



**NEW METER CONNECTS AND RECONNECTS
AFTER NORMAL WORKING HOURS AND ON WEEKENDS**

I. OBJECTIVE

To provide guidelines for connecting meters for new members and making meter reconnects for nonpayment after normal working hours and on weekends.

II. POLICY

- A. Meter connects for new members will be made after normal working hours provided all necessary paperwork has been completed during normal office hours and all required fees have been paid in full.
- B. No new meter connects or meter reconnects for nonpayment will be made after 10:00 p.m. unless it is determined to be an emergency situation and has been approved by the staff member on call.

III. RESPONSIBILITY

- A. President & CEO
- B. VP of Line Services
- C. VP of Energy Services