICE certification training program and implement
- Continue GenSuite database integration and develop training guides
- Begin Fire & Safety procedure reviews and updates



Safety: You Have The Power!

Questions?



**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS'
SPECIAL MEETING MINUTES**

**April 19, 2022
Fairbanks, Alaska**

	A Special Meeting of the Board of Directors of Golden Valley Electric Association, Inc. was held on April 19, 2022 in the Employee/Board Meeting Room.
PRESENT	<p>Directors: Tom DeLong, Chair; John Sloan, Vice Chair; Dave Messier, Treasurer; Gary Newman, Secretary; Chris Bunch, Rick Solie and Todd Adams.</p> <p>Staff: John Burns, President & CEO; Abby Dillard, Director of Member Services; Naomi Morton Knight, Environmental Officer; John Kelly, Gas Turbine Plant Manager; Meadow Bailey, Director of External Affairs/Public Relations and Susan Redlin, Executive Administrative Assistant.</p>
CALL TO ORDER	Chair DeLong called the meeting to order at 11:01 a.m., with only directors present.
SAFETY MOMENT	Chair DeLong spoke about ice safety as spring warmth is uncovering the ice from the rain during the December 2021 storm.
APPROVAL OF AGENDA	Mr. Sloan moved to approve the Agenda. Mr. Newman seconded the motion. Following discussion, the motion passed.
EXECUTIVE SESSION	<p>At 11:03 a.m., without objection, the board convened into executive session to discuss personnel, financial and legal issues (CEO Compensation; 2022 District 5 Director Election and Strategic Generation), the immediate knowledge of which could have adverse impacts on GVEA.</p> <p>At 11:33 a.m., Mr. Burns joined the meeting.</p> <p>At 11:38 a.m., Mr. Kelly and Mesdames Dillard, Bailey and Knight joined the meeting.</p> <p>At 11:51 a.m., without objection, the board came out of executive session.</p>
2022 DISTRICT 5 DIRECTOR ELECTION	Mr. Newman moved that, with only one candidate to be placed on the ballot in the District 5 director election, consistent with Policy 2.6.1 (II) B (5) (C), that GVEA forego the election process for District 5 with the understanding that director Bunch will be reappointed as a director effective June 28, 2022 given that he would have been the only candidate on the ballot had the election proceeded. Mr. Messier seconded the motion. Following discussion, the motion passed.

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS'
SPECIAL MEETING MINUTES**

**April 19, 2022
Fairbanks, Alaska**

2022 DISTRICT 5 DIRECTOR ELECTION (Continued)	At 11:54 p.m., Mesdames Bailey and Dillard departed the meeting. Ms. Redlin joined the meeting.
EXECUTIVE SESSION	At 11:54 a.m., without objection, the board reconvened into executive session for a discussion on strategic generation. At 1:13 p.m., without objection, the board came out of executive session. The meeting was recessed in order for the Finance, Audit and Rate (FAR) Committee to hold its regularly scheduled quarterly meeting with the understanding and expectation that the Special Board Meeting would reconvene immediately following the conclusion of the FAR Committee Meeting.
CEO COMPENSATION	At 4:10 p.m., following the conclusion of the Finance, Audit and Rate Committee's quarterly meeting, the Special Board meeting was reconvened with Mr. Burns and all board members present. Mr. Bunch moved to approve the CEO's compensation as discussed in executive session. Mr. Sloan seconded the motion. The motion passed.
EXECUTIVE SESSION	At 4:13 p.m., without objection, the board convened back into executive session to continue the discussion relating to Strategic Generation. At 4:49 p.m., without objection, the board came out of executive session.
ADJOURN	At 4:50 p.m., without objection, Chair DeLong adjourned the meeting.

Tom DeLong, Chair

Gary Newman, Secretary

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS'
MEETING MINUTES**

**April 26, 2022
Fairbanks, Alaska**

	<p>The Regular Meeting of the Board of Directors of Golden Valley Electric Association, Inc. was held on April 26, 2022 in the Employee/Board Meeting Room located in the Operations Building. Due to the on-going COVID related concerns, members were asked to attend the meeting virtually, as were any unvaccinated/unboosted GVEA staff.</p>
PRESENT	<p><u>Directors:</u> Tom DeLong, Chair; John Sloan, Vice Chair (<i>virtual</i>); Dave Messier, Treasurer (<i>virtual</i>); Gary Newman, Secretary; Chris Bunch, Rick Solie and Todd Adams.</p> <p><u>Staff:</u> John Burns, President & CEO; Sarah Villalon, Chief Financial Officer (<i>virtual</i>); Abbigail Dillard, Director of Member Services (<i>virtual</i>); Reagan Russell, Director of Human Resources; Dan Bishop, Acting Director of Engineering Services; Josh Davis, Director of Operations; Chris Forrest, Acting Director of Power Supply; Pete Sarauer, Power Systems Manager (<i>virtual</i>); John Kelly, Gas Turbine Plant Manager; Naomi Morton Knight, Environmental Officer; Nathan Minnema, Senior Engineer; Kathryn Strle, Controller; Meadow Bailey, Director of External Affairs/Public Relations; Ashley Bradish, Public Relations Specialist and Susan Redlin, Executive Administrative Assistant.</p> <p><u>Members Who Shared Comments/MAC Report:</u> District 2: Herb Butler, Philip Martin, Sean McGuire, Richard Theilmann and Phil Wight. District 4: Kenzley Defler and Jim Schwarber. District 5: Joshua Knicely.</p> <p><u>Consultants:</u> Mike Sassman, NRECA.</p> <p><u>Others Attendees:</u> Chena Newman, Matt Perkins and Keith Palchikoff.</p>
CALL TO ORDER	<p>Chair DeLong called the meeting to order at 5:01 p.m.</p>
EXECUTIVE SESSION	<p>At 5:02 p.m., without objection, the board convened into executive session to discuss certain legal and financial issues (Affirmative Action Plan Report and Review; Strategic</p>

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS'
MEETING MINUTES**

**April 26, 2022
Fairbanks, Alaska**

EXECUTIVE SESSION (Continued)	<p>Generation Discussion; March 2022 Power Supply Report and Attorney Reports) the immediate knowledge of which could have an adverse impact on GVEA.</p> <p>At 6:26 p.m., without objection, the board came out of executive session.</p>
OPEN SESSION	<p>At 6:32 p.m., the board convened into open session, and members joined the meeting.</p>
SAFETY MOMENT	<p>Mr. Messier spoke about COVID-19 cases trending up in Fairbanks and nationwide, and reminded everyone to mask up, exercise appropriate hygiene, and be safe.</p>
PRESENTATION: 2021 MEMBER SURVEY RESULTS	<p>Ms. Bailey, along with Mr. Sassman, gave a presentation on GVEA's 2021 Member Survey. The survey indicated that although the overall survey results were positive, members are most concerned with high electric rates. The board asked several questions, which Ms. Bailey and Mr. Sassman answered.</p>
OVERVIEW OF THE UPCOMING 2022 ANNUAL MEMBERS' MEETING	<p>Ms. Bradish gave an overview of the upcoming 2022 Annual Members' Meeting.</p>
ANNOUNCEMENT FROM CHAIR DELONG: PUBLIC INFORMATION SESSION TO DISCUSS HEALY UNIT 1	<p>Chair DeLong welcomed members to the meeting. He reported that a public session is scheduled for Wednesday, May 18 at 6:30 p.m. in the Westmark Gold Room to discuss the decision on whether to retire Healy 1, or install selective catalytic reduction controls. A meeting will also be scheduled in Healy although the date had not yet been confirmed. Mr. DeLong advised that the goal of the meetings is to share information with the membership about the Healy 1 decisional process, the scope and complexity, the modeling that has been done to date and that continues to be done, and the various assumptions and risk factors that need to be considered. Chair DeLong said that public comments will be accepted during the meeting. He emphasized that no decision on Healy 1 has yet been made, that no decision will be made by the board until after the public</p>

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
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**April 26, 2022
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	<p>meetings, and that any decision that is ultimately made will be made during a public board meeting.</p>
<p>MEMBER COMMENTS</p>	<p>Mr. Knicely spoke about replacing Healy Unit 1 with renewable energy sources. He asked that the board invest in GVEA's future with renewables, instead of fossil fuels.</p> <p>Mr. McGuire encouraged the board to get away from fossil fuels and switch to renewables.</p> <p>Mr. Martin recognized that the board has a tough decision to make regarding Healy 1. He said that burning coal is not good for the earth, and said he hopes that Healy 1 will be retired. He encouraged the board to upgrade the Intertie to increase capacity.</p> <p>Mr. Schwarber said that GVEA is at a crossroads in deciding which path to take regarding its generation sources. He spoke in favor of beneficial electrician and beneficial generation that emits no carbon.</p> <p>Mr. Wight thanked the board for its leadership on community solar and electric vehicles. He encouraged GVEA to invest in a high-speed charging station in or near Delta Junction. He acknowledged the hard decision that the board is facing regarding Healy, and encouraged the board to make long-term investments in renewables.</p> <p>Ms. Defler asked the board to consider discontinuing the sign-up request for member comments at board meetings. She commented on the 2021 Member Survey and the additional amounts that members are willing to pay for renewables. She said the price for renewables is becoming more economic. She also said she is excited that the MAC is working on Community Solar.</p> <p>Mr. Theilmann said he is looking forward to the public meetings on the Healy 1. He commented on the 2021 Member Survey and said he is on the MAC Task Force committee that is working on community solar.</p>

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS'
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**April 26, 2022
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MAC REPORT	Mr. Butler reported on the April 13, 2022 MAC Meeting.
APPROVAL OF THE AGENDA AND ADOPTION OF THE CONSENT AGENDA	<p>Mr. Newman moved to approve the Agenda and adopt the Consent Agenda. Mr. Bunch seconded the motion. The motion passed.</p> <p>The Consent Agenda included:</p> <ul style="list-style-type: none"> • Approval of the March 22, 2022 Regular Board Meeting Minutes. • Approval of the March 24, 2022 Special Board Meeting Minutes. • Letting the record reflect that the board reviewed the First Quarter 2022 Board and CEO Expenses. • Appointing Director Newman to serve as GVEA's Voting Delegate at the 2022 CFC Annual Meeting.
FINANCE, AUDIT & RATE (FAR) COMMITTEE RECOMMENDATIONS	<p>Mr. Messier, Chair of the Finance, Audit & Rate (FAR) Committee, reported that the FAR Committee met on April 19 and that during the meeting the following items were presented and discussed: (1) GVEA's 2021 draft financial statements and Financial Audit as prepared by GVEA's staff and financial auditor; (2) the proposed 2021 Margins allocation; and, (3) a modification to GVEA's long-term investment allocation policy as relates the existing CoBank sinking fund. Mr. Messier also reported that following discussion on all matters, the FAR Committee moved and unanimously approved recommending for approval by the GVEA Board of Directors at the April 26, 2022 board meeting the following specific motions:</p> <ul style="list-style-type: none"> • Mr. Messier, as Chair of the FAR Committee, moved to approve Resolution No. 104-22: Accepting the 2021 Audit of the Association's Financial Statements. <p style="padding-left: 40px;">Following discussion by the board the Motion passed.</p> <ul style="list-style-type: none"> • Mr. Messier, as Chair of the FAR Committee, moved to approve Resolution No. 105-22: Allocating 2021 Margins. <p style="padding-left: 40px;">Following discussion by the board the motion passed.</p>

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
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MEETING MINUTES**

**April 26, 2022
Fairbanks, Alaska**

<p>FINANCE, AUDIT & RATE (FAR) COMMITTEE RECOMMENDATIONS (Continued)</p>	<ul style="list-style-type: none"> • Mr. Messier, as Chair of the FAR Committee, moved to approve Resolution No. 106-22: Adopting the Recommended Modification to the Long-Term Investment Allocation Policy over the CoBank Sinking Fund. <p style="text-align: center;">Following discussion by the board the motion passed.</p> <p>Mr. Messier expressed appreciation on behalf of the FAR Committee and the board to all who worked so diligently on compiling the 2021 financial statements and in completing the 2021 Audit.</p>
<p>REVIEW THE SAFETY COMPLIANCE OFFICER'S MARCH 2022 REPORT</p>	<p>Mr. Bunch moved to let the record reflect that the board reviewed the Safety Compliance Officer's March 2022 Report. Mr. Newman seconded the motion. Following discussion, the motion passed.</p>
<p>REVIEW THE AFFIRMATIVE ACTION REPORT</p>	<p>Mr. Adams moved to let the record reflect that the board reviewed GVEA's Affirmative Action Report. Mr. Sloan seconded the motion. The motion passed.</p>
<p>ADMINISTRATIVE COMMITTEE RECOMMENDATIONS – POLICY MANUAL UPDATES</p>	<p>Mr. Newman, Chair of the Administrative Committee, reported that the committee met on April 14, 2022 to review proposed updates to certain GVEA policies and that the committee was recommending approval by the GVEA Board of Directors of updates to the following policies.</p> <ul style="list-style-type: none"> • Mr. Newman, as Chair of the Administrative Committee, moved that the board approve an update to Policy 1.2: GVEA's Mission and Values to add a vision statement to the policy. <p style="text-align: center;">Following discussion by the board the motion passed.</p> <p>Mr. Newman, as Chair of the Administrative Committee, moved that the board approve updates to the following policies:</p> <ul style="list-style-type: none"> • Policy 1.3.1: Whistleblower Policy • Policy 2.1: Authority and Function of Directors • Policy 2.1.1: Director's Conflict of Interest

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
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**April 26, 2022
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	<ul style="list-style-type: none"> • Policy 3.17: Records and Information Management • Policy 6.9: Legal Representation by General Counsel. <p>Following discussion, the motion passed.</p>
ON-GOING REPORTS	<p>BROADBAND COMMITTEE REPORT – Mr. Newman submitted a written report that was included in the board packet on the kick-off meeting that was held with NRTC on April, 9, 2022.</p> <p>MAC REPORT – Mr. Adams reported on the April 13, 2022 MAC Meeting.</p> <p>2022 NRECA DIRECTORS' CONFERENCE REPORT – Messrs. Newman and Messier submitted a written report that was included in the board packet on the 2022 NRECA Directors' Conference.</p> <p>NRECA DIRECTOR ADVISORY GROUP (DAG) COMMITTEE: Mr. Newman reported that the next DAG meeting is scheduled for June 1, 2022. The Director Compensation Toolkit to assist boards in establishing appropriate compensation is now available to NRECA members/directors. They are also beginning to look at a course that can help boards to determine how to evaluate an electric vehicle (EV) strategy for their cooperatives.</p> <p>SCHOLARSHIP COMMITTEE REPORT - Mr. Adams gave a report on the Scholarship Committee meeting that was held on April 14, 2022.</p>
MANAGEMENT REPORTS	<p>SNAP SUMMARY – The February 2022 SNAP Summary was included in the board packet.</p> <p>PROGRESS REPORTS – The board asked questions regarding progress reports included in the board packet, which Mr. Burns and staff answered.</p>
DIRECTOR COMMENTS	<p>Mr. Messier gave a shout-out to the board for developing a vision statement to be added to Policy 1.2: GVEA's Mission and Values.</p>

**GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.
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**April 26, 2022
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DIRECTOR COMMENTS (Continued)	<p>Mr. Adams expressed his thanks to staff members who are working on the strategic generation directive.</p> <p>Mr. Bunch echoed Messrs. Adams' and Messier's comments.</p> <p>Mr. Sloan commended Messrs. Newman and Messier for their work as committee chairs on the Administrative and FAR committees and the recent meetings that have been held.</p> <p>Mr. Solie said the 2021 Member Survey was very impressive.</p> <p>Mr. DeLong commented on the presentation that was given at the March 2022 board meeting by Mike Bartch on GVEA's warehouses; he gave kudos to Mr. Bartch. He also commented very positively on a recent RE Magazine article that featured GVEA's PR Director Ms. Bailey.</p> <p>Mr. Newman reminded directors that as they review the policies that are included in board packets for informational purposes to forward any suggestions for updates to him. He echoed thanks to staff for all that they do.</p>
ADJOURNMENT	At 8:27 p.m., Mr. Newman moved to adjourn the meeting. Mr. Bunch seconded the motion. The motion passed.

Tom DeLong, Chair

Gary Newman, Secretary

Susan Redlin, Recording Secretary

GOLDEN VALLEY ELECTRIC ASSOCIATION, INC.

Interoffice Memorandum

May 3, 2022

TO: John Burns, GVEA President/CEO

FROM: Meadow Bailey, GVEA Director of External Affairs and Public Relations

RE: Agenda Item for May 2022 Board Meeting

Please place the appointment of election judges for the counting of ballots for District 6 on the board agenda for the May 2022 Board of Directors meeting.

These Member and Advisory Committee members have volunteered to serve as election judges:

- Marcus Chappel
- Anita Hartmann
- Terry Hinman
- Karen Lipari
- Mathew Mund
- Angela Ritchie
- Harmony Tomaszewski

Election Judges will observe and assist Fosselman & Associates, CPA with the ballot counting process, opening envelopes, ruling on question ballots, reviewing reports and certifying results on Thursday, June 9, at 2 p.m. in the Employee/Board Meeting Room.

Following is a brief overview of the election count process:

- Fosselman CPA staff will be on site to facilitate the count.
- MAC election judges will assist.
- Three staff members will also assist and one board member will be present to observe.
- D6 candidates will be invited to observe the ballot counting in person. If candidates attend, they will be given seats at the edge of the room to just observe the process.

SAFETY & TRAINING MONTHLY REPORT

APRIL 2022 RESULTS

TRAINING ACTIVITY SUMAPRY

Date	Safety/Training Activity	EXE	FIN	MS	PS	ENG	OPS	Total Training Hours
4	ROWM 2022 Safety Refresher Training						9	40.5
5	E-Shop Fall Protection	1		2		17		20.0
5	North Pole Fall Protection			2	14			21.3
6	Learn To Return Delayed Care		2			9	15	208.0
7	Learn To Return Delayed Care		1			13	10	192.0
7	IBEW Safety Meeting		7	3		16	35	30.5
11-13	Lynden Training Center				1			24.0
12	Sexual Harassment Training						3	1.5
12	North Pole Fall Protection				9			9.0
14	Healy - LOTO Safety			1	39			31.2
14	Line/Warehouse Fall Protection		3				11	14.0
14	IBEW Safety Meeting	1	7	2		16	27	26.5
14	Sexual Harassment Training						5	2.5
18	ROWM 2022 Safety Refresher Training						4	18.0
21	Healy - LOTO Safety			2	29			23.3
21	IBEW Safety Meeting	1		1		18	30	25.0
26	Sexual Harassment Training		3					1.5
28	IBEW Safety Meeting	1	6	2		8	27	
1-30	Sexual Harassment Training	10	30	24	103	44	31	121.0
1-30	Online Safety Training	14	29	30	47	26	14	80.0
Total Employee Safety/Training Hours for April 2022 per Division		15	68	38	179	257	315	849
YTD Total Hours (# of Attendees x Time Attended)		61	156	118	1037	532	622	2491
Percent of Employee Participation for April 2022		100%	91%	114%	78%	93%	93%	87%

MONTH IN REVIEW

- Safety department re-organization: identifying and evaluating program and project priorities
- Advanced First Aid/CPR – Delayed Care Wilderness Training with Learn to Return for remote workers
- In-person training: Fall Protection, and LOTO
- Assigned e-learning safety training for April: Distracted Driving
- Annual hearing testing is underway
- Healy shut down commenced
- Safety Assistant and Director of Member Services attended the NRECA & ARECA Safety Summit
- Safety Specialist attended forklift trainer course

NEAR MISSES AND SAFETY OBSERVATIONS RECOGNITION

See attached April 2022 Incident, Near Miss, Safety Observation Report

SAFETY & TRAINING MONTHLY REPORT

APRIL 2022 RESULTS

Definitions:

- **Near Miss Incident** – An unplanned event or condition that under slightly different circumstances could result in injury or property damage.
- **Corrective Actions Recommended** - Proposed on the Near Miss submission.
- **Actions Taken** - Any actions that were taken at the time of the Near Miss or Hazard Identification to correct the situation.
- **Closed Near Miss Incident** – Considered closed when actions are taken by the Supervisor to mitigate the hazard and those actions are reported back to the employee submitting the Near Miss report.
- **Near Miss Incident Discussions** – Near misses and their follow up are routinely discussed in safety meetings.
- **Safety Notes** - Follow up actions or observations.

Red

Unsafe condition or activity that can result in death, serious personal injury, property damage or loss.

Yellow

Unsafe condition or activity that can result in moderate personal injury, property damage or loss.

Green

Unsafe condition or activity that has low risk of personal injury, property damage or loss.

OCCUPATIONAL REPORT OF INJURY (ROI) REPORTS

Date 4/4/2022		
Fairbanks		Description – While stepping down from digger truck platform, the handle mount broke loose. Employee dropped to ground, landing feet first, and then falling over into the snow. Actions Taken – Digger truck was inspected and repaired. We also identified the need to create a more in depth daily inspection checklist and are working with Operations to implement.
Recordable	N	
Lost Time	N	

Date 4/5/2022		
Fairbanks		Description – Employee shifted right when climbing the stairs to avoid the hand sanitizer stand at the top, then stumbled and fell at the top of the stairwell. Left knee, right shoulder, and upper right body were tender. Actions Taken – Relocated hand sanitizer station out of the walking/stair landing area. Safety measured each stair riser height and confirmed height of each riser is consistent at 7.5" (code is 7-7 3/4").
Recordable	Y	
Lost Time	N	

Date 4/12/2022		
Healy		Description –

SAFETY & TRAINING MONTHLY REPORT

APRIL 2022 RESULTS

Recordable	N	Employee was replacing cam lock fitting on a wire reinforced hose. A piece of wire from the hose punctured his finger through the leather glove. Actions Taken – The wound was cleaned, and bandaged.
Lost Time	N	

Date 4/12/2022		
Fairbanks		Description – Employee sat down in their office chair and the hydraulic adjuster broke from the bottom of the chair, tipping the chair and causing the employee to fall onto their right side. Actions Taken – The office chair was discarded and replaced.
Recordable	Y	
Lost Time	Y	

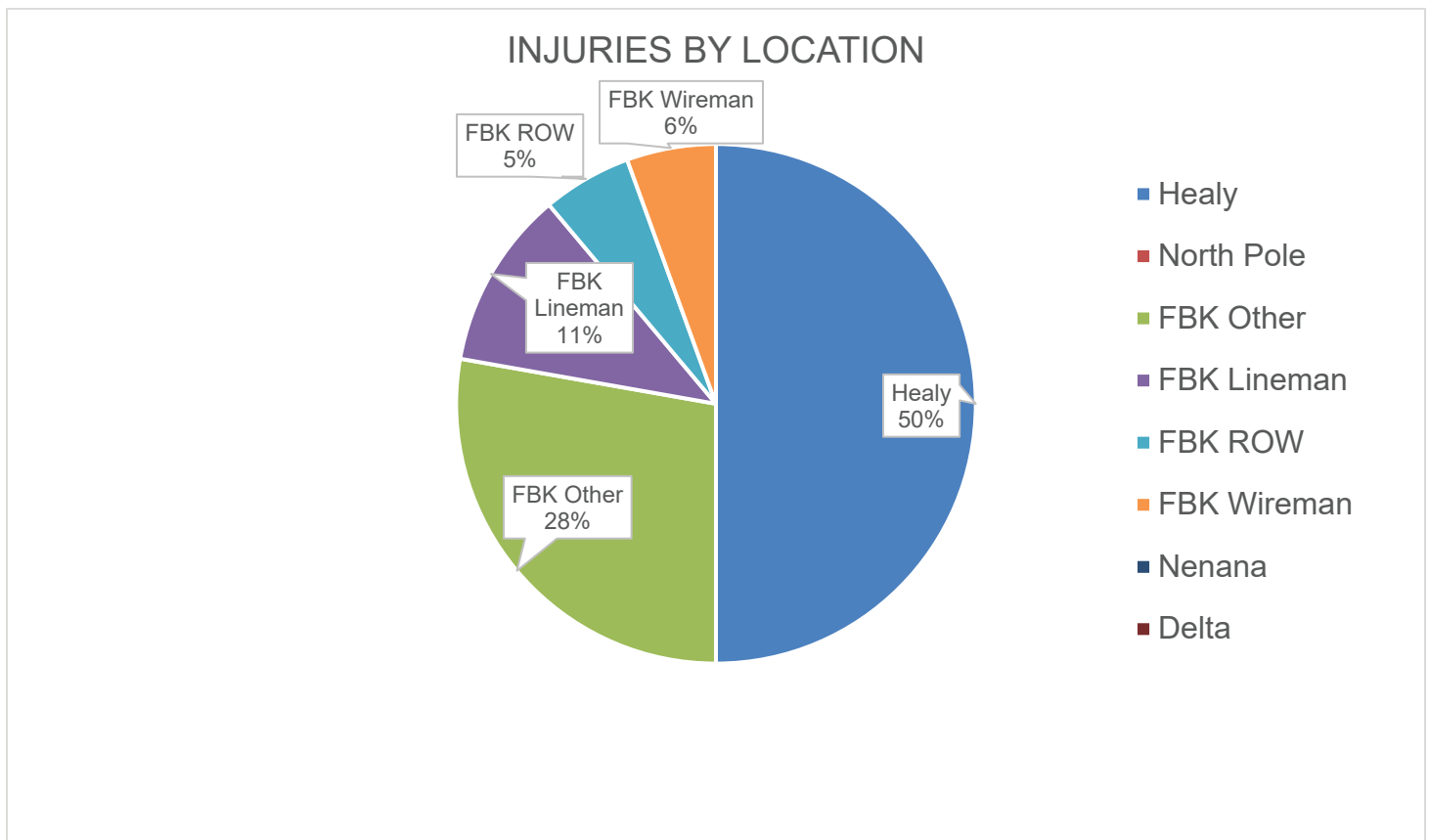
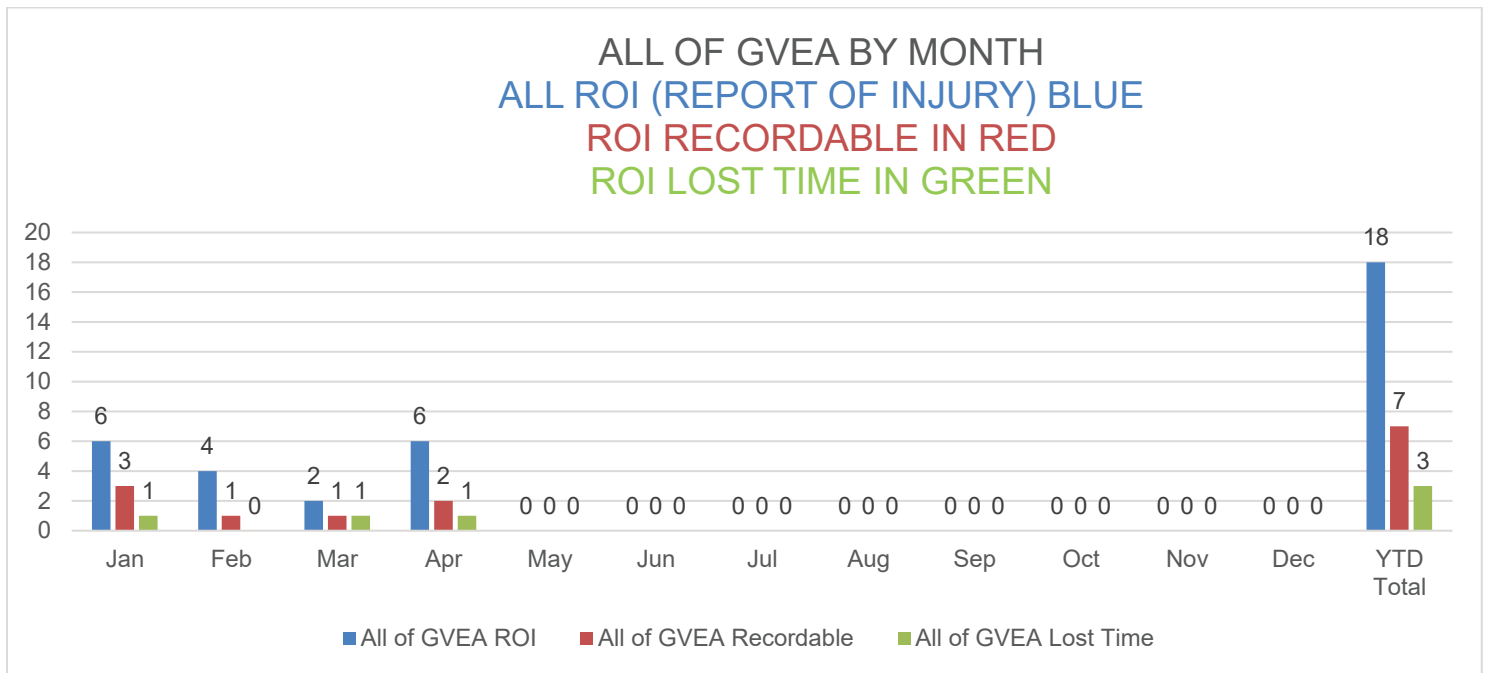
Date 4/14/2022		
Fairbanks		Description – Employee felt a cramp in the palm of their left hand, in the area of the index finger knuckle. Employee was unable to identify a cause. Actions Taken – The employee kept an eye on their hand for a couple of days, and it appears that it must have been a minor bruise.
Recordable	N	
Lost Time	N	

Date 4/18/2022		
Healy		Description – Employee lost footing while stepping down off of lube oil skid, tumbling backwards and landing on a pipe. Actions Taken – Work orders submitted to install grab handles and evaluate area for steps.
Recordable	Y	
Lost Time	N	

SAFETY & TRAINING MONTHLY REPORT

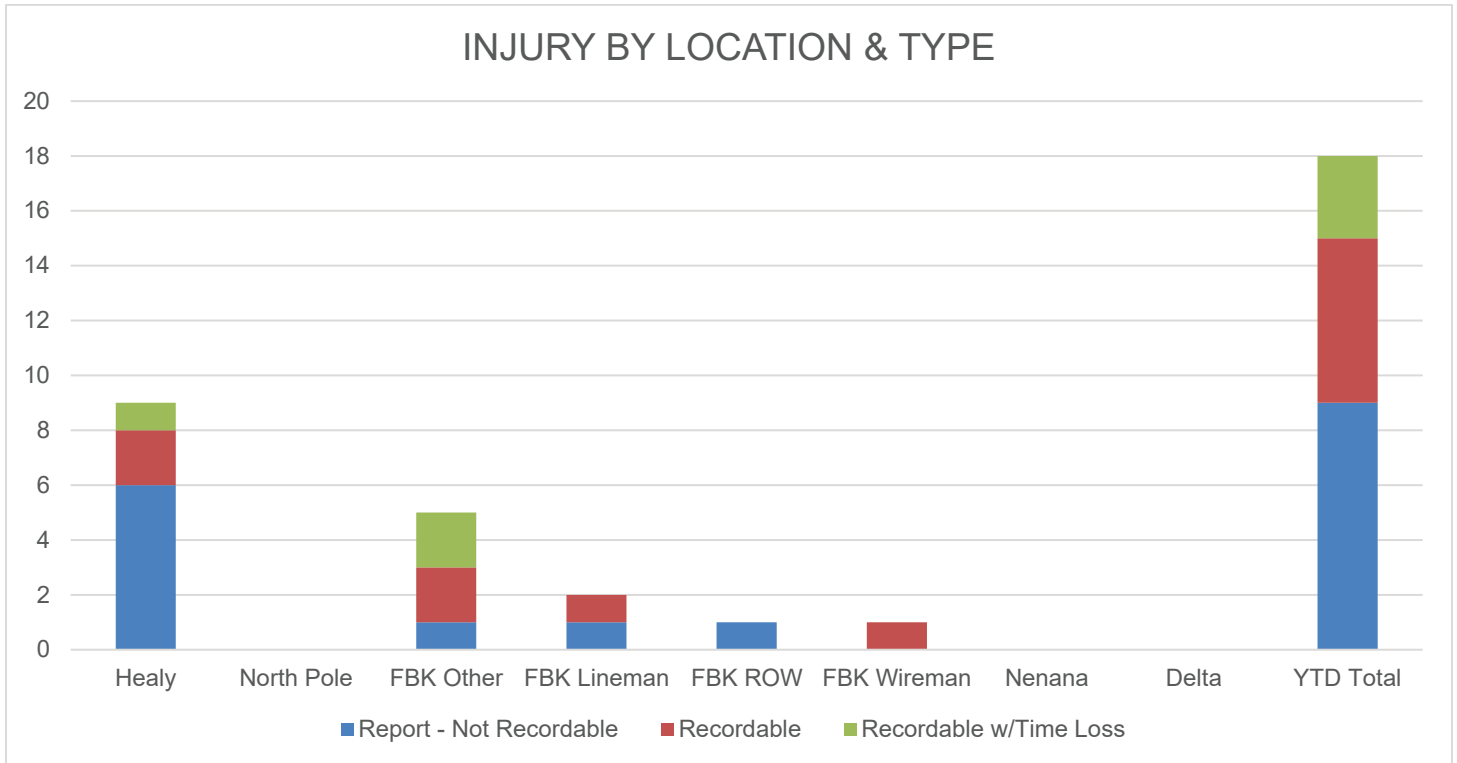
APRIL 2022 RESULTS

OCCUPATIONAL REPORT OF INJURIES (ROI) REPORTS – CONTINUED



SAFETY & TRAINING MONTHLY REPORT

APRIL 2022 RESULTS



NEAR MISS / INJURY / ILLNESS INCIDENTS YEAR-TO-DATE

Period	SAFETY EVENTS			INJURIES / ILLNESSES		
	Incidents	Near Miss	Safety Observations	Non-Recordable First Aid	Recordable	Recordable Lost Time
APR 2022	1	0	6	3	2	1
YTD 2022	13	8	19	9	6	3
Last Year YTD as of April 2021	8	6	13	5	1	0

Reported injuries and illnesses are discussed in regular safety meetings, and reported out to all supervisors.

SAFETY & TRAINING MONTHLY REPORT

APRIL 2022 RESULTS

Definitions:

A **Recordable** injury or illness is a work-related injury or illness requiring medical treatment greater than first aid as described below. You must consider an injury or illness as meeting the general recording criteria, and therefore to be recordable if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider as meeting the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness. Examples of this include things such as work-related diagnosed case of cancer, chronic irreversible diseases, etc.

A **Lost Time** injury or illness is a work-related injury or illness resulting in one or more calendar days after the day of injury when the employee is unable to work in any capacity as ordered by a medical professional for purposes of treatment. A lost time case is also **Recordable**.

First Aid as defined in 29 CFR 1904.7(b)(5)(ii) includes:

- Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.);
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

SNAP SUMMARY

Five new SNAP Plus designs were reviewed and approved by Engineering in April, and there were eight additional SNAP Plus members enrolled in the program.

The output of the generation from cogeneration (COG), SNAP, and SNAP Plus (aka net metering) is summarized below. The capacity factor increased from 8.3% to 19.2% for Snap Plus systems.

April Summary

	COG	SNAP	SNAPP	Total
# of Customers	2	26	576	604
Nameplate Capacity (kW)	105	117	3,184	3,406
Total kWh Produced (kWh)	3,703	16,619	455,406	475,728
Capacity Factor	4.7%	19.0%	19.2%	18.8%
Net Metering Capacity	N/A	N/A	2.43%	N/A

Translating to real terms

	COG	SNAP	SNAPP	Bidwill	Total
Rate Class Assumption	QF-1	QF-1	Residential	QF-1	
Rate per kWh	\$0.19945	\$0.19945	\$0.25666	\$0.19945	\$0.85501
Equivalent Average homes (600 kWh)	6	28	759	1	794
Retail value of kWh	\$739	\$3,315	\$116,884	\$112	\$121,050

WAGE AND SALARY ADMINISTRATIONI. OBJECTIVE

- A. To establish wages and salaries that will attract and retain qualified personnel and enhance their performance, growth and development.
- B. To provide both internal and external equity, by ensuring employees that their salary is comparable to salaries paid for similar positions in the marketplace.
- C. To ensure both management and employees that performance will be appraised systematically, fairly and in a reasonably consistent manner.
- D. To reward employees for superior performance.
- E. To ensure that wages and salaries are consistent with the financial objectives of GVEA.
- F. To ensure conformance, both in letter and in spirit, with regulations established by governmental agencies having jurisdiction over wage and salary matters.

II. POLICY

- A. This policy applies to non-bargaining employees of GVEA.
- B. Each employee included in GVEA's Compensation Plan will be assigned to a position. Each position will be identified by grade and salary range. Individual positions which are substantially the same from the standpoint of duties performed will be classified under comparable position titles. Since all positions are included in a single schedule, it includes both those that are exempt (as defined by the Fair Labor Standards Act) and those that are non-exempt.
- C. Uniformity of salary ranges will be maintained among all positions. The grade of each position will establish the position's relative degree of responsibility within GVEA and, at the same time, provides comparisons to:
 - 1. Responsibilities, knowledge and skill required of other positions in GVEA; and
 - 2. Wages and salaries paid for similar positions in the various labor market areas from which GVEA typically would recruit persons to fill positions.

- D. The Compensation Plan will be reviewed each year to determine if changes in conditions indicate the desirability of or necessity for adjustments within the Plan. This review will focus upon:
 - 1. Significant work responsibility changes in any positions which affect their interrelationship within the Plan; and
 - 2. Changes in the labor market based on a market survey; and
 - 3. Changes in economic conditions which affect the ability of GVEA to accommodate the recommended adjustments to the Plan; and
 - 4. The appropriateness of the rate of standby pay, master standby pay, assigned company vehicle allowance, and executive vehicle allowance.
- E. Wage and salary changes will comply with regulations of governmental agencies having jurisdiction over wage and salary matters.
- F. All payments and taxable awards made to employees, including, but not limited to, bonuses and relocation expenses are made at gross and the employee, or prospective employee, receiving the payment will be responsible for all applicable taxes. All payments will be reviewed on an annual basis in conjunction with the annual salary review.

III. PROCEDURES

- A. The Administrative Committee will meet annually (or more often if required) to review the status of the Compensation Plan; to review reports from the President & CEO; to establish wages, salaries and benefits; and to make recommendations to the Board.
- B. Each year, a labor market survey will be conducted pertaining to the salary ranges of GVEA's benchmark positions and changes in compensation for similar positions within other organizations with which GVEA may compete for employees. The Administrative Committee will review the labor market survey in the context of GVEA's overall Compensation Plan, evaluate the financial impact to GVEA and make final recommendations to the Board.
- C. Whenever a market line change is made, the mid-point, minimum and maximum amounts of each grade will be adjusted accordingly.
- D. A comprehensive compensation study will be conducted at least every five years. The study will include at the least the following:

1. Analysis of each position, including compensation and exempt/nonexempt status.
 2. Review of job evaluation factors and weighting of factors.
 3. A wage and benefit survey of utility and non-utility organizations both in Alaska and other states.
 4. Establishment of grades, salary ranges and market line.
 5. Review of the Wage and Salary Administration Policy.
- E. All employees will receive a performance evaluation at least annually. Following completion of the performance evaluation, and as approved by the Division Executive and the President & CEO, the employee's compensation may be adjusted as follows:
1. Performance decline: downward adjustment, no adjustment or upward adjustment of only a portion of the market line change.
 2. Performance the same: not to exceed 100% of the market line change.
 3. Performance improved: upward adjustment, 100% of the market line change plus additional performance increase.
- Salary adjustments resulting from annual performance evaluations will be retroactive to January 1 of that year.
- F. Upon request, an employee will be given information concerning the grade and salary range of appropriate positions in order to provide a clear understanding of promotion possibilities.
- G. A new employee may not begin above the minimum salary for their position unless previous work experience indicates that they are clearly capable of performing the duties of the position at a level above the minimum requirements of the position. A decision to hire above the minimum salary will be made by the President & CEO upon the recommendation of the Division Executive.
- H. An employee who is being considered for appointment to a position for which they have not acquired sufficient experience, skill or background may, during their training period, be assigned a salary below the entry level for the grade for that position. Such training period will be agreed to in writing by the employee and their supervisor. The training period may be lengthened or shortened at the discretion of the supervisor and the Division Executive with approval by the President & CEO. If, at the end of the training period, the employee receives appointment to the

position for which training has been received, they will be placed at the appropriate salary level.

- I. An employee who is promoted to a position in a grade where the minimum is lower than their present salary and who meets all requirements of the new position will normally be paid at their present rate plus five percent. If the employee does not meet all the requirements of the new position and if the minimum of the new position is five or more percent above the employee's present salary, they will normally be placed at the minimum of the new grade.
- J. When an employee is temporarily assigned to a lower grade position for the convenience of GVEA, that employee will normally continue to be paid at their regular rate of pay.
- K. If it is necessary or appropriate to transfer an employee to a lower grade and their wage or salary is more than the maximum of the lower grade, a reduction in pay to an appropriate range within the salary grade may occur.
- L. When the duties of a position are substantially changed, it is the responsibility of the immediate supervisor to request an evaluation of the position. Such requests will be directed to the appropriate Division Executive and the Human Resources Manager.

IV. RESPONSIBILITY

- A. The President & CEO will be responsible for the administration of the Compensation Plan and for making recommendations. The President & CEO is authorized to adjust any inequities found in the Plan, and will advise the Board of such adjustments.
- B. The Administrative Committee will be responsible for reviewing the status of the Compensation Plan and making recommendations as appropriate. The Committee will consider and make recommendations to the Board concerning the salary of the President & CEO and all salaries that are outside the scope of normal policy.
- C. The Board will be responsible for reviewing and approving the Compensation Plan. The Board will neither institute nor continue any plan, practice or program which would impair the financial health of GVEA or violate any applicable regulations imposed by governmental agencies having jurisdiction over such matters.

*Related Administrative Procedure: AMP 3.4

ADOPTED: April 15, 1987

AMENDED: August 28, 2017

EMPLOYEE EVALUATIONS

I. OBJECTIVE

To provide feedback to employees in a fair and systematic manner regarding work performance in order to inform, motivate and encourage employee growth and development.

II. POLICY

- A. Each employee will receive a formal written performance evaluation upon completion of their probationary period, and at least annually thereafter, as described in Policy 3.2, Wage and Salary Administration. The performance evaluations for temporary employees may be abbreviated as appropriate.
- B. GVEA encourages informal performance evaluation by the supervisor and the employee.
- C. The performance appraisal review process is intended to encourage communications between the supervisor and the employee on an annual or more frequent basis concerning the establishment and meeting of objectives.
- D. Employee performance evaluations are confidential in nature and will be maintained as such in the employee's personnel file.

III. RESPONSIBILITY

- A. It is the responsibility of the immediate supervisor to prepare and discuss the performance evaluation with the employee.
- B. All formal performance evaluations will be reviewed by the appropriate Division Executive and the Human Resources Manager.

*Related Administrative Procedure: AMP 3.6

ADOPTED: April 15, 1987

AMENDED: October 24, 2016

EMPLOYMENT CONDITIONS FOR EMPLOYEES

I. OBJECTIVE

To attract and retain qualified employees.

II. POLICY

A. Employment Classifications

Each employee hired for a position with GVEA will be placed in one of the following classifications:

1. Probationary: Any employee not hired as a temporary, part-time or student intern employee and who has not attained regular or regular-seasonal employee status.
2. Regular: Any employee not hired as a probationary, temporary, student intern, or regular-seasonal employee. Regular employee status is attained only after successful completion of a probationary period.
3. Temporary: Any employee not hired as a probationary, regular-seasonal, student intern, or regular employee and who is hired for a specified period, not to exceed nine months. Extension of temporary employment beyond nine months must be approved by the President & CEO. Temporary employees will not be eligible for employee benefits or paid leave.
4. Regular-seasonal: Any employee not hired as a probationary, regular, student intern, or temporary employee and who is hired for a specified period in which the need for such employment by GVEA exists on a recurring, seasonal basis. Regular-seasonal employees are eligible for the same benefits as regular employees.
5. Part-time: An employee not hired as a temporary, probationary, regular, regular-seasonal or student intern and who is hired to work no more than 30 hours per work week. A part-time employee is not eligible for employee benefits, paid leave or holiday pay.
6. Student Intern: An employee hired in conjunction with an education-related course of study (high school and above). To be eligible, the employee must be in good standing with their educational program. A student intern does not fall within any other employee classification and is not eligible for employee benefits, paid leave or holiday pay.

7. Bargaining Classification: Any employee hired for a position which is covered by a collective bargaining agreement.

B. Exempt/Non-exempt Position Classifications

Each non-bargaining position will be classified as exempt or non-exempt as defined by the Alaska Department of Labor Employment Practices and Working Conditions. All bargaining positions are classified as non-exempt. Persons holding exempt positions will not be eligible for overtime. Persons holding non-exempt positions will be eligible for overtime. Overtime work must be approved in advance by the supervisor unless it is of an emergency nature.

C. Physical Examinations

1. All employees may be required, at GVEA's expense, to complete a physical examination as a post-offer condition of employment.
2. Physical examinations may also be required at other times as directed by the supervisor and the Director of Human Resources where reasonable cause exists to suspect that an employee may be under the influence of a controlled substance or alcohol or where an employee's work performance appears to be adversely impacted by a physical or mental condition. All required physical examinations will be at GVEA's expense.

D. Annual Physical Examinations for Personnel

All employees are encouraged to complete a physical examination on an annual basis. Travel and other expenses incurred for this purpose, not otherwise covered by health care plans, will not be reimbursed by GVEA.

E. Nepotism

Persons who are members of the same immediate family, or who have a relationship that is like that of members of an immediate family, will not be simultaneously employed at GVEA.

1. For the purpose of this policy, "immediate family" includes persons who, by blood or by law, including half, foster, step or adoptive kin, are either a spouse, child, grandchild, parent, grandparent, brother, sister, aunt, uncle, nephew, niece, sister-in-law or brother-in-law, or on a fixed, long-term or non-temporary basis, shares living quarters with the person in question.
2. If employees become members of the same immediate family after employment, or enter into a relationship that is like members of an immediate

family, they will advise their respective Division Executive, who will then immediately submit a written report of the situation to the President & CEO. The President & CEO will determine if both employees can retain their positions, or if one will be required to transfer or resign.

3. Exceptions to the Nepotism policy require the approval of the President & CEO unless the individual being hired is an immediate family member of the President & CEO, in which event board approval is required.

If an exception to the Nepotism Policy is granted by the President & CEO, the following parameters must be met:

- a. An immediate family member will not directly supervise another immediate family member.
 - b. Immediate family members who work at one of GVEA's Power Plants will work on different shifts and within different sub-sections (e.g. Healy Operations, Healy Maintenance...)
 - c. An immediate family member will not serve on a hiring committee or a Personal Qualification Checklist Review Board involving another immediate family member.
 - d. An immediate family member will not perform time keeping duties or payroll duties involving another immediate family member.
- F. Employees hired by GVEA will serve at the pleasure of GVEA. Employment may be terminated at any time.

III. RESPONSIBILITY

- A. The President & CEO will have final hiring approval for all employees.
- B. The President & CEO will approve all employee classification changes.
- C. The President & CEO will approve the continued employment of all temporary employees that extends beyond nine months.

*Related Administrative Procedure: AMP 3.1

ADOPTED: April 15, 1987

AMENDED: September 28, 2020

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITIESI. OBJECTIVE

To adopt, implement and update an Affirmative Action Plan and to establish an affirmative action and equal employment opportunities policy, both of which ensure that employees of GVEA receive equality of employment opportunities limited only by an employee's desire and ability, and also ensure that GVEA provides a work environment free of discrimination in employment because of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, and to provide for reporting to and periodic review by the Board of Directors.

II. POLICY

- A. Consistent with the Objective, the requirements of the Americans with Disabilities Act (ADA) and any other applicable Federal or State statute or regulation, GVEA is committed to hiring the best qualified persons to perform the tasks involved in providing high quality service to its members. In fulfilling that commitment, GVEA will provide equal employment opportunities to all persons seeking employment, and will see that its hiring practices, working conditions, benefits and privileges of employment, compensation, training, opportunities for advancement, including upgrading and promotion, and transfers and termination of employment, including layoffs and recalls are such that there is no discrimination as to employees of GVEA.
- B. GVEA will not discriminate against any employee or applicant for employment because of physical or mental handicap or because he is a disabled veteran or any other eligible veteran in regard to any position for which the employee or applicant for employment is qualified. GVEA will, in all its employment practices, take affirmative action to employ, advance in employment and otherwise treat qualified disabled individuals, disabled veterans, and any other eligible veteran without discrimination based upon physical or mental handicap, disability or veteran status. Such affirmative action will include, but not be limited to, the following: employment promotion, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
- C. GVEA will comply fully with the letter and spirit of applicable local, state and federal laws and regulations implementing National Equal Employment Opportunity objectives.
- D. GVEA has adopted an Affirmative Action Plan designed to assure true equality of employment and a work environment without discrimination. Copies of the current

Affirmative Action Plan adopted by GVEA will be available in the Human Resources Section. As opportunities for transfer, advancement, or promotion occur, including promotions into and within management, periodic reviews and analyses of personnel records will be conducted to assure that all persons continue to receive equal consideration and only valid requirements are imposed for these opportunities.

- E. GVEA's Affirmative Action Plan will be periodically updated as required by federal regulations.
- F. GVEA is committed to making a good faith effort to meet its goals so as to provide the opportunity for all employees to perform at full capacity in accordance with their qualifications and interests.
- G. At least annually, an Affirmative Action Report will be made available to the Board of Directors and its review will be a consent agenda item.

III. DISSEMINATION PROCEDURES

- A. All employees will receive a copy of GVEA's equal employment opportunities policy.
- B. GVEA's equal employment opportunities policy and Affirmative Action Plan will be described or featured periodically in GVEA's member newsletter.
- C. Meetings will be held at which management employees are advised by the President & CEO of the contents of and GVEA's support for the Affirmative Action and Equal Employment Opportunities policy.

GVEA's commitment to providing equal employment opportunities is demonstrated in its orientation program for new employees and supervisors.

- D. All GVEA's collective bargaining agreements will contain non-discrimination clauses.
- E. GVEA's equal employment opportunities policy is posted on GVEA bulletin boards and the GVEA website.
- F. Management and other employees engaged in employment, placement, training and transfer or promotion processing receive training in the applicable local, state and federal equal employment opportunity laws, the Affirmative Action Plan and their individual responsibility for ensuring that GVEA meets its equal employment opportunities objective.

- G. Using techniques to improve recruitment and increase the number of minority and female applicants. GVEA presently undertakes the following actions:
 - 1. Include the phrase “GVEA is an Equal Opportunity Employer and Provider” in all printed employment advertisements;
 - 2. Place help wanted advertisement, when appropriate, in local minority news media and women's interest media;
 - 3. Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur;
 - 4. Encourage all employees to refer qualified applicants;
 - 5. Actively recruit at appropriate secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments; and
 - 6. Request employment agencies to refer qualified minorities.
- H. Advertisements for employment by GVEA contain the phrase, "GVEA is an Equal Opportunity Employer and Provider" and such other legal and applicable RUS requirements.
- I. Company advertising features employees and non-employees of minority and non-minority groups and both men and women.
- J. GVEA's employment application contains the designation "GVEA is an Equal Opportunity Employer and Provider."
- K. Contracts, order forms, leases and other legal documents utilized by GVEA contain statements relating to the equal employment opportunities requirements of Federal Executive Orders and implementing regulations.
- L. GVEA affords the maximum practicable opportunity for minority business enterprises to enter into contracts with GVEA and to be suppliers of goods and services to GVEA.
- M. Equal employment opportunities posters that comply with RUS and other applicable legal requirements are permanently displayed in a conspicuous place in all buildings in which employees work.

IV. RESPONSIBILITY

- A. Division Executives, Managers and Supervisors

It is the responsibility of all Division Executives, Managers and Supervisors to implement GVEA's Affirmative Action Plan. These responsibilities include, but are not limited to:

1. Assisting in the identification of problem areas, formulating solutions and establishing divisional goals and objectives when necessary.
2. Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur; and
3. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

B. Human Resources Manager

The Human Resources Manager has the responsibility for designing and ensuring the effective implementation of GVEA's Affirmative Action Program (AAP).

These responsibilities include, but are not limited to, the following:

1. Developing Equal Employment Opportunity (EEO) policy statements, affirmative action programs and internal and external communication procedures;
2. Assisting in the identification of AAP/EEO problem areas.
3. Assisting management in arriving at effective solutions to AAP/EEO problems;
4. Designing and implementing an internal audit and reporting system that:
 - a. Measures the effectiveness of GVEA's program;
 - b. Determines the degree to which AAP goals and objectives are met; and
 - c. Identifies the need for remedial action;
5. Keeping GVEA's President & CEO informed of equal opportunity progress and reporting potential problem areas within the organization through quarterly reports;
6. Reviewing GVEA's AAP for qualified minorities and women with all managers and supervisors at all levels to ensure that the policy is understood and is followed in all personnel activities;

7. Auditing the contents of GVEA's bulletin board to ensure compliance information is posted and up-to-date; and
8. Serving as liaison between GVEA and enforcement agencies.

C. President & CEO

The President & CEO has the overall responsibility for implementing this policy.

*Related Administrative Procedure: AMP 5.1

ADOPTED: June 27, 1988

AMENDED: March 27, 2017

NONBARGAINING EMPLOYEE BENEFITSI. OBJECTIVE

To provide a benefit program designed to maintain good employee relations and to attract and maintain qualified personnel.

II. POLICY

- A. GVEA's benefit program will be designed to facilitate good employee relations by attracting and retaining qualified personnel and, at the same time, to reflect GVEA's financial objectives.
- B. The benefit program will be administered fairly and equitably among all regular and regular-seasonal employees. Probationary and temporary employees will receive those limited benefits specified in this policy.
- C. GVEA retains the right to alter, eliminate, add and modify any of the benefits described in this policy, with or without prior notice to employees.
- D. The benefit program will include the following benefit programs for employees:

- 1. Deferred Compensation 401(k) Plan

A deferred compensation 401(k) plan will be available to all employees who meet the eligibility requirements of the plan. Eligible employees may contribute to the plan on a voluntary basis. The President & CEO or designee will select and administer the plan.

- 2. Holidays

GVEA will recognize the following eight-hour holidays each year:

- a. New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving (in recognition of Veterans Day) and two days at Christmas.

Probationary and regular employees will be eligible for holiday pay for recognized holidays while actively employed. Employees classified as temporary, part-time or student intern will not be eligible for holiday pay.

All holidays (including Personal Holidays) must be used in eight hour increments.

- b. In recognition of Martin Luther King Day, employees with probationary or regular status as of January 1 of each year will receive one personal holiday (eight hours) for use during the remainder of the same payroll year.

In recognition of Juneteenth, employees with probationary or regular status as of July 1 of each year will receive one personal holiday (eight hours) for use during the remainder of the same payroll year.

Employees classified as temporary, part-time or student intern do not qualify for these personal holidays.

Personal holidays awarded during a payroll year must be used by the last payroll period paid during the calendar year and cannot be carried over to the following year.

3. Continuing Education

GVEA will assist employees in furthering their educational and professional development plan by encouraging attendance of classes at the University of Alaska Fairbanks (UAF) or participation in other courses of study. Participation will be limited to regular employees. Requests for continuing education must be approved by the appropriate Division Vice President, Human Resources and the President & CEO. Reimbursement will not exceed the cost of University of Alaska Fairbanks in-state tuition rate.

4. Medical, Dental and Vision Insurance

- a. All employees and qualified dependents will be eligible for medical, dental and vision insurance under the group plan provided by GVEA, with the exception of temporary, part-time and student intern employees who work less than 30 hours per week.

5. Life Insurance

- a. Regular and probationary employees, and their dependents will be eligible for life insurance under the group plan provided by GVEA.
- b. Temporary, part-time and student intern employees and dependents will not be eligible for life insurance.

6. Annual Leave

- a. Annual leave, once earned, may be used for vacation, illness or personal reasons. For purposes other than illness, annual leave must be approved in advance by the employee's supervisor.

- b. Effective January 1, 2019, regular employees shall accrue annual leave as follows:

Years	Accrual Rate (Hours) Per Week
1 - 2	3
3 - 5	3.5
6 - 10	4
11 - 14	4.5
15+	5

- c. Regular and probationary employees hired prior to December 31, 2018, shall accrue annual leave as follows:

Years	Accrual Rate (Hours) Per Week
1 - 5	3.5
6 - 10	4
11 - 14	4.5
15+	5

- d. Temporary, part-time and student intern employees will not be eligible for annual leave.
- e. Probationary employees will accrue annual leave from date of hire.
- f. The maximum number of hours of annual leave that may be accrued will be six hundred. All annual leave over six hundred hours will be forfeited, unless a special exception is granted by the President & CEO because of unusual circumstances.

7. Community Service Leave

- a. All regular employees employed on January 1 of each year may receive eight (8) hours of paid voluntary community service leave.
- b. Use of community service leave must be approved in advance and approval criteria will be the same as for leave without pay (see Procedure 3.10). All community service leave must be scheduled and approved by the employee's supervisor prior to usage. In considering an employee's request for leave, supervisors should keep in mind the staffing needs of GVEA to ensure effective operations and adequate service to members.
- c. Community service leave may be used in less than eight (8) hour increments.
- d. Community service leave will normally be limited to United Way member agencies located in GVEA's service territory. Exceptions may be granted by

the Executive Office for service to other non-profits in the GVEA service territory.

- e. Community service leave cannot be accumulated and any leave remaining on the final day of each payroll year will be forfeited.

8. Wage Continuation Plan

- a. All regular and regular-seasonal employees may participate in GVEA's wage continuation plan during extended absences because of illness or disability.
- b. Probationary, temporary, part-time and student intern employees are not eligible to participate in the plan.
- c. GVEA retains the right to require an employee to undergo a medical examination by a physician of GVEA's choice any time during employee participation in the plan. The cost of such examination will be paid by GVEA.

9. Long-term Disability Insurance Plan

- a. All regular employees are eligible to participate in the long-term disability insurance plan provided by GVEA.
- b. Probationary, temporary, part-time and student intern employees are not eligible to participate in the plan.

10. Retirement Plan

- a. All employees may be eligible for retirement benefits as specified in GVEA's retirement plans.

11. Flexible Benefit Plan

- a. All regular employees are eligible to participate in the Flexible Benefits Plan provided by GVEA.
- b. Probationary, temporary, part-time and student intern employees are not eligible to participate in the Flexible Benefit Plan.

12. Jury Duty

- a. Employees summoned to jury duty will be granted leave for work hours actually spent serving on jury duty and will be paid their regular rate of pay for this time.
- b. Employees must submit and assign to GVEA any remuneration received for jury service for regular scheduled work hours. If an employee is required to

report to jury duty during non-work hours, the employee may keep the jury duty pay for those hours.

- c. If an employee reports to jury duty and is released prior to the end of the work day, the employee will immediately report to GVEA for work.
- d. Employees who are subpoenaed to appear in court on a GVEA related matter will be paid their regular rate of pay for this time. Employees who are subpoenaed for non GVEA matters must arrange with their supervisor to take annual leave or leave without pay.
- e. This policy applies to all employment classifications.

13. Military Leave

GVEA is committed to protecting the job rights of employees absent on military leave. In accordance with Federal and State law, it is GVEA's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefits of employment on the basis of such membership. No person will be subjected to retaliation or adverse employment action because such person has exercised their rights under this policy.

a. Military Leave:

- 1. Eligible employees who must be absent from their job for a period of not more than ninety (90) working days each year in order to participate in temporary military or National Guard duty are entitled to as many as ninety (90) days of unpaid military leave.
- 2. An employee may choose to use their annual leave during this time, but are not required to do so.
- 3. Medical coverage, pension contributions, life insurance coverage and wage continuation coverage will continue during a military leave, subject to the provisions of each plan.
- 4. Holiday pay, annual leave accrual, service credit, and seniority credit will apply during a military leave.
- 5. Employees with regular status will be eligible for the personal holiday accrual.
- 6. GVEA will compensate an employee who is deployed for more than 90 consecutive days for the difference between their GVEA salary and their military compensation. The employee will be required to provide a leave

and earnings statement (LES) that shows their military base salary including COLA.

- b. This military leave policy applies to all employment classifications.

III. RESPONSIBILITY

It will be the President & CEO's responsibility to see that the benefit program is administered in a fair and equitable manner.

*Related Administrative Procedures: AMP 3.19, 3.29, 3.30, 3.32

ADOPTED: April 15, 1987

AMENDED: November 25, 2019

FAMILY AND MEDICAL LEAVE

I. OBJECTIVE

To ensure that GVEA employees have the opportunity to take leave for family and medical reasons under the provisions of the Family and Medical Leave Act and/or the National Defense Authorization Act.

II. POLICY

- A. All employee requests for family or medical leave which meet the requirements of the Family and Medical Leave Act of 1993 and/or the National Defense Authorization Act of 2008, will be approved as provided for in the Acts.
- B. Except in emergency situations, all requests must be approved in advance by Human Resources, the employee's supervisor, and the Division Executive.

III. RESPONSIBILITY

- A. Human Resources will be responsible for ensuring that the provisions of the Family and Medical Leave Act of 1993 and the National Defense Authorization Act of 2008 are met by GVEA.
- B. The President & CEO has overall responsibility for GVEA's compliance with the Family and Medical Leave Act of 1993 and the National Defense Authorization Act of 2008.

*Related Administrative Procedure: AMP 3.28

ADOPTED: April 23, 1994

AMENDED: September 28, 2020