

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda
Amended 11/19/2018
Conference Room 1
November 29, 2018

Time: 8-9 a.m.
150 Wakefield Street, Suite 12
Rochester, NH

- 1. Welcome/Introductions**
- 2. Action Items (Motions Required)**
 - a. Approval of the Minutes of October 19, 2018 (**Enclosed**)
 - b. Acceptance of Draft October Financials (**Enclosed**)
 - c. Concurrence with November Monthly Minors (**Enclosed**)
 - d. Nomination of Regional Impact Committee members
- 3. Discussion**
 - a. Strategic Planning (**see Memo**)
 - b. Employee Handbook Updates (**see Memo**)
 - c. Working Budget (see Memo and Enclosed)
- 4. Updates**
 - a. Awards, Contracts, and General Business Update (**see Memo**)
 - b. Municipal Visits (**see Memo**)
- 5. Other Business**
- 6. Adjourn**

Rules of Procedure

*Strafford Regional Planning Commission
Strafford Metropolitan Planning Organization, and
Strafford Economic Development District*

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others, or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

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WAKEFIELD

Strafford Regional Planning Commission
Executive Committee Meeting
Conference Room 1A, 150 Wakefield Street
Rochester, NH 03867

DRAFT Meeting Minutes
October 19, 2018

Members present: Chair Victoria Parmele, Northwood; Vice Chair Martin Laferte, Farmington; Secretary/Treasurer Tom Crosby, Madbury; Donald Hamann, Rochester; Marcia Gasses, Dover; Peter Nelson, Newmarket

Staff members present: Jen Czysz, executive director; Shayna Sylvia, communications and outreach planner; Rachel Dewey, data analyst

Members absent: Fred Kaen, Lee

1. Welcome/Introductions

Chair Victoria Parmele began the meeting at 8:03 a.m.

Introductions were given around the room.

2. Action Items

a. Approval of the Minutes of September 21, 2018

V. Parmele asked for a motion to accept the minutes of the Sept. 21, 2018, Executive Committee meeting. Tom Crosby **MOVED** to accept the minutes. Donald Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of Draft September Financials

Jennifer Czysz reviewed the draft September financials. She shared the bank balances with committee members and added that the organization has made progress with recovering funds owed from a previous contract, which can be reopened for the pending payment. Committee members then discussed strategies to recoup the owed funds. J. Czysz said that the organization is still awaiting contract funds from this source for the current fiscal year, in addition to the funds owed for Fiscal Year 2018.

J. Czysz compared the profit and loss for FY 2019 with that of FY 2018. She said that significant changes are due to the pending funds the organization is trying to recoup, and the closeout of the SHRP 2 contract in FY 2018. J. Czysz noted that the NHDOT billing for September was high due to the end of field work season. Payments from NHDOT are timely.

J. Czynsz explained that the training line in the financials was high because staffers attended a number of trainings in September and October. Marcia Moreno-Báez and Rachael Dewey attended TransCAD training, and Colin Lentz attended the AMPO Conference in Texas. J. Czynsz added that James Burdin and Kyle Pimental would attend the NNECAPA conference during the week of Oct. 22. She said that September ended with a net positive. The three paychecks issued in August affected current financials. Marcia Gasses asked when this will happen again and was told there will not be another three paycheck month until March.

D. Hamann **MOVED** to accept the draft September financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

d. Approval of SIMPLE IRA Employer Contribution for CY2019

J. Czynsz reviewed the SIMPLE IRA form, which has remained unchanged since 2004. She asked the committee to approve a contribution match of up to 3 percent for the 2019 calendar year. M. Gasses asked about the maximum contribution from employees. There is a max.

T. Crosby **MOVED** to approve the 3 percent matching rate for employee contributions to a SIMPLE IRA. M. Gasses **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with October Monthly Minors

Rachel Dewey reviewed the October Monthly Minors, which noted changes in the statewide guardrail replacement project, which included a \$30,000 increase in preliminary engineering funds for FY 2020. There are no child projects in the Strafford region.

M. Gasses **MOVED** to concur with the October Monthly Minors. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

3. Discussion

a. Revision of micro-purchase and procurement thresholds

J. Czynsz noted she had brought the Committee information on the thresholds last month, and she said she would like to continue the discussion. She recommended lowering internal thresholds, based on new GASBs explained by the auditors. Items purchased with NHDOT funds would still be subject to NHDOT's thresholds. Changing our internal thresholds would make process more streamlined for the organization. J. Czynsz gave as an example when the organization would want to go out to bid, rather than get quotes for certain services or supplies.

J. Czynsz asked for feedback and thoughts on the suggested thresholds. M. Gasses and D. Hamann agreed with her suggested changes. P. Nelson asked if the regional planning commissions could collectively write a letter to NHDOT saying NHDOT's current standards are difficult for the RPCs to follow and administer. J. Czynsz added that there could be different standards for planning than the LPA standards NHDOT follows for construction and other areas. A discussion ensued concerning changing this process.

D. Hamann **MOVED** to amend the current operating policies section titled Federal Cash Management and Changing Of Thresholds. T. Crosby **SECONDED**, and all were **IN FAVOR**.

b. Strategic Planning

J. Czysz said she has drafted a survey that addresses SRPC's strengths, weaknesses, and opportunities for the purpose of beginning strategic planning. The survey will be slightly tailored for different parties (i.e., the staff, Commissioners, and partners/stakeholder)s. J.Czysz said she would like to begin sending out the survey next week.

J. Czysz asked the committee about a strategic planning retreat. She asked if the committee would want the event offsite and if a facilitator would be helpful. M. Gasses said that having a facilitator is beneficial because it puts people on a level playing field.

The group discussed who should be involved. It was suggested that E.C. members, Commissioners, and staff should be involved. M. Gasses asked if members of the TAC Committee should be involved. J. Czysz added that this could be a separate engagement piece. M. Gasses said the TAC is important because they bring back the value of SRPC to the communities. P. Nelson recommended including in this process goals and objectives that the organization can use to measure its progress toward reaching its goals. He said this is vital to the strategic planning process. J. Czysz responded that this is why she values using a survey to start the strategic planning process. She added that the survey will help the organization assess where it is so we can then figure out where we want to be and set goals for that.

V. Parmele asked what planning issues the organization would want to engage in that isn't currently. P. Nelson added that it would help to look at current services and it would be helpful for Commissioners to have a list of goals and objectives as well. He noted it would be useful for Commissioners to be provided with suggestions for connecting the RPC and their towns with what is going on regionally. This could be in the form of goals for Commissioners and areas to focus on. V. Parmele asked if there could be a resource addressing what Commissioners should get out of being on the Commission J. Czysz said that a staff member had suggested adding a question to the survey addressing why Commissioners have agreed to volunteer and what their areas of interest are.

P. Nelson added that SRPC has an important role in simplifying important information (like the outcome of the VFW settlement) and what it means for the towns. He gave as an example asking communities where they would want electric vehicle charging stations, which could also be used for an energy plan.

V. Parmele added that she wanted to know what she should be bringing back to her community in more specific terms. J. Czysz reiterated that discussions like these are beneficial to the upcoming strategic planning process. She added that the retreat would focus on goals and objectives for the organization and for Commissioners. This list could be refined at follow-up meetings. J. Czysz explained that E.C. members would have a crucial role in the strategic planning process, working on issues such as looking at non-profit status and other areas that will come out of the retreat and survey.

P. Nelson asked about sharing information online to keep the process moving. This would not be viable due to restrictions laid out in RSA 91-a. J. Czysz said she will attend a 91-a training at the NHMA conference. M.Gasses said that E.C. members can converse one on one with J.Czysz; it just can't be a group conversation. Comments to Jen can then be shared with the group prior to an upcoming meeting.

J. Czysz explained that the retreat event will most likely be held in January.

c. Municipal Visits

V. Parmele apologized for not being able to make the Northwood municipal visit. She added that Northwood is changing town administrators. J. Czysz was asked at the Northwood meeting to discuss MapGeo and linking assessing data. This is not possible with the software Northwood uses for its assessing data. J. Czysz said that the meeting went well, and she was able to meet with the Selectmen. Colin Lentz was able to share his work with the Town's police department and share the potential for HSIP funding for Route 4.

J. Czysz also attended a meeting in Somersworth and was able to provide information about the General Sullivan Bridge. Information is still being provided to the City Manager.

The meeting with Rochester went well. J. Czysz reminded the city that it has vacant seats on the Commission. The meeting with Durham also went well.

Dover and Barrington's meetings will be held next week. M. Gasses asked J. Czysz to mention Colin's work with the Barrington Police Department and the organization's work with the Conservation Commission on a natural resources inventory.

M. Gasses asked what software works with Avatar. Dover links PDFs of assessing data with their MapGeo application.

J. Czysz added that she will continue to reach out to Commissioners as meetings with their communities are scheduled.

4. Updates

a. Awards, Contracts, and General Business

J. Czysz said she and Financial Consultant Kathy Foster are looking to better categorize what communities are getting for their dues. M. Gasses said this information is extremely important for communities because they want to know where their money is going.

J. Czysz said she started hour trackers for each staff member, which helps them track their remaining hours in each of their contracts.

J. Czysz said SRPC will be working with Durham, beginning in January, on a NHDES groundwater modeling planning project under the statewide revolving loan fund. There is no required match. D. Hamann, who is also a member of the waste council, said the state legislature is coming up with new criteria for groundwater and surface water that will include more stringent regulations.

M. Gasses noted that Dover is spending money to study groundwater in the city. A discussion concerning drinking water sources followed.

J. Czysz explained that SRPC has several contracts currently before the Governor and the Executive Council. They include hazard mitigation funding, CTAP funds for Commute SMART Seacoast, and a contract related to multi-modal connectivity and levels of bicycle stress.

An application to train members of the Rollinsford Planning Board is pending. A grant application was filed with HNH to inventory and map recreation land in the region. It also includes working on a pilot project with Somersworth.

J. Czysz said SRPC did not receive funding for the watershed plan for Sunrise Lake in Middleton. This was a 604-B NHDES funding opportunity. SRPC was second on the list and only one project was funded. SRPC was encouraged to apply again. The Middleton project may be available for the statewide revolving loan funds, but the town would have to apply.

J. Czysz said that SRPC submitted a proposal for a drinking water protection grant, which would enable the organization to work with Rockingham Planning Commission on the development of a decision-making guide to drinking water protection and to implement some source water protection demonstration projects in the region. This would allow SRPC and RPC to carry out recommendations from the Seacoast Commission for Drinking Water.

J. Czysz added that the IT plan is ongoing. She said the organization got a new printer, which will save money. K. Foster and J. Czysz are editing the employee handbook. A draft will be given to the E.C. next month.

5. Other Business

There was no other business.

6. Adjourn

M. Gasses **MOVED** to adjourn the meeting. D. Hamann **SECONDED** the motion, of which all were **IN FAVOR**.

Minutes Respectfully Submitted by,
Shayna Sylvia
Communications and Outreach Planner

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee

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SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: November 9, 2018
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the November 2018 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft October Financials

See annotations within the financial statements.

Balance Sheet: Bank balances are significantly higher at the end of October given the timing of a couple invoice payments notably, both the August and September DOT payments were received in the first and last days of the month. Year-to-year comparisons are predominantly affected by two project contracts: we are still waiting for the EDA funding contract for FY19 and no longer have SHRP2. There are several grants in addition to EDA that we anticipate for the second half of the year that will help bring revenue up to at least FY18 levels.

Aging Summary: We have made some progress to recoup the outstanding \$5,942 in EDA funding. With the assistance of staffers within Senator Shaheen's office, EDA has reopened our grant, Kathy has submitted a reimbursement request for the outstanding balance, we anticipate EDA approving payment early next week and will be able to update on the status at our meeting on Friday.

Profit and Loss: UPWP billing remains somewhat higher given the extensive amount of field work conducted in the summer. Additionally, while we wait for several new contracts, all staffers have dedicated additional time to supporting data analysis for the transportation demand model. Similarly, Target Block Grant revenue and dues expenditures are higher than typical for this point in the year to enable staff to continue economic development planning services in lieu of the still pending EDA grant. Travel expenses were slightly lower in October and should be significantly lower for the remainder of the year. Expenses are on target for the month; this month included the annual MapGeo license payment. Consulting and Engineering services are largely for the Brownfields Program and Lee Floodplain Mapping. The month itself ended with a net income of \$2,003.20. Year-to-date we are still operating at a loss; -\$10,850.42 at the end of October compared to -\$12,813.32 as of the end of September.

3a. Strategic Planning

SRPC staffers have responded to their survey and will be discussing those comments at the November staff meeting (11/13/2018). Results of that survey and discussion will be shared at the Executive Committee meeting. Surveys have been distributed to all Commissioners and a robust list of stakeholders. As a reminder, please be sure to respond to the [commissioners'](#) survey. Responses are

requested by November 26, 2018 to allow time for a brief update on results and the Strategic Planning Process at the December 6, 2018 Commission meeting. We are working on setting up a retreat for late January or early February. Tentative retreat agenda will include a brainstorming level discussion of the survey results, identification of priority goals/action areas, followed by small group discussions to formulate specific actions to implement the identified goals.

3b. Employee Handbook Updates

Ken Mayo had been working with Cynthia to edit the Employee Handbook to improve general readability of the document. Additionally, Kathy and I have identified a few policy level edits to aid in employee retention and to formalize best practices. These items are highlighted in the separately attached draft Handbook. Policy level changes include:

- Regular part time employees are eligible for pro-rated benefits (part-time employees are unrecognized in current policies).
- Update language defining exempt and non-exempt employee status.
- Clarify benefit eligibility for temporary employees.
- Create a new flex time section that allows flexing within the pay period and limited permission to carry over flextime within the billing period for evening and weekend meetings/events with Executive Director prior approval.
- Add new provision for non-FMLA family medical leave and disclaimer that it is unlikely that SRPC employees will be eligible for FMLA.
- Outline procedures to submit a complaint under the anti-harassment section (process is currently vague/non-existent).
- Add detail to the prohibition of medical marijuana (not allowed on premises, while work is being conducted, or while operating a vehicle for commission business).
- Telecommuting Policy –remove references specific software, add requirements for staff to clearly document work completed while telecommuting on separate timesheet lines to allow full accountability/transparency.
- Add an appeals process.

3c. Working Budget

The largest change to the working budget at this time is the reduction of the EDA grant. Current speculation from EDA is that our grant will now have a January 1 start date pushing half of the funds into FY2020. As a result we now have a deficit. There are two pending grants, one for \$20,000 and another for \$30,000 that will span FY2019-2020 if awarded and fill this gap. Ideally, the commission would adopt a mid-year budget amendment at the December 6th meeting. However, with several larger items currently pending, I'd like to propose we push this vote to the December 21, 2019 Policy Committee meeting to allow time for these last few changes.

4a. Awards, Contracts and General Business Update

Kathy and I continue to refine the system to track how and where our dues funds are expended. This includes tracking dues time dedicated to local technical assistance efforts and better identification of dues expenditures within our QuickBooks Accounting software. We hope this will help improve an understanding of how and why we depend on dues funds.

Several contracts in this year's budget are still pending. These include:

- EDA Economic Development District Funding
- Durham Groundwater Model
- PDM Hazard Mitigation funds for Madbury and Northwood (contract signed and pending G&C approval)
- UNH's Coastal Resilience Climate in the Classroom Grant
- FHWA Multi-Modal Connectivity Bicycle Level of Stress Analysis
- NH DOT CTAP Commute Smart (contract expected and pending G&C approval by December 5th at the latest)

Pending Grant Applications and Municipal Contracts include:

- Update Rollinsford's Road Surface Management System scenarios
- HNH*foundation* grant application to inventory and map recreation lands in the region and conduct a pilot project in Somersworth assessing active transportation network access to recreation facilities.
- Update to Somersworth's tax map GIS parcel data layer
- SRPC is included within a NHDES Aquatic Resource Mitigation grant application submitted by the Town of Durham to provide education and outreach services for a proposed living shoreline project at Wagon Hill.
- SRPC submitted a joint NHDES Sourcewater Protection grant application along with Rockingham Planning Commission to develop regional source water protection planning tools and maps.

Staffers continue work on an IT Plan. The copier replacement is complete. We are working with our IT consultant to price out a router replacement and VPN system and upgrades to our Microsoft Office software. Rachel and Marcia are working on inventorying current software and licenses in use by all staff in the office.

4b. Municipal Visits

Visits have been positive thus far. Communities have had several questions about opportunities for economic development and completed visits include:

- September 17 - Durham Town Council
- October 1 - Somersworth City Council
- October 2 - Rochester City Council
- October 9- Northwood Selectboard
- October 17 - Newmarket Town Council
- October 24 - Dover City Council
- October 22 - Barrington Selectboard
- November 5 - Lee Selectboard

Upcoming visits:

- November 19 - Madbury Selectboard
- November 28 - Wakefield Selectboard
- December 4 - Strafford Selectboard
- December 10 - Farmington Selectboard

Commissioners are encouraged to attend if available. The remaining communities will be scheduled for 2019.

SRPC FY 2019 Dashboard - November

OCTOBER 31, 2018

FSB Checking Beginning Balance	\$55,125.49
Deposits	\$134,616.06
Payments	\$87,951.03
FSB Checking Ending Balance	\$101,790.52

Accounts Receivable	\$77,864.60
FSB Savings Account	

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; extended to 12/31/2019
Audit Status	Complete

BUDGET NARRATIVE

Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	EDA has reopened our grant and invoice has been submitted
FY19 Working Budget:	FY19 EDA funding has been reduced to reflect a January 1 start date

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$117,648.76
Metropolitan Planning Organization	\$543,357.44
State Agencies	\$114,026.00
Municipal & Nonprofit Agreements	\$65,222.36
Economic Development District	\$98,320.00
Total Revenue	\$938,574.56
Pending Grant Applications	\$61,450.00

EXPENSES - WORKING BUDGET

Personnel	\$651,701.00
Equipment	\$26,184.00
Communications	\$23,121.00
Fixed Expenses	\$46,551.00
Miscellaneous Expenses	\$12,100.00
Contracted Work	\$189,070.00
Total Expenses	\$948,727.00

STAFF PRESENTATIONS - ACTIVITIES SEPT./OCT.

OSI Brownbag Lunch (All staff)
 MPO Certification Review (All staff)
 NNECAPA Conference (Kyle, James)
 Lee Hazard Mitigation Meeting (Kyle)
 Conference call with Georgetown Climate Center (Kyle)
 Science and Technical Advisory Panel (STAP) Steering Committee Meeting (Kyle)
 Dover Rising Waters Meeting w/ Dover Listens (Kyle)
 CAW Outreach (Kyle)
 Conference call w/ project partners for coastal memory project (Kyle)
 Barrington Conservation Commission Meeting (Kyle, Marcia)
 SRPC GIS Services Meeting with Barrington (Jen, Marcia)
 Transportation Model Data (Rachel, James, Colin, Jen & Marcia; RPC Rockingham / Christian)
 Economic Development Brownbag (Jen, Nancy, James)
 Opportunity Zone Meeting w/ NH BFA and regional economic developers (Jen, James)
 PFPNH (Rachel, Colin)
 NH Safety Targets and Strategies (Rachel)
 MPO Certification Model Review Conference Call (Rachel, James, Colin, Marcia, Jen)
 NDU RSMS Update Meeting (Stef, Monique)
 NOT RSMS Forecasting Meeting (Stef)
 ACT Non Emergency Medical Transportation Roundtable (Colin, Nancy)
 Rochester Community Coffee (Nancy)
 Commute SMART Seacoast Sustainability Awards (Shayna)
 COAST comprehensive operations analysis meeting (10/22/18)
 Met with Northwood police about local road safety audit applications (Colin)
 Met with Barrington police about local road safety audit applications (Colin)
 ACT Executive Committee (Colin)
 COAST Board (Colin)
 Barrington Board of Selectmen (Jen)
 GFOA Best Practices Webinar (Jen, Kathy)
 Dover City Council (Jen, Colin)
 Farmington Parking Study Scoping meeting (Jen, Colin)
 Southern ME, RPC, and SRPC MPO Coordination meeting (Jen, Colin)
 Lee Select Board (Jen, Kyle)
 NHMA Conference (Jen)
 RPC Directors Meeting (Jen)
 MS4 Mapping Coordination with NHDOT (Jen)

WEB AND SOCIAL MEDIA STATISTICS



Stafford.org

Sessions 794 (+194)
 Users 500 (+4)



Constant Contact

Subscribers 809(+15)
 Avg. Open Rate 35% (+1)



Facebook

Posts 22(+2)
 Reach 686(-771)
 Engagement 82(-70)



Twitter

Tweets 9(+5)
 Profile Visits 254(+178)
 Impressions 1,975(+1310)
 Followers 246 (+3)
 Mentions 0



Map Geo

Total Visits 432(-193)
 Unique Visitors 270(-117)

Strafford Regional Planning Commission
Balance Sheet
 As of October 31, 2018

DRAFT

	Oct 31, 18	Oct 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Citizens Bank Checking Account	0.00	78,090.87	-78,090.87
Citizens Municipal Rev Reserve	0.00	1,566.75	-1,566.75
FSB Checking	87,231.43	78,216.73	9,014.70
FSB Savings	16,042.95	1,000.15	15,042.80
Total Checking/Savings	103,274.38	158,874.50	-55,600.12 ¹
Accounts Receivable			
Accounts Receivable	77,864.60	92,189.30	-14,324.70
Total Accounts Receivable	77,864.60	92,189.30	-14,324.70 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,369.73	1,705.76	663.97
Prepaid training	600.00	0.00	600.00 ³
Total Prepaid Expenses	2,969.73	1,705.76	1,263.97
Prepaid software support	459.33	1,273.53	-814.20
Undeposited Funds	253.50	35.00	218.50
Total Other Current Assets	3,682.56	3,014.29	668.27
Total Current Assets	184,821.54	254,078.09	-69,256.55
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-30,383.48	-30,383.48	0.00
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	11,285.00	11,285.00	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	30,383.48	30,383.48	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	184,821.54	254,078.09	-69,256.55
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	669.41	0.00	669.41

**Strafford Regional Planning Commission
 Balance Sheet
 As of October 31, 2018**

DRAFT

	Oct 31, 18	Oct 31, 17	\$ Change
Citizens credit card Parent			
Citizens credit card_CJC	0.00	1,593.98	-1,593.98
Total Citizens credit card Parent	0.00	1,593.98	-1,593.98
Total Credit Cards	669.41	1,593.98	-924.57
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	6,512.50	0.00	6,512.50 ⁴
FY18 Dues in Advance	0.00	71,785.42	-71,785.42
FY19 Dues in Advance	78,032.47	0.00	78,032.47
Loan from Employee	0.00	8,054.98	-8,054.98
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	3,288.42	3,362.03	-73.61
Total Payroll Liabilities	3,318.81	3,392.42	-73.61
Total Other Current Liabilities	87,911.78	83,280.82	4,630.96
Total Current Liabilities	88,581.19	84,874.80	3,706.39
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,569.67	24,228.65	-2,658.98
Accrued Vacation	17,888.47	17,258.62	629.85
Annual Audit Accrual	6,055.00	2,200.00	3,855.00
Total Accrued expenses	45,513.14	43,687.27	1,825.87 ⁵
Total Long Term Liabilities	45,513.14	43,687.27	1,825.87
Total Liabilities	134,094.33	128,562.07	5,532.26
Equity			
Retained Earnings	61,577.63	63,398.70	-1,821.07 ⁶
Net Income	-10,850.42	62,117.32	-72,967.74
Total Equity	50,727.21	125,516.02	-74,788.81
TOTAL LIABILITIES & EQUITY	184,821.54	254,078.09	-69,256.55

JMC
 11/7/18

Strafford Regional Planning Commission
Balance Sheet
As of October 31, 2018

DRAFT

1. Cash Balance: FY18 timing of NHDOT past due payments and reduced number of contracts. Cash balance has increased \$38,53.03 from September 30, 2018 balance.
2. See Accounts Receivable Aging Summary Report. Accounts Receivable down \$72,179.75 from previous month. Income by customer decreased by \$8,192.35 from previous month. Lower receivables is the result of more proactive collection process and prompt payment by NHDOT.
3. Prepaid Training: EDA training credit to be used later.
4. Contract Revenue in Advance: Barrington Conservation Commission paid \$7,000 in advance. Work on the project began in October 2018.
5. Total Accrued Expenses: These numbers reflect the difference in timing between payroll check dates and adjust payroll, vacation, and audit costs relative to the fiscal year end date. Accrued expenses get adjusted once annually at the fiscal year end.
6. Retained Earnings: Cumulative net profit/loss over the previous years. QuickBooks will generate an entry to this line once the year is closed out.

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11/7/18

Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2018

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
DEPT OF SAFETY (OEM) PDM 2016	0.00	0.00	0.00	3,875.00	0.00	3,875.00
Total DEPT OF SAFETY (OEM)	0.00	0.00	0.00	3,875.00	0.00	3,875.00
DOT UPWP 18_19	47,824.57	0.00	0.00	0.00	0.00	47,824.57
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT ADMINISTRATION EDA	0.00	0.00	0.00	0.00	5,942.47	5,942.47
Total ECONOMIC DEVELOPMENT ADMINISTRATION	0.00	0.00	0.00	0.00	5,942.47	5,942.47
EPA Brownfields 2015-2018	5,105.28	0.00	0.00	0.00	0.00	5,105.28
Total EPA	5,105.28	0.00	0.00	0.00	0.00	5,105.28
Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
LTA (Local Technical Assistance) PLUR Books Town of Brookfield PLUR	0.00	78.00	0.00	0.00	0.00	78.00
Total PLUR Books	0.00	78.00	0.00	0.00	0.00	78.00
LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total LTA (Local Technical Assistance)	0.00	78.00	0.00	0.00	0.00	78.00
Mapping Projects Billable Mapping Services Karen Gould	0.00	0.00	0.00	0.00	265.00	265.00
Total Billable Mapping Services	0.00	0.00	0.00	0.00	265.00	265.00
MapGeo Rollinsford	0.00	0.00	667.00	0.00	0.00	667.00
Total MapGeo	0.00	0.00	667.00	0.00	0.00	667.00
Total Mapping Projects	0.00	0.00	667.00	0.00	265.00	932.00
NH DES Coastal FY19	1,249.64	2,709.83	0.00	0.00	0.00	3,959.47
Lee Floodplain Mgmt	607.50	0.00	0.00	0.00	0.00	607.50
Total NH DES	1,857.14	2,709.83	0.00	0.00	0.00	4,566.97
Office of Energy and Planning OEP FY19 Targeted Block Grant	1,312.03	0.00	0.00	1,106.16	0.00	2,418.19
Total Office of Energy and Planning OEP	1,312.03	0.00	0.00	1,106.16	0.00	2,418.19
Rockingham Planning Commission Communication Services	120.68	0.00	0.00	0.00	0.00	120.68
Total Rockingham Planning Commission	120.68	0.00	0.00	0.00	0.00	120.68
Town of Barrington Barrington Master Plan Chapter	603.75	0.00	0.00	0.00	0.00	603.75
Total Town of Barrington	603.75	0.00	0.00	0.00	0.00	603.75
Town of Northwood 2018 Technical Services	2,396.03	0.00	3,056.27	0.00	0.00	5,452.30

Strafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2018

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total Town of Northwood	2,396.03	0.00	3,056.27	0.00	0.00	5,452.30
Town of Nottingham RSMS	945.39	0.00	0.00	0.00	0.00	945.39
Total Town of Nottingham	945.39	0.00	0.00	0.00	0.00	945.39
TOTAL	60,164.87	2,787.83	3,723.27	4,981.16	6,207.47	77,864.60

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11/7/18

Stafford Regional Planning Commission
A/R Aging Summary
As of October 31, 2018

DRAFT

1. PDM 2016 payment in full received 11/5/18
2. Brownfields payment in full received 11/1/18
3. EDA 12/31/17 invoice: Another invoice was finally processed through Grants Online on 11/5/18. Waiting for Grants Specialist to approve request for reimbursement so funding can occur in ASAP payment system.
4. Karen Gould: I have reached out to Karen monthly. She has been sending partial payments and sent me a note saying she has several legal bills curenly, but will pay this off as soon as she can. Letter on file.

*Jmc
11/7/18*

Strafford Regional Planning Commission
Profit & Loss
 October 2018

DRAFT

	Oct 18	Oct 17	\$ Change
Ordinary Income/Expense			
Income			
SRPC Revenue			
SRPC Membership Dues	9,754.07	8,973.18	780.89
Municipal and NonProfit Revenue			
Northwood Planning Services	2,396.03	1,104.57	1,291.46
Barrington Master Plan	603.75	0.00	603.75
Nottingham RSMS	945.39	0.00	945.39
DUR Future Land Use	0.00	2,585.00	-2,585.00
Nottingham Traffic Counts	0.00	21.25	-21.25
Other Agreements & Contracts			
GIS Projects	0.00	3,976.00	-3,976.00
Total Other Agreements & Contracts	0.00	3,976.00	-3,976.00
Municipal and NonProfit Revenue - Other	608.18	0.00	608.18
Total Municipal and NonProfit Revenue	4,553.35	7,686.82	-3,133.47
Total SRPC Revenue	14,307.42	16,660.00	-2,352.58
State Award Revenue			
OEP Targeted Block	1,312.03	0.00	1,312.03
NHDES			
Coastal 2019	6,053.24	0.00	6,053.24
Lee Floodplain Mapping	11,481.94	0.00	11,481.94
Coastal 2017	0.00	397.93	-397.93
Coastal 2018	0.00	8,181.03	-8,181.03
Project of Special Merit SAIL	0.00	4,086.03	-4,086.03
Total NHDES	17,535.18	12,664.99	4,870.19
OEM Haz Mit	0.00	7,353.58	-7,353.58
Total State Award Revenue	18,847.21	20,018.57	-1,171.36
MPO Revenue			
NH DOT			
UPWP	53,138.41	50,737.84	2,400.57
ICR Recoupment	0.00	25,587.01	-25,587.01
Total NH DOT	53,138.41	76,324.85	-23,186.44
Total MPO Revenue	53,138.41	76,324.85	-23,186.44
Economic Development Revenue			
EDD Partnership Planning	0.00	29,144.48	-29,144.48
EPA Brownfields	5,105.28	4,431.63	673.65
Total Economic Development Revenue	5,105.28	33,576.11	-28,470.83
Contra Income Cash Match			
DOT Cash Match	-5,313.84	-5,073.78	-240.06
EDD Cash Match	0.00	-19,115.20	19,115.20
Total Contra Income Cash Match	-5,313.84	-24,188.98	18,875.14
Contra Income InKind/Soft Match			

Strafford Regional Planning Commission
Profit & Loss
 October 2018

DRAFT

	Oct 18	Oct 17	\$ Change
In Kind Lee Floodplain Match	-10,874.44	0.00	-10,874.44
In-Kind Coastal Match	-2,093.77	-5,625.66	3,531.89
Total Contra Income InKind/Soft Match	-12,968.21	-5,625.66	-7,342.55
Total Income	73,116.27	116,764.89	-43,648.62
Gross Profit	73,116.27	116,764.89	-43,648.62
Expense			
Personnel Expenses			
Salary and Wages	43,371.32	43,530.57	-159.25
Payroll Expenses			
Payroll Taxes			
Medicare Expense	612.22	611.25	0.97
Social Security expense	2,617.77	2,613.63	4.14
Payroll Taxes - Other	0.00	-0.03	0.03
Total Payroll Taxes	3,229.99	3,224.85	5.14
Dental insurance expense	278.34	362.80	-84.46
Health Insurance expense	4,057.78	5,792.62	-1,734.84
Life Insurance expense	89.00	87.40	1.60
LTD Insurance expense	47.64	63.30	-15.66
STD insurance expense	160.71	179.08	-18.37
Pension expense	1,247.26	1,237.80	9.46
Unemployment expense	240.25	322.25	-82.00
Workers Compensation	145.34	155.17	-9.83
Payroll Processing Fees	180.50	187.00	-6.50
Staff Training and Seminars	285.00	130.00	155.00
Dues and Subscriptions	439.37	436.68	2.69
Total Payroll Expenses	10,401.18	12,178.95	-1,777.77
Total Personnel Expenses	53,772.50	55,709.52	-1,937.02
Equipment expense			
Copier Maintenance Contract	412.64	0.00	412.64
Software expense			
ArInfo/View software	0.00	561.38	-561.38
Grant Finder	0.00	82.92	-82.92
Prezi	13.25	13.25	0.00
Adobe In Design	139.90	79.96	59.94
Anti-virus software	34.38	45.84	-11.46
Office Software			
Office operating software	0.00	50.50	-50.50
Total Office Software	0.00	50.50	-50.50
Total Software expense	187.53	833.85	-646.32
Traffic Count Expenses			
Traffic Count Police Detail	241.99	0.00	241.99
Total Traffic Count Expenses	241.99	0.00	241.99

Strafford Regional Planning Commission
Profit & Loss
October 2018

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	Oct 18	Oct 17	\$ Change
Total Equipment expense	842.16	833.85	8.31
Communications			
Internet Communication Expense	114.00	159.00	-45.00
Telephone	167.83	163.85	3.98
Travel & Ent			
Meals	0.00	94.34	-94.34
Travel	1,364.39	2,437.64	-1,073.25
Total Travel & Ent	1,364.39	2,531.98	-1,167.59
Postage and Delivery	15.99	23.19	-7.20
Total Communications	1,662.21	2,878.02	-1,215.81
Fixed Expenses			
Insurance			
Liability Insurance	420.92	423.42	-2.50
Total Insurance	420.92	423.42	-2.50
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,920.92	2,923.42	-2.50
Administrative			
Library & Planning Books	-331.50	-256.25	-75.25
Meetings Advertising Expense	0.00	694.75	-694.75
Meetings Expense	75.00	88.72	-13.72
Office Expense	56.11	178.98	-122.87
Office Supplies	-7.51	510.67	-518.18
Printing and Reproduction	59.94	78.30	-18.36
Professional Fees			
Accounting, Audit	888.75	700.00	188.75
Legal Fees	0.00	761.27	-761.27
Total Professional Fees	888.75	1,461.27	-572.52
Interest Expense			
Loan Interest	0.00	50.66	-50.66
Total Interest Expense	0.00	50.66	-50.66
Uncollectible Accounts Expense	20.00	0.00	20.00
Total Administrative	760.79	2,807.10	-2,046.31
Contract Labor			
Accounting & Bookkeeping	4,937.50	4,700.00	237.50
Consulting Engineering Services	5,712.78	2,423.93	3,288.85
Network support	525.00	270.00	255.00
Website maintenance and updates	3.90	0.00	3.90
Total Contract Labor	11,179.18	7,393.93	3,785.25
Total Expense	71,137.76	72,545.84	-1,408.08
Net Ordinary Income	1,978.51	44,219.05	-42,240.54

Stafford Regional Planning Commission
Profit & Loss
October 2018

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	Oct 18	Oct 17	\$ Change
Other Income/Expense			
Other Income			
Interest Income	24.69	9.56	15.13
Total Other Income	24.69	9.56	15.13
Net Other Income	24.69	9.56	15.13
Net Income	2,003.20	44,228.61	-42,225.41

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Strafford Regional Planning Commission
Profit & Loss
October 2018

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1. Decrease in total revenue due to the delay in getting EDA funding. In addition, FY18 recognized reimbursement in indirect costs of over \$25,000.
2. Consulting engineering services driven by contract tasks and timing.

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Strafford Regional Planning Commission
Income by Customer
 October 2018

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Date	Name	Memo	Amount
DOT UPWP 18_19			
10/31/2018	DOT UPWP 18...	October 2018 Progress Billing	53,138.41
10/31/2018	DOT UPWP 18...	10% Matching Funds	-5,313.84
Total DOT UPWP 18_19			47,824.57
EPA			
Brownfields 2015-2018			
10/31/2018	EPA:Brownfield...	HAZARDOUS - CREDERE ONLY	5,029.53
10/31/2018	EPA:Brownfield...	PETROLEUM - CREDERE ONLY	75.75
Total Brownfields 2015-2018			5,105.28
Total EPA			5,105.28
LTA (Local Technical Assistance)			
10/01/2018	LTA (Local Tech...	Dues 129216.90, LESS NOT, MIL, BRK=117048.76/12=9754.07	9,754.07
Total LTA (Local Technical Assistance)			9,754.07
NH DES			
Coastal FY19			
10/23/2018	NH DES:Coasta...	September 2018 Progress Billing	4,678.60
10/23/2018	NH DES:Coasta...	In Kind match for Coastal grant	-1,968.77
10/31/2018	NH DES:Coasta...	October 2018 Progress Billing	1,374.64
10/31/2018	NH DES:Coasta...	In Kind match for Coastal grant	-125.00
Total Coastal FY19			3,959.47
Lee Floodplain Mgmt			
10/24/2018	NH DES:Lee Fl...	Progress Billing Match Costs 2/15/18 - 10/01/18	10,874.44
10/24/2018	NH DES:Lee Fl...	Lee Floodplain Mapping Match	-10,874.44
10/31/2018	NH DES:Lee Fl...	GEOSYNTEC ONLY	607.50
Total Lee Floodplain Mgmt			607.50
Total NH DES			4,566.97
Office of Energy and Planning OEP			
FY19 Targeted Block Grant			
10/31/2018	Office of Energy...	October 2018 Progress Billing	1,312.03
Total FY19 Targeted Block Grant			1,312.03
Total Office of Energy and Planning OEP			1,312.03
Rockingham Planning Commission			
Communication Services			
10/31/2018	Rockingham Pla...	Shayna Sylvia	104.85
10/31/2018	Rockingham Pla...	Ken Mayo	15.83
			120.68

Strafford Regional Planning Commission
Income by Customer
 October 2018

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total Communication Services		120.68
	Total Rockingham Planning Commission		120.68
	Town of Barrington		
	Barrington Master Plan Chapter		
10/31/2018	Town of Barringt...	Sep-Oct 2019 Progress Billing - Master Plan Chapter	603.75
	Total Barrington Master Plan Chapter		603.75
	BCC Natural Resource Mapping		
10/31/2018	Town of Barringt...	Aug - Oct 2018 Progress Billing	487.50
	Total BCC Natural Resource Mapping		487.50
	Total Town of Barrington		1,091.25
	Town of Northwood		
	2018 Technical Services		
10/31/2018	Town of Northw...	October 2018 Progress Billing	2,396.03
	Total 2018 Technical Services		2,396.03
	Total Town of Northwood		2,396.03
	Town of Nottingham		
	RSMS		
10/31/2018	Town of Notting...	October 2018 Progress Billing - RSMS	945.39
	Total RSMS		945.39
	Total Town of Nottingham		945.39
	TOTAL		73,116.27

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Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2018

DRAFT

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
SRPC Revenue				
SRPC Membership Dues	39,016.28	39,016.32	-0.04	100.0%
Municipal and NonProfit Revenue				
Northwood Planning Services	10,547.45	6,000.00	4,547.45	175.8%
Barrington Master Plan	603.75	1,666.64	-1,062.89	36.2%
UNH Lamprey River	1,881.25	2,270.00	-388.75	82.9%
BCG Barrington Conservation	0.00	2,333.36	-2,333.36	0.0%
FAR Master Plan	0.00	1.00	-1.00	0.0%
WAK Recreation and Parks	0.00	1.00	-1.00	0.0%
Nottingham RSMS	4,806.85	3,400.00	1,406.85	141.4%
DUR Future Land Use	0.00	0.00	0.00	0.0%
Other Agreements & Contracts				
GIS Projects	2,872.75	4,500.00	-1,627.25	63.8%
Total Other Agreements & Contracts	2,872.75	4,500.00	-1,627.25	63.8%
Municipal and NonProfit Revenue - Other	4,319.86	0.00	4,319.86	100.0%
Total Municipal and NonProfit Revenue	25,031.91	20,172.00	4,859.91	124.1%
Total SRPC Revenue	64,048.19	59,188.32	4,859.87	108.2% 1
State Award Revenue				
OEP Targeted Block	6,135.11	3,703.68	2,431.43	165.6% 2
NHDES				
Coastal 2019	11,495.84	4,166.64	7,329.20	275.9% 4
Lee Floodplain Mapping	25,891.09	14,811.34	11,079.75	174.8% 3
Watershed PRB	0.00	8,277.13	-8,277.13	0.0%
PSM18	0.00	500.00	-500.00	0.0%
Coastal Resilience Grant	0.00	1.00	-1.00	0.0%
Coastal 2017	0.00	0.00	0.00	0.0%
Coastal 2018	2,140.91	0.00	2,140.91	100.0%
Local Water 17 ROC DOV	0.00	0.00	0.00	0.0%
NERRS	0.00	0.00	0.00	0.0%
Project of Special Merit SAIL	0.00	0.00	0.00	0.0%
Total NHDES	39,527.84	27,756.11	11,771.73	142.4%
OEM Haz Mit				
PDM 2017	0.00	5,000.00	-5,000.00 5	0.0%
PDM 2016	3,875.00	5,000.00	-1,125.00 6	77.5%
Haz Mit with Towns	0.00	2,500.00	-2,500.00 7	0.0%
OEM Haz Mit - Other	0.00	0.00	0.00	0.0%
Total OEM Haz Mit	3,875.00	12,500.00	-8,625.00	31.0%
Healthy Communities	0.00	1.00	-1.00	0.0%
Total State Award Revenue	49,537.95	43,960.79	5,577.16	112.7%
MPO Revenue				
NH DOT				
SHRP2	0.00	0.00	0.00	0.0%
UPWP	220,626.40	171,510.00	49,116.40 8	128.6%
CTAP CommuteSMART	0.00	2,133.36	-2,133.36 9	0.0%
Total NH DOT	220,626.40	173,643.36	46,983.04	127.1%
Total MPO Revenue	220,626.40	173,643.36	46,983.04	127.1%
Economic Development Revenue				
EDD Partnership Planning	0.00	23,333.32	-23,333.32 10	0.0%
EPA Brownfields	24,227.95	11,268.36	12,959.59 11	215.0%

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual

July through October 2018

DRAFT

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Total Economic Development Revenue	24,227.95	34,601.68	-10,373.73	70.0%
Contra Income Cash Match				
DOT Cash Match	-22,062.65	0.00	-22,062.65	100.0%
EDD Cash Match	0.00	0.00	0.00	0.0%
EPA Cash Match	0.00	0.00	0.00	0.0%
Total Contra Income Cash Match	-22,062.65	0.00	-22,062.65	100.0%
Contra Income InKind/Soft Match				
In Kind Lee Floodplain Match	-10,874.44			
In-Kind Coastal Match	-3,417.73	0.00	-3,417.73	100.0%
In-Kind EDD Match	0.00	0.00	0.00	0.0%
In-Kind HazMit Match	0.00	0.00	0.00	0.0%
Total Contra Income InKind/Soft Match	-14,292.17	0.00	-14,292.17	100.0%
Contract Coverage	-1,949.96	0.00	-1,949.96	100.0%
Miscellaneous Income				
HealthTrust Credits	0.00	0.00	0.00	0.0%
Miscellaneous Income - Other	0.00	0.00	0.00	0.0%
Total Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	320,135.71	311,394.15	8,741.56	102.8%
Gross Profit	320,135.71	311,394.15	8,741.56	102.8% 12
Expense				
Personnel Expenses				
Salary and Wages	188,602.63	166,836.32	21,766.31	113.0%
Payroll Expenses				
Payroll Taxes				
Medicare Expense	2,714.97	0.00	2,714.97	100.0%
Social Security expense	11,608.85	0.00	11,608.85	100.0%
Payroll Taxes - Other	0.01	12,763.00	-12,762.99	0.0%
Total Payroll Taxes	14,323.83	12,763.00	1,560.83	112.2%
Dental insurance expense	1,068.01	1,237.00	-168.99	86.3%
Health Insurance expense	15,426.59	20,038.36	-4,611.77	77.0%
Life Insurance expense	356.00	356.00	0.00	100.0%
LTD Insurance expense	190.56	247.64	-57.08	77.0%
STD insurance expense	643.20	699.64	-56.44	91.9%
Health incentive	3,847.13	4,541.00	-693.87	84.7%
Pension expense	5,357.05	4,905.00	452.05	109.2%
Unemployment expense	961.00	961.00	0.00	100.0%
Workers Compensation	581.36	581.36	0.00	100.0%
Payroll Processing Fees	756.50	750.00	6.50	100.9%
Staff Training and Seminars	4,550.00	1,666.64	2,883.36	273.0%
Dues and Subscriptions	1,767.19	1,833.36	-66.17	96.4%
Total Payroll Expenses	49,828.42	50,580.00	-751.58	98.5%
Total Personnel Expenses	238,431.05	217,416.32	21,014.73 13	109.7%
Equipment expense				
Copier Maintenance Contract	1,789.26	2,000.00	-210.74 14	89.5%
Computer equipment	294.41			
Office furniture	0.00	666.64	-666.64	0.0%
Software expense				
ArclInfo/View software	1,596.00	2,128.00	-532.00	75.0%
Transportation Software	0.00	700.00	-700.00	0.0%
Grant Finder	165.84	0.00	165.84	100.0%
Prezi	53.00	0.00	53.00	100.0%

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual

July through October 2018

DRAFT

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Adobe In Design	559.60	0.00	559.60	100.0%
Anti-virus software	160.36	0.00	160.36	100.0%
Office Software				
Office operating software	4,391.34	0.00	4,391.34	100.0%
Office Software - Other	0.00	1,733.36	-1,733.36	0.0%
Total Office Software	4,391.34	1,733.36	2,657.98	253.3%
Total Software expense	6,926.14	4,561.36	2,364.78 15	151.8%
Traffic Count Expenses				
Traffic Count Police Detail	563.98			
Traffic Count Equipment Repair	0.00	0.00	0.00	0.0%
Traffic counting equipment	0.00	0.00	0.00	0.0%
Traffic counting supplies	1,349.83	0.00	1,349.83	100.0%
Traffic Count Expenses - Other	0.00	1,333.36	-1,333.36	0.0%
Total Traffic Count Expenses	1,913.81	1,333.36	580.45	143.5%
Other Equipment Repair and Cost				
Equipment Rental & Repair	0.00	0.00	0.00	0.0%
Other Equipment Repair and Cost - Other	0.00	166.64	-166.64	0.0%
Total Other Equipment Repair and Cost	0.00	166.64	-166.64	0.0%
Total Equipment expense	10,923.62	8,728.00	2,195.62	125.2%
Communications				
Internet Communication Expense	456.00	767.00	-311.00	59.5%
Telephone	681.71	680.00	1.71	100.3%
Travel & Ent				
Travel	7,747.75	0.00	7,747.75	100.0%
Travel & Ent - Other	0.00	6,000.00	-6,000.00	0.0%
Total Travel & Ent	7,747.75	6,000.00	1,747.75	129.1%
Marketing Expense	0.00	0.00	0.00	0.0%
Postage and Delivery	63.96	260.00	-196.04	24.6%
Total Communications	8,949.42	7,707.00	1,242.42 16	116.1%
Fixed Expenses				
Depreciation Expense	0.00	0.00	0.00	0.0%
Insurance				
Liability Insurance	1,683.68	1,683.64	0.04	100.0%
Total Insurance	1,683.68	1,683.64	0.04	100.0%
Rent	10,000.00	10,000.00	0.00	100.0%
Total Fixed Expenses	11,683.68	11,683.64	0.04	100.0%
Administrative				
Bank Service Charges	0.00	0.00	0.00	0.0%
Library & Planning Books	-276.55	0.00	-276.55 17	100.0%
Meetings Advertising Expense	0.00	0.00	0.00	0.0%
Meetings Expense	1,512.95	1,000.00	512.95	151.3%
Office Expense	323.50	433.36	-109.86	74.6%
Office Supplies	411.76	1,200.00	-788.24	34.3%
Printing and Reproduction	163.42	400.00	-236.58	40.9%
Professional Fees				
Accounting, Audit	3,555.00	3,833.36	-278.36	92.7%
Consulting	0.00	0.00	0.00	0.0%
Legal Fees	0.00	333.36	-333.36	0.0%
Total Professional Fees	3,555.00	4,166.72	-611.72	85.3%
Interest Expense				

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2018

DRAFT

	Jul - Oct 18	Budget	\$ Over Budget	% of Budget
Finance Charge	0.00	0.00	0.00	0.0%
Total Interest Expense	0.00	0.00	0.00	0.0%
Uncollectible Accounts Expense	20.00			
Total Administrative	5,710.08	7,200.08	-1,490.00	79.3%
Contract Labor				
Pass Through Expense				
DUR Septic Pass Through	0.00	0.00	0.00	0.0%
SHRP2 Pass Through Expense	0.00	0.00	0.00	0.0%
Watershed Assist DUR	0.00	0.00	0.00	0.0%
Total Pass Through Expense	0.00	0.00	0.00	0.0%
Accounting & Bookkeeping	17,200.00	20,000.00	-2,800.00	86.0%
Consulting Engineering Services	35,666.27	33,074.81	2,591.46	107.8%
Network support	1,335.00	1,080.00	255.00	123.6%
Model Assistance MOVES	0.00	2,000.00	-2,000.00	0.0%
Website and logo design	0.00	1,000.00	-1,000.00	0.0%
Website maintenance and updates	15.60	0.00	15.60	100.0%
Other contract labor	1,155.00			
Total Contract Labor	55,371.87	57,154.81	-1,782.94	96.9%
Suspense	0.00	0.00	0.00	0.0%
Total Expense	331,069.72	309,889.85	21,179.87	106.8%
Net Ordinary Income	-10,934.01	1,504.30	-12,438.31	-726.9%
Other Income/Expense				
Other Income				
Interest Income	83.59	33.36	50.23	250.6%
Total Other Income	83.59	33.36	50.23	250.6%
Net Other Income	83.59	33.36	50.23	250.6%
Net Income	-10,850.42	1,537.66	-12,388.08	-705.6%

JAC
11/7/18

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2018

DRAFT

1. Despite a low number of contracts, SRPC municipal revenue is close to the estimated budget amount.
2. TBG revenue is higher currently than expected due to the lack of EDA funding that was expected to be received at the beginning of the fiscal year. This is the only other funding source that can sustain several land use type projects.
3. Lee Floodplain Mapping: SRPC staff involvement is minimal currently. This grant is driven by consulting engineering services.
4. Coastal 2019: The Dover component of this grant needs to be completed by the end of the calendar year. It is expected that "spend down" will slow after December.
5. PDM 2017: Funding not received yet. Grant packet sent to HSEM in October.
6. PDM 2016: Billing cannot be completed until Rochester adopts the pre-disaster plan.
7. HazMit with Town: Just received Lee HMGP and work has begun. Waiting for rates for in-kind match. First invoice will probably go out in a couple of weeks.
8. UPWP: Summer traffic count season is more intensive, while the budget spread funds out evenly throughout the year.
9. CTAP: funding not received yet.
10. EDA: funding not received yet.
11. EPA Brownfields: reflects consulting engineering activity.
12. Gross Profit: All in all, pretty close to estimated.
13. Personnel: increase in staffing from 10 people to 11. Summer staff will be leaving in the month of November.
14. Copier Maintenance Contract: SRPC has signed a new lease with Canon in October. It is expected that there will be a sharp decline in copier maintenance costs as a result.
15. Software: \$4,000 was spent in October for MapGeo annual support. New billing cycle will be Jul-Jun beginning in 2019.
16. Communications: Several staff members have had training that required travel and overnight stays. (AMPO, TransCAD, NNECAPA)
17. Library and Planning Books: SRPC has received funds from non-dues paying communities for PLUR books. The invoice for printing has not come in yet.
18. Model Assistance MOVES: Additional funding pending G&C approval, contractor has not started work yet.

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2018

DRAFT

19. Other Contract Labor: This was for services performed by Rachael Mack for one of SRPC's projects.

Jac
11/7/18

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

November 16, 2018

William Watson, Administrator
NH Department of Transportation
Bureau of Planning and Community Assistance
7 Hazen Drive
Concord, NH 03302

RE: November 2018 Minor Revisions to the 2017-2020 TIP

Dear Mr. Watson:

The Strafford Metropolitan Planning Organization (SMPO) staff has received a request to approve the November 2018 Minor Revisions to the approved Strafford Metropolitan Planning Organization's 2017-2020 Transportation Improvement Program (TIP).

The following information is in the Strafford MPO Prospectus that was revised and adopted on January 19, 2018 at the Strafford MPO Policy Committee Meeting:

In the Strafford MPO the Executive Director has the authority to review Administrative Modification and/or Informational Revisions. The Executive Director may request the advice of members of the MPO Technical Advisory Committee to complete this review. The Executive Director may make recommendations to the Executive Committee for their concurrence or non-concurrence with Administrative Modifications and/or Informational revisions and for a procedural change from Administrative Modification and/or Informational Revisions to Amendment. The Executive Director will issue a letter to the NHDOT indicating their decision. Copies of these letters will be provided to members of the TAC and MPO.

Based on these procedures, the Executive Director recommends the approval of the following Administrative Modifications to the 2017-2020 TIP as proposed.

Sincerely,

Jennifer Czysz
Executive Director
Strafford Regional Planning Commission

November 2018 TIP Minors

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Town/Area Name:	Durham
Project #:	103440
Road/Route/Entity:	T2 - Univ. of New Hampshire
Project Scope:	Local Technical Assistance Program (LTAP) administered by the Technology Transfer Center @ UNH
Acronym Defined:	(LTAP) Local Technical Assistance Program
Change Notes:	This program supports collaboration between RPCs, state agencies, and the UNH Technology Tranfere Center (T2). 2018 & 2019 funds decrease; increase in 2020 funds. Funding changes reflect updated federal funds available to the Local Technical Assistance Program (LTAP).

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
103440	SPR	2018	\$425,000	\$0	\$120,000	LTAP, Other, State Planning and Research, Toll Credit	\$545,000
103440	SPR	2019	\$515,000	\$0	\$0	LTAP, Other, State Planning and Research, Toll Credit	\$515,000
103440	SPR	2020	\$67,635	\$0	\$0	LTAP, Other, State Planning and Research, Toll Credit	\$67,635
Totals			\$1,007,635	\$0	\$120,000		\$1,127,635

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
103440	SPR	2018	\$420,000	\$0	\$120,000	LTAP, Other, State Planning and Research, Toll Credit	\$540,000
103440	SPR	2019	\$510,000	\$0	\$0	LTAP, Other, State Planning and Research, Toll Credit	\$510,000
103440	SPR	2020	\$77,890	\$0	\$0	LTAP, Other, State Planning and Research, Toll Credit	\$77,890
			\$1,007,890	\$0	\$120,000		\$1,127,890

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$255	\$0	\$0	\$255



Town/Area Name:	Durham
Project #:	16236
Road/Route/Entity:	US4
Project Scope:	Bridge Replacement, for Bridge carrying US 4 over Bunker Creek (Br No 145/116)
Acronym Defined:	
Change Notes:	Additional funding source for 2018 PE

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
16236	PE	2018	\$330,000	\$0	\$0	National Highway System, Toll Credit	\$330,000
16236	ROW	2018	\$330,000	\$0	\$0	National Highway System, Toll Credit	\$330,000
16236	CON	2019	\$4,400,000	\$0	\$0	National Highway System, Toll Credit	\$4,400,000
Totals			\$5,060,000	\$0	\$0		\$5,060,000

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
16236	PE	2018	\$330,000	\$0	\$0	National Highway System, STP-State flexible, Toll Credit	\$330,000
16236	ROW	2018	\$330,000	\$0	\$0	National Highway System, Toll Credit	\$330,000
16236	CON	2019	\$4,400,000	\$0	\$0	National Highway System, Toll Credit	\$4,400,000
			\$5,060,000	\$0	\$0		\$5,060,000

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$0	\$0	\$0	\$0



Town/Area Name:	Program
Project #:	MOBRR
Road/Route/Entity:	Various
Project Scope:	Municipal owned bridge rehabilitation & replacement projects
Acronym Defined:	MOBRR: Municipal Owned Bridge Rehabilitation & Replacement Program
Change Notes:	No overall funding change. Funding type adjusted to better align with available federal funding.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
MOBRR	PE	2017	\$24,000	\$0	\$6,000	Bridge Off System, Other	\$30,000
MOBRR	PE	2018	\$80,000	\$0	\$20,000	Bridge Off System, Other	\$100,000
MOBRR	PE	2019	\$80,000	\$0	\$20,000	Bridge Off System, Other	\$100,000
MOBRR	PE	2020	\$80,000	\$0	\$20,000	Bridge Off System, Other	\$100,000
MOBRR	ROW	2017	\$800	\$0	\$200	Bridge Off System, Other	\$1,000
MOBRR	ROW	2018	\$20,000	\$0	\$5,000	Bridge Off System, Other	\$25,000
MOBRR	ROW	2019	\$20,000	\$0	\$5,000	Bridge Off System, Other	\$25,000
MOBRR	ROW	2020	\$20,000	\$0	\$5,000	Bridge Off System, Other	\$25,000
MOBRR	Const	2017	\$15,200	\$0	\$3,800	Bridge Off System, Other	\$19,000
MOBRR	Const	2018	\$3,600,000	\$0	\$900,000	Bridge Off System, Other	\$4,500,000
MOBRR	Const	2019	\$3,600,000	\$0	\$900,000	Bridge Off System, Other	\$4,500,000
MOBRR	Const	2020	\$3,600,000	\$0	\$900,000	Bridge Off System, Other	\$4,500,000
Totals			\$11,140,000	\$0	\$2,785,000		\$13,925,000

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
MOBRR	PE	2017	\$24,000	\$0	\$6,000	Bridge Off System, Other	\$30,000
MOBRR	PE	2018	\$80,000	\$0	\$20,000	Bridge Off System, Other	\$100,000
MOBRR	PE	2019	\$80,000	\$0	\$20,000	Other, STP-State Flexible	\$100,000
MOBRR	PE	2020	\$80,000	\$0	\$20,000	Other, STP-State Flexible	\$100,000
MOBRR	ROW	2017	\$800	\$0	\$200	Bridge Off System, Other	\$1,000
MOBRR	ROW	2018	\$20,000	\$0	\$5,000	Bridge Off System, Other	\$25,000
MOBRR	ROW	2019	\$20,000	\$0	\$5,000	Other, STP-State Flexible	\$25,000
MOBRR	ROW	2020	\$20,000	\$0	\$5,000	Other, STP-State Flexible	\$25,000
MOBRR	Const	2017	\$15,200	\$0	\$3,800	Bridge Off System, Other	\$19,000
MOBRR	Const	2018	\$3,600,000	\$0	\$900,000	Bridge Off System, Other	\$4,500,000
MOBRR	Const	2019	\$3,600,000	\$0	\$900,000	Other, STP-State Flexible	\$4,500,000



2017-2020 TIP November Minors Report

Friday, November 09, 2018

Town/Area Name:		Program					
MOBRR	Const	2020	\$3,600,000	\$0	\$900,000	Other, STP-State Flexible	\$4,500,000
			\$11,140,000	\$0	\$2,785,000	\$13,925,000	

Changes	Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
	\$0	\$0	\$0	\$0



Town/Area Name:	Program
Project #:	PAVE-T1-RESURF
Road/Route/Entity:	Tier 1 Highways
Project Scope:	Resurface Tier 1 Highways
Acronym Defined:	
Change Notes:	Increase in 2019-2020 PE funds. The program is being adjusted to accommodate necessary increases in children project fund amounts.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
PAVE-T1-RESURF	PE	2019	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
PAVE-T1-RESURF	PE	2020	\$150,000	\$0	\$0	STP-State Flexible, Toll Credit	\$150,000
PAVE-T1-RESURF	Const	2019	\$12,000,000	\$0	\$0	STP-State Flexible, Toll Credit	\$12,000,000
PAVE-T1-RESURF	Const	2020	\$12,500,000	\$0	\$0	STP-State Flexible, Toll Credit	\$12,500,000
Totals			\$24,800,000	\$0	\$0		\$24,800,000

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
PAVE-T1-RESURF	PE	2019	\$300,000	\$0	\$0	STP-State Flexible, Toll Credit	\$300,000
PAVE-T1-RESURF	PE	2020	\$300,000	\$0	\$0	STP-State Flexible, Toll Credit	\$300,000
PAVE-T1-RESURF	Const	2019	\$12,000,000	\$0	\$0	STP-State Flexible, Toll Credit	\$12,000,000
PAVE-T1-RESURF	Const	2020	\$12,250,000	\$0	\$0	STP-State Flexible, Toll Credit	\$12,250,000
			\$24,850,000	\$0	\$0		\$24,850,000

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$50,000	\$0	\$0	\$50,000



Town/Area Name:	Program
Project #:	PAVE-T2-REHAB
Road/Route/Entity:	Tier 2 highways
Project Scope:	Rehabilitation of Tier 2 highways
Acronym Defined:	
Change Notes:	Funding type change in 2020 Construction

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
PAVE-T2-REHAB	PE	2017	\$650,000	\$0	\$0	STP-State Flexible, Toll Credit	\$650,000
PAVE-T2-REHAB	PE	2018	\$650,000	\$0	\$0	STP-State Flexible, Toll Credit	\$650,000
PAVE-T2-REHAB	CON	2017	\$7,016,513	\$566,012	\$0	Betterment, STP-State Flexible, Toll Credit	\$7,582,525
PAVE-T2-REHAB	CON	2018	\$17,409,820	\$2,062,834	\$0	Betterment, STP-State Flexible, Toll Credit	\$19,472,654
PAVE-T2-REHAB	CON	2019	\$3,300,000	\$0	\$0	STP-State Flexible, Toll Credit	\$3,300,000
PAVE-T2-REHAB	CON	2020	\$0	\$2,500,000	\$0	Betterment	\$2,500,000
Totals			\$29,026,333	\$5,128,846	\$0		\$34,155,179

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
PAVE-T2-REHAB	PE	2017	\$650,000	\$0	\$0	STP-State Flexible, Toll Credit	\$650,000
PAVE-T2-REHAB	PE	2018	\$650,000	\$0	\$0	STP-State Flexible, Toll Credit	\$650,000
PAVE-T2-REHAB	CON	2017	\$7,016,513	\$566,012	\$0	Betterment, STP-State Flexible, Toll Credit	\$7,582,525
PAVE-T2-REHAB	CON	2018	\$17,409,820	\$2,062,834	\$0	Betterment, STP-State Flexible, Toll Credit	\$19,472,654
PAVE-T2-REHAB	CON	2019	\$3,300,000	\$0	\$0	STP-State Flexible, Toll Credit	\$3,300,000
PAVE-T2-REHAB	CON	2020	\$2,500,000	\$0	\$0	STP-State Flexible, Toll Credit	\$2,500,000
			\$31,526,333	\$2,628,846	\$0		\$34,155,179

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$2,500,000	(\$2,500,000)	\$0	\$0



Town/Area Name:	Trapeze software group, Inc.
Project #:	68069B
Road/Route/Entity:	Various
Project Scope:	Statewide rideshare database utilizing Trapeze Ridepro software
Acronym Defined:	
Change Notes:	This project supports work to promote adoption of alternatives transportation modes in the SRPC and Rockingham regions. Program is administered by dedicated staff through COAST. Program added new fiscal years and funding to reflect contract extension.

Approved

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
68069B	Other	2017	\$34,018	\$8,505	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$42,523
68069B	Other	2018	\$35,719	\$8,930	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$44,649
Totals			\$69,737	\$17,435	\$0		\$87,172

Proposed

Project #	Phase	FY	Federal \$	State \$	Other \$	Funding Category	Totals
68069B	Other	2017	\$34,018	\$8,505	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$42,523
68069B	Other	2018	\$35,719	\$8,930	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$44,649
68069B	Other	2019	\$20,625	\$5,156	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$25,781
68069B	Other	2020	\$21,656	\$5,414	\$0	Congestion Mitigation and Air Quality Program, Turnpike Capital	\$27,070
			\$112,018	\$28,005	\$0		\$140,023

Changes

Federal \$ Change	State \$ Change	Other \$ Change	Total \$ Change
\$42,281	\$10,570	\$0	\$52,851

BARRINGTON
 BROOKFIELD
 DOVER
 DURHAM
 FARMINGTON
 LEE
 MADBURY
 MIDDLETON
 MILTON



NEW DURHAM
 NEWMARKET
 NORTHWOOD
 NOTTINGHAM
 ROCHESTER
 ROLLINSFORD
 SOMERSWORTH
 STRAFFORD
 WAKEFIELD

DATE: November 28, 2018

TO: SRPC Executive Committee

FROM: Shayna Sylvia, Communications and Outreach Specialist

RE: Election of Regional Impact Committee Members for FY 2019

SRPC sent out an email recruitment for Regional Impact Committee members on Nov. 8, 2018. The following individuals were already members, or expressed their interest at this time.

Commissioner	Community	Current Status	Notes
Wesley Merritt	Durham	Chair/Member (current)	
Fred Kaen	Lee	Member (current)	
Victoria Parmele	Northwood	Alternate (current)	Would serve as a regular member
Marcia Gasses	Dover	Alternate (current)	Would serve as a regular member
Donald Hamann	Rochester	Interested	
Steve Diamond	Barrington	Interested	

Nominations for Regional Impact Committee members will be entertained at the Nov. 29, 2018 Executive Committee meeting. If you have any questions or comments, please feel free to contact Shayna Sylvia, Communications and Outreach Specialist, at 603-994-3500 or srpc@strafford.org.

Strafford Regional Planning Commission

FY2019 REVENUES	Funding Source	Internal Match using Dues	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding	
Total	938,575	71,772	82,062	0	938,575	
Dues, Interest & Reimbursements						
Dues, Interest & Reimbursements	117,649	0	0	0	117,649	13%
Municipal Dues (minus BRK, NOT, MIL)	117,049	0	0	0	117,049	
Interest	100	0	0	0	100	
Health Trust reward/reimbursement	500	0	0	0	500	
Municipal & Nonprofit Service Agreements						
Municipal & Nonprofit Service Agreements	65,222	1,535	2,376	0	65,222	7%
Northwood Technical Services: through 6/30/19	24,000	0	0	0	24,000	
Barrington Master Plan Chapters - through 6/30/19	8,844	0	0	0	8,844	
UNH Lamprey River through 8/31/18	1,871	0	2,376	0	1,871	
ROC Technical Services	500	0	0	0	500	
LAC Barrington Conservation (7/1/18-12/31/18)	-	0	0	0	0	
BCC Barrington Conservation (7/1/18-12/31/18)	7,000	0	0	0	7,000	
FAR Master Plan Update RFP	-	0	0	0	0	
WAK Recreation and Parks Needs Assessment RFP	-	0	0	0	0	
NOT RSMS (7/1/18-9/30/18)	9,558	0	0	0	9,558	
FAR Tax Map Updates	1,700	0	0	0	1,700	
NDU GIS Buildout Analysis	1,465	1,535	0	0	1,465	
GIS projects (MapGeo, NKT)	10,285	0	0	0	10,285	
Economic Development District Agreements						
Economic Development District Agreements	98,320	7,500	27,500	0	98,320	10%
U.S. Dept of Economic Development Administration						
EDD Planning Grant, Dues & Inkind Match (7/1/18-6/30/19)	35,000	7,500	27,500	0	35,000	
U.S. Environmental Protection Administration						
Brownfields Community Assessment Grant: through 9/30/18	63,320	0	0	0	63,320	
State Agreements						
State Agreements	114,026	0	52,186	0	114,026	12%
Office of Energy and Planning						
Targeted Block Grant for EDD Planning match: through 6/30/19	11,111	0	0	0	11,111	
Dept of Environmental Services						
Coastal Grant 2019 through 6/30/19	12,500	0	12,500	0	12,500	
Durham Groundwater Modeling	9,500	0	0	0	9,500	
Lee Floodplain through 12/31/18	20,090	0	12,376	0	20,090	
Watershed Assistance (Permeable Reactive Barrier): (10/1/18-12/2020)	30,450	0	20,310	0	30,450	
Project of Special Merit FY18 (10/1/18-3/31/20)	4,500	0	0	0	4,500	
Coastal Resilience Grant - UNH Climate in the Classroom (1/1/19-6/30/19)	500	0	0	0	500	
Department of Safety Homeland Security						
HazMitPlans PDM16-FAR,ROC through 9/30/18	4,375	0	0	0	4,375	
HazMitPlans PDM17-MAD,NOR (7/1/18-12/31/19)	15,000	0	5,000	0	15,000	
HazMit Plans w Towns (Lee HMPG)	6,000	0	2,000	0	6,000	
Department of Health and Human Services						
Fdn for Healthy Communities Active Transportation Partnership	-	0	0	0	0	
Metropolitan Planning Organization Agreements						
Metropolitan Planning Organization Agreements	543,357.4400	62,737	0	0	543,357	58%
Dept of Transportation						
UPWP FY18/19 Federal Highways & Transit: through 6/30/19	520,418	57,824	0	0	520,418	
FHWA MultiModal Connectivity Pilot (Bicycle LTS)	16,000	3,627	0	0	16,000	
Community Technical Assistance Program - CommuteSMART	6,939	1,286	0	0	6,939	
Total						100%

Strafford Regional Planning Commission

	FY 2018	FY2019
FY2018 EXPENSES	Adopted Budget Expenses	Draft Budget Expenses
Total	1,054,979	948,727
PERSONNEL	683,576 65%	651,701 69%
Salaries and Hourly Wages	510,000	517,121
Payroll Taxes	39,015	39,560
Health Insurance	86,890	50,046
Dental Insurance	4,400	3,433
Life Insurance	1,032	1,068
Shortterm Disability	1,860	2,099
Longterm Disability	744	743
Health Incentives	2,756	5,040
SIMPLE IRA Pension	15,450	15,214
Worker's Compensation	1,862	1,744
Payroll Processing - Quickbooks	2,700	2,250
Unemployment Insurance	3,867	2,883
Staff Training & Workshops	5,000	5,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEARC, NADO	8,000	5,500
EQUIPMENT	37,757 4%	26,184 3%
ARCInfo/View Software: Maintenance	6,732	6,384
Plotter: Monthly charge (see Depreciation)	-	-
Server: Monthly charge (see Depreciation)	-	-
Transpo Software Maintenance: Transcad, Nvivo, Ktraxpro, TerraSync	5,025	2,100
Office Software: Maintenance, purchase	5,000	5,200
Maps, Databases for Transportation Model	-	-
Traffic Count Expenses (Equipment, Repair, Supplies)	12,000	4,000
Equipment Rental and Repair	500	500
Copier Maintenance Contract	6,500	6,000
Office Furniture, Computers	2,000	2,000
COMMUNICATIONS	27,366 3%	23,121 2%
Postage and Delivery	1,300	780
Travel	21,000	18,000
Office Phone System	1,866	2,040
Internet	2,000	2,301
Marketing and Media Outreach Activities	1,200	0
FIXED EXPENSES	49,300 5%	46,551 5%
Property & Liability	4,800	5,051
Audit and Accounting Services	11,500	11,500
Depreciation	3,000	0
Rent	30,000	30,000
ADMINISTRATIVE EXPENSES	18,380 2%	12,100 1%
Printing	3,500	1,200
Legal	2,500	1,000
Office and Mapping Supplies	4,500	3,600
Office Expense	1,880	1,300
Meeting Expenses (Meetings and Meeting Adv)	3,000	3,000
Library & Subscriptions: NH Planning Books	3,000	2,000
OUTSOURCED CONTRACTS	238,600 23%	189,070 20%
Web Design & Maintenance	3,000	3,000
Traffic Model Assistance	8,000	20,795
IT Services	3,600	3,240
Financial Services	57,000	60,000
EPA Brownfields - Credere	140,000	57,170
Lee Floodplain - Geosyntec	6,000	16,490
GIS Contract Support (FAR Tax Map Updates)	-	1,155
Watershed Assistance: DUR Permeable Barrier	21,000	27,220
	100%	100%



Strafford Regional Planning Commission
Employee Handbook

Your Guide to Employment at Strafford Regional Planning Commission

The SRPC Executive Committee adopted these policies at their regularly scheduled meeting on _____.

SRPC Chairperson

Date

DRAFT 11-9-2018



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II. INTRODUCTION

Whether you have just joined our staff or have been at the Strafford Regional Planning Commission (~~“The Commission”~~) for several years, the Executive Committee is confident ~~that~~ you will find our organization a dynamic and rewarding place ~~in which~~ to work. We look forward to a productive and successful association with you. ~~We consider t~~The Commission’s employees ~~of the Commission are to be among one of~~ our most valuable resources. SRPC wrote this handbook manual has been written to serve as the guide ~~the for the~~ employer/employee relationship.

There are several important things ~~that are important~~ to keep in mind about the employee handbook.

First, it contains general information and guidelines. It is not ~~meant intended~~ to be comprehensive or to address ~~all the every~~ possible applications of ~~—, or exceptions to —,~~ the general policies and procedures it describes. If you have any questions about whether you are eligible for concerning eligibility for a particular benefit, or whether the applicability of a policy or practice applies to you, you should ask address your specific questions to the Executive Director.

Second, the procedures, practices, policies, and benefits described here may be modified ~~or discontinued~~ from time to time or discontinued altogether. If and when provisions ~~are changed,~~ you will receive will be given replacements for the pages ~~for those~~ that have become outdated.

Third, this handbook and the information in it are the property of ~~the Commission, SRPC,~~ and you must will need to be returned the handbook to the Commission when you leave your position hereupon separation from employment.

Fourth and last inally, some of the topics discussed subjects described here are covered in detail in regulatory, contractual, or benefit policy documents. You should refer to these documents for specific information, since the employee handbook provides only briefly summarizes ~~those benefits~~. Please note that the terms of the written employee benefits policies are controlling.

Neither the employee handbook nor any other Commission document confers any contractual right, either expressed or implied, to remain in the Commission’s employment. Nor does it guarantee any fixed terms and conditions of employment ~~and/or~~ benefits. Employment ~~withat~~ the Commission is “at will.” ~~That means erefore,~~ you or the Commission may terminate your employment at any time, with or without cause and with or without prior notice, ~~at any time~~. No supervisor or other representative of the Commission, ~~except the Executive Director,~~ has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Employee Handbook

The 2015 ~~8~~ edition of the employee handbook supersedes all ~~earlier~~ prior handbooks, manuals, policies, and procedures issued by the Commission. Any violation of the policies ~~and/~~ or procedures presented here ~~set forth in the employee handbook manual~~ may result in disciplinary action, ~~up to and~~ including termination of employment.

A. Mission Statement

The Commission's mission is to ~~en~~sure that the region is responsive to the needs of its residents through cooperation with federal and state agencies and its member communities, through the implementation of the Commission's policies and plans, and through local planning assistance. These actions foster sustainable development and improve the quality of life in the region. Sustainable development balances economic prosperity with environmental protection and community well-being.

A-B. Expectations for Employees

Each employee of the Strafford Regional Planning Commission is expected to perform to ~~their~~~~his~~~~her~~ highest level and to contribute toward the common good of the organization, ~~its~~ ~~and our~~ member communities, and clients. Key areas of emphasis are the following:

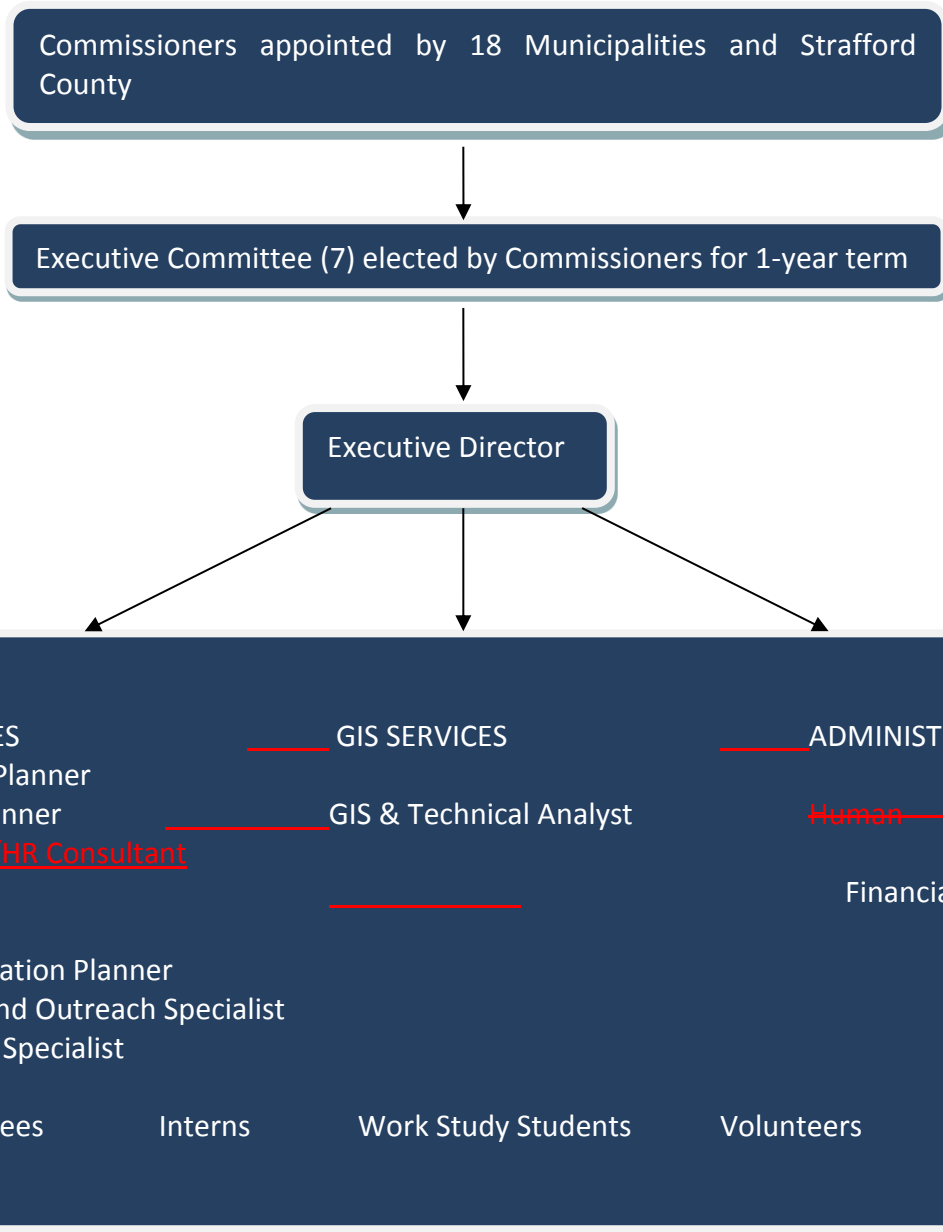
Commitment to
Public service

Personal Characteristics of
Integrity
Respect
Openness
Creativity
Resourcefulness

Fiscal Responsibility for
Budget
Wise use of commission and community resources

Quality through
Seeking excellence
Improving professional skills
Collaborative and consensus-~~r~~-building efforts

B.C. Organization Chart



C.D. American Planning Association Ethical Principles

~~(As Adopted May 1992 by the American Planning Association)~~
<https://www.planning.org/ethics/ethicalprinciples.htm>

The APA's statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, ~~and~~ decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and other participants who participate in the planning process ~~of planning~~.

The planning process exists to serve the public interest. While the public interest is a subject question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values. ~~and, often, there are~~ Large private interests often are at stake. They use accentuate the necessity for the highest standards of fairness and honesty among all participants.

~~Those who practice P~~planning ersing need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The ethical principles derive ~~both~~ from both the general values of society and ~~from~~ the planner's special responsibility to serve the public interest. Like As the basic values of society, which are often in competition with each other, ~~so do~~ these principles also sometimes compete. For example, the need to publicly provide complete ~~full~~ public information may compete with the need to respect confidences. Plans and programs often result from a balancing of among divergent interests. An ethical judgment often also requires ~~a~~ conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

The APA statement of ethical principles also aims to inform the public generally. ~~It is the basis for~~ Continuing systematic discussion of their application ~~of its principles that is itself~~ essential behavior to give these principles ~~the principles~~ daily meaning. The American Planning Association (APA) adopted these principles in May 1992. See <https://www.planning.org/ethics/ethicalprinciples.htm> for more information.

1. The Ethical Principles

~~2.~~

The planning process must continuously pursue and faithfully serve the public interest.

Planning process participants should:

1. Recognize the rights of citizens to participate in planning decisions;
- ~~1-2.~~ Strive to give citizens (including those who lack formal organization or influence) full, clear, and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
- ~~2-3.~~ Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
- ~~3-4.~~ Assist in the clarification of community goals, objectives, and policies in plan-making;
- ~~4-5.~~ Ensure that reports, records, and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
- ~~5-6.~~ Strive to protect the integrity of the natural environment and the heritage of the built environment;
- ~~6-7.~~ Pay special attention to the interrelatedness of decisions and the long-range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning process participants should:

1. Exercise fair, honest, and independent judgment in their roles as decision makers and advisors;
- ~~1-2.~~ ~~Publicly disclose~~ ~~Make public disclosure of~~ all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisors or decision makers.
- ~~2-3.~~ Define "personal interest" broadly to include any actual or potential benefits or advantages that they, ~~their~~ spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
- ~~3-4.~~ Abstain ~~completely~~ from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency, or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
- ~~4-5.~~ Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors ~~are~~ were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
- ~~5-6.~~ Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;

- ~~6-7.~~ Serve as advocates only when the client's objectives are legal and consistent with the public interest.
- ~~7-8.~~ Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
- ~~8-9.~~ Not use confidential information acquired in the course of their duties to further a personal interest;
- ~~9-10.~~ Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law, or to prevent substantial injury to third ~~parties~~ persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
- ~~10-11.~~ Not misrepresent facts or distort information ~~to for the purpose of~~ achieving a desired outcome;
- ~~11-12.~~ Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
- ~~12-13.~~ Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics ~~that~~ which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA members who are practicing planners:

- 1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
- ~~1-2.~~ Do not commit a deliberately wrongful act ~~that which~~ reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing, or able to influence decisions by improper means;
- ~~2-3.~~ Participate in continuing professional education;
- ~~3-4.~~ Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
- ~~4-5.~~ Accurately represent their qualifications to practice planning as well as their education and affiliations;
- ~~5-6.~~ Accurately represent the qualifications, views, and findings of colleagues;
- ~~6-7.~~ Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;

- 7.8. Share the results of experience and research which contribute to the body of planning knowledge;
- 8.9. Examine the applicability of planning theories, methods, and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
- 9.10. Contribute time and information to the development of students, interns, beginning practitioners, and other colleagues;
- 10.11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
- 11.12. Systematically and critically analyze ethical issues in the practice of planning.

E. American Institute of Certified Planners Code of Ethics

~~Every certified planner formally subscribes to the American Institute of Certified Planners (AICP) Code of Ethics and Professional Conduct. The Code of Ethics is formally subscribed to by each certified planner. Although it includes an enforcement procedure, that is administered by the American Institute of Certified Planners. The Code, however, the code~~ provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

~~All staff "who are members of the American Institute of Certified Planners subscribe to the Institute's Code of Ethics and Professions Conduct."~~ "As the basic values of society can come into competition with each other, so can the aspirational principles espoused under this Code," notes the AICP. "An ethical judgment often requires a conscientious balancing based on the facts and context of a particular situation and on the precepts of the entire Code."

All SRPC staff members who belong to the AICP subscribe to this code. For the complete American Institute of Certified Planners Code of Ethics and Professional Conduct, please see <https://www.planning.org/ethics/ethicscode.htm>.

III. EMPLOYEE RELATIONS

D.A. Equal Employment Opportunity Statement

The Commission provides equal employment opportunities ~~(EEO)~~ to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty, status as a covered veteran, or any other classification protected by applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and training.

The Commission expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, physical or mental disability, or veteran status. Improper interference with the ability of ~~the~~ Commission employees to perform their ~~expected job~~ duties is absolutely not tolerated.

Any violation of this policy will ~~not be tolerated and will~~ result in appropriate disciplinary action, up to and including termination of employment. If you as an employee believes someone has violated this policy, or otherwise has yes questions regarding ~~this policy, you the employee~~ may bring the matter to the attention of the ~~human resources Director/Financial/HR Consultant~~ or the Executive Director. The Commission will promptly investigate the facts and circumstances of any claim that this policy has been violated and will take appropriate corrective measures.

No employee will be subject to, and the Commission prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claims, or cooperating in any way in the investigation of such claims.

E.B. ~~Stafford Regional Planning Commission's~~ Anti-Harassment Policy and Complaint Procedure

The Commission is committed to a work environment in which all individuals are treated with respect and dignity. Harassment and other unlawful discriminatory practices are prohibited. ~~Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Commission expects all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.~~

~~It is the policy of the Commission to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty or status as a covered veteran.~~ The Commission ~~prohibits any such discrimination or harassment~~ does not tolerate harassment of our job applicants,

contractors, or employees by another employee, supervisor, vendor, customer, or any third party.

The Commission encourages the reporting of all perceived incidents of discrimination or harassment so they can be. ~~It is the policy of the Commission to~~ promptly and thoroughly investigate ~~such reports~~. ~~The Commission prohibits~~ retaliation against any individual who reports discrimination or ~~f~~ harassment or who participates in an investigation of such reports is prohibited.

~~Sexual~~ harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- ~~a)~~ sSubmission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- ~~S; b)~~ submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting ~~that~~ such individual.
- ~~;~~ ~~or c)~~ sSuch conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating or offensive working environment.

Sexual harassment ~~may~~ includes a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different genders. Depending on the circumstance, these behaviors may include the following actions:

- ~~u~~ Unwanted sexual advances or requests for sexual favors.
- ~~;~~ Sexual jokes and innuendo.
- ~~V~~ Verbal abuse of a sexual nature.
- ~~C~~ Commentary about an individual's body, sexual prowess, or sexual deficiencies.
- ~~L~~ Leering, whistling, or touching.
- ~~I~~ Insulting or obscene comments or gestures.
- ~~D~~ Display in the workplace of sexually suggestive objects or pictures.
- ~~O~~ Other physical, verbal, or visual conduct of a sexual nature.

Harassment ~~on the~~ based on is of any other protected characteristic is also strictly prohibited. Under this policy, harassment can be verbal, written, or physical. It is conduct that denigrates or shows hostility or aversion toward an individual because of their/his/her, their relatives', or their friends and associates' race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. Harassment ~~or that of his/her relatives, friends or associates, and that a)~~ has

the purpose or effect of creating an intimidating, hostile, or offensive work environment; ~~b) has the purpose or effect~~ of unreasonably interfering with an individual's work performance; or ~~of~~ otherwise adversely affectings an individual's employment opportunities.

Harassing conduct includes the following:

- ~~E~~epithets, slurs, ~~and or~~ negative stereotyping.
- ~~T~~hreatening, intimidating or hostile acts.
- ~~D~~enigrating jokes.
- ~~W~~ritten or graphic material that denigrates or shows hostility or aversion toward an individual or group and ~~this~~ is placed on the walls or elsewhere on ~~Commission the employer's~~ premises or circulated in the workplace, on company time, or by using company equipment ~~such as via~~ e-mail, phone, (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

These policies apply to all applicants and employees ~~and, whether~~ related to the conduct ~~of engaged in by~~ fellow employees ~~and or of persons someone non~~ directly connected to the Commission (e.g., ~~an outside vendors, consultants, or and~~ customers).

Conduct prohibited by these policies is unacceptable not only in the workplace but also ~~and~~ in any work-related setting outside the workplace, such as ~~during~~ business trips, business meetings, and business-related social events.

Anyone ~~Individuals~~ who believes they have been the victims of conduct prohibited by this policy, ~~statement~~ or who believes they have witnessed such conduct, should promptly discuss their concerns with the Executive Director ~~or the human resources specialist resource specialist~~.

When possible, the Commission encourages ~~anyone individuals~~ who believes they are being harassed ~~subjected to such conduct~~ to promptly tell ~~advise~~ the offender that their ~~his or her~~ behavior is unwelcome and ask them to stop ~~request that it be discontinued~~. Often this action alone will resolve the problem. The Commission recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

The Commission encourages the prompt reporting of complaints or concerns to the Executive Director so that rapid and constructive action can be taken before relationships become irreparably strained. If the Executive Director is the offending party, the employee should report the situation to one or more members of the Executive Committee. —Victims of harassment may also seek assistance from the NH Commission for Human Rights.

Although reports may be made verbally, employees are strongly encouraged to make any reports of sexual harassment or other discriminatory harassment in writing to the Executive

Director or to one or MORE more members of the Executive Committee. -Doing so can assist in the investigation process. -In any case, the Commission will make a written record of the incident. -Therefore, Although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any Reportsed allegations of alleged harassment or; discrimination will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with anyone individuals who may have seenobserved the alleged conduct or may have other relevant informationknowledge.

The Financial/HR Consultant will and managerThose conducting an prompt and thorough investigation as discreetly and confidentially as practicalpossible.need to balance should remain cognizant of the confidentiality of the investigation with the balanced against employees' right to free speech. Theshouldwill human resource specialist and manager conducting investigations will ask Witnesses will be asked not to share to refrain from sharing with anyone outside of management information they reveal during the investigative interview with others outside of management or those performing the investigation only when:

- ——— Witnesses need protection from retaliation or harm.;
- ——— Evidence is in danger of being destroyed.;
- ——— Testimony is in danger of being fabricated.;
- ——— there is a need to prevent A potential cover-up of the underlying incidents needs to be prevented.

Retaliation against an individual for reporting harassment or discrimination or for participating in thean investigation of a claim of harassment or discrimination is a serious violation of this policy, and, like harassment or discrimination itself, will be subject to disciplinary actions. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Retaliation, as well as harassment or discrimination, will be subject to appropriate disciplinary action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If aA party to a complaint who does not agree with its resolution, that party may appeal the decision to the Commission's Executive Director.

Violating of this policy will result in disciplinary action, up to and including termination of employment. False and malicious complaints of harassment, discrimination, or retaliation may also be the subject tof appropriate disciplinary action.

C. Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA)

The federal Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act ~~(, known as the ADAAA), are federal laws that~~ prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities. The Acts also require these employers—and to that when needed—provide reasonable accommodations ~~for to~~ applicants and employees who are qualified for a job, with or without reasonable accommodations, so ~~that~~ they can perform the essential ~~job~~ duties of the position.

Commission policy is ~~It is the policy of the Commission~~ to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission ~~(EEOC)~~. Furthermore, it is the Commission’s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Commission will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, ~~—and/or~~ if the accommodation creates an undue hardship ~~for~~ the Commission. Contact the Executive Director or the human resource specialist/Financial/HR Consultant with any questions or requests for accommodation. You may be asked to provide medical documentation about your disability and the types of reasonable accommodations that may be effective for you. You are ~~It is~~ expected ~~to~~ that you will comply with these requests for information so that the Executive Director can determine your eligibility for accommodation and evaluate possible accommodations for you. The Executive Director and the human resource specialist/Financial/HR Consultant will work ~~interactively~~ with you and will maintain all medical information in a confidential manner. ~~Medical information will be disclosed only to those with a legitimate need to know.~~

IV. EMPLOYMENT

II.

A. At-Will Doctrine

Employment at the Commission is “at -will.” ~~Therefore,~~ No employee ~~of~~ the Commission has a contractual or other right to employment.

Employment at -will ~~allow status enables either both~~ the employer ~~or the~~ and employee to terminate the employment relationship with or without cause or notice, at any time, for no reason or for any reason not prohibited by law.

B. Employment Classification Categories

All employees are designated ~~as~~ either nonexempt or exempt under state and federal wage and hour laws. The following ~~descriptions are~~ ~~is~~ intended to help employees understand ~~the~~ employment classifications ~~as well as~~ ~~and~~ ~~their employees’~~ employment status and ~~benefit~~ eligibility ~~for benefits~~. These classifications do not guarantee employment for any specified period of time. ~~Both the employee and the Stafford Regional Planning Commission retain~~ ~~the~~ right to terminate the employment-at -will relationship at any time ~~is retained by both the employee and Stafford Regional Planning Commission.~~

~~SRPC~~ ~~Stafford Regional Planning Commission~~ has established the following categories for ~~both~~ nonexempt and exempt employees.

⋮

1. Regular, Full-Time Employees

~~Regular~~ Full-time employees are hired for an unspecified period of time and are eligible for all benefits offered by the Commission. A full-time employee is expected to work at ~~least~~ ~~minimum~~ of 40 hours ~~during~~ ~~within~~ the organization’s designated workweek.

2. Regular, Part-Time Employees

~~Regular~~ Part-time employees ~~are those who are not classified as temporary and who are regularly scheduled to work between 20 and 40 less than the standard office hours but at least 20 hours per week. -They shall receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance, as well as annual and sick leave on a prorated basis. -They are also eligible for the other benefits offered by SRPC at the discretion of the Executive Director subject to the terms, conditions, and limitations of each benefit program.~~ ~~work a regular schedule of less than 40 hours per week. Part time employees may be granted some benefits, as required by applicable law.~~

3. Internships

~~Students and others who want~~ ~~to gain experience in land use and transportation planning, and GIS, office work, and other related work, may be hired as paid interns. These employees are not eligible for benefits.~~

4.3. Temporary, Full-Time Employees

Temporary full-time employees who are hired as interim staff members to temporarily supplement the workforce or to assist in the completion of a specific project. They and who work the company's full-time schedule for a limited duration, usually no more than to exceed 12 months. Employment beyond any initially stated period does not in any way imply a change in employment status. While they shall receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance, they temporary employees are typically ineligible for other Commission benefits. -Exceptions may be made at the discretion of the Executive Director subject to the terms, conditions, and limitations of each benefit program.

Temporary employees may be granted some benefits offered by the Commission and as required by law.

5.4. 5. Exempt/Non-Exempt

EXEMPT employees are those who are independently performing technical, professional, or administrative functions; working the hours necessary to fulfill the requirements of their positions and complete all assigned tasks; and are not covered by the overtime pay provisions of the Fair Labor Standards Act (FLSA). Exempt employees may be required to work more than 40 hours per week in order to fulfill the requirements of their position. Exempt employees They typically earn a salary that covers them for all hours worked.

NON-EXEMPT employees are those whose perform duties that are clerical, paraprofessional, or support in nature and who are required by the FLSA Fair Labor Standards Act to be paid time and a half (i.e., 1.5 times their hourly rate) overtime at a rate of one and one-half times their regular rate of pay for all hours worked beyond over forty hours 40 worked in a worked in a week.

Employees may be classified as "exempt" or "non-exempt." from the overtime pay provisions of the Federal Labor Standards Act (FLSA). Exempt employees are salaried managers, executives, professional staff, technical staff, outside sales representatives, and others whose duties and responsibilities allow them to be "exempt" from the FLSA's requirements for overtime pay provisions of the Federal Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay. Non-exempt employees may be paid on either on an hourly or on a salaried basis, but more important, they do not meet the other requirements necessary to be considered exempt from the FLSA's overtime provisions of the FLSA. Unlike exempt employees, who are not eligible for overtime pay, nonexempt Therefore, these employees are eligible for overtime pay for each hour over forty (40 that) they hours work in a week in a workweek.

When they employees are hired, Upon hiring, employees they are told informed whether they are considered exempt or non-exempt from the overtime provisions of the FLSA.

If you have questions about whether you are classified as exempt or non-exempt under the FLSA, please contact the Executive Director.

6.5. Volunteers

The Commission encourages volunteers willing to donate their time and effort to help with assisting in the Commission’s work. The Commission may, at the discretion of the Executive Director, provide training and reimbursement for approved expenses directly related to their volunteer tasks at the Commission. Volunteers are not ~~employees of the~~ Commission employees and are not eligible for benefits.

C. Flex Time

Exempt Employees – Flex Time

SRPC expects exempt full-time and part-time employees to work their regular schedules each week. Sometimes, exempt employees may need to work more than their regular schedule; however, they exempt full-time employees should keep their hours at 40 hours per week, because that constitutes the typical full-time work week under SRPC’s government contracts. (Part-time employees should strive to work no more than their set number of hours each week.)

The typical work day at SRPC runs from 8:30 a.m. to 5 p.m. (with a half hour off for lunch), and the typical work week runs from Monday through Friday. There are times, however, when employees will need to work outside of normal business hours or on weekends.

Whenever you as an exempt employee anticipates the need to work in excess of 40 hours (or whatever your regular schedule for the week calls for) to attend night meetings or other events outside of regular business hours, you they should adjust your their daily schedule, so you they do not work more than your their weekly allotment of hours in one week. For example, you they could come in late or leave early on the day of your their meeting. If such changes are not possible, you they may, with the **prior approval of the executive director**, accrue “flex time” for each extra hour up to eight worked outside—and in excess of—their your normal weekly schedule. Please note that you cannot earn flex time cannot be earned for additional hours spent to meet the requirements of your job or to complete your routine assignments. Rather, flex time is compensation for work that cannot be reasonably done or managed within your an employee’s typical work week.

You Employees must track on a “Flex Time Accrual Form” the hours you they work in any week in which you they accrue flex time on a “Flex Time Accrual Form”. The maximum flex time you may have accrued at any time is eight hours.

You should use your Flex time should be used during the two-week pay period in which it is earned you earn it. If that it’s not possible, it must be used you must use it during the same project billing period (usually a month) unless the Executive Director or they employee’s your supervisor approves a different deadline in writing. Otherwise, the employee , or you will forfeit the time.

If you use flex time is used during the two-week pay period in which it was earned, the employee you earn it, you does not have to provide documentation other than their your time sheets showing you they worked 80 hours during the period, if you re they are a full-time

~~employee, or you~~ their full schedule if ~~you're~~ they are part time. But if ~~you~~ an employee wants to use ~~their~~ your flex time in a different pay period, ~~you~~ they must complete the SRPC flex time form to document when the flex time was earned and when it will be used. ~~You may take Flex time leave may be taken in half-hour increments.~~

~~Any other accrual or use of flex time requires preapproval from the Executive Director. Flex time is a non-monetary benefit, and you~~ employees will not be paid for unused flex time when ~~you~~ they leave SRPC.

C.D. Reference Checks

~~-To ensure that individuals who apply for employment with the Commission are well qualified, it is our policy to~~ we conduct reference checks. Three professional references are required ~~by the Commission. They~~ Professional references may include current or former employers or professors at college. ~~Job applicants need to sign a reference release form so their references can be checked. In order to check these references, a reference release form will need to be signed.~~ All offers of employment are conditional on ~~the~~ receipt of these reference ~~checks~~. The reference checks are kept confidential and are ~~only~~-viewed only by individuals involved in the hiring process.

D.E. Employee Personnel Files

Employee files are maintained by the ~~human resource staff~~ Financial/HR Consultant and ~~are~~ considered confidential.

The Executive Director and administrative staff or administrative and financial consultants may have access to personnel file information for ~~the~~ purposes of their work ~~responsibilities~~.

~~Requests from current or former employees for access to their personnel files will be granted within three days, unless otherwise required under state law. Current and former ePersonnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law.~~ Employees may obtain a copy of part or all of their personnel file. If ~~they~~ an employee disagrees with any information in their ~~personnel~~ file, they ~~employee~~ may submit a written statement explaining the disagreement ~~and provide together with evidence to support their positioning the employee's version.~~ Such statements shall ~~become~~ maintained as part of the employee's personnel file. ~~They and~~ shall be included in any transmittal of the file to a third party and ~~shall be included~~ in any disclosure of the contested information ~~made~~ to a third party. Personnel files are to be reviewed in the office ~~and~~. ~~Personnel files~~ may not be ~~removed from~~ taken outside the office. Employees ~~who want~~ wishing to review their personnel files should contact the ~~human resources specialist~~ Financial/HR Consultant to schedule an appointment.

E.F. Annual Performance Assessment

Employees shall participate in an annual performance assessment ~~in June of~~ each year. The Commission performance assessment includes a self-evaluation of job performance for the past year and ~~future~~ goals for the next review period.

The Executive Director will review the employee's self-evaluation ~~by the employee and,~~ recording how well the employee performed, their progress toward goals, and other ~~factors~~ information.

Once the employee and Executive Director have completed the assessment, they will meet to discuss ~~the assessment~~ it.

~~Each June, the Executive Director shall participate in an annual assessment of their performance. This assessment will follow the same procedure as the assessments for other employees, with one exception: the Executive Committee shall review the Executive Director's self-assessment and meet with the Executive Director to discuss it. The Executive Director shall participate in an annual performance assessment in June through the Executive Committee, following the same process as for employees.~~

The annual performance assessment will be the basis for determining merit-based compensation modifications for the next fiscal year. ~~Changes in compensation are at the sole discretion of the Commission. Changes in an employee's compensation are at the sole discretion of the Executive Director. Changes in the Executive Director's compensation is at the sole discretion of the Executive Committee.~~

~~A copy of an employee's performance assessment will be provided to an the employee and the original will be retained in the employee's personnel file. Each employees will be asked to sign their final performance assessment. An employee who disagrees with their review may refuse to sign the final assessment. In such cases, a if the employee is not in agreement with the review, and a note will be made to the file that the employee refused to sign will be added to their file.~~

F.G. Separation of employment

Separation of employment ~~within an organization~~ can occur for ~~several~~ different reasons. ~~:~~ An employee who voluntarily separatesing from employment with the Commission will ~~initiate the separation by notify the Executive Director in writing of providing written notice of a their~~ planned resignation. ~~to the Executive Director.~~ To allow for a smooth transition, ~~it is requested that~~ employees are asked to provide at least two ~~(2)~~ weeks' notice prior to ~~the their~~ last day of work.

The Executive Director is responsible to the Executive Committee of the Commission. The Executive Director will provide a minimum of four ~~(4)~~ weeks' notice of ~~any their~~ intention to separate from the organization.

Employees who fail to report to work or to contact the office for three ~~(3)~~ consecutive work days shall be considered to have abandoned their job without notice, effective at the end of the normal work hours on the third day.

~~Member of the Commission staff~~ Employees of the Commission are employed on an at-will basis, and the Commission retains the right to terminate any staff member's employment mentee at any time.

The separating employee must return all company property at the time of separation, including keys, passwords, thumb drives, and ~~PCs~~ personal computers.

The separating employee shall contact the ~~human resource specialist~~ Financial/HR Consultant or the Executive Director as soon as notice is given to schedule an exit interview. The interview will be conducted on the employee's last day of work, or on another day, as mutually agreed ~~on~~.

Accrued vacation leave will be paid in the last paycheck.

Health and dental insurance will terminate ons the last day of the month of employment.

Information about for continuing health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA) ~~continued health insurance~~ will be provided by ~~the~~ Health Trust under contract with SRPC ~~through contracted services~~.

G.H. ~~Smoke-Smoke~~-Free Workplace

Tobacco smoking has been clearly established as a preventable cause of illness in smokers. ~~Additionally,~~ Exposure to second-hand smoke has also has been shown to be ~~a health~~ hazardous ous to the health of ~~to~~ non-smokers. The Commission complies with New Hampshire's Indoor Smoking Act, which in order to regulates smoking in enclosed work places. Smoking, including e-cigarettes, is not permitted anywhere in the Commission offices AND is ~~only~~ allowed only during lunch and break periods.

H.I. Lactation Accommodation

The Commission will provide a reasonable amount of break time to accommodate an employee who wants to ~~desiring to~~ express breast milk for her ~~the employee's~~ infant child, to the extent required and in accordance with applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with ~~rest and meal~~ these periods ~~already provided to the employee~~, the break time will be unpaid, to the extent permitted by applicable law.

The Commission will make reasonable efforts to provide employees with ~~the use of~~ a room or location other than a toilet stall ~~for the employee where they can to~~ express milk in private. This location may be the employee's private office, if ~~applicable any~~. The ~~Commission Company~~ may not be able to provide additional break time if doing so would seriously disrupt ~~the Company's~~ operations. Please speak to the Executive Director if you have questions regarding this policy.

I-J. Show-Show-Up Pay

The Commission makes every effort to contact employees in advance of any office closing change. In the unfortunate circumstance that a non-exempt employee does not receive prior notification of a closing ~~change~~ and arrives ~~to work~~ for a scheduled work day, the employee will be compensated for two hours of "show-up" pay for any inconvenience.

Occasionally, employees may be ~~requested asked~~ to come into work for a mandatory meeting ~~for lasting less fewer~~ than two hours. When notified in advance that the time spent will be less than two hours, ~~employees you w~~ will be compensated only ~~receive compensation~~ for the actual time, not the ~~full two hours of~~ "show-up pay."

J-K. Inclement Weather/Disaster

It is not ~~the Commission's~~ practice to close the office due to inclement weather. Every effort should be made to report to work, ~~;~~ however, in emergencies ~~when such as severe weather, fires or power failures, if~~ you believe ~~that~~ travel conditions may put your safety at risk, please ~~call then~~ notify the Executive Director as far in advance as reasonably possible to notify him/her if that you are unable to come to work. ~~You must notify the Executive Director as far in advance as reasonably possible.~~ Employees who elect not to come to work have the following options:

- Take a day off without pay (non-exempt staff).
- Use available paid time off.

If an exempt employee has not accrued ~~does not have~~ sufficient ~~accrued~~ earned time to cover any such absence, they ~~employee~~ will be paid a full day's pay for that day, as long as the employee has performed any other work during the same pay period. Employees who do not report for work and do not call will be subject to disciplinary action up to and including termination of their employment.

Previously Scheduled Time Off: ~~those~~ employees who previously scheduled ~~for~~ time off when an office closure is announced will be required to use available paid time off.

V. WORKPLACE SAFETY

III.

The Commission has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose ~~a~~ threats to the health and safety of employees and to the security of our equipment and facilities.

A. Alcohol and Drug-Free Workplace

The Commission is required by law to provide a safe and healthy work environment for its employees. In addition, ~~the it is the~~ Commission's goal is to provide the best service possible to its customers and clients. To achieve these goals, the Commission has the following rules about the use, possession, and sale of drugs and alcohol by its employees.

The illegal or unauthorized use, ~~being under the influence of~~, sale, distribution, or possession of narcotics, drugs, or controlled substances ~~while either while~~ on the job (on or off Commission property) or on Commission property will result in immediate disciplinary action, up to and including termination of employment. The same is true for being under the influence of narcotics, drugs, or controlled substances under these circumstances. In addition, alcohol cannot be consumed on Commission property ~~except unless~~ at an authorized social function sponsored by the Commission, in which case consumption must be reasonable and responsible. Otherwise, and tthe use of alcohol during working hours or reporting to work under the influence of alcohol is strictly prohibited.

The use of controlled substances prescribed ~~to you~~ by a licensed physician or ~~are~~ available over the counter is not prohibited by this policy. However, if a physician has prescribed medication that requires any accommodation or poses safety concerns, please notify your supervisor or the Executive Director to discuss what accommodations are necessary.

The Commission encourages employees in need of assistance with a controlled substance to seek proper medical or psychological help. The Commission also offers help through the Employee Assistance Program (EAP). This service is provided in partnership with Health Resources and is available 24 hours a day, seven days a week, ~~provided in partnership with Health Resources~~. For more information or to take advantage of EAP, contact Health Resources directly at 800-~~759-8122~~.

Non-compliance with this policy will result in disciplinary action, up to and including immediate termination of employment.

B. Medical Marijuana

The Commission prohibits employees from manufacturing, possessing, using, distributing, or purchasing non-prescribed drugs and controlled substances, including medical marijuana, on

SRPC premises, at other locations where SRPC work is performed, and ~~in~~ while operating vehicles used for Commission field work or other Commission purposes.

~~As allowed per by state law, the Commission at this time prohibits~~ does not allow for medical marijuana on work premises.

C. Workplace Bullying

Strafford Regional Planning Commission defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others at the place of work ~~and/or~~ in the course of employment.”

The purpose of this policy is to communicate to all employees that the Commission will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination of their employment.

Bullying may be intentional or unintentional. ~~However, it must be noted~~ But when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration in regards to discipline. ~~As in with sexual harassment, it is~~ the effect of the behavior upon ~~an the~~ individual is ~~what~~ that is important. The Commission considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing, or maligning a person or ~~his/her~~ their family; persistent ~~name-name~~-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; making abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assaulting ing or threatening-of physical assault, ~~damag~~ inge-to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

D. Violence in the Workplace

The Commission is dedicated to ~~a~~ non-violent means ~~for-of~~ solving differences among employees ~~and/or~~ clients. All employees, clients, vendors, and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, vendor, or business associate will not be tolerated. ~~The~~ Commission resources may not be used to

threaten, stalk, or harass anyone at ~~the workplace~~ or outside the workplace. Threats, threatening language, or any other acts of aggression or violence made toward or by any Commission employee will not be tolerated. For the purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, ~~and/or~~ destructive actions undertaken for the purpose of domination or intimidation. Weapons are prohibited on Commission premises unless such prohibition is restricted by applicable law.

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported as soon as possible to the Executive Director, ~~or human resources specialist~~. When reporting a threat or incident of violence, including a verbal statement or physical action suggesting violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident. All threats will be promptly investigated and appropriate remedial action will be taken by the human resources specialist or the Executive Director. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

~~Non-compliance with this policy will result in disciplinary action, up to and including immediate termination. Any incident, including a verbal statement or physical action suggesting violence will be investigated immediately and appropriate remedial action will be taken by the human resource specialist or the Executive Director.~~ Anyone, regardless of position or title, whom the Commission determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination of employment.

If you are ~~the recipient of a threat~~ enacted made by an outside party, please follow the steps detailed in this section. It is important for the Commission to be aware of any potential danger in our workplace. Indeed, we want to take every precaution to protect everyone from the threat of a violent act by an employee or anyone else.

E. Safety

~~The Executive Director is responsible for ensuring a safe work environment. Employees are responsible for conducting~~ It is the responsibility of each employee to conduct all tasks in a safely and efficiently. Employees are also responsible ~~manner~~ for complying with all local, state, and federal safety and health regulations and program standards ~~—~~ and with any special safety concerns ~~for use~~ in a particular area or with a client.

Maintaining a safe work environment requires the continuous cooperation of all employees. The Commission strongly encourages employees to communicate with the Executive Director, ~~human resource specialist~~ Financial/HR Consultant, and fellow employees regarding safety issues.

~~Any injury suffered if by~~ an employee ~~suffers an injury~~ while at work ~~, it~~ must be reported immediately to the Executive Director or ~~human resource specialist~~ Financial/HR Consultant. All injuries must be reported whether they are minor, ~~requiring~~ require minimal first aid, or are more serious ~~and,~~ require ~~resulting in seeking~~ immediate attention ~~by from~~ a health care provider. The Executive Director or ~~human resource specialist~~ Financial/HR Consultant is responsible for reporting all workplace injuries in accordance with the requirements of New Hampshire Workers's Compensation laws.

Failure to report workplace accidents is a serious matter ~~as because~~ it may preclude an employee's coverage under Worker's Compensation Insurance.

To ensure ~~meeting~~ OSHA standards for safety and health are met, the Commission complies with ~~mandate~~ requirements to ~~posting of~~ information and provides employees with training on key aspects of workplace safety including. ~~This includes, but is not limited to, arranging for~~ annual updates on emergency evacuation, ~~and~~ fire, and safety.

The Commission's Health and Safety Plan ~~adopted by the Commission~~ includes operating procedures and goals for maintaining workplace safety. Each year the plan ~~will be~~ is reviewed and distributed to all employees. ~~At staff meetings, employees~~ will be given the opportunity at staff meetings to discuss safety issues and make recommendations for procedures.

Employees who use ~~ing~~ their personal vehicles for business purposes must show evidence that they are properly insured. A copy of the documentation will be ~~and a copy is retained~~ kept in their personnel file.

~~It is the responsibility of The Executive Director to carry through with actions needed to ensure a safe work environment.~~

VI. WORKPLACE PROTOCOLS

F.A. CommisisonAgency Management

The Executive Director is responsible for the management and administration of the Commission and ~~The Executive Director~~ has ~~the~~ sole authority for implementingation of employee policies and office operations. The Executive Director is authorized to delegate supervisory responsibility for specific organizational projects to appropriate members of the professional staff.

~~Ifn the event~~ the Executive Director is absent for a prolonged period ~~of time~~ due to illness, leave, or other circumstances, the Executive Director shall designate a senior staff person to act in his/heron their ~~behalf in order to~~and continue routine supervision of agency Commission business.

~~Ifn the event~~ the Executive Director leaves the Commission before a replacement is hired, the Executive Committee shall designate a senior staff person to act as Interim Executive Director in order to continue routine supervision of Commissionagency activities.

In the absence of the Executive Director, all human resources actions and major management decisions (i.e., contracts) must have the concurrence of the Executive Committee.

G.B. Confidentiality

The Commission's information and records relating to Commission business operations, plans, projects, strategies, employees, and cer customers are confidential. ~~Therefore,~~ Employees must treat all matters accordingly and not disclose information to anyone who does not have to ~~those without~~ a need to know.

No Commission information, including without limitation, documents, notes, files, records, oral information, and computer files or similar materials (except in the ordinary course of performing duties on behalf of the Commission) may be removed from the Commission's premises without permission from the Executive Director.

~~Additionally,~~ The contents of the Commission's records, or other information otherwise obtained in regard to business, may not be disclosed to anyone, except whe nre required for a business purpose.

Employees unsure about the confidential nature of specific information are expected to seek clarification from the Executive Director, or another authorized person in the absence of the Executive Director. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing confidential information ~~of a confidential nature~~.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

H.C. Honoraria and Gifts

Employees shall not accept honoraria or gifts of cash, goods, entertainment, or services from individuals or organizations with which the Commission has, or may have had, a business contact. Similarly,

~~E~~employees shall not accept honoraria or gifts of any kind from any individual or entity attempting, or with the potential, to influence the Commission's decisions ~~of the Commission~~ or the activities of its employees.

I.D. Solicitation and Distribution

At the Commission, we believe employees should not be disturbed or disrupted while working in the performance of their job duties. For this reason, solicitation of any kind by one employee of another employee is prohibited while either person is on working time. "Solicitation" is defined as requests for contributions, donations, raffles, lotteries, and membership in organizations, attendance at events, ~~and/or other~~ similar conduct. "Working time" is defined as the time when during which the an employee is scheduled to be working, exclusive of established break periods, meal times, and time before and after work hours. This rule applies to solicitations ~~for of both~~ charitable and non-charitable causes. Solicitation by non-employees on Commission premises is prohibited at all times.

Distribution of advertising materials, handbills, or printed or written literature of any kind in working areas of the Commission is also prohibited at all times. ~~Distribution of literature by non-employees on Commission premises is prohibited at all times.~~ "Work area" is defined as any Commission office or facility, other than designated break areas. Distribution of literature by non-employees on Commission premises is prohibited at all times.

J.E. Use of Office Equipment

~~The~~ Commission office equipment, including, ~~but not limited to, the~~ telephones, mobile electronic devices, computers, ~~photocopy machines~~, fax machines, and postage meters are business tools to manage workload and improve efficiency and communication.

Occasional use of mobile electronic devices, telephones, photocop~~iers~~ers ~~machines~~, and fax machines for personal use is permitted during normal working hours.

The use of personal mobile electronic devices and cell phones should be restricted to the employee's break ~~and/or~~ meal periods, unless an emergency arises.

If personal use of office equipment ~~and/or~~ personal phone calls becomes ~~ss~~ excessive or otherwise disruptive, the employee may be asked to ~~further~~ limit or cease personal use of the equipment ~~and/or~~ phone calls.

Violation of this policy may result in disciplinary action, up to and including ~~dismissal~~ ~~termination~~.

K.F. Conflicts of Interest/Volunteer Activities

The Commission expects employees to conduct ~~themselves~~ ~~business~~ according to the highest ethical standards as defined in Ethical Principles in Planning of the American Planning Association and the Code of Ethics and Professional Conduct of the American Institute of Certified Planners (see pages ~~6~~ ~~to~~ ~~9~~). Business dealings that appear to create a conflict between the ~~Commission's~~ ~~organizational~~ interests ~~of the Commission~~ and an employee are unacceptable.

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with ~~a~~ ~~situations~~ in which ~~business~~ actions taken on behalf of the Commission may conflict with the employee's own personal interests. Company property, information, ~~z~~ or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- ~~z~~ Being employed by, or acting as a consultant to, a municipality, competitor or potential competitor, supplier, ~~z~~ or ~~-~~contractor, regardless of the nature of the employment, while employed with the Commission.
- ~~z~~ Hiring or supervising family members or closely ~~ly~~ relat~~ed~~ ~~persons~~.
- ~~z~~ Owning or having a substantial interest in a competitor, supplier, ~~z~~ or contractor.
- ~~z~~ Accepting gifts, discounts, favors, ~~z~~ or services from a customer ~~or~~ ~~/~~ potential customer, ~~a~~ competitor, ~~z~~ or ~~a~~ supplier, unless equally available to all Commission employees.

The Commission recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Commission may review the situation and prevent potential conflicts of interest.

~~If any~~ employee who has any question about whether an action or proposed course of conduct would create a conflict of interest, ~~he or she~~ should immediately contact the Executive Director.

~~A violation of this policy will result in immediate and appropriate discipline, up to and including termination.~~

Volunteerism and community involvement by employees are welcomed and encouraged. At the same time, it is imperative that employees exercise good judgment in determining the level of participation and the circumstances in which such participation could blur boundaries and expose an employee to a possible conflict of interest with the ~~business~~ operations of the Commission. An employee contemplating participation in an organization where there may not be a clear boundary between the volunteer activities and the ~~business~~ interests of the Commission should address their concerns with the Executive Director.

A violation of this policy will result in immediate and appropriate discipline, up to and including termination of employment.

L-G. Outside Employment

~~To protect the business interests of the Commission,~~ No employee shall engage in any outside employment that directly or indirectly competes or conflicts with the business interests of the Commission. Any employee contemplating outside employment ~~—whether self-employment or employment with another political subdivision of the state or with a for-profit or nonprofit organization—~~ shall discuss ~~this~~ it with the Executive Director prior to the ~~start~~ commencement of the employment, ~~whether it be self-employment or with another political subdivision of the state, for-profit or non-profit organization.~~ Any breach of this policy will result in discipline, up to and including ~~dismissal~~ termination.

M-H. Attendance and Punctuality

~~N-~~

Attendance and punctuality are essential ~~functions of~~ to an employee's position. From time to time, ~~it may be necessary for~~ an employee may need to be absent from work. The Commission is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise.

If an employee is unable to report to work, or if an employee will arrive late, the employee must contact the office to inform staff and the Executive Director of their situation. The Executive Director should be given as much time as possible to arrange for someone else to cover the position until the employee arrives. If the employee knows in advance that ~~they or she~~ will need to be late or absent, the employee is required to request, in writing, this time off directly from the Executive Director.

~~Tardy~~ For late arrivals, the employees should indicate when ~~they~~~~he or she~~ expects to arrive for work. If the employee is unable to call in because of an illness, emergency, or ~~for~~ some other reason, they ~~employee~~ should arrange to have someone call ~~for them~~~~on his or her behalf~~.

When out of the office due to illness, vacation, or **personal** appointments, an out-~~o~~-of-office form needs to be filled out by the employee and approved by the Executive Director. ~~If any cases when the~~ employee knows ahead of time that they will be out-~~of the office~~, the form ~~should~~~~needs to~~ be completed~~filled out~~ in advance.

All employees should be aware that excessive absenteeism, lateness, or ~~leaving~~ early departures may lead to disciplinary action, up to and including dismissal from employment.

A no call or no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

O.I. Attire and Grooming

~~It is important for~~ Commission employees ~~to~~should project a professional image ~~while~~ at work by being appropriately attired and groomed. ~~Commission employees are expected to be~~ neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed ~~whether~~ in the office, in the field, or off site~~meeting off site~~.

The Commission is confident that employees will use their best judgment regarding attire and appearance.

P.J. Cell Phone Use and Texting Policy

Employees who drive during work time are prohibited from using a cell phone while operating a motor vehicle. Employees who need to use the phone should pull over to the side of the road and come to a complete stop. Any traffic violations that occur because of cell phone use shall result in serious disciplinary action including possible termination of employment.

The use of any hand-held mobile electronic device capable of providing voice or data communication, (i.e.g., GPS devices, tablets, iPods, MP3 players, and other devices that require data entry) is prohibited while operating an organization vehicle, while driving a personal vehicle during work time or for work purposes, or while temporarily stopped for a traffic control device or other momentary delay. Prohibited activities include ~~including but not limited to~~ reading, composing, viewing, or posting any electronic message; ~~or~~ initiating, receiving, or conducting a conversation; ~~or~~ initiating a command or request to access the internet; ~~or~~ inputting information into a ~~global positioning system~~GPS or navigation device; and ~~or~~ manually typing data into any other portable electronic device.

~~is prohibited while operating an organization vehicle or driving a personal vehicle during work time and/or for work purposes. This prohibition applies while driving, or temporarily halted in traffic for a traffic control device or other momentary delay.~~

Emergency calls to 911 or other public safety entities and the use of a hands-free device, such as one that uses Bluetooth wireless technology, are permitted.

Q-K. Electronic and Telephonic Communications

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Commission's equipment and systems are the property of the Commission. Use of electronic communications must comply with a form to the Commission's anti-harassment and discrimination policies. Abuse of electronic communications by an employee may result in disciplinary action, up to and including dismissal/termination.

Employees are not authorized to share passwords with other staff members or with anyone outside the office. The Software Administrator and other staff members are not authorized to view the contents of the Executive Director's email without prior authorization. Failure to comply with this policy would be grounds for immediate dismissal and termination of employment with the Commission.

The following guidelines have been established for using the internet, telephones, and e-mail in an appropriate, ethical, and professional manner:

- Internet, company-provided equipment (e.g., laptops or desktop computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language and; ~~and~~ engaging in any illegal activities, including piracy, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to-for reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact the Executive Director with any questions or concerns to reduce-minimize the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation or right-to-know requests. Be aware of this possibility when sending e-mail with inside and outside the company.

To ensure ~~that~~ the use of electronic and telephonic communication and business equipment is consistent with the Commission's legitimate business interests and to ensure quality service to our clients, the Commission reserves the right to have authorized representatives monitor the use of such equipment from time to time. This monitoring, ~~which~~ may include listening to voicemail messages, reviewing e-mail messages, ~~and/or~~ reviewing websites visited by an employee, ~~or other~~ wise monitoring computer use. For this reason, employees should not have an expectation of privacy in their use of the Commission's computers, telephones, and other business equipment.

R.I. Social Media Policy

The Commission ~~We~~ understands that social media can be a positive and rewarding way to share your life and opinions with family, friends, ~~and~~ co-workers. However, use of social media presents risks and carries with it responsibilities.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including ~~to~~ on your own or someone else's web log ~~(-or blog)~~, journal or diary, personal web site, social networking or affinity web-site, or web bulletin board or a chat room, whether or not associated or affiliated with the Commission, as well as any other form of electronic communication. The ~~same~~ principles and guidelines found in Commission policies apply to your online activities ~~online~~. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. ~~Keep in mind that~~ Any ~~of your~~ conduct that adversely affects your job performance or the performance of fellow employees; ~~or that~~ otherwise affects members, customers, suppliers, and people who work on behalf of the Commission; ~~or that affects~~ the Commission's legitimate business interests may result in disciplinary action up to and including termination of employment.

Always be fair and courteous to fellow employees, customers, members, suppliers, ~~and or~~ people who work on behalf of the Commission. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints ~~onto a~~ social media ~~outlet~~. Nevertheless, if you decide to ~~post~~ complaints or criticism, avoid using statements, photographs, video, ~~or~~ audio that ~~reasonably~~ could reasonably be viewed as malicious, obscene, threatening or intimidating; ~~that~~ disparage or defame customers, members, fellow employees, ~~or~~ suppliers; ~~or that~~ might constitute harassment or bullying. ~~Examples of~~ Such conduct ~~might~~ include s offensive posts intended meant to intentionally to harm someone's reputation and or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, ~~or~~ any other status protected by law or company policy.

Make sure you are always honest and accurate when posting information or news. ~~and~~ If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives almost everything; therefore, even deleted postings can

be searched. Do not post any information or rumors that you know to be false about the Commission, fellow employees, members, customers, suppliers, and people working on behalf of the Commission or competitors.

To assist you in making responsible decisions ~~about your use of social media~~, we have established these guidelines for the appropriate use of social media:

- Maintain the confidentiality of the Commission’s private or confidential information. Do not post internal reports, policies, procedures, or other internal ~~business-related~~ confidential communications related to the Commission’s work.
- Do not create a link from your blog, website, or other social networking site to the Commission’s website without identifying yourself as a Commission employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Commission. If the Commission is ~~the~~ the subject of ~~the~~ content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the Commission, fellow employees, members, customers, suppliers, or people working on behalf of the Commission.

Refrain from using social media while on work time or on equipment we provide, unless it is work related and authorized by the Executive Director or consistent with the Commission equipment policy. Do not use the Commission’s email addresses to register on social networks, blogs, or other online tools used for personal ~~purposes~~ use.

This policy applies to all employees of the Commission. If you have questions or need further guidance, please contact the Executive Director.

M. Telecommuting **/VPN Policy**

N. “Telecommuting” is defined as working at home or other specified off-site location by employees who normally work at the Commission office.

Normally, telecommuting would be necessary due to inclement weather when the office is unable to open and is at the discretion of the Executive Director.

The Commission is not able to guarantee employees the opportunity to work from their homes, other specified off-site locations, or to telecommute.

Requests to telecommute must be submitted in writing to the Executive Director prior to telecommuting. The written request must or acting agent, describing the reason for telecommuting and, the need and the manner in which the employee can telecommute without experiencing any reduction in work quality, efficiency, or productivity. This request must be submitted in writing to the Executive Director prior to telecommuting. The employee’s

official work location, however, will continue to be ~~at~~ the Commission office, not ~~any at their~~ - home or any other off-site location.

Permission to work from home may be granted ~~in writing with the written approval of by~~ the Executive Director. ~~A~~ Permission ~~approval~~ will be granted ~~provided~~ only when ~~re~~ the Executive Director determines ~~, in sole discretion,~~ that the employee has work that needs to be done and that work can be efficiently completed by telecommuting. The Executive Director can withdraw their Approval s that are granted to telecommute can be withdrawn at any time in the company's sole and absolute discretion at any time.

The employee's at-home work hours will conform to a schedule or number of hours agreed to by the employee and the Executive Director. Changes to this schedule or number of ~~pre-approved~~ agreed telecommuting work hours must be reviewed and approved in advance by the Executive Director. Telecommuting employees may ~~only~~ work overtime hours only with the advanced d written approval of the Executive Director.

Unless otherwise agreed upon in writing, the employee's compensation, benefits, work status, work responsibilities, and ~~the~~ amount of time the employee is expected to work per day or per pay period in the office will not change due to participation in the telecommuting program ~~(unless otherwise agreed upon in writing).~~

~~Normally the need to telecommute would be due to inclement weather when the office is unable to open and is at the discretion of the Executive Director.~~

Employees who are authorized to work from home or ~~at a other~~ specified off-site location must assure the Executive Director that they ~~can~~ may safely and efficiently perform all their duties and responsibilities. All telecommuting time will be documented on separate lines in the employee timesheet with TELECOMMUTING at the beginning of the memo/note field. Notes on the employee timesheet should clearly define the progress of the work done while telecommuting.

Employees approved to telecommute ~~They~~ must agree to maintain their work area free of all dangers, safety hazards, and risks that could endanger themselves, their family members, or others. They must also agree to take all steps necessary to safeguard and protect all property and confidential, sensitive, and proprietary information of the Commission. The Commission is not liable for injuries to the telecommuting employee ~~may receive~~ while working at-home outside the agreed-upon work hours or for injuries to third parties who may be present at the employee's at-home work space.

Depending on the type of work to be performed, equipment may be furnished to the employee for use at their home or specified off-site location. Telecommuting employees are responsible for any equipment provided by the Commission, and they are expected to return the equipment to the Commission each day if necessary for use in the office, upon termination of the telecommuting assignment, or at the end of their separation of employment with the Commission.

Non-exempt employees who receive ~~work~~ approval to work ~~at or from their homes~~ or at any specified off-site location must comply with all record keeping requirements and must accurately record all working time. They must also take meal and rest periods in accordance with applicable legal requirements and ~~the~~ Commission policies.

Employees are not exempt from the meal period, rest period, or record keeping rules solely because they are permitted to work at ~~their~~ home or at a specified off-site location.

Requests to telecommute ~~due to that are based on the existence of~~ a disability and ~~the~~ need for reasonable accommodation will be evaluated based on all applicable legal standards and medical information provided by the employee. The Commission will engage in an interactive process with the employee to evaluate reasonable accommodations, including the possibility of telecommuting when ~~it will not create~~ it can occur without creating an undue hardship. Such accommodations will be made where necessary to comply with all applicable state and federal disability anti-discrimination laws.

The Executive Director may decline a request ~~when it is~~ determined to be ~~it is~~ inconsistent with the Commission's business needs or other interests, or with the employee's job functions. For example, a request may be denied because the employee must ~~where direct~~ interact with co-workers, the ~~ion between the employee and~~ Commission's customers, or ~~co-workers or t~~ the Commission's representatives. Or a request may be denied if the Commission's is important or ~~where the organization's~~ standards of quality, quantity, efficiency, productivity, or safety may be compromised if the employee does not work at the Commission ~~on the employer's office premises~~.

~~The software, Virtual private network (VPN), is the software used at Strafford Regional Planning Commission for telecommuting. Employees are not authorized to share passwords with other staff or anyone outside of the office. The Software Administrator or other staff is not authorized to view the contents of email of the Executive Director, without prior authorization. Failure to comply with this policy would be grounds for immediate dismissal of employment with the Commission.~~

S.O. Office Hours; Night & Weekend Hours; Inclement Weather

The Commission operates on a 40-hour work week. Regular work hours for all employees are, ~~with regular business hours on~~ Monday through Friday, 8:30 a.m. – 5:00 p.m., and include ~~for all employees, which includes an unpaid~~ half-hour off for lunch.

~~Hourly employees will not be paid for the half hour lunch break.~~

Our core hours, for employees authorized to use flex time, are ~~9:00 a.m. – 3:00 p.m.~~ Changes in The core hours of operation may be changed ~~made~~ at the discretion of the Executive Director. It is imperative that all employees keep the office staff notified of their work sites and hours of work. Employees not authorized to use flex time are expected to be at work during normal business hours, except as otherwise permitted by this handbook.

The Commission provides professional and technical planning assistance to its 18 member communities.~~'s role in regional planning is to work with the eighteen (18) member communities of the Commission, serving their diverse needs for professional and technical assistance.~~ The Commission works with many volunteers and elected and appointed officials whose work in their communities takes place outside of normal business hours. Employees shall be available to work during off-business hours as requested by member communities and other clients of the Commission.

~~Due to our location~~Being in New Hampshire, ~~it is probable that wintertime snowstorms that make travel to work unreasonable are almost guaranteed.~~could make it unreasonable to reach designated work sites. During storm events, ~~at the discretion of the Executive Director~~ may decide to close, the office ~~entirely, or before the end of~~ may be closed or close earlier than normal business hours. Time off as the result of the Commission being closed will be unpaid, as permitted under law. ~~Or, employees may choose to use an accrued annual leave day if they choose.~~ If the Commission offices ~~are closed~~ after employees have reported to work, ~~but before they have worked two (2) hours are worked,~~ hourly employees will be paid for two receive a full two hours pay.

~~Employees will be available for early morning, evening, and weekend meetings with clients and member communities as requested. Staff will have the opportunity to set a flexible schedule within the two-week pay period to accommodate these requests.~~

When the Commission ~~office is has been~~ closed due to inclement weather, employees eligible to telecommute and who have ~~suitable work that can be/he/she can done perform~~ at home are encouraged to do so. At the discretion of the Executive Director, employees may bill their non-work time due to a closure to indirect administration.

Employees will be available for early morning, evening, and weekend meetings with clients and member communities as requested. Exempt Staff employees will have the opportunity to set a flexible schedule within the two-week pay period to accommodate these requests.

All employees will use weekly schedule, sign-out boards, voice mail, ~~and/or e-mail~~ to notify the Executive Director as to their hours of work, location, and time of return, phone numbers, and any other pertinent information.

~~At the discretion of the Executive Director, employees may bill their non-work time due to a closure to indirect administration.~~

T.P. Plagiarism

U.

~~The purpose of this policy is to set out the Commission's commitment to professional integrity with particular reference to plagiarism.~~

As professional planners or certified planners, the staff of the Commission adhere s to the American Institute of Certified Planners Code of Ethics and Professional Conduct. ~~The~~Under the

Rules of Conduct ~~it~~ states, “We shall not use the product of others’ efforts to seek professional recognition or acclaim intended for producers of original work.”¹

The definition of plagiarism is “when a writer uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging the source.”² This is a clear violation of ~~such~~ ethical principles. Plagiarism can also ~~violate~~~~represent a violation of~~ copyright ~~and may be law~~, punishable by law.

“The following are examples of plagiarism:

- Copying work verbatim or ~~nearl~~y verbatim.
- Purposely paraphrasing portions of another author’s work.
- Verbatim copying portions of another~~r’s~~ author’s paper with citing but not clearly differentiating what text has been copied (i.e., not applying quotation marks correctly) ~~and~~/or not citing the source correctly.
- Copying elements of another author’s paper, such as equations or illustrations that are not common knowledge, or copying or purposely paraphrasing sentences without citing the source.”³

• Employees are responsible for the content of their work and ~~for it is the responsibility of the employee to ensur~~inge the documents they created ~~and meet-achieve~~ the highest ethical standards with respect to plagiarism.

Plagiarism of any kind will not be tolerated at the Commission. Violation of this policy may result in disciplinary action.

¹ [ACIP Code of Ethics and Professional Conduct, October 2009, http://www.planning.org/ethics](http://www.planning.org/ethics)

² [Defining and Avoiding Plagiarism: The WPA Statement on Best Practices January 2003 Council of Writing Program Administrators http://www.wpacouncil.org/positions/WPAplagiarism.pdf](http://www.wpacouncil.org/positions/WPAplagiarism.pdf)

³ [Plagiarism Policy ACM Policy and Procedures on Plagiarism October 2006 \(revised June 2010\) www.acm.org/publicationw/policies/plagiarism_policy](http://www.acm.org/publicationw/policies/plagiarism_policy)

IV.VII. COMPENSATION

A. Payment of Wages

~~Wages are paid~~ ~~Payment of wages is made~~ biweekly, on the Friday ~~following the end of~~ ~~after~~ the two-week ~~pay~~ ~~period~~ ~~has been completed.~~ Each work week ~~in the two-week pay period~~ runs from Monday to Sunday. ~~The A~~ statement of earnings ~~is given~~ ~~to each employee every~~ ~~each~~ pay period ~~indicates their~~ ~~to employees indicating:~~

- Gross Pay
- Statutory Deductions
- Voluntary Deductions
- Use of Paid Leave

The amount of federal withholding ~~depend~~ ~~is affected by~~ ~~on~~ the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status ~~or number of claimed exemptions~~ ~~changes~~ ~~or the number of exemptions previously claimed increases or decreases~~, a new Form W-4 must be submitted to the Financial Consultant.

Employees are responsible for determining their exemptions ~~according to~~ ~~per~~ federal guidelines.

B. Payroll Deductions

1. Payroll Deductions for All Employees

The Commission is required by law to make certain deductions from ~~your employee~~ paychecks, including federal income taxes and ~~employee~~ ~~your~~ contributions to social security ~~as required by law~~. The Commission may also be required to make deductions ~~from your paycheck~~ pursuant to a federal or state agency or court order, such as for child support. These deductions ~~are~~ ~~will be~~ itemized on ~~your~~ ~~the employee's~~ check stub. The Commission may ~~also~~ make additional deductions for insurance and other purposes to benefit the employee. Arrangements for these voluntary deductions can be made with the Financial Consultant.

The New Hampshire Department of Labor permits these deductions, and requires employers to provide employees with notice of the other circumstances in which payroll deductions are permitted by law. ~~Although not all of the following Payroll deductions are relevant to our workplace, we are providing the entire list of permitted deductions as required by the Department of Labor~~ ~~also permitted:~~

- ~~for the following (and we recognize that not all of the following apply in our workplace, but we are providing the whole list as required by the Department of Labor):~~
 - ~~installment payments of legitimate loans made by the employer to the employee.~~
 - ~~Repayment of accidental overpayments made to the employee.~~

- ~~;~~ ~~R~~Repayment of advances on vacation or other paid time off.
- ~~;~~ ~~R~~Required clothing not considered to be uniforms.
- ~~V~~Voluntary rental fees for non-required clothing.
- ~~V~~Voluntary cleaning of uniforms and non-required clothing.
- ~~M~~Medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer.
- ~~T~~The use of a demonstrator vehicle as defined in RSA 261:111.
- ~~P~~Payments into savings funds held by someone other than the employer.
- ~~H~~Housing and utilities.
- ~~S~~Strictly voluntary contributions to charity.
- ~~U~~Union dues.
- ~~H~~and health, welfare, pension, and apprenticeship fund contributions.
- ~~V~~Voluntary contributions into cafeteria plans, ~~or~~ flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code.
- ~~V~~Voluntary payments by the employee for the following: child care fees by a licensed child care provider, parking fees, and/or pharmaceutical items, gift shop, and cafeteria items purchased on the site of a hospital by hospital employees.
- ~~R~~Recovery of tuition for non-required educational costs.
- ~~P~~Payments for the employee's use of a qualifying health or fitness facility.
- ~~C~~Contributions to a political action committee.
- ~~;~~ ~~a~~And for any purpose on which the employer and employee mutually agree that does not grant financial advantage to the employer, other than to purchase items required in the performance of an employee's job in the ordinary course of the operation of the business.

2. Payroll Deductions for Salaried Exempt Employees

The Commission complies with all federal and state laws ~~cover with regarding to~~ deductions from paychecks, including ~~the paychecks of deductions from the~~ salaried ~~s of~~ exempt employees. ~~These in accordance with the laws, salaried~~ employees receive a predetermined salary, which is not subject to reduction ~~due to because of~~ variations in the quality or quantity of work performed, ~~due to and is not subject to reduction for~~ absences requested by the Commission, or due to the operating requirements of the Commission. ~~The Commission recognizes that under~~ Federal and state law ~~there are only limited times~~ when a salaried employee's salary can be subject to deductions.

The Commission prohibits ~~salary~~ deductions ~~from salaries~~ that are inconsistent with the status of an exempt employee. Employees should note that salaries are subject to modification, ~~for example from time to time, such as~~ at evaluation time, when an employee's position or responsibilities change, and at other appropriate times. Employees should also note that ~~the Commission can it is permissible for an employer to~~ apply earned leaves and other forms of paid time off to full-day absences for personal reasons, sickness, or disability; ~~and that~~ applying paid time is not considered a deduction from salary.

3. **Questions Regarding Paychecks and Deductions**

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact the Financial Consultant as soon as possible. If you do not receive a prompt response or are dissatisfied in any way with the response you receive, you should contact the Executive Director.

Questions and concerns regarding pay and deductions will be investigated and addressed promptly. If there has been an error, such as an n incorrect deduction ~~made in error~~, the employee will receive a corrected check or a check reimbursing the employee for the error, whichever is more practicable under the circumstances.

Employees should feel free to communicate any questions or concerns regarding pay or deductions. The Commission will not tolerate retaliation against employees who do so have expressed concerns using this procedure.

C. **Overtime**

Under ~~the provisions of~~ the FLSA, non-exempt employees are entitled to be paid one ~~and one~~ half ~~(1 1/2)~~ times their regular hourly wage for any times worked over ~~forty (40)~~ hours in a per week. Time away from work due to a job-related injury, jury duty, bereavement leave, vacation time, and sick time are not counted as hours worked for the purpose of computing eligibility for overtime pay. Employees are ~~You will be~~ advised when ~~you are~~ hired whether they if you are are entitled to overtime pay.

Overtime work may occasionally be necessary ~~From time to time, it may be necessary for you to perform overtime work~~. All overtime must be approved in advance by the Executive Director. Except in ~~the event of~~ an emergency, the Commission will attempt to provide ~~you with~~ advance notice of the need ~~ed~~ ecessity for overtime work.

D. **Quarterly, Monthly, and Weekly Reports**

E.

Exempt employees need to report billable hours by project, vacation, holiday, and sick leave. Non-exempt employees need to report all hours worked or charged to, vacation, holiday, and sick leave. All billable hours must be carefully recorded and linked to a project number with a task annotation. Employees will use the fiscal billing system to record their hours.

Employees will prepare an expense report for travel and other work-related expenses ~~once a~~ month ly or as needed. Employees will ~~use the~~ submit completed Travel and Expense Forms ~~and submit them~~ with receipts to the Executive Director for review and approval.

Employees will use their weekly timesheets to prepare monthly and quarterly reports providing enough information for the Financial Consultant to prepare accurate invoices.

Compliance with record -keeping requirements and timely submittal of documents is the responsibility of the employee. Non-compliance may result in disciplinary action.

All timesheets are due Monday morning for the prior week.

All timesheets will include sufficient detail for the Financial Consultant to prepare payroll, invoices, and fiscal reports.

The Executive Director will review and approve all timesheets prior to preparation of payroll.

If any changes are made to an employee's timesheet, the employee will be asked to approve and initial any changes to ensure that they are accurate.

~~An e~~Employees should not complete timesheets for any other employee. Any questions regarding how to properly complete a timesheet should be addressed to the Executive Director.

Monthly or quarterly reports must include the number of hours worked on each task of a project and other direct expenses.

F.E. Employee Records

To keep accurate and necessary employee records up to date, it is extremely important that ~~you~~ employees notify the designated staff person responsible for payroll processing and employee records of any changes in:

- Name and or marital status
- Current mailing address and telephone number
- Number of eligible dependents
- W-4 deductions
- Person to contact in case of an emergency
- Insurance beneficiaries
- Proof of automobile insurance

G.F. Meals and Rest Periods

In order for our employees ~~to be able~~ to perform their duties to the best of their ability, the Commission provides meal and rest periods. After five ~~(5)~~ hours of work, full-time employees will receive an unpaid half-hour ~~long~~ meal or rest period.

Two ~~(2), ten (10)~~ minute paid breaks may be taken each work day; please coordinate these breaks with other employees and the Executive Director.

Employees may voluntarily elect to waive the meal break ~~period~~. Any employee who wishesing to ~~do so voluntarily waive the meal break period should~~ should speak with the Executive Director and execute the appropriate waiver form, which will be kept filed in the employee's personnel file.

VIII. BENEFITS

This ~~section portion provides of the Handbook contains~~ a very general description of the benefits to which ~~you may be entitled as an employee of the Commission may be entitled~~. Please understand that this ~~general~~ explanation ~~does not, nor is it is not~~ intended to, ~~and does not,~~ provide ~~you with~~ all the details of these benefits. Therefore, ~~the~~ handbook does not change or otherwise interpret the terms of the official plan documents. Your rights ~~as an employee~~ can be determined only by referring to the full text of the official plan documents, which are available for ~~your~~ examination from the Human Resources Department. To the extent that any of the information ~~contained~~ in this handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing ~~contained~~ in this handbook or the benefit plans described here ~~in~~ shall be held or construed to create a promise of employment or ~~of~~ continued or future benefits, or a binding contract between the Commission and its employees, retirees, or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The Commission reserves the right, ~~in at~~ its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described here ~~in~~, including any health benefits that may be extended to retirees and their dependents. Further, the ~~Commissionpany~~ reserves the exclusive right, power, and authority, ~~in at~~ its sole and absolute discretion, to administer, apply, and interpret the benefit plans described here ~~in~~, and to decide all matters arising in connection with the operation or administration of such plans.

H.A. Health Insurance

The Commission offers permanent ~~regular~~ full-time ~~and part-time~~ employees a group health insurance plan. ~~Temporary employees may be offered coverage at the discretion of the Executive Director.~~ Insurance plans are reviewed ~~annually~~ by the Executive Director ~~on an annual basis~~.

Employees may change enrollment in health insurance ~~only~~ during open enrollment periods, or upon a qualifying life event.

All ~~permanentregular~~ full-time employees are eligible to participate in a group health insurance plan offered by the Commission. ~~The Commission will pay paid at a 90 percent% of the premium for one-person coverage, and the employee will pay 10 percent. employer/10% employee ratio for a single employee plan.~~ The Commission also offers ~~a~~ family and two-person coverage, as permitted by the insurance carrier. If an

employee wishes to have family or two-person coverage, the employee must pay the cost of the premium additional cost above the cost for employee-only coverage will be deducted from the employee's paycheck. For regular part-time employees, the Commission contribution shall be reduced proportionately for regular part-time employees. -The Commission's contribution toward coverage will be specified listed in the employee's offer letter.

Health insurance payments, required or optional, are deducted from employee paychecks.

Information on the current health insurance plan is available from the insurance carrier, HealthTrust, and from the Executive Director or human resource specialist/Financial/HR Consultant.

~~Health insurance payments, required or optional, are deducted from employee paychecks, and the employee will be given a waiver to sign to permit this deduction.~~

It is the responsibility of the employee to inform the human resource specialist/Financial/HR Consultant and/or health insurance carrier of all changes in personal data and coverage needs. ~~These changes also should be reported to the financial consultant for processing.~~

Health insurance coverage begins on the first day of the first full month of employment with the Commission.

I.B. Health Insurance -Incentive Option

The Commission offers a cash payment to eligible staff members who ~~may~~ elect not to participate in the health ~~AND~~ and dental insurance plans.

~~After~~ Upon showing proof of enrollment in another health insurance plan, an employee who chooses ~~ing~~ the incentive option will receive a check at the end of each fiscal year in an amount equal to 20 percent% of the total annual premium the Commission would have paid for single-person coverage for both health and dental plans for that employee. This incentive payment will be pro-rated for months of employment ~~during~~ in the immediate past fiscal year and the status of the employee, i.e., approved regular part-time employees' incentive payment will be prorated based on their regularly scheduled weekly hours. The incentive option payment is a ~~taxable~~, non-wage benefit from which all applicable taxes will be withheld by the Commission.

J.C. Dental Insurance

All regular full- and part-time ~~full-time~~ ee employees enrolled in the Commission health insurance plan, regardless of coverage program selected, are eligible to participate in the group dental insurance plan. The dental insurance premium is covered ~~cost for the~~

~~dental insurance is 100 percent% covered~~ by the Commission. The Commission contribution is shall be reduced proportionately for employees with whose regularly schedule d weekly hours that are is less than 40 hours per week. Temporary employees may be offered coverage at the discretion of the Executive Director.

Dental insurance cCoverage will begins on the first day of the first full month of employment with the Commission.

K.D. Life Insurance

The Commission ~~will~~ provides group life insurance to all regular full-time regular full-time eeemployees. Life insurance coverage for regular part-time and temporary employees is at the discretion of the Executive Director. -There is no shared cost with employees.

The amount of each employee's life insurance policy amount is equal to their annual wages or salary. ~~For There is no shared cost with employees. To obtain~~ specific information on the life insurance plan, contactsult with the Executive Director or the Financial/HR Consultant.

L.E. Short-Term Disability

All regular regular full-time eeemployees are covered for short-term disabling illness or injury at no cost to the m-employee. Employees are insured for 66.67 percent% of their basic weekly wages with a maximum of \$600 dollars per week for ~~thirteen (13)~~ weeks. There is a waiting period for collection of payments.

~~ForTo obtain~~ specific information on the short-term disability insurance plan, contactsult with the Executive Director or the human resource specialistFinancial/HR Consultant.

M.F. Long-Term Disability

All regular regular full-time employees are covered for long-term disabling illness or injury at no cost to the employee. Employees are insured for 60 percent% of their basic monthly wages with a maximum monthly benefit of \$2,000. There is a waiting period for collection of payments.

~~ForTo obtain~~ specific information on the long-term disability insurance plan, contactsult with the Executive Director or the human resource specialistFinancial/HR Consultant.

N.G. COBRA

~~In accordance with federal law,~~ The Commission complies with the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) by providing eligible employees who have left the organization the option to continue group health and dental benefits for up to a period of eighteen (18) months at their own expense.
~~Any individual desiring to continue health and dental insurance benefits is responsible for the full cost of the monthly premium.~~

~~If an employee dies~~ the event of the death of an employee, dependents of the employee already on the insurance plan can continue coverage for a period of 36 up to 36 months under using the same guidelines as established for an employee who leaves the organization severing employee.

HealthTrust will notify individuals eligible for COBRA of the premium costs and the payment process.

Premium payments are the sole responsibility of the individual. Late payments are subject to interest charges, and may result in a discontinuation of the benefit. A lapse in payment of the premium will result in ~~a~~ loss of coverage.

O.H. SIMPLE IRA

All employees earning more than \$5,000 in ~~at the~~ calendar year ~~are~~ shall be eligible to participate in the 5304-SIMPLE IRA (Savings Incentive Match for Employees of Small Employers). The Commission will match, dollar for dollar, employee contributions of up to 3 percent of their gross pay. Employees are encouraged to participate in the SIMPLE IRA and save for their future retirement.~~Employees are encouraged to participate to receive up to 3% match from the Commission and to save for their future retirement plans.~~

To obtain specific informations about the SIMPLE IRA, please see the Executive Director or the Financial Consultant.

P.I. Benefits, Educational Reimbursement Plan, Seminars, and Workshops

The Commission will ~~may~~ reimburse the cost of post-secondary ~~-~~ level accredited studies that are deemed to be directly related to ~~the employees'~~ performance of their work functions of employees. This benefit is for regular full-time employees of the Commission only and is offered at the discretion of the Executive Director; ~~it, and~~ does not extend to family members of employees or to anyone else associated with the Commission who is not an employee.

Educational assistance is subject to budget constraints and internal needs for employee training. The Executive Director is responsible for determining whether coursework qualifies for reimbursement.

Employees seeking educational assistance must present supporting information to the Executive Director and must obtain the Executive Director's written approval before enrolling in a course. To qualify for the educational expenses benefit, an employee must start and complete a course while a regular full-time employee of the Commission on the active payroll (i.e., not on a leave of absence).

~~The Executive Director is responsible for determining what coursework qualifies for reimbursement and must approve courses in advance. Upon completion of an approved course, the employee must provide certification that all course requirements were completed along with the official grade. The employee will be Reimbursed based on the grade received according to~~ ment is based upon the following schedule matrix:

A	75%
B	50%
C	25%
D or below	0%
Pass	25%

~~100% reimbursement will be granted for Attendance at work related seminars and workshops approved in advance by the Executive Director.~~

~~Educational assistance is subject to budget constraints and internal needs for employee training. To be eligible for the educational expenses benefit, a course must start and be completed while the employee is a regular full-time employee of the Commission on the active payroll (i.e. not on a leave of absence).~~

Attendance at work-related seminars and workshops approved in advance by the Executive Director will be reimbursed 100 percent.

~~Employees seeking educational assistance must present information to the Executive Director for approval in writing prior to enrolling in the course.~~

~~Upon completion of an approved course, reimbursement will be made in accordance with the grade/percentage matrix upon presentation of a certification of completion of all course requirements with the official grade.~~

IX. TIMEOFF/LEAVES OF ABSENCE

Q.A. Holidays

The Commission observes the following paid holidays:

1. New Year's Day
2. Civil Rights Day
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans' Day
9. Thanksgiving Day
10. Friday following Thanksgiving
11. Christmas Day, or other single day

If different units of government observe any of these designated holidays on different dates, the Executive Director decides when the Commission will observe them.

~~The Executive Director shall determine the date of the Commission's observance of a holiday where these designated holidays are observed on different dates by different units of government.~~

When a designated holiday occurs on a Saturday or Sunday, the Executive Director shall determine whether the Commission will observe the holiday on the preceding Friday or on the following Monday.

When a designated holiday occurs during an eligible employee's paid absence, holiday leave will be substituted for paid leave.

~~When a designated holiday occurs on a Saturday or Sunday, the Executive Director shall determine whether the holiday will be observed on the Friday or Monday.~~

Employees may choose the date for their ~~single day~~ holiday in lieu of Christmas Day, and they must notify the Executive Director of their selected date in advance. If ~~the an~~ employee elects to work on the on observed Christmas Day holiday, the employee may take annual leave or work at home, with prior approval from the Executive Director.

The Executive Director will grant requests for other holidays away from work, when possible, on a first-come, first-served basis, taking staffing needs into consideration.

Part-time benefit-eligible employees are entitled to holiday pay for a pro-rated amount of hours (e.g., if an employee who typically works 30 hours per week, he/she may take six "floating" holiday hours that same week). The schedule for the week may be adjusted to accommodate the total regular hours for the work week.

Paid holidays for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

R.B. Annual Leave (Vacation)

Time ~~away-off~~ from work to relax and pursue special interests is important to everyone. All regular full-time employees accrue personal time off with pay at the rate of one day per month of service starting from the date of hire. This accrual rate is fractionally apportioned throughout the ~~twenty-six~~26 (26) pay periods in a year. An additional day is added for each year of service up to a maximum of ~~twenty~~(20) days per year. At the Executive Director's discretion, upon hire, an employee may be granted leave starting at a higher seniority level.

Annual leave may be accumulated up to a maximum of ~~twenty~~(20) days. Any accumulated leave over 20 days will be forfeited at the end of the pay period in which the employee exceeds ~~his or her 20th~~ their twentieth vacation day if not used.

All regular part-time employees accrue annual leave by the above formula pro-rated to their individual work schedules. -For example, an employee working 20 hours per week would accumulate annual leave at 50 percent% of the rate of a full-time employee with an equivalent number of years of service.

Paid annual leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

An employee will not accrue any annual leave for ~~those~~ pay periods in which the employee is entitled to no wages, unless required under law. Generally, this ~~will occur~~ means when the employee is on unpaid leave, such as FMLA leave. Requests ~~for to~~ use ~~of~~ annual leave must be approved by the Executive Director.

Annual leave may be used in minimum increments of one ~~half~~ half hour.

Employees may not ask to take unpaid time away from work ~~work on an unpaid basis~~ until all of their available accrued earned time off has been used.

Accrued, unused vacation time will be paid out upon termination of employment.

S.C. Sick Time

All regular full-time or part-time employees are eligible for paid time off for temporary absence from work due to illness, injury, or other conditions requiring medical attention. Medical leave may be used for medical appointments and other matters related to employee health. In addition, medical leave may be used for attending to an illness or health-related concern for a member of the employee's immediate family or

household. Medical emergencies notwithstanding, employees who are unable to report to work due to illness or injury must notify their supervisor as well as the office before the start of their workday and on each additional day they will be absent of absence.

Medical leave is earned at ~~a the~~ rate of one day per month of full-time service starting from the employee's date of hire. An employee may accrue a maximum ~~of twenty (20)~~ days of medical leave. Medical leave for regular part-time employees will be calculated based on the percentage of hours worked compared to the normal work week for the Commission.

Paid medical leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

An employee will not accrue any medical leave ~~for during those~~ pay periods in which the employee is entitled to no wages, unless required under law. Generally, this ~~will occur~~ means when the employee is on unpaid leave, such as FMLA leave.

Employees may not receive any other form of compensation in lieu of taking medical leave.

Medical leave may be taken in minimum increments of ~~one one~~ half hour ~~or more~~.

Unused medical leave is not compensated upon separation from employment, whether voluntary or involuntary, with the Commission.

T.D. Maternity Leave

New Hampshire law prohibits discrimination on the basis of an individual's sex, which includes pregnancy, childbirth, and related medical conditions. Consequently, pregnant women ~~who are pregnant~~ are entitled to an unpaid leave of absence ~~that, which~~ covers the period of temporary physical disability, as certified by a physician, ~~relating related~~ to their pregnancy or to childbirth.

This leave will be unpaid, but ~~you the employee~~ may elect to use ~~your her~~ accrued annual leave or accrued medical leave during the time of ~~your her~~ maternity leave. ~~Furthermore,~~ Eligible employees may also apply for short-term disability benefits. Any paid leave, including the use of annual leave, medical leave, and short-term disability benefits, runs concurrently with state-mandated maternity leave, and any remaining maternity leave after the use of annual leave, medical leave and short-term disability benefits will be unpaid. ~~For employees who are also eligible for FMLA leave,~~ Leave taken by eligible employees under our FMLA policy will run concurrently with maternity leave. An employee will not accrue any annual leave or medical leave ~~for those during the~~ pay periods in which they ~~are employee is~~ entitled to no wages, such as during maternity leave, unless required by law.

Employees on maternity leave who are eligible for FMLA leave or short-term disability will remain eligible to continue to participate in the Commission's health/dental insurance benefit as set forth in the ~~Company's organization's~~ FMLA Policy or Short-Term Disability Policy (available from the Human Resource Department). Employees who are not eligible for FMLA leave or who have exhausted their available ~~available~~ FMLA leave weeks and remain disabled as a result of pregnancy, childbirth, or related conditions and who are not eligible to receive short-term disability benefits will be allowed to participate in our health/dental insurance benefit for 30 days. When those 30 days expire, the employee may continue medical insurance coverage by making arrangements with the Human Resource Department to pay the entire amount of the appropriate monthly premium in advance each month. An employee's health insurance coverage may be canceled if the premium payment is more than 30 days late.

When an employee on ~~an~~ approved maternity leave is physically able to return to work, her original job or a comparable position will be made available to her, unless business necessity makes this impossible or unreasonable. If the employee fails to return to work when released by her doctor, she will be considered to have voluntarily terminated her employment. Employees on maternity leave should contact the Financial Consultant to make arrangements for pay~~ingment of~~ their health insurance premiums during their leaves.

Female employees requesting maternity leave are asked to notify their immediate supervisor ~~and/or~~ the Executive Director of the need for such leave and its expected duration, as far in advance of the leave as possible.

Medical certification of the period of physical disability related to an employee's pregnancy or childbirth must be obtained and provided to the Executive Director as soon as possible after the need for the leave is determined, and the employee may only return to work only upon ~~the~~ certification of her doctor releasing her to return to work.

U-E. Leave of Absence Without Pay

~~V.~~

~~Should if~~ a situation arises that temporarily prevents an employee with at least one year of service from working, he/she/they may be eligible for a personal leave of absence without pay. ~~However, employees must be employed for at least one (1) year prior to requesting this leave.~~

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible. The Executive Director will review e~~Each request~~ individually will be reviewed on a case by case basis by the Executive Director.

An employee will not accrue any annual leave or medical leave ~~for those~~ during the pay periods in which they ~~employee is are~~ entitled to no wages, such as during a leave of absence without pay, ~~unless~~ required under law.

The decision to approve or disapprove a request for a leave of absence without pay will be based on the circumstances, ~~the~~ length of time requested, ~~the~~ employee's job performance, attendance, and punctuality record, ~~the~~ reason for the leave, ~~the~~ effect the employee's absence will have on the work in-of the ~~department~~ Commission, ~~and~~ the expectation that the employee will return to work when the leave expires.

W.F. Bereavement

A regular full-time employee may be granted up to three ~~(3)~~ days paid bereavement leave following ~~the death of the death of a family or household member~~ a family or household member. Family is defined as being of origin, adoption, or of choice and includes spouse/significant other, parent, child, sibling, grandparent, mother-in-law, father-in-law, daughter-in-law, and son-in-law. Employees who requiring additional bereavement time must use any available accrued ~~unused~~ paid time off. Employees must inform their supervisor or the Executive Director as soon as possible of their situation and the estimated time off from work they will need ~~As soon as possible, an employee must inform his/her supervisor or the Executive Director of his/her situation and estimated time off from work.~~ The Commission reserves the right to request documentation to support this leave.

X.G. Civil Leave (Jury or Witness Duty)

An employee shall be excused from employment for the day or days required ~~to~~ in serving as a juror or witness in any court ~~of~~ created by the United States or the employee's state of residence. A full-time employee called for jury duty or subpoenaed as a witness shall be granted paid leave for the first ~~ten~~ 10 days of the civil involvement. For part-time and temporary employees, jury or witness duty should be considered an excused unpaid absence. Employees who are compensated for the civil duty shall be paid the difference between their regular day's pay and the amount of compensation they receive for performing ~~their~~ jury duty.

Upon receiving notification for jury duty or other civil duty, an employee must immediately inform ~~their~~ his/her supervisor or the Executive Director of the reporting date ~~(s) or dates~~.

Employees ~~serving~~ on civil leave are expected ~~daily~~ to inform daily the designated staff person responsible for employee records of the continuation of service.

~~Employees if~~ released from jury duty or other service ~~during within the course of a~~ work ~~hours day,~~ ~~employees~~ are expected to report to work, unless otherwise instructed by their supervisor.

Y.H. Military Leave

Employees who ~~belong to the,~~ ~~as~~ U.S. armed forces members of the organized reserves ~~of the armed forces of the United States~~ or the ~~State~~ National Guard ~~will be granted unpaid military leave when on active duty,~~ ~~must perform active duty, attending a two-week~~ ~~an~~ annual training, or deployed to assist during an emergency encampment or are called up to perform emergency duty, will be granted unpaid military leave.

~~An e~~Employees requesting military leave ~~leave s~~ should give their his/her supervisor as much advance notice as possible.

~~Although unpaid, military~~ The leave will ~~be unpaid, but will~~ not affect ~~your~~ employment status, seniority, vacation, sick leave, advancement, or other advantages of employment. ~~Employees may choose to take some or all of their~~ Additionally, you may elect to take part of or all of your vacation with pay during this period. An employee who ~~w~~ antishes to be reinstated to employment following military leave must promptly notify the Executive Director.

Z.I. Crime Victim Policy

In accordance with New Hampshire law, the Commission will grant an employee unpaid time off from work to attend court or other legal or investigative proceedings associated with the prosecution of a crime in which the employee was a victim. For the purposes of this policy, a "victim" is any person who suffers direct or threatened physical, emotional, psychological, or financial harm as a result of the commission or attempted commission of a crime.

An employee may also qualify for leave under this policy if ~~he they or she is are~~ part of the immediate family of a homicide victim, ~~or part of the immediate family~~ of a child under the age of 18 who is a victim of a crime, or of an incompetent adult who is the victim of a crime. For purposes of this policy, "immediate family" means the father, mother, stepparent, child, stepchild, sibling, spouse, grandparent, or legal guardian of the victim, or a person who is otherwise in an intimate relationship with and residesing in the same household as the employee.

~~Employees who if you~~ need time off under this policy ~~should,~~ notify the Executive Director or ~~human resource specialist~~ Financial/HR Consultant as far in advance as possible. ~~They~~ You may be asked to submit copies of the notices ~~for of~~ each scheduled hearing, conference, or meeting ~~that is provided to you~~ by the court or agency involved in the prosecution of the crime. ~~Failure to submit these copies as requested~~ You must comply with any requests to submit these notices and failure to do so may result in

denial of the leave of absence. The Commission will maintain any such notices or records in confidence, and will disclose them only on a need-to-know basis.

~~The employee~~You will be notified as soon as practicable whether the requested leave ~~has been request is~~ granted or denied. Leaves requested under this policy typically ~~Requests falling within the definitions of this policy will typically~~ be granted unless they ~~leave of absence~~ would cause ~~an~~ undue hardship (i.e., significant difficulty and expense) ~~to the Commission on our business. An “undue hardship” for purposes of this policy means significant difficulty and expense.~~ In determining whether ~~an~~ undue hardship may exist, the Commission will consider the size of our operation, the employee’s~~your~~ position and role within ~~the~~our organization, and the Commission’s~~our~~ need for the employee~~you~~ to be at work.

Employees on leave under this policy will be treated for benefits purposes ~~in~~ the same ~~manner~~ as employees on personal leave ~~for benefits purposes.~~

The Commission will not discharge, threaten, or discriminate against an employee for taking leave under this policy.

AA-J. Family and Medical Leave (FMLA)

[SRPC is required to maintain this policy, even though the Commission employs fewer than 50 people and so is not covered by the federal Family and Medical Leave Act (FMLA). It is unlikely that any of its employees will ever be eligible for this leave due to the employee count. Please see the Non-FMLA Medical Leave policy that follows.]

Under the Family and Medical Leave Act (“FMLA”), eligible employees may take up to 12 weeks of unpaid job-protected family/medical leave ~~with~~ within a 12-month period and be restored to the same or an equivalent position upon their return to work. All eligible employees at the Commission will be granted~~provided with~~ FMLA leave in accordance with the~~applicable~~ law.

Employees who meet the following two conditions ~~You~~ are eligible for FMLA leave ~~if you meet the following two (2) conditions:~~

- They~~You~~ must have worked for the Commission for at least 12 months, and must have performed at least 1,250 hours of work in the 12 months prior to their FMLA~~a~~ leave request ~~;~~ and
- When ~~At~~ the ~~time~~ leave is requested, they ~~you~~ must either: (a) work at a worksite with 50 or more employees or (b) work at a worksite with less than 50 employees if 50 or more employees are employed within 75 miles of the worksite.

Eligible employees may take FMLA leave for any of the following reasons:

- The birth of a~~your~~ child and to care for the newborn. (Leave must be taken within 12 months of the child’s ~~birth of the child.~~);

- The placement of a child with the employee for adoption or foster care, and ~~in order~~ to care for the newly placed child. (Leave must be taken within 12 months of the child's adoption or placement ~~of the child.~~);
- The serious health condition of a spouse, parent, minor child, or adult child ~~wh~~en the adult child is incapable of self-care and the employee is needed for such care (“covered family members”); ~~and~~
- The employee has a ~~Your own~~ serious health condition that renders ~~them~~you unable to ~~do their~~perform your job.
- Qualifying exigency leave for families of the National Guard or Reserves or of a regular component of the armed forces when the covered military member is on covered active duty or called to covered active duty.
- An employee whose spouse, son, daughter, or parent either has been notified of an impending call ~~to or~~ order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:
 - Short-notice deployment.
 - Military events and activities.
 - Child care and school activities.
 - Financial and legal arrangements.
 - Counseling.
 - Rest and recuperation.
 - Post-deployment activities. ~~and~~
 - Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The FMLA ~~also~~ includes a special leave entitlement ~~that~~which permits eligible employees to take up to 26 weeks of leave one time to care for a covered service member with a serious injury or illness during a single 12-month period (~~one-time basis only~~). A covered service member is a current member of the armed forces, including ~~a member of~~ the National Guard ~~and~~ reserves, who ~~incurred~~has a serious injury or illness ~~incurred~~ in the line of duty while on active duty that may render the service member medically unfit to perform ~~their~~his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, ~~for a serious injury or illness~~. These individuals are referred to in this policy as “current members of the armed forces.” Covered service members also includes ~~a~~ veterans who ~~were~~is discharged or released from military services under condition other than dishonorable and who were members of the Armed Forces (including members of the National Guard or Reserves) at any time during the five year periods preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as “covered veterans.”

The FMLA definitions of a “serious injury or illness” for current Armed Forces members and covered veterans are distinct from the FMLA definition of “serious health condition” applicable to FMLA leave to care for a covered family member.

Tracking Your Leave: When an employee requests any leave of absence that qualifies under the FMLA, the Commission may designate such leave as FMLA leave upon written notification to the employee.

As stated above, an eligible employee is entitled to a total of ~~twelve (12)~~ work weeks of leave during any ~~twelve (12)~~-month period. That ~~twelve (12)~~-month period is defined as a “rolling” ~~twelve (12)~~-month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks an employee has available upon the beginning of a FMLA leave will be ~~twelve (12)~~ weeks less the number of FMLA weeks taken in the ~~twelve (12)~~-month period prior to the beginning of the current FMLA leave (the “Available Leave Weeks”). For example, if an employee used four weeks beginning February 1, 2002, four weeks beginning June 1, 2002, and four weeks beginning December 1, 2002, the employee would not be entitled to any additional leave until February 1, 2003. Beginning on February 1, 2003, the employee would be entitled to four weeks of leave; on June 1, 2003, the employee would be entitled to four additional weeks; and so on.

FMLA leaves for the birth or placement of adoption or foster care of a child, as described in paragraphs 1 and 2 above, must be taken all at once unless otherwise agreed by the Commission. If medically necessary, FMLA leaves due to illness as described in paragraphs 3 and 4 above may be taken on an intermittent or reduced leave schedule, which is described in more detail below.

Intermittent and Reduced Schedule Leave: Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. While you are on intermittent or reduced schedule FMLA leave, the Commission may temporarily transfer you to an available alternative position that better accommodates your recurring leave and that has equivalent pay and benefits.

Employees taking intermittent or reduced schedule leave will be paid for the time they work, and the leave time away from work will be unpaid unless the employee qualifies for workers’ compensation, short-term disability, or other benefits. If you are a salaried employee, the Commission will adjust your salary based on the amount of time actually worked.

Status of Employee Benefits: Employees are required to use any accrued, unused Annual or Medical Leave during FMLA leave unless the FMLA leave is otherwise paid

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through workers' compensation benefits, short-term disability benefits, or other benefits. The substitution of paid leave time for unpaid leave times does not extend the 12-week FMLA leave period. Also, your FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Commission will maintain your health benefits under the same terms and conditions applicable to employees not on leave.

If paid leave is substituted for unpaid FMLA leave, the Commission will deduct your portion of the health plan premium as a regular payroll deduction.

If your leave is unpaid, or is paid through workers' compensation, short-term disability benefits, or other benefits not provided through the Commission's payroll system, you must pay your portion of the premium by making arrangements with the Financial Consultant.

Your health coverage may be cancelled if your premium is more than 30 days late.

If you elect not to return to work at the end of the leave, you will be required to reimburse the Commission for the cost of the premiums paid by the Commission for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

Requesting Leave: You must complete the appropriate FMLA leave request forms, ~~which~~ ~~These forms~~ are available from the ~~Human resource specialist~~ Financial/HR Consultant.

If your need for leave is foreseeable, such as for the birth of a child or for a planned medical treatment, you must give 30 days' prior written notice. ~~In cases of planned medical treatment,~~ Please make efforts to schedule planned medical treatments to avoid disrupting the Commission's operations.

If the need for leave is not foreseeable, you must give notice to the Executive Director as soon as practicable (within ~~1~~ one or ~~2~~ two business days of learning your need for leave). Failure to provide such notice may be grounds for delaying the leave. If the employee is unable to personally notify the Commission of the need for leave ~~personally~~ because of illness, the employee should ask someone else to call on ~~their~~ his or her behalf.

Medical Certification for a Serious Health Condition: If you are requesting leave because of your own or a covered family member's serious health condition, the appropriate health care provider must supply a medical certification. Please obtain a medical certification form from the Financial Consultant for the health care provider to use. If possible, you should provide the medical certification within 15 days of

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requesting leave. If you do not provide the required medical certification in a timely manner, your leave may be delayed.

The Commission, at ~~its~~ expense, may require an examination by a second health care provider designated by the Commission. If the second health care provider's opinion conflicts with the original medical certification, the Commission, at its expense, may require ~~that~~ a third health care provider agreed upon by the employee and the Commission ~~to~~ conduct an examination and provide a final and binding opinion.

The Commission may also require subsequent medical recertification. Failure to provide requested recertification within 15 days may result in delay of further leave.

Reporting While on Leave: If you take leave because your own serious health condition or to care for a covered family member with a serious health condition, you must contact the Executive Director ~~on a regularly basis~~ to provide updates about the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as possible (within two business days if feasible) if the dates of ~~the~~ leave change ~~or are extended~~ or ~~were~~ initially ~~were~~ unknown.

No Work While On Leave: ~~The taking of~~ another job while on FMLA leave or any other authorized leave may lead ~~to~~ disciplinary action, up to and including discharge.

Returning To Work: At the end of an authorized FMLA leave, the employee will be reinstated to ~~his or her~~ their original position or an equivalent position. However, certain highly compensated employees, or "key employees," may be denied restoration to their prior or equivalent position if keeping the job open for the employee would result in substantial economic injury to the Commission. Key employees are those ~~employees~~ who are among the highest paid ~~ten-10~~ percent of employees within 75 miles of the worksite.

If you take leave because of your own serious health condition, you will not be reinstated until you provide a fitness ~~for~~ for duty certificate from your health care provider confirming that you are medically able to resume work. The return-to-work medical certification forms are available from the Financial Consultant.

Coordination with Maternity Leave: The Commission's maternity leave policy provides female employees with a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, and related medical conditions. Please refer to the Commission's Maternity Leave policy for more information.

For purposes of coordinating FMLA and maternity leaves, maternity disability leave will be treated in the same manner as a type 4 FMLA leave of absence. Maternity disability leave begins when an employee is medically determined to be disabled and ends when ~~she is~~ medically determined to be able to return to work. Remaining maternity leave

unrelated to disability will be treated as type 1 FMLA leave if the employee has additional available leave weeks remaining. If a maternity disability ~~and/or~~ maternity leave is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this FMLA policy. If a maternity disability or leave exceeds the number of available FMLA leave weeks, ~~then~~ reinstatement will be governed by the maternity leave policy.

Coordination with Other SRPC Policies; Reference to FMLA and Federal Regulations:

In the event of any conflicts between this policy and other Commission policies, the provisions of this policy will govern. The FMLA and the FMLA regulations issued by the U.S. Department of Labor contain many limitations and qualifications that are not stated in this policy. The terms of the FMLA and the FMLA federal regulations are incorporated herein and will be applied in all instances of requested or designated FMLA leave.

Employer's Responsibilities:

Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers:

FMLA makes it unlawful for the Commission to:

- ~~Interfere~~ Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
- ~~Discharge~~ Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

If you believe that the Commission ~~pany~~ has violated either of these obligations, please report your concerns to the Executive Director or ~~human resources specialist~~ Financial/HR Consultant.

Enforcement:

Employees may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights.

K. NON-FMLA FAMILY MEDICAL LEAVE:

As a Regular full-time or part-time employees who works at least 24 hours a week ,you will receive up to 12 weeks of unpaid non-FMLA medical leave during any 12-month period for the following purposes:

- To care for a newborn child during the first 12 months after their birth.
- To care for a child during the first 12 months after their adoption or placement with you for foster care.
- To care for a spouse, child, or parent with a serious health condition.
- To attend to theiryou own serious health condition involving in-patient care or continuing treatment that prevents themyou from performing theiryou job.

If youan —andemployee’s—your— spouse alsoboth works at SRPC, the employee and spouseyou are limited to a combined total of 12 weeks of non-FMLA leave.

You may, if medically necessary, take leave related to a serious medical condition may be taken intermittently or by reducing the number of hours an employeeyou works in a day or week.

Requesting Leave: EmployeesYou should give as much advance notice as possible if theyyou intend to take non-FMLA family medical leave, and youthey should submit leave requests in writing to the Executive Director. The Executive Director may require a certificate or letter from youthe employee’s physician or health care provider attesting to the illness, its severity, and its expected duration.

SRPC may require youan employee to use any accrued, unused paid time off (including annual and medical leave days) concurrently with theiryou# non-FMLA Family Medical Leave unless the non-FMLA leave is paid through workers’ compensation, short-term disability, or other benefits. Substituting paid leave for unpaid leave will not extend the non-FMLA Family leave period beyond 12 weeks.

Maintenance of Your Health Benefits: While an employee is youare-on approved non-FMLA leave, SRPC will maintain youtheir health benefits under the same terms and conditions that apply to employees who are not on leave.

If youan employee substitutes paid leave for unpaid non-FMLA leave, SRPC will deduct from youtheir pay check (or direct deposit) their you— portion of theiryou health plan premium.

If youa leave is unpaid—or paid through workers’ compensation, short-term disability, or other benefits not provided through SRPC’s payroll system—youthe employee must make arrangements with the Executive Director or the Financial/HR Consultant to pay theiryou# portion of the health plan premium.

Your Health and other benefit coverage may be canceled if you an employee's premium payment is more than 30 days late.

Benefits based on the time an employee has you've worked at SRPC will remain at the level earned as of the start of theyour unpaid leave, and youthe employee will not accrue additional benefits during the leave period. For example, an employeeyou will not earn sick days or vacation days while you are on non-FMLA leave. (YouThey will, however, see such benefits reduced if youthey take medical leave or vacation days during the non-FMLA leave period.)

Confirmation of Familial Relationship: When An employeeyou who requests non-FMLA leave to care for a family member, you may be asked to provide reasonable documentation or a statement of the familial relationship. This documentation can take many forms, including a child's birth certificate or a court document.

Reporting While on Leave: If youAn employee who takes non-FMLA leave to care for theiryou own serious health condition, to care for a covered family member, or for some other qualifying reason, you must regularly update the Executive Director about the status of theiryou need for the leave and about theiryou intention to return to work. If the dates of the leave change, or if youthey were not known when the leave was requested, the employee didn't know them when you asked for the leave, you must notify the Executive Director as soon as youthey can—within two days, if possible—once you have that information becomes available.

No Work While on Leave: Employees on non-FMLA leave or other authorized leave You may not take another job or engage in freelance work or other form of self-employment while on non-FMLA leave or other authorized leave. If youthey do, theyyou may be subject to disciplinary action up to and including loss of employment with SRPC.

When Youthe Leave is Over: At the end of your non-FMLA leave, the employeeyou will return to the position you held when the leave started—or to an equivalent position with the same pay, benefits, and other terms and conditions of employment—unless theyour position would have been eliminated anyway during youthe leave period.

If an employeeyou decides not to return to work at the end of youtheir unpaid non-FMLA leave, youthey will be required to reimburse SRPC for the cost of the premiums paid by the Commission to maintain theiryou coverage while you were on leave. The only exceptions allowed are if youan employee cannot return to work because of a serious health condition or because of other circumstances beyond theiryou control. An employee who if you took non-FMLA leave for a condition covered under SRPC's short- or long-term disability insurance—and youthey are covered by that insurance—you can apply for benefit coverage.

Employee Handbook

Employees who if you have any questions about SRPC's non-FMLA Family Medical Leave policy are asked to, please contact the Executive Director.

X. Appeals

A. PROCESS

Any decision made by the Executive Director in the implementation of this Employee Handbook, or in the general management and operation of the Commission, may be appealed. Employees, including recently terminated employees, are encouraged to first discuss any problems or concerns with the Executive Director on an informal basis prior to making a formal appeal. The appeal process follows three steps:

1) WRITTEN APPEAL TO THE EXECUTIVE DIRECTOR - The employee or recently terminated employee shall notify the Executive Director of his/her intent to formally appeal a decision, action or policy and set forth the reasons for the appeal in writing. Within one week, the Executive Director shall respond to the employee as appropriate and document the appeal and any decision in writing;

2) WRITTEN APPEAL TO THE EXECUTIVE COMMITTEE - If the employee or recently terminated employee is not satisfied by the decision of the Executive Director, he/she may transmit in writing to the Executive Committee the reasons for furtherance of the appeal. The Executive Committee will take appropriate action and respond to the employee in writing as soon as reasonably possible but not later than by 3 days following the next regularly scheduled Executive Committee Meeting;

3) HEARING BEFORE THE EXECUTIVE COMMITTEE - The employee or recently terminated may seek further redress through a personal hearing before the Executive Committee by written request. If warranted, such a hearing may be granted as soon as reasonably possible but not later than the next regularly scheduled Executive Committee meeting following receipt of the request. The Executive Director shall be available for the hearing, and the decision of the Executive Committee shall be rendered in writing within one week of the hearing's conclusion.

Appeals shall be made within 30 days after the aggrieved action occurs. Employee complaints considered in the judgment of the Executive Committee to be trivial or malicious shall be subject to disciplinary action up to and including termination of employment.

B. DECISIONS

All actions of the Executive Committee regarding appeals are final.

XI. CLOSING

V.

~~A~~Once again, we are delighted to have you join us at the Strafford Regional Planning Commission. ~~It is our~~We hope ~~that~~ the policies and information ~~contained~~ in this ~~Employee~~ handbook ~~will~~ provide you with a respectful, safe, and productive work environment. If you have any questions about any of the material ~~contained here~~, please do not hesitate to ask the Executive Director or the financial consultant or human resource specialist Financial/HR Consultant.



Employee Handbook

STRAFFORD REGIONAL PLANNING COMMISSION
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This Employee Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of this Handbook, please sign the statement below, and return to the Executive Director or ~~Human resource specialist~~Financial/HR Consultant.

I _____, have received and read a copy of the Commission's Employee Handbook, which outlines the goals, policies, benefits, and expectations of the Commission, as well as my responsibilities as an employee.

I have familiarized myself with the contents of ~~the~~is handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the employee handbook provided to me by the Commission Secretary. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of the Commission.

I understand that the policies and benefits described in the handbook are subject to change at the Commission's sole discretion at any time. I further understand that the handbook is not intended as an express or implied contract for employment, benefits, or other terms and conditions of employment between the Commission and any of its employees.

I acknowledge that I have the right to terminate my employment with the Commission at any time, with or without cause or notice. In turn, I acknowledge that the Commission has the right to terminate my employment at any time, with or without cause or notice, ~~in~~at its sole discretion.

I understand that this version of the handbook supersedes and replaces all previous manuals, handbooks, policies, procedures, and understandings.

I understand that my signature below indicates that I have read and understood the above statements.

~~In addition, at the end or termination of my employment, I will return the Commission Employee Handbook # _____ to the Executive Director.~~

Print Employee Name _____

Employee Signature _____
Employee Signature

Date Received: _____

Date

Returned: _____

~~Brian Tapscott, Chair~~ _____ Date

~~ⁱ ACIP Code of Ethics and Professional Conduct
October 2009 <http://www.planning.org/ethics>~~

~~[#] Defining and Avoiding Plagiarism: The WPA Statement on Best Practices
January 2003 Council of Writing Program Administrators
<http://www.wpacouncil.org/positions/WPAplagiarism.pdf>~~

~~ⁱⁱⁱ Plagiarism Policy ACM Policy and Procedures on Plagiarism October 2006 (revised June 2010)
www.acm.org/publicationw/policies/plagiarism_policy~~