



110 Residence Required in Districts and Operations Department

Approved: November 15, 1988

Reviewed or Revised: December 8, 2023

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General:

The purpose of this policy is to clearly define Clay Electric's (CEC) objective regarding specific positions whose incumbents must maintain their principle or primary residence as defined by the policy.

Policy:

Employees in positions identified in Group A must reside within a 40-minute drive time from the district office to which assigned, but no more than 10 driving miles outside the geographic boundary of CEC. (driving distance and time determined by Human Resources using MapQuest).

Employees in positions identified in Group B must reside within a 50-minute drive time from the work location to which assigned, but no more than 10 driving miles outside the geographic boundary of CEC. (driving distance and time determined by Human Resources using MapQuest).

Guidelines:

Existing employees currently in Group A and Group B as of March 9, 2020 are not required to change their principal or primary residence in order to comply with the residence requirements of this policy. However, after this date, any existing employee that changes their principal or primary residence must comply with the residence requirements of this policy.

Employees in a classification that is added to this policy after March 9, 2020 will not be required to change their principal or primary residence in order to comply with the residence requirements of this policy. However, if an employee changes their primary or principle residence after the effective date their classification is added to this policy, the employee will be required to comply with the residence requirements of this policy.

In order to ensure that each applicant selected to fill a position identified above is fully aware of Clay Electric's philosophy and objective regarding residency requirements, the employee must sign a copy of this policy acknowledging receipt and confirming that this policy and its objectives were clearly discussed with the employee, a copy of which will be placed in the employee's personnel file upon placement into one of these positions.

Clay Electric is aware that special circumstances or emergency situations may arise that require consideration regarding the enforcement of this policy. A review by the District Manager, Chief Operations Officer and Chief Officer of Corporate Services and Human Resources may be appropriate in dealing with special or emergency situations. Exceptions to this policy must be approved by the General Manager/CEO.

In the event that an employee is unable or unwilling to meet the requirements of this policy, Clay Electric reserves the right to remove the employee from the position through reassignment to another position or termination of employment.

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| Group A | |
|------------------------|---------------------------|
| District Employees | |
| Apprentice Lineworker | Maintenance Serviceworker |
| Lineworker | Serviceworker |
| Crew Leader – District | |

| Group B | |
|---|--|
| District Employees | |
| Apprentice Tree Trimmer | Member Relations Representative |
| Call Center Coordinator | District Office Supervisor |
| District Manager | R/W Crew Leader |
| District Line Supervisor | Senior District Meter Specialist |
| Energy Conservation Specialist | Tree Trimmer |
| Operations Employees | |
| Apprentice Lineworker | Relay & System Protection Technician |
| Apprentice Relay & System Protection Technician | Senior Field Electrical Equipment Technician |
| Apprentice Substation Maintenance Technician | Senior Power System Operator |
| Crew Chief - System | Senior Vegetation Management Coordinator |
| Distribution Facilities Inspector I | Substation Maintenance Supervisor |
| Division Manager of T&D Construction | Substation Maintenance Technician |
| Electric System Operations Superintendent | System Protection Technician Supervisor |
| Electronic Technician | Systems Technician |
| Electronic Technician Supervisor | Underground Construction Crew Chief |
| Energy Control Supervisor | Vegetation Management Coordinator |
| Field Electrical Equipment Technician | Vegetation Management Inspector |
| Lineworker | Vegetation Management Specialist |
| Crew Leader – UG Operations | Vegetation Management Superintendent |
| Power System Operator | |
| Power System Operator Trainee | |

References: None