

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
DOCUMENTATION FOR HIRING
BOARD POLICY # 117
New Policy

SUBJECT: Documentation needed to hire employees

OBJECTIVE: To set the procedures by which employees may be hired and to define the documentation necessary prior to hiring.

POLICY:

It shall be the policy of the Board that the Manager shall have the authority to hire, promote, discipline, and terminate any employee, including employees subject to the just cause provisions of the Union contract.

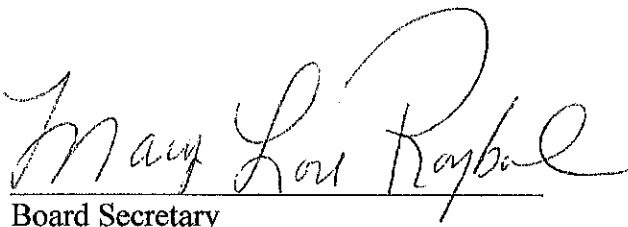
Prior to hiring any employee, the Manager shall ensure that the candidate meets the minimum qualifications of the position, the candidate's credentials have been verified and that the candidate has provided the following documents and/or completed the following examinations:

- A. Job application;
- B. All diplomas and certificates;
- C. Physical examination and drug testing;
- D. Copy of the candidate's drivers license and verification that the candidate's license is valid. If a CDL is required for the position, the candidate must have written verification of such endorsement;
- E. Written verification of Social Security number; and
- F. Proof of citizenship.

With the exception of any medical information, the Board may review any of the foregoing materials to ensure compliance with this Policy. Failure of the Manager to comply with the provisions of this Policy shall be grounds for disciplinary action which may include immediate termination of his employment.

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

Approved: April 13, 1993
Effective: April 13, 1993
Reaffirmed: February 26, 2009



Board Secretary