

LA PLATA ELECTRIC ASSOCIATION, INC.
DURANGO, COLORADO

Board of Directors Policy

Subject: Mandatory Absence Requirement			Policy No: 402
Original Issue: 4/19/95	Last Revised: 10/18/17	Last Reviewed: 10/18/17	Page 1 of 1

I. OBJECTIVE

To establish a process for La Plata Electric Association, Inc. (Cooperative) to minimize risk, consistent with its financial auditor's recommended internal control practices and industry standards for personnel with access to cash or member accounts.

II. POLICY

- A. Employees of the Cooperative with access to cash, cash drawers, payments from members, member receivables, member payment accounts, or bank accounts as a regular part of their position shall be required to be away from their normal duties for at least five consecutive working days each calendar year.
1. The Chief Executive Officer (CEO), all Finance and Accounting Department personnel, Customer Service Department personnel, and Engineering Clerks will be subject to this requirement.
 2. This list may be amended to include or exclude employees based upon their job duties and access rights.

III. RESPONSIBILITY

The CEO is responsible for the administration of this policy.

10/18/2017

Date



Secretary