

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda

September 17, 2021
8:00-9:00 a.m.

150 Wakefield Street, Suite 12
Conference Room 1A
Rochester, NH

Online Access: <https://us02web.zoom.us/j/82847759823>

Meeting ID: 828 4775 9823

Telephone-only Access: 1-646-558-8656

Note: The meeting will be held in person, virtual access is provided for staff and members of the public that wish to attend remotely.

1. Welcome/Introductions

2. Action Items (Motions Required)

- a. Approval of the Minutes of August 20, 2021 (**Enclosed**)
- b. Acceptance of the Draft August Financials (**Enclosed**)

3. Updates

- a. Employee Handbook Updates (**Enclosed**)
- b. Awards, Contracts, and General Business Update (**See Memo**)
- c. September Monthly Minors (**Separate Mailing**)

4. Other Business

5. Adjourn

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.

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.

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

August 20, 2021

1. Welcome/Introductions

Chair D. Landry called the meeting to order at 8:07am

It was determined that this was a hybrid meeting as some members were participating virtually, therefore, a roll call was taken to account for members participating: Dave Landry (Dover), Barbara Holstein (Rochester), Wayne Burton (Durham), Bill Fisher (Farmington), Donald Hamann (Rochester), P. Nelson (Newmarket)

Members joining via Zoom: Victoria Parmele (Northwood), Tom Crosby (Madbury)

Members excused: Michael Bobinsky (Somersworth)

Staff present: Jen Czysz and Megan Taylor-Fetter

W. Burton joined the meeting at 8:09am

2. Action Items

a. Approval of minutes of July 16, 2021

D. Hamann motioned to accept the July 16, 2021 minutes as written, seconded by B. Holstein. Roll call vote, all in favor: D. Hamann, B. Holstein, W. Burton, D. Landry, V. Parmele, P. Nelson, D. Landry

D. Landry seated B. Fisher as a voting member

b. Acceptance Updated FY 2021 Year End Draft July Financials

J. Czysz reviewed the FY2021 Year End Draft July Financials, explaining that since the review of the FY 2021 balance sheet at last months meeting, the only significant change is the addition of the accrued payroll sick and leave time which bumped up the balance slightly. She continued to explain that, as a result, the year-end net profit decreased slightly to \$70,424.95

J. Czysz noted that the checking account balance shows a negative balance however, a payment received from a funder is not yet reflected in that number.

J. Czysz explained that regarding the Aging Summary, payments were received in August bringing the actual outstanding balance due to approximately \$22,000.

J. Czysz reviewed the profit and loss explaining that a modification in the billing process was initiated in July. This new procedure will show the true reimbursement processes and is more consistent with the federal regulations for reimbursement processes.

D. Hamann motioned to accept the Draft July and updated FY2021 Year End Financials seconded by P. Nelson. A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher. P. Nelson, W. Burton, B. Holstein, D. Landry all in favor.

3. Updates

a. Fiscal Year Dues Recommendation to SRPC Commission

J. Czysz explained that typically dues are adjusted based on current population estimates and are inflated by the consumer price index (CPI). She further explained that this year we do not have updated population updates as the data results have been delayed. Last year, because of Covid 19 and the fact that communities could be facing financial hardship, dues were not adjusted by CPI and were only adjusted by population change. This year the CPI is 5.4%, which is a significant increase.

J. Czysz presented three options for consideration:

Option 1: freeze the dues to set FY2023 at the current FY2022 rate

Option 2: apply 50% of the annual CPI

Option 3: apply the full CPI change

J. Czysz stated that she would not recommend option 3.

D. Landry noted that the 5.4% number seems very high and we probably haven't seen that number since the '70s.

A discussion took place and the members that spoke on the subject all agreed that this is difficult budget year; some communities have seen serious budget deficits. The consensus was that an increase to the dues would be a hardship to communities.

D. Landry asked members to entertain a motion to freeze dues for this year.

P. Nelson motioned the Executive Committee recommend to the Full Commission a freeze of the Member Dues Rate for Fiscal Year 2023 seconded by B. Fisher. A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher P. Nelson, W. Burton, B. Holstein, D. Landry all in favor.

b. Employee Handbook Updates

J. Czysz reported to the committee that she and staff member M. Taylor-Fetter have been working on updates to the Employee Handbook.

M. Taylor-Fetter outlined the proposed amendments which include rewrite of the vehicle use, cell phone use and alcohol and drug free workplace sections. Additions to the handbook include a voluntary leave donation section and a part-time employees classification. Also proposed as a separate document, is a paid time off policy in place of

the existing sick and vacation policies. M. Taylor-Fetter further explained that these changes have been made to reduce redundancies and pull together a more streamlined document.

D. Landry, on the proposed paid time off policy, expressed some concern that depending on employee's specific circumstances, this could be considered a raise to some employees and potentially be a financial impact to the SRPC budget.

J. Czynsz gave detailed information on the voluntary leave time donation policy as well as the accrual rate, buyout schedule and maximum accrual cap of the proposed leave time policy.

B. Fisher expressed concern regarding the voluntary leave donation section that employees may have to pay taxes on donated time as it might be considered a benefit.

J. Czynsz explained that what is being presented today is a first draft of the proposed changes and that no vote was needed at this time. Before final adoption, the draft would be reviewed by an attorney to ensure it is in line with labor regulations. The handbook will be brought back to the committee as it is updated.

c. Draft By-laws amendments

J. Czynsz summarized the procedure for adoption of the proposed amendments to the Commission and MPO By-Laws which includes a 20-day notice for proposed amendments. She added that what is being presented today is a first draft for review and discussion and the Commission will vote officially in September.

J. Czynsz briefly reviewed the proposed changes stating that the purpose is to address hybrid meetings and to explicitly state that the Commission may conduct hybrid meetings where members joining remotely may participate fully and are allowed to vote.

J. Czynsz asked members to address questions on this subject towards S. Sylvia and/or herself.

d. Draft Fiscal Year 2022 Executive Director Organizational Goals

Members were presented with the Draft 2022 Executive director Organizational goals. J. Czynsz stated that no changes were suggested since the goals were reviewed at the July meeting.

B. Fisher motion to accept the FY 2022 Executive Director Organizational Goals as presented, D. Hamann second, A roll call vote was taken: V. Parmele, D. Hamann, B. Fisher W. Burton, P. Nelson, B. Holstein, D. Landry. All in favor.

e. Awards and Contracts and General Business updates

J. Czynsz stated that due to the recent spike in Covid-19 cases, staff have been encouraged to wear masks at in-person meetings. In addition, staff may continue to work at home if they are not comfortable coming into the office.

J. Czynsz informed the Committee that she received a surprise email from the Office of Strategic Initiatives stating approval of \$100,000.00 of ARPA funding for the Housing Needs Assessment. Additionally, a fair housing equity assessment is added to the scope of work. SRPC will be working with the 8 other regional planning commissions along with the state on this project.

J. Czynsz stated that the end of the FY2021 Indirect rate closed at 117% with July ending at 91%. There are items in the budget scheduled for this fiscal year including migrating to a cloud server and computer replacements. J. Czynsz will keep the Committee updated on the planned investments.

f. Minors

J. Czynsz briefly discussed the minors stating that the majority are statewide.

4. Other Business

a. Membership

D. Landry entertained a motion for V. Parmele to swap seats with B. Fisher making V. Parmele an alternate and B. Fisher a regular member. D. Hamann Motioned as to make the changes as stated, seconded by P. Nelson. A roll call vote was taken: Roll call vote: V. Parmele, T. Crosby, B. Fisher B. Holstein, P. Nelson, D. Landry all in favor.

5. Adjournment

B. Fisher motioned to adjourn, seconded by D. Hamann. All in favor.

SRPC FY 2022 Dashboard - August

For the September 17, 2021 Executive Committee Meeting

August 31, 2021	
FSB Checking Beginning Balance	\$45,593.38
Deposits	\$192,782.28
Payments	-\$178,062.82
Uncleared Transactions	-\$39,211.51
FSB Checking Ending Balance	\$21,101.33

Accounts Receivable	\$131,192.59
FSB Savings Account	\$166,180.59

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; extended through 12/21
Audit Status	Sept site visit completed, draft due Oct/Nov

BUDGET NARRATIVE	
First Seacoast Bank Balance/Case on hand:	1.5 months cash on hand
Payables and Receivables	primarily July billing and items paid in Sept
FY21 Working Budget:	Updated to reflect confirmed projects and staffing changes

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$123,523
Metropolitan Planning Organization	\$494,910
State Agencies	\$349,508
Municipal & Nonprofit Agreements	\$205,086
Economic Development District	\$403,268
Total Revenue	\$1,576,295
Pending Grant Applications	\$190,000

EXPENSES - WORKING BUDGET	
Personnel	\$1,049,558
Equipment	\$53,483
Communications	\$10,300
Fixed Expenses	\$46,789
Miscellaneous Expenses	\$68,025
Contracted Work	\$315,706
Reserve Funds	\$24,000
Total Expenses	\$1,567,861

STAFF PRESENTATIONS - ACTIVITIES AUGUST

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 NHPA Executive Committee Meeting (Kyle)
 NOR, NOT, FAR and STR Board Meetings as Staff (Kyle, James, Jen, Natalie) x 5
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna)
 CAW Outreach meeting (Kyle)
 Explore Moose Mountains (Shayna)
 COAST Finance Committee (Jen)
 CAW Social Media Team Meeting (Kyle)

RPC Activity

Lead poisoning Task Force (Nancy)
 Dover Equity Meeting (Nancy, Kyle, Autumn)
 Meeting with Dover Police Department re Equity (Nancy, Autumn)
 Coastal Land Use Guide Meeting (Kyle)
 Durham Leadership Team Meeting (Kyle)
 Interview with UNH Student (Kyle)
 Sunrise Lake Project Team Meetings (Kyle, Autumn)
 Cocheco Levee Follow up Meeting (Kyle)
 Rollinsford Stormwater Steering Committee Meeting (Kyle, Autumn)
 Pathways to Resilience meeting with Somersworth (Kyle)
 Pathways to Resilience meeting with Barrington (Kyle, Colin)
 Great Bay Living Shoreline Meeting (Kyle, Autumn)
 Dover Wetlands Steering Committee Meeting (Kyle, Autumn)
 National Night Out in Somersworth for POP! (Shayna)

EDD Activity

Seacoast Economy Calls (Natalie, James, Jen, Nancy, Zuzy)
 Economic Adjustment Assistance Webinar (Natalie)

MPO Activity

TYP Coordination Meeting w/ DOT (Colin, Jen)
 State Highway Safety Plan development committee (Colin)
 Pathways to Resilience meeting with Barrington (Colin, Autumn)
 Pathways to Resilience meeting with New Durham (Colin, Autumn)
 CAW Outreach committee (Colin)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 1100 (-500)
 Users 830 (-370)



Constant Contact

Subscribers 7082 (-13)
 Avg. Open Rate 22% (0)



Facebook

Posts 3 (-2)
 Reach 150 (-52)
 Engagement 12 (-217)



Twitter

Tweets 1 (1)
 Profile Visits 18 (-81)
 Impressions 930 (499)
 Followers 286 (1)
 Mentions 2 (2)



Instagram

Posts 0 (-1)
 Engagement 0 (-7)
 Reach 0 (-101)
 Followers 185 (3)



ArcGIS

Open Data 1107(94)
 Portal Views
 Tax Parcel 862(-55)
 Viewer Views

STAFF PRESENTATIONS - ACTIVITIES AUGUST

MPO Activity cont.

CSNH Buses, Bikes & Brooms Challenge Subcommittee (Shayna)

Meeting with Agile Mile (pending statewide ride matching software) (Shayna)

Staff Development & Trainings

The New ArcOnline Map Viewer and Instant Apps training webinar (Jackson)

Volpe VPI trainings (Nancy Shayna) x 2

Economic Adjustment Assistance Webinar (Natalie)

Good Jobs Webinar (Natalie)

The Impact of Housing Shortage (Natalie)

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

DATE: September 10, 2021, **Updated September 15, 2021**
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the September 18, 2021 Meeting

With the lapse of the Governor's emergency declaration the meeting will be conducted in a hybrid format with a quorum of board members in attendance at the SRPC conference room. Others will have the option to participate virtually.

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft August Financials

*The following summary is based off **the completed draft financials. Kathy's annotated financial reports are now included in your packet.***

Balance Sheet: The checking and savings register totals are healthier at the end of August. Overall, FY2022 is very comparable to FY2021 through the month of August.

Aging Summary: Like the bank balances, the aging summary is looking healthier this month. Of the **\$148,692** due, **\$118,744** is current August invoices that just went out this **past week, some of which including \$26,772 was received in September.** Of the balance, the \$18,219 of EDA funds were received in September **along with several smaller invoices, leaving \$7,700** past due. All municipal dues have been accounted for at this time.

Profit and Loss: On the revenue side, revenues are slightly below where we would have liked. Two staff members have been predominantly working on the website and less billable than typical. The profit and loss year to date is still catching up with the 3 payrolls in July and the shift in billing systems. Recall, as explained last month we changed the timing of invoices where in, the last week+ of the month is invoiced the following month. Additionally, several of the FY2022 equipment purchases were made in August, bumping up those expenses. As a result, August had a net loss of about **\$17,846.** Year to date the operating loss is **\$67,315.**

3a. Employee Handbook Updates

This is a first draft for discussion, same as was in your August packet. Megan has been working to reorganize the handbook and update select policies. The reorganization helps to streamline content with a more logical flow and eliminate redundant or conflicting text. Rewritten sections include: alcohol and drug-free workplace, vehicle operation, cell phone use. New sections include part-time employees and voluntary leave donation. Included here as a separate document is a proposed paid time off policy to replace the existing annual vacation and sick leave provisions.

3b. Awards, Contracts and General Business Update

COVID-19: The plan was to gradually work to set in person and telecommuting schedules to go into effect after Labor Day. My plan is to continue as is given recent increases in cases. Staff have been encouraged to resume mask wearing when at in person meetings.

Indirect Rate and Dues:

Starting July 1, SRPC is operating under a self-certified rate of 117%. The official negotiated rate is still pending approval by EDA. The rate at the close of August will be available on Tuesday and packets updated accordingly; same for dues expenditures. **As of the end of August we are at 113%.**

Dues expenditures for July 2021:

August 2021	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$19,900.40
Total Income	\$19,900.40

Expenses:	
Vehicle Expenses	\$132.73
Planning Salaries	\$1,154.71
Dues and Subscriptions	\$19.14
Office Software	\$0.00
Travel	\$0.00
Meeting Expense	\$0.00
Office Expense	\$0.00
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$1,350.55
Total SRPC Expenses	\$2,657.13

Cash Match:	
UPWP	\$6,548.52
EDA	\$397.74
Coastal	\$302.26
Local Source Water	\$106.04
Dover Equity	-\$112.42
Total Cash Match	\$7,242.14

Contract Overages:	
EDA 2021	\$16.35
Total Contract Overages	\$16.35

Total Expenses	\$9,915.62
Annual Dues Remaining	\$9,984.78

Awards and Contracts: Please refer to the table of pending and recently awarded grants and contracts at the end of this memo for full details. Highlights include –

Contracts Recently Fully Executed:

- EDA Partnership Planning 3-year funding award

Awarded Pending Contract:

- ARPA Housing Needs Assessment (pending G&C approval)
- CommuteSmart Seacoast
- NHDES Coastal Program Project of Special Merit

Recently Submitted and Pending Decision:

- NHDES Coastal Resilience Project Network
- AARP supplemental funding to extend CHAT outreach efforts

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- NHCDFA CDBG-CV Housing Grant – SRPC will serve as the grant writer and administrator for construction work by CAPSC to renovate the Gafney Home into affordable senior housing

In Development:

- Possible collaboration between NHRPC's and NHDHHS to support obesity prevention (active transportation and recreation planning)

NEXT MEETING October 15, 2021, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
EDD Partnership Planning Program	EDA	FY2022-2024	\$210,000	\$45,000	awarded	complete	This is the one we've been waiting for! This is full incorporation into the partnership planning program and a fully funded 3 year award.
Housing Needs Assessment	ARPA	FY2022-2023	\$100,000		approved	pending	Collaborative project among the 9 RPCs and the Office of Planning and Development to update the regional housing needs and fair housing equity assessments.
CommuteSmart Seacoast	CMAQ/COAST	FY2022-2023	\$15,000		approved	pending	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
Project of Special Merit	NOAA/NHDES	FY2022-2023	\$20,000		approved	pending	Support local technical assistance mini-grants to promote adoption of increased flood protections
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		submitted	pending	art installation or additional community visits, still in concept development phase
Gafney Home Renovations	CDFA CDBG-CV	FY2022-2023	\$25,000		submitted	pending	Grant writing and administration for the City of Rochester and CAPSC application to renovate the Gafney Home as 21-units of low-to moderate-income senior housing
Comprehensive Plan Update	Senate Earmark	FY2022-2024	\$150,000		submitted	pending	SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans. The total request will be \$950,000 = \$100,000/RPC plus \$50,000 for SRPC to coordinate on behalf of the nine regions.
Coastal Resilience Project Network	NOAA/NHDES	FY2022-2023	\$33,849	\$4,038	not awarded		Collaboration with RPC to build a map centered database of priority environmental projects (\$15,387 subaward to RPC)

Updates since last meeting

Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2021

DRAFT

	Aug 31, 21	Aug 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	21,101.33	5,102.99	15,998.34
FSB Savings	166,180.59	99,600.87	66,579.72
Total Checking/Savings	187,281.92	104,703.86	82,578.06 ¹
Accounts Receivable			
Accounts Receivable	148,692.59	180,947.06	-32,254.47
Total Accounts Receivable	148,692.59	180,947.06	-32,254.47 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	151.92	253.20	-101.28
Prepaid Dues and Subscriptions	1,131.43	1,786.85	-655.42
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	1,883.35	2,640.05	-756.70
Prepaid software support	4,864.39	3,439.57	1,424.82 ³
Undeposited Funds	-6,904.49	0.00	-6,904.49 ⁴
Total Other Current Assets	-156.75	6,079.62	-6,236.37
Total Current Assets	335,817.76	291,730.54	44,087.22
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-7,169.68	-1,433.80	-5,735.88
Ford Transit	23,161.01	22,943.35	217.66
Total Vehicles	15,991.33	21,509.55	-5,518.22 ⁵
Property and Equipment			
Accumulated Depreciation	-15,745.44	-15,745.44	0.00
Equipment Purchase			
Lenova Think Server	3,983.04	3,983.04	0.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	15,745.44	15,745.44	0.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	15,991.33	21,509.55	-5,518.22
TOTAL ASSETS	351,809.09	313,240.09	38,569.00
LIABILITIES & EQUITY			
Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2021

DRAFT

	Aug 31, 21	Aug 31, 20	\$ Change
Current Liabilities			
Credit Cards			
FSB Credit Card	11,583.95	526.37	11,057.58 ⁶
Total Credit Cards	11,583.95	526.37	11,057.58
Other Current Liabilities			
FY22 Dues in Advance	99,501.98	0.00	99,501.98
FY21 Dues in Advance	0.00	98,718.90	-98,718.90
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	29,964.16	27,422.98	2,541.18 ⁷
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,165.25	2,350.50	-185.25
Total Payroll Liabilities	2,195.64	2,380.89	-185.25
Total Other Current Liabilities	131,709.78	128,570.77	3,139.01
Total Current Liabilities	143,293.73	129,097.14	14,196.59
Long Term Liabilities			
Lease Payable - Ford Motor Cred	13,317.42	17,663.35	-4,345.93 ⁸
Accrued expenses			
Accrued Payroll	40,801.82	31,349.33	9,452.49
Accrued Vacation	37,692.28	32,697.38	4,994.90
Annual Audit Accrual	17,500.00	11,635.00	5,865.00
Total Accrued expenses	95,994.10	75,681.71	20,312.39 ⁹
Total Long Term Liabilities	109,311.52	93,345.06	15,966.46
Total Liabilities	252,605.25	222,442.20	30,163.05
Equity			
Retained Earnings	166,519.46	96,094.51	70,424.95 ¹⁰
Net Income	-67,315.62	-5,296.62	-62,019.00
Total Equity	99,203.84	90,797.89	8,405.95
TOTAL LIABILITIES & EQUITY	351,809.09	313,240.09	38,569.00

**Strafford Regional Planning Commission
Balance Sheet
As of August 31, 2021**

DRAFT

1. Cash: Revenue in Advance received from NHCH and GSCH totaled \$37,000, none received in the prior year. \$40,600 received in dues for the current year, \$21,000 dues received in the prior year. In addition, the June UPWP was received in August in the amount of \$121,168.

2. Accounts Receivable: See the Accounts Receivable Aging Summary Comments for further details.

3. Prepaid Software: Increased staffing resulted in increased Microsoft Office costs. Cloud back up and Zoom costs were also additional for the current fiscal year.

4. Undeposited Funds: These are payments received in but not yet deposited to the bank. This amount reflects and EDA payment that was deposited via ASAP in September, of the current fiscal year.

5. Vehicle: The vehicle was purchased in June of 2020. Depreciation is being accumulated monthly, over 48 months, at a rate of \$477.99 per month. EDA is now our cognizant agency for review of indirect cost rates. We have gotten permission to include all vehicle costs as indirect costs, except the interest portion of the monthly payments, which is being coded to dues expense.

6. Credit Card: Five Lenovo ThinkPads were purchased along with necessary software and support, in the current fiscal year.

7. Contract Revenue in Advance: Durham Resilience Town Match \$418, NHCHF \$1,689, GSCH \$11,949, EDA Partnership Grant \$15,909. The new EDA Partnership grant is being funded with quarterly advance payments, which is coded to Contract Revenue in Advance, and then invoiced monthly to reduce the Contract Revenue in Advance and to reflect the monthly invoice in income on the Profit and Loss.

8. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect.

9. Accrued Expenses: These amounts were adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter.

10. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2021**

DRAFT

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	0.00	0.00	3,000.00	0.00	3,000.00
Total 1000 Indirect Administration	0.00	0.00	0.00	3,000.00	0.00	3,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	-5,759.68	5,759.68	0.00
Total 2100 Dues	0.00	0.00	0.00	-5,759.68	5,759.68	0.00
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.00	-5,759.68	5,759.68	0.00
3300 City of Dover						
3302 Dover Resilience Grant	0.00	0.00	296.93 1	0.00	0.00	296.93
3303 Dover Equity	2,280.83	0.00	0.00	0.00	0.00	2,280.83
Total 3300 City of Dover	2,280.83	0.00	296.93	0.00	0.00	2,577.76
3400 Town of Durham						
3404 Durham Resilience Grant	1,046.97	0.00	0.00	0.00	0.00	1,046.97
Total 3400 Town of Durham	1,046.97	0.00	0.00	0.00	0.00	1,046.97
3500 Town of Farmington						
3501 FAR Circuit Rider	3,203.45	0.00	1,891.25	0.00	0.00	5,094.70
Total 3500 Town of Farmington	3,203.45	0.00	1,891.25	0.00	0.00	5,094.70
4200 Town of Northwood						
4201 NOR Circuit Rider	947.53	0.00	0.00	0.00	0.00	947.53
Total 4200 Town of Northwood	947.53	0.00	0.00	0.00	0.00	947.53
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,959.65	0.00	0.00	0.00	0.00	2,959.65
Total 4300 Town of Nottingham	2,959.65	0.00	0.00	0.00	0.00	2,959.65
4400 City of Rochester						
4402 UPWP ROC Sidewalk Assess	0.00	0.00	0.00	0.00	0.00	0.00
Total 4400 City of Rochester	0.00	0.00	0.00	0.00	0.00	0.00
4700 Town of Strafford						
4701 Strafford Circuit Rider	3,623.45	0.00	0.00	0.00	0.00	3,623.45
Total 4700 Town of Strafford	3,623.45	0.00	0.00	0.00	0.00	3,623.45
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6100 NH DES						
6101 Coastal 2021	0.00	0.00	0.00	0.00	226.28 2	226.28
6102 Coastal 22	769.54	0.00	742.46 3	0.00	0.00	1,512.00
6180 NFWF Scaling Up Living Shorelines	1,336.73	0.00	2,763.33 4	0.00	0.00	4,100.06
6303 LSWP 22	829.00	0.00	705.50	0.00	0.00	1,534.50
Total 6100 NH DES	2,935.27	0.00	4,211.29	0.00	226.28	7,372.84
6600 CDFA-CDBG Grant Administration						
6601 CAPSC-Strafford Cty Homeless Shelter	0.00	0.00	0.00	2,104.07	0.00	2,104.07
Total 6600 CDFA-CDBG Grant Administration	0.00	0.00	0.00	2,104.07	0.00	2,104.07
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						

**Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2021**

DRAFT

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
7001 EDA FY21	1,620.66 5	0.00	11,314.13 6	0.00	0.00	12,934.79
7002 EDA CARES	15,802.06	0.00	6,904.49 7	0.00	0.00	22,706.55
7003 EDA FY22	17,500.00	0.00	0.00	0.00	0.00	17,500.00
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATI...	34,922.72	0.00	18,218.62	0.00	0.00	53,141.34
7100 EPA						
7110 Brownfields 2019-2022	26,772.21 8	0.00	0.00	0.00	0.00	26,772.21
Total 7100 EPA	26,772.21	0.00	0.00	0.00	0.00	26,772.21
8000 DOT UPWP						
8001 UPWP 22-23	40,052.07	0.00	0.00	0.00	0.00	40,052.07
Total 8000 DOT UPWP	40,052.07	0.00	0.00	0.00	0.00	40,052.07
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	118,744.15	0.00	24,618.09	-655.61	5,985.96	148,692.59

Strafford Regional Planning Commission
A/R Aging Summary
As of August 31, 2021

DRAFT

-
1. Dover Resilience \$296.93 Received September

 2. Coastal 21 \$226.28 Received September

 3. Coastal \$742.46 Received September

 4. NFWF \$2,763.33 Received September

 5. EDA \$1,620.66 Received September

 6. EDA \$11,314.13 Received September

 7. EDA \$6,904.49 Received September

 8. EPA \$26,772.21 Received September

Strafford Regional Planning Commission
Profit & Loss
 August 2021

DRAFT

	Aug 21	Aug 20	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	9,950.20	9,871.89	78.31
SRPC Revenue			
Municipal and NonProfit Revenue			
4703 Strafford Circuit Rider	3,623.45	0.00	3,623.45
Lee TMC	0.00	1,847.50	-1,847.50
5151 GSCH - Tufts	3,425.25	2,404.07	1,021.18
Barrington Master Plan	0.00	192.50	-192.50
DUR Wagon Hill Living Shoreline	0.00	67.50	-67.50
3501 FAR Circuit Rider	3,203.45	2,481.60	721.85
5101 NHCHF	2,544.08	3,468.62	-924.54
4201Northwood Planning Services	947.53	3,042.50	-2,094.97
4301 NOT Circuit Rider	2,959.65	1,737.50	1,222.15
Total Municipal and NonProfit Revenue	<u>16,703.41</u>	<u>15,241.79</u>	<u>1,461.62</u>
Total SRPC Revenue	16,703.41	15,241.79	1,461.62
Economic Development Revenue			
7002 EDA CARES	15,802.06	0.00	15,802.06
7001 EDD	3,891.72	0.00	3,891.72
7110 EPA Brownfields	26,772.21	1,021.58	25,750.63
Total Economic Development Revenue	<u>46,465.99</u>	<u>1,021.58</u>	<u>45,444.41</u>
State Award Revenue			
NHDES			
3303 DOV Equity	2,614.61	0.00	2,614.61
6180 NFWF Great Bay Shoreline	1,336.73	0.00	1,336.73
6251 Sunrise Lake	0.00	1,540.00	-1,540.00
3404 DUR Resilience			
DUR CHAMP Match	2,530.83	0.00	2,530.83
3404 DUR Resilience - Other	6,064.28	2,094.66	3,969.62
Total 3404 DUR Resilience	<u>8,595.11</u>	<u>2,094.66</u>	<u>6,500.45</u>
6102 Coastal FY22	923.38	0.00	923.38
3302 DOV Coastal Resilience	0.00	3,395.92	-3,395.92
3403 Dur Groundwater Modeling	0.00	10,220.70	-10,220.70
6303 Local Source Water MIL ROL	1,308.12	7,133.40	-5,825.28
6250 Watershed PRB	0.00	22,882.22	-22,882.22
Total NHDES	<u>14,777.95</u>	<u>47,266.90</u>	<u>-32,488.95</u>
Total State Award Revenue	14,777.95	47,266.90	-32,488.95
MPO Revenue			
NH DOT			
8001 UPWP 22-23	44,502.30	0.00	44,502.30

Strafford Regional Planning Commission
Profit & Loss
 August 2021

DRAFT

	Aug 21	Aug 20	\$ Change
8000 UPWP	0.00	44,826.81	-44,826.81
Total NH DOT	44,502.30	44,826.81	-324.51
Total MPO Revenue	44,502.30	44,826.81	-324.51
Contra Income Cash Match			
Durham Resilience Cash Match	-2,530.83	0.00	-2,530.83
Dover Equity Cash Match			
Dover Cash Match	279.50	0.00	279.50
SRPC Cash Match	112.42	0.00	112.42
Total Dover Equity Cash Match	391.92	0.00	391.92
Local Source Water Cash Match	-75.36	0.00	-75.36
Coastal Cash Match	-153.84	0.00	-153.84
DOT Cash Match			
Lee TMC Cash Match	0.00	-1,847.50	1,847.50
DOT Cash Match - Other	-4,450.23	-2,607.64	-1,842.59
Total DOT Cash Match	-4,450.23	-4,455.14	4.91
EDD Cash Match	-397.74	0.00	-397.74
Total Contra Income Cash Match	-7,216.08	-4,455.14	-2,760.94
Contra Income InKind/Soft Match			
IK DOV Equity	-725.70	0.00	-725.70
IK DOV Resilience	0.00	-1,071.90	1,071.90
IK DUR Resilience	-2,486.48	-847.85	-1,638.63
In-Kind EDD Match	-265.99	0.00	-265.99
PRB IK Match	0.00	-6,388.22	6,388.22
Contra Income InKind/Soft Match - Other	-403.76	0.00	-403.76
Total Contra Income InKind/Soft Match	-3,881.93	-8,307.97	4,426.04
Contract Overage	-16.35	-208.32	191.97
Total Income	121,285.49	105,257.54	16,027.95
Gross Profit	121,285.49	105,257.54	16,027.95
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-1,592.45	0.00	-1,592.45
Salary and Wages - Other	59,817.94	47,989.08	11,828.86
Total Salary and Wages	58,225.49	47,989.08	10,236.41
Payroll Expenses			
FSA Fees	2.75	0.00	2.75

Strafford Regional Planning Commission
Profit & Loss
August 2021

DRAFT

09/15/21

Accrual Basis

	Aug 21	Aug 20	\$ Change
Dental insurance expense	508.94	366.89	142.05
Health incentive	467.72	113.02	354.70
Health Insurance expense	8,192.47	6,476.75	1,715.72
Life Insurance expense	110.33	86.53	23.80
LTD Insurance expense	60.41	46.52	13.89
STD insurance expense	238.70	181.10	57.60
Payroll Processing Fees	228.00	187.00	41.00
Pension expense	1,600.23	1,308.19	292.04
Unemployment expense	-919.00	0.00	-919.00
Workers Compensation	179.95	159.09	20.86
Payroll Taxes			
Medicare Expense	842.96	677.58	165.38
Social Security expense	3,604.37	2,897.25	707.12
Payroll Taxes - Other	-0.01	-0.01	0.00
Total Payroll Taxes	4,447.32	3,574.82	872.50
Total Payroll Expenses	15,117.82	12,499.91	2,617.91
Dues and Subscriptions	333.91	332.99	0.92
Staff Training and Seminars	50.00	90.00	-40.00
Total Personnel Expenses	73,727.22	60,911.98	12,815.24 ¹
Equipment expense			
Copier Maintenance Contract	319.85	467.35	-147.50
Office furniture			
Computer equipment	9,562.30	0.00	9,562.30 ²
Office furniture - Other	175.00	0.00	175.00
Total Office furniture	9,737.30	0.00	9,737.30
Other Equipment Repair and Cost	549.30	0.00	549.30
Software expense			
ArcInfo/View software	400.00	400.00	0.00
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	140.00	0.00	140.00
Zoom	58.32	0.00	58.32
Adobe In Design	973.93	73.98	899.95
Anti-virus software	36.55	30.10	6.45
Constant Contact	85.50	40.50	45.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	110.55	209.73	-99.18
Total Office Software	1,466.81	354.31	1,112.50 ³
Total Software expense	1,866.81	754.31	1,112.50 ³

3:22 PM
 09/15/21
 Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
 August 2021

DRAFT

	Aug 21	Aug 20	\$ Change
Traffic Count Expenses			
Traffic Count Police Detail	1,003.00	0.00	1,003.00
Traffic counting supplies	0.00	128.78	-128.78
Total Traffic Count Expenses	<u>1,003.00</u>	<u>128.78</u>	<u>874.22</u>
Total Equipment expense	13,476.26	1,350.44	12,125.82
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.38	-73.93
Total Insurance	406.45	480.38	-73.93
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	80.68	23.00	57.68
Vehicle Interest	65.48	0.00	65.48
Total Vehicle Expenses	<u>624.15</u>	<u>500.99</u>	<u>123.16</u>
Total Fixed Expenses	3,530.60	3,481.37	49.23
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	287.11	283.58	3.53
Website maintenance and updates			
Website and logo design	532.64	8.44	524.20
Total Website maintenance and updates	<u>532.64</u>	<u>8.44</u>	<u>524.20</u>
Total Communications	837.74	310.01	527.73
Administrative			
Office Expense	872.72	549.18	323.54
Office Supplies	201.71	337.54	-135.83
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
Total Professional Fees	1,250.00	902.50	347.50
Travel & Ent			
Travel	363.72	86.19	277.53
Total Travel & Ent	<u>363.72</u>	<u>86.19</u>	<u>277.53</u>
Total Administrative	2,688.15	1,875.41	812.74
Contract Labor			
Financial Services	5,167.50	2,425.00	2,742.50

3:22 PM

09/15/21

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss
 August 2021

DRAFT

	Aug 21	Aug 20	\$ Change
IT and Network support	270.00		
Pass Through Expense		645.00	-375.00
NHDOT Consultant	6,992.67	0.00	6,992.67
Project Supplies	50.00	0.00	50.00
EDA CARES Contract Support	1,852.50	0.00	1,852.50
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	4,618.84	0.00	4,618.84
Dov Resilience	0.00	1,080.00	-1,080.00
DUR Groundwater Consultant	0.00	7,182.50	-7,182.50
EPA Brownfields Consultants	25,796.13	0.00	25,796.13
PRB Consultants	0.00	8,430.03	-8,430.03
Total Pass Through Expense	39,448.13	16,692.53	22,755.60
Total Contract Labor	44,885.63	19,762.53	25,123.10
Total Expense	139,145.60	87,691.74	51,453.86
Net Ordinary Income	-17,860.11	17,565.80	-35,425.91
Other Income/Expense			
Other Income			
Interest Income	13.66	14.52	-0.86
Total Other Income	13.66	14.52	-0.86
Net Other Income	13.66	14.52	-0.86
Net Income	-17,846.45	17,580.32	-35,426.77

Stafford Regional Planning Commission
Profit & Loss
August 2021

DRAFT

-
1. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22, and an Office Coordinator hired. In August of the current fiscal year there were 15 staff members, compared to 12 staff members in the prior year. Staff also received pay increases effective 7/1/21. Health incentives were paid out in June 2021, as opposed to July in the previous fiscal year.

 2. Computer Equipment: 5 ThinkPads, necessary software and support plans were purchased to update computer equipment and for additional staffing needs.

 3. Software: Additional Microsoft Office subscriptions and Adobe software for additional staff was needed in the current fiscal year.

 4. Financial Services: Due to increased staffing tasks and the increase in the number of contracts being administered, costs were higher this fiscal year.

**Strafford Regional Planning Commission
Income by Customer
August 2021**

DRAFT

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
08/01/2021	2000 LTA (Local...	Dues 137993.70, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=119402.40=99...	9,950.20
Total 2000 LTA (Local Technical Assistance)			9,950.20
3300 City of Dover			
3303 Dover Equity			
08/31/2021	3300 City of Do...	Dover Equity Progress Billing - 7/1-8/22/21	2,614.61
08/31/2021	3300 City of Do...	SRPC Cash Match Dover Equity	112.42
08/31/2021	3300 City of Do...	Dover Cash Match Dover Equity	279.50
08/31/2021	3300 City of Do...	Dover Equity In Kind Match	-725.70
Total 3303 Dover Equity			2,280.83
Total 3300 City of Dover			2,280.83
3400 Town of Durham			
3404 Durham Resilience Grant			
08/31/2021	3400 Town of D...	Progress Billing - Durham Resilience Grant - 6/1-8/31/21	6,064.28
08/31/2021	3400 Town of D...	Durham Resilience Cash Match	-2,530.83
08/31/2021	3400 Town of D...	In Kind Match	-2,486.48
08/31/2021	3400 Town of D...	Town of Durham CHAMP Match	2,530.83
Total 3404 Durham Resilience Grant			3,577.80
Total 3400 Town of Durham			3,577.80
3500 Town of Farmington			
3501 FAR Circuit Rider			
08/31/2021	3500 Town of F...	Progress Billing Farmington Circuit Rider - August 2021	3,203.45
Total 3501 FAR Circuit Rider			3,203.45
Total 3500 Town of Farmington			3,203.45
4200 Town of Northwood			
4201 NOR Circuit Rider			
08/31/2021	4200 Town of N...	Progress Billing Northwood Circuit Rider - August 2021	947.53
Total 4201 NOR Circuit Rider			947.53
Total 4200 Town of Northwood			947.53
4300 Town of Nottingham			
4301 NOT Circuit Rider			
08/31/2021	4300 Town of N...	Progress Billing - Nottingham Circuit Rider - August 2021	2,959.65
Total 4301 NOT Circuit Rider			2,959.65
Total 4300 Town of Nottingham			2,959.65
4700 Town of Strafford			

Strafford Regional Planning Commission
Income by Customer
August 2021

DRAFT

Date	Name	Memo	Amount
4701 Strafford Circuit Rider			
08/31/2021	4700 Town of St...	Progress Billing - Strafford Circuit Rider - August 2021	3,623.45
Total 4701 Strafford Circuit Rider			3,623.45
Total 4700 Town of Strafford			3,623.45
5100 NHCHF			
5101 NHCHF Promoting Outdoor Play			
08/31/2021	5100 NHCHF:5...	Progress Billing - Promoting Outdoor Play - August 2021	2,544.08
Total 5101 NHCHF Promoting Outdoor Play			2,544.08
Total 5100 NHCHF			2,544.08
5150 GSCH			
5151 Creating Age Friendly Communities			
08/31/2021	5150 GSCH:515...	Progress Billing - GSCH - August 2021	3,425.25
Total 5151 Creating Age Friendly Communities			3,425.25
Total 5150 GSCH			3,425.25
6100 NH DES			
6102 Coastal 22			
08/31/2021	6100 NH DES:6...	Coastal 2022 Progress Billing - August 2021	923.38
08/31/2021	6100 NH DES:6...	Cash Match	-153.84
Total 6102 Coastal 22			769.54
6180 NFWF Scaling Up Living Shorelines			
08/31/2021	6100 NH DES:6...	NFWF Progress Billing - August 2021	1,336.73
Total 6180 NFWF Scaling Up Living Shorelines			1,336.73
6303 LSWP 22			
08/31/2021	6100 NH DES:6...	Local Source Water 2022 - SWP325 - Progress Billing - August 2021, ROL Task 1...	1,308.12
08/31/2021	6100 NH DES:6...	Cash Match - Rollinsford Task 1	-75.36
08/31/2021	6100 NH DES:6...	In Kind Match - LSWP - MIL \$86.52, ROL \$317.24	-403.76
Total 6303 LSWP 22			829.00
Total 6100 NH DES			2,935.27
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7001 EDA FY21			
08/31/2021	7000 ECONOMI...	Progress Billing - EDA - August 2021	1,903.00
08/31/2021	7000 ECONOMI...	In Kind Match	-265.99
08/31/2021	7000 ECONOMI...	To record when contracts go over budget in QuickBooks	-16.35
Total 7001 EDA FY21			1,620.66

Strafford Regional Planning Commission
Income by Customer
August 2021

DRAFT

09/15/21

Accrual Basis

Date	Name	Memo	Amount
7002 EDA CARES			
08/31/2021	7000 ECONOMI...	EDA CARES - Project 01-69-15047 - Progress Billing - August 2021	15,802.06
Total 7002 EDA CARES			15,802.06
7003 EDA FY22			
08/31/2021	7000 ECONOMI...	Progress Billing - EDA22 - 7/1/21-8/31/21	1,988.72
08/31/2021	7000 ECONOMI...	Cash Match	-397.74
Total 7003 EDA FY22			1,590.98
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			19,013.70
7100 EPA			
7110 Brownfields 2019-2022			
08/31/2021	7100 EPA:7110 ...	Progress Billing - Brownfields - May-Aug 21	26,772.21
Total 7110 Brownfields 2019-2022			26,772.21
Total 7100 EPA			26,772.21
8000 DOT UPWP			
8001 UPWP 22-23			
08/31/2021	8000 DOT UPW...	Progress Billing - UPWP 22-23 - August 2021	44,848.80
08/31/2021	8000 DOT UPW...	10% Matching Funds	-4,484.88
08/31/2021	8000 DOT UPW...	July Correction - error in formula, total cost included hours	-346.50
08/31/2021	8000 DOT UPW...	Add back July Correction - 10% Matching Funds	34.65
Total 8001 UPWP 22-23			40,052.07
Total 8000 DOT UPWP			40,052.07
TOTAL			121,285.49

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2021**

DRAFT

	Jul - Aug 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	19,900.40		
SRPC Revenue		19,900.30	0.10
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	1,000.00	-1,000.00
4802 Sanbornville Precinct	0.00	1,333.30	-1,333.30
4602 SOM Tax Map	640.00	906.68	-266.68
4703 Strafford Circuit Rider	6,635.50	8,000.00	-1,364.50
4801 WAK Circuit Rider	0.00	500.00	-500.00
5151 GSCH - Tufts	5,051.36	5,000.00	51.36
3501 FAR Circuit Rider	5,094.70	8,333.30	-3,238.60
3504 FAR Tax Map Updates	0.00	1.00	-1.00
5501 GIS Projects	0.00	1.00	-1.00
MIL MS4 NOI	0.00	1.00	-1.00
5101 NHCHF	9,243.86	2,500.00	6,743.86
4102 NKT Tax Maps	0.00	1.00	-1.00
4201 Northwood Planning Services	1,938.78	4,666.70	-2,727.92
4301 NOT Circuit Rider	4,610.70	4,666.70	-56.00
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	33,214.90	36,911.68	-3,696.78
Total SRPC Revenue	33,214.90	36,911.68	-3,696.78
Economic Development Revenue			
7002 EDA CARES	22,706.55	31,594.30	-8,887.75
7001 EDD	19,098.72	26,000.00	-6,901.28
7110 EPA Brownfields	26,772.21	19,333.30	7,438.91
Total Economic Development Revenue	68,577.48	76,927.60	-8,350.12
State Award Revenue			
CDFA			
6601 CDBG Grant	0.00	1,666.70	-1,666.70
Total CDFA	0.00	1,666.70	-1,666.70
NHDES			
5052 RPC CILUG	0.00	1,409.05	-1,409.05
3303 DOV Equity	2,614.61	6,351.20	-3,736.59
6180 NFWF Great Bay Shoreline	4,100.06	4,545.43	-445.37
6251 Sunrise Lake	0.00	12,724.68	-12,724.68
3404 DUR Resilience	8,595.11	0.00	8,595.11
6102 Coastal FY22	2,586.69	5,000.00	-2,413.31
3302 DOV Coastal Resilience	527.47	0.00	527.47
3403 Dur Groundwater Modeling	0.00	5,117.22	-5,117.22
6303 Local Source Water MIL ROL	2,044.30	3,454.57	-1,410.27
6250 Watershed PRB	0.00	5,789.80	-5,789.80
Total NHDES	20,468.24	44,391.95	-23,923.71
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	2,083.31	4,889.00	-2,805.69
Total Pre-Disaster Mitigation	2,083.31	4,889.00	-2,805.69

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2021**

DRAFT

	Jul - Aug 21	Budget	\$ Over Budget
Targeted Block			
6001 TBG 22-23	0.00	1,851.80	-1,851.80
Total Targeted Block	0.00	1,851.80	-1,851.80
Total State Award Revenue	22,551.55	52,799.45	-30,247.90
MPO Revenue			
NH DOT			
8001 UPWP 22-23	44,502.30	91,650.00	-47,147.70
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	65,485.22	91,650.00	-26,164.78
Total MPO Revenue	65,485.22	91,650.00	-26,164.78
Contra Income Cash Match			
Cash Match RPC CILUG	0.00	-181.81	181.81
Dover Equity Cash Match	391.92	-458.30	850.22
Local Source Water Cash Match	-106.04	-181.81	75.77
Coastal Cash Match	-302.26	-416.70	114.44
DOT Cash Match	-6,548.52	-9,009.70	2,461.18
EDD Cash Match	-397.74	-2,500.00	2,102.26
Total Contra Income Cash Match	-9,493.47	-12,748.32	3,254.85
Contra Income InKind/Soft Match			
IK UPWP Match	0.00	-155.30	155.30
IK DOV Equity	-725.70	-726.20	0.50
IK DOV Resilience	-230.54	0.00	-230.54
IK DUR Resilience	-2,486.48	0.00	-2,486.48
In-Kind Coastal Match	-772.43	-2,083.30	1,310.87
In-Kind EDD Match	-4,158.86	-9,166.70	5,007.84
In-Kind HazMit Match	-520.83	-1,222.32	701.49
PRB IK Match	0.00	-2,316.70	2,316.70
Total Contra Income InKind/Soft Match	-9,298.60	-15,670.52	6,371.92
Total Income	190,921.13	249,770.19	-58,849.06
Gross Profit	190,921.13	249,770.19	-58,849.06
Expense			
Personnel Expenses			
Salary and Wages	144,732.60	130,001.50	14,731.10
Payroll Expenses			
FSA Fees	5.50	0.00	5.50
Dental insurance expense	875.83	1,281.70	-405.87
Health incentive	467.72	1,338.80	-871.08
Health Insurance expense	14,329.34	17,339.00	-3,009.66
Life Insurance expense	205.02	215.50	-10.48
LTD Insurance expense	111.48	121.50	-10.02
STD insurance expense	446.96	456.30	-9.34
Payroll Processing Fees	552.00	433.30	118.70
Pension expense	3,928.42	5,997.70	-2,069.28

Stafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through August 2021

DRAFT

	Jul - Aug 21	Budget	\$ Over Budget
Unemployment expense	-750.41	337.20	-1,087.61
Workers Compensation	339.04	318.20	20.84
Payroll Taxes	11,071.79	9,990.00	1,081.79
Total Payroll Expenses	31,582.69	37,829.20	-6,246.51
Dues and Subscriptions	847.22	1,306.00	-458.78
Staff Training and Seminars	50.00	1,666.70	-1,616.70
Total Personnel Expenses	177,212.51	170,803.40	6,409.11
Equipment expense			
Copier Maintenance Contract	639.70	639.70	0.00
Office furniture			
Computer equipment	9,562.30	6,000.00	3,562.30
Office furniture - Other	175.00	750.00	-575.00
Total Office furniture	9,737.30	6,750.00	2,987.30
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	83.30	-83.30
Total Other Equipment Repair and Cost	549.30	83.30	466.00
Software expense			
ArcInfo/View software	800.00	1,083.30	-283.30
Office Software			
Timesheet Software	280.00	0.00	280.00
Adobe In Design	1,047.91	0.00	1,047.91
Anti-virus software	73.10	0.00	73.10
Constant Contact	171.00	0.00	171.00
DropBox	23.98	0.00	23.98
Microsoft Office 365	273.05	0.00	273.05
Office Software - Other	0.00	1,658.70	-1,658.70
Total Office Software	2,085.62	1,658.70	426.92
Total Software expense	2,885.62	2,742.00	143.62
Traffic Count Expenses			
Traffic counting supplies	6.48	500.00	-493.52
Total Traffic Count Expenses	1,009.48	500.00	509.48
Total Equipment expense	14,821.40	10,715.00	4,106.40
Fixed Expenses			
Insurance			
Liability Insurance	939.70	960.80	-21.10
Total Insurance	939.70	960.80	-21.10
Rent	5,000.00	5,000.00	0.00
Vehicle Expenses			
Depreciation Expense	955.98	0.00	955.98
Vehicle Gas & Repairs	189.64	0.00	189.64
Vehicle Interest	132.73	0.00	132.73
Vehicle Expenses - Other	0.00	1,837.30	-1,837.30

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through August 2021

DRAFT

	Jul - Aug 21	Budget	\$ Over Budget
Total Vehicle Expenses	1,278.35	1,837.30	-558.95
Total Fixed Expenses	7,218.05	7,798.10	-580.05
Communications			
Media Outreach Expense	25.00	83.30	-58.30
Office Telephone System	0.00	716.70	-716.70
Postage and Delivery	43.93	66.70	-22.77
Telephone and Internet	678.21	600.00	78.21
Website maintenance and updates			
Website and logo design	697.70	250.00	447.70
Total Website maintenance and updates	826.69	250.00	576.69
Total Communications	1,573.83	1,716.70	-142.87
Administrative			
Library & Planning Books	0.00	333.30	-333.30
Meetings Expense	0.00	500.00	-500.00
Office Expense	2,071.45	1,150.00	921.45
Office Supplies	1,556.12	500.00	1,056.12
Printing and Reproduction	0.00	25.00	-25.00
Professional Fees			
Accounting, Audit	2,500.00	2,000.00	500.00
Legal Fees	0.00	666.70	-666.70
Total Professional Fees	2,500.00	2,666.70	-166.70
Travel & Ent			
Travel	546.84	0.00	546.84
Travel & Ent - Other	0.00	333.30	-333.30
Total Travel & Ent	546.84	333.30	213.54
Total Administrative	6,674.41	5,508.30	1,166.11
Contract Labor			
Financial Services	10,107.50	7,000.00	3,107.50 ⁴
IT and Network support	540.00	1,500.00	-960.00
Pass Through Expense			
RPC FTA Subcontract	0.00	1,398.70	-1,398.70
DOV Equity Consultants	0.00	1,787.50	-1,787.50
NHDOT Consultant	6,992.67	4,166.70	2,825.97
EDA CARES Contract Support	1,852.50	4,166.70	-2,314.20
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	4,618.84	8,000.00	-3,381.16
DUR Groundwater Consultant	520.00	1,294.40	-774.40
EPA Brownfields Consultants	25,796.13	18,333.30	7,462.83
PRB Consultants	0.00	5,111.68	-5,111.68
Total Pass Through Expense	40,113.01	44,258.98	-4,145.97 ⁵
Total Contract Labor	50,760.51	52,758.98	-1,998.47
Total Expense	258,260.71	249,300.48	8,960.23

3:34 PM

09/15/21

Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2021

DRAFT

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Net Ordinary Income	-67,339.58	469.71	-67,809.29
Other Income/Expense			
Other Income			
Interest Income	23.96	20.00	3.96
Total Other Income	23.96	20.00	3.96
Net Other Income	23.96	20.00	3.96
Net Income	<u>-67,315.62</u>	<u>489.71</u>	<u>-67,805.33</u>

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through August 2021

DRAFT

-
1. Revenues: Differences are mostly attributable to timing of project work performed versus budgeting on an even monthly basis for the months the contract is in effect. Many projects are task-based and cannot be billed until task completion, which may not coincide with the monthly budget revenue spread. Billing is also contingent upon receipt of contractor invoices for several projects, where SRPC administration of the project is minimal. Also keep in mind that the gross revenue figures include any match requirements for each project.

 2. Personnel: All Personnel costs were spread evenly for each month. Actual costs on the report reflect hours paid. July, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The budget estimated hours worked for each staff member, which may have changed since the budget was originally adopted.

 3. Computers: \$6000 was budgeted for the month of August for 3 laptops and peripherals. Five ThinkPads were purchased.

 4. Financial Services: The budget was spread evenly over 12 months and included approximately 54 hours per month. Actual hours, due to fiscal year end duties, increased staffing tasks, and increases in the number of contracts administered, has resulted in more hours needed than originally budgeted monthly.

 5. Pass Through Expenses: (See notes pertaining to various contracts above) These expenses are contingent upon receipt of contractor invoices.

DRAFT
Paid Time Off

1. Purpose

SRPC's PTO (paid time off) policy is designed to provide employees with flexible paid time off from work that can be used for purposes that include the following:

- Vacation
- Personal or Family Illness
- Medical Appointments
- Personal Matters
- Volunteerism
- Supplemental Bereavement Leave and
- Maternity/Paternity Leave

2. Accruals and Maximum Accumulations of PTO

All regular full-time employees accrue PTO with pay at the rate of 2 days per month of service starting from the date of hire. This accrual rate is fractionally apportioned throughout the 26 pay periods in a year. An additional day is added for each year of service up to a maximum of 32 days per year.

PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank.

PTO may be accumulated up to a maximum of 40 days. Any accumulated leave over 40 days will be forfeited at the end of the pay period in which the employee exceeds 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 pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave. Requests to use annual leave must be approved by the Executive Director. Annual leave may be used in minimum increments of one-half hour.

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

Notes:

- *The SRPC Executive Director retains the authority to consider comparable experience at similar agencies and hire staff at any step on the PTO accumulation schedule.*
- *The SRPC retains the authority to consider comparable experience at similar agencies and hire the Executive Director at any step on the PTO accumulation schedule.*
- *Executive Director pre-approval with at least one-week notice is required for all planned PTO leave extending beyond three (3) consecutive business days.*
- *The SRPC allows three (3) days of paid bereavement leave due to the death of immediate family members. Supplemental bereavement leave, beyond three days, is an eligible use of PTO.*

3. Conversion of Accumulated Sick, Personal, and Vacation Time to PTO:

PTO shall replace sick and vacation leave under the SRPC Personnel Policy. For employees that have accrued amounts of sick and vacation leave, the SRPC will allow the conversion of that time to PTO as follows:

- Vacation time converts to PTO at a 1:1 ratio; with vacation time capped at 20 days
- Sick time converts to PTO at a 1:1 ratio, with sick time conversion capped at 20 days

As of the date of adoption of this policy, all new SRPC employees shall accrue PTO and be subject to this policy.

4. PTO Balances Payable Upon Separation of Employment:

Upon notice that an employee is leaving the SRPC's employment, the employee shall be eligible for payment not to exceed 50% of accrued PTO balances for a maximum of 160 hours or 20 days.



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 July 16, 2021.

- I. INTRODUCTION..... 4**
- A. Mission Statement..... 5
- B. Expectations for Employees..... 5
- C. Organization Chart..... 6
- D. American Planning Association Ethical Principles 7
 - The Ethical Principles 7
- E. American Institute of Certified Planners Code of Ethics 10

- II. COMMISSION ENVIRONMENT 11**
- A. Equal Employment Opportunity Statement 11
- B. SRPC’s Anti-Harassment Policy and Complaint Procedure..... 11
- C. Americans with Disabilities Act and the Americans with Disabilities Amendments Act..... 14
- D. Alcohol and Drug-Free Workplace..... 14**
- E. Medical Marijuana 16
- F. Smoke-Free Workplace 17
- G. Workplace Bullying 17
- H. Violence in the Workplace..... 17
- I. Safety..... 18

- III. WORKPLACE PROTOCOL..... 20**
- A. Commission Management 20
- B. Confidentiality..... 20
- C. Honoraria and Gifts..... 21
- D. Solicitation and Distribution..... 21
- E. Use of Office Equipment..... 21
- F. Vehicle Operation..... 21**
- G. Conflicts of Interest/Volunteer Activities 23
- H. Outside Employment..... 24
- I. Attendance and Punctuality..... 24
- J. Attire and Grooming..... 24
- K. Cell Phone Use and Texting..... 25**
 - Personal cellphones 25
 - Company-provided cellphones 25
 - Safety issues for cellphone use..... 25
- L. Electronic and Telephonic Communications 25
- M. Social Media Policy..... 26
- N. Lactation Accommodation 27
- O. Plagiarism..... 28

- IV. TERMS OF EMPLOYMENT..... 29**
- A. At-Will Doctrine..... 29
- B. Employment Classification Categories..... 29

- Regular Full-Time Employees 29
- Regular Part-Time Employees 29
- Part Time Employees** 29
- Temporary Employees..... 30
- Exempt/Nonexempt..... 30
- Volunteers..... 30
- C. Reference Checks..... 30
- D. Employee Personnel Files 30
- E. Annual Performance Assessment 31
- F. Separation of Employment 32

- V. WORK SCHEDULES 33**
- A. Hours of Operation 33
- B. Meals and Rest Periods 33
- C. Telecommuting..... 33
- D. Flex Time 34
- E. Inclement Weather/Disaster 35

- VI. COMPENSATION 36**
- A. Payment of Wages 36
- B. Payroll Deductions 36
 - Payroll Deductions for All Employees 36
 - Payroll Deductions for Salaried Exempt Employees 37
 - Questions Regarding Paychecks and Deductions 37
- C. Overtime..... 38
- D. Compensatory time..... 38
- E. Mileage reimbursement..... 38
- F. Show-Up Pay..... 39
- G. Timesheets and Project Reports..... 39
- H. Employee Records..... 40

- VII. BENEFITS 41**
- A. Health Insurance 41
- B. Health Insurance Incentive Option..... 42
- C. Dental Insurance 42
- D. Life Insurance..... 42
- E. Short-Term Disability..... 42
- F. Long-Term Disability 43
- G. COBRA..... 43
- H. SIMPLE IRA 43
- I. Benefits, Educational Reimbursement Plan, Seminars, and Workshops 43

- VIII. TIMEOFF/LEAVES OF ABSENCE 45**
- A. Holidays..... 45
- B. Annual Leave (Vacation) ---- **SEE SEPARATE DRAFT PTO** 46

Employee Handbook

C. Sick Time---- **SEE SEPARATE DRAFT PTO** 46

D. Voluntary Leave Donation..... 47

E. Maternity Leave..... 48

F. Leave of Absence Without Pay..... 49

G. Bereavement..... 50

H. Civil Leave (Jury or Witness Duty)..... 50

I. Military Leave 51

J. Crime Victim Policy 51

K. Family and Medical Leave..... 52

L. Non-FMLA Family Medical Leave 57

IX. APPEALS..... 60

A. Process 60

B. Decisions 60

X. CLOSING..... 61

Appendix A: SRPC Telecommuting Policy & Agreement 62

I. INTRODUCTION

Whether you have just joined our staff or have been at the Strafford Regional Planning Commission for several years, the Executive Committee is confident you will find our organization a dynamic and rewarding place to work. We look forward to a productive and successful association with you. The Commission's employees are among our most valuable resources. The intent of these Personnel Policies is to ensure the fair and equitable treatment of all employees and to guide the employer/employee relationship.

There are several important things to keep in mind about the employee handbook. First, it is designed to provide employees with guidelines and information about working conditions, and benefits and policies affecting employment. It is not meant to be comprehensive or to address every possible application of—or exception to—the policies and procedures it describes. If you have any questions about whether you are eligible for a particular benefit, or whether a policy or practice applies to you, you should ask the Executive Director.

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

Third and last, some of the topics discussed here are covered in detail in regulatory, contractual, or benefit policy documents. You should refer to those documents for specific information since the employee handbook provides only briefly summaries. 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 or benefits. Employment with the Commission is "at will." That means you or the Commission may terminate your employment at any time, with or without cause and with or without prior notice. 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.

The 2021 edition of the employee handbook supersedes all earlier handbooks, manuals, policies, and procedures issued by the Commission. Any violation of the policies or procedures presented here may result in disciplinary action, including termination of employment.

A. Mission Statement

The Commission’s mission is to ensure 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.

B. Expectations for Employees

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

Commitment to

- Public service

Personal Characteristics of

- Integrity
- Respect
- Openness
- Creativity
- Resourcefulness

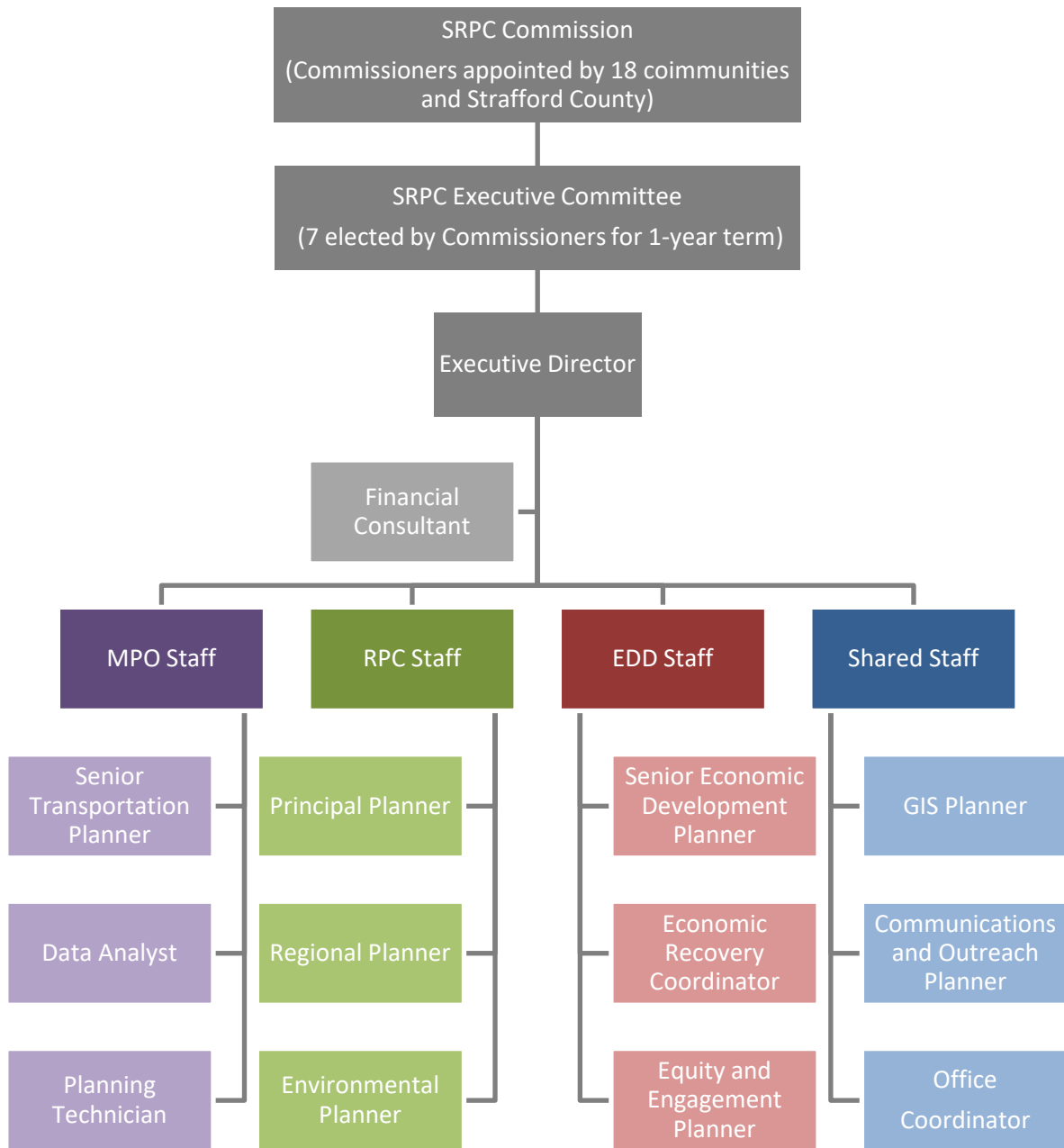
Fiscal Responsibility for

- Budget
- Wise use of commission and community resources

Quality through

- Seeking excellence
- Improving professional skills
- Collaborative and consensus-building efforts

C. Organization Chart



D. American Planning Association Ethical Principles

The APA statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, or 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 in the planning process.

The planning process exists to serve the public interest. While the public interest is a subject 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. Large private interests often are at stake. They accentuate the necessity for the highest standards of fairness and honesty among all participants.

Planners need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism. The ethical principles derive from both the general values of society and the planner's special responsibility to serve the public interest. Like the basic values of society, which are often in competition with each other, these principles also sometimes compete. For example, the need to publicly provide complete information may compete with the need to respect confidences. Plans and programs often result from a balancing of divergent interests. An ethical judgment often also requires conscientious balancing based on the facts and context of a situation and on the entire set of ethical principles.

The APA statement of ethical principles also aims to inform the public generally. Continuing systematic discussion of their application is essential to give these 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.

The Ethical Principles

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;
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;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;

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;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
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;
2. 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 advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
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;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
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;
9. Not use confidential information acquired in the course of their duties to further a personal interest;

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 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;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics 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;
2. Do not commit a deliberately wrongful act 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;
3. Participate in continuing professional education;
4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
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;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;

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. Although it includes an enforcement procedure, the code provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

“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>.

II. COMMISSION ENVIRONMENT

A. Equal Employment Opportunity Statement

The Commission provides equal employment opportunities 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 Commission employees to perform their duties is absolutely not tolerated.

Any violation of this policy will result in appropriate disciplinary action, up to and including termination of employment. If you as an employee believe someone has violated this policy, or otherwise have questions regarding it, you may bring the matter to the attention of the 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.

B. SRPC'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. The Commission does not tolerate harassment of our job applicants, contractors, employees, or commissioners by another employee, commissioner, supervisor, vendor, customer, or any third party.

The Commission encourages the reporting of all perceived incidents of discrimination or harassment so they can be promptly and thoroughly investigated. Retaliation against any individual who reports discrimination or 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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.
- Such 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 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:

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

Harassment based on 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, 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 has the purpose or effect of creating an intimidating, hostile, or offensive work environment; of unreasonably interfering with an individual's work performance; or of otherwise adversely affecting an individual's employment opportunities.

Harassing conduct includes the following:

- Epithets, slurs, and negative stereotyping.
- Threatening, intimidating or hostile acts
- Denigrating jokes.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and is placed on the walls or elsewhere on Commission premises or circulated in the workplace, on company time, or by email, phone, (including voice messages), text messages, tweets, blogs, social networking sites, or other means

Employee Handbook

These policies apply to all applicants and employees and relate to the conduct of fellow employees and of persons not directly connected to the Commission (e.g., vendors, consultants, and customers).

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

Anyone who believes they have been the victim of conduct prohibited by this policy, or who believes they have witnessed such conduct, should promptly discuss their concerns with the Executive Director.

When possible, the Commission encourages anyone who believes they are being harassed to promptly tell the offender that their behavior is unwelcome and ask them to stop. 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 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.

Reports of alleged harassment or discrimination will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with anyone who may have seen the alleged conduct or may have other relevant information.

The Financial/HR Consultant will conduct a prompt and thorough investigation as discreetly and confidentially as possible. Witnesses will be asked not to share with anyone outside of management information they reveal during the investigative interview only when:

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

Retaliation for reporting harassment or discrimination or for participating in the investigation of a claim of harassment or discrimination is a serious violation of this policy. 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.

Violating 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 subject to appropriate disciplinary action.

C. Americans with Disabilities Act and the Americans with Disabilities Amendments Act

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

Commission policy is 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. 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, or if the accommodation creates an undue hardship for the Commission. Contact the Executive Director or the 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 expected to 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 Financial/HR Consultant will work with you and will maintain all medical information in a confidential manner.

D. Alcohol and Drug-Free Workplace

The Commission is required by law to provide a safe and healthy work environment for its employees. Substance abuse is a serious problem that adversely affects the lives of

millions and negatively impacting the workplace. SRPC recognizes alcohol and drug abuse as potential health, safety, and security problems.

The Drug-Free Workplace Act of 1988 imposes certain obligations upon covered employers to respond to substance abuse problems. SRPC expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with the drug and alcohol policy is made a condition of employment. SRPC prohibits employees from the manufacture, possession, use, distribution, or purchase of nonprescribed drugs and controlled substances, including medical marijuana, on SRPC premises, at other locations where work is performed, and in SRPC vehicles. SRPC also prohibits employees from reporting to work or otherwise working or driving SRPC vehicles under the influence of alcohol or illegal drugs. Employees may not consume alcohol during working hours, including meal and break periods.

However, the SRPC may sponsor social functions or activities where alcohol is served, and the moderate use of alcohol at such SRPC-sponsored functions is permitted. Use of medication prescribed by the employee's physician for the employee and the use of over the-counter medication is permitted as long as the medication will not interfere with the employee's ability to perform his or her job functions. If you are taking a medication that might interfere with your ability to perform your job functions, it is your responsibility to inform your supervisor or the Executive Director so that a determination can be made as to whether you can continue working.

While we cannot control your behavior on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate physical and mental condition, ready to work. If the SRPC has any reasonable basis for suspecting that an employee may be under the influence of alcohol or drugs, may have otherwise violated this policy, or may otherwise be unfit for work, the SRPC may require the employee to submit immediately to a drug and/or alcohol test and/or to a fitness for duty exam, as determined appropriate by the SRPC in its discretion. SRPC will provide transportation to and from the testing site and accompany the employee during the testing process.

Any employee who is required to submit to a drug and/or alcohol test or a fitness for duty exam must cooperate fully with the process and must not do anything to tamper with, adulterate, dilute, or otherwise interfere with any specimen, test, or exam. A test or other exam will not be conducted without the employee's consent; however, the employee must consent as a condition of employment and may be terminated for failing or refusing to consent to any test or exam required by the SRPC. All testing will be done using scientifically valid methods that involve private specimen collection and chain of custody procedures to ensure proper identification, labeling, record keeping, handling and testing of specimens and will take place at a qualified laboratory, hospital, or health care center. SRPC commits to maintain the confidentiality of test results. If an employee

has a test result that is other than a non-dilute negative or showing an alcohol concentration of greater than zero (0), he or she will be subject to disciplinary action, up to and including termination of employment.

Within its sole discretion, the SRPC may decide not to terminate an employee and may decide instead to refer the employee for drug or alcohol treatment in lieu of termination and as a condition of continued employment. Within its discretion, the SRPC may suspend the employee while he or she participates in the treatment program. Employees must pay for the cost of any such treatment programs. Employees who refuse to participate in such programs or who fail to successfully complete a treatment program are subject to immediate termination. An employee who is referred by the SRPC for drug or alcohol treatment or who is voluntarily participating in a drug or alcohol treatment program may be requested or required to undergo drug and/or alcohol testing without prior notice during the treatment period and for a period of time, determined by the NRPC, after the completion of the treatment. An employee who has a test result other than a non-dilute negative during this period will be subject to termination. In addition to the fitness for duty/reasonable suspicion testing described above, the SRPC reserves the right to implement further drug testing programs at any time, such as preemployment, post-accident, and random drug and alcohol testing.

Any employee who is convicted of any drug or alcohol-related crime (including violations, misdemeanors, and felonies) shall notify the Executive Director within five (5) days of the date of conviction. A conviction includes any finding of guilt (including one agreed to by the employee) or plea of no contest and/or imposition of a fine, jail sentence, or other penalties. Any employee who violates this drug and alcohol policy will be subject to disciplinary action up to and including termination of employment. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional care and counseling and consult the SRPC's medical insurance plans regarding coverage for referral and treatment. Employees with questions about medical insurance benefits for treatment should feel free to speak with the Executive Director. When this policy is violated or work performance is otherwise impaired, admission to or use of a treatment or other program does not preclude appropriate disciplinary action by the SRPC, including termination of employment.

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. For more information or to take advantage of EAP, contact Health Resources directly at 800-759-8122

E. Medical Marijuana

The Commission prohibits employees from manufacturing, possessing, using, distributing, or purchasing nonprescribed drugs and controlled substances, including

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

F. Smoke-Free Workplace

Tobacco smoking has been clearly established as a preventable cause of illness in smokers. Exposure to second-hand smoke has also been shown to be hazardous to the health of nonsmokers. The Commission complies with New Hampshire's Indoor Smoking Act, which regulates smoking in enclosed workplaces. In keeping with SRPC's intent to provide a safe and healthful work environment, all forms of smoking, inhaled agents and nicotine based products are prohibited anywhere in the Commission offices, AND is allowed only during lunch and break periods. This policy applies to all employees, clients, constituents, and visitors

G. 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 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. But when an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration in regard to discipline. As with sexual harassment, the effect of the behavior on an individual is what is important. The Commission considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or their family; persistent 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, or threatening physical assault, damaging 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.

H. Violence in the Workplace

The Commission is dedicated to nonviolent means of solving differences among employees 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. Commission resources may not be used to threaten, stalk, or harass anyone at 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, 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. 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 Executive Director. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat under this policy.

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 threatened 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.

I. Safety

The Executive Director is responsible for ensuring a safe work environment free of physical and occupational hazards. Employees are responsible for conducting all tasks safely and efficiently. Employees are also responsible for complying with all local, state, and federal safety and health regulations and program standards—and with any special safety concerns 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, Financial/HR Consultant, and fellow employees regarding safety issues. and to take immediate steps to the extent possible to remedy any unsafe condition.

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

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

To ensure OSHA standards for safety and health are met, the Commission complies with requirements to post information and provides employees with training on key aspects of workplace safety including annual updates on emergency evacuation, fire, and safety.

The Commission's Health and Safety Plan includes operating procedures and goals for maintaining workplace safety. Each year the plan is reviewed and distributed to all employees. Employees have the opportunity at staff meetings to discuss safety issues and make recommendations for procedures.

III. WORKPLACE PROTOCOL

A. Commission Management

The Executive Director is responsible for the management and administration of the Commission and has sole authority for implementing 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.

If the Executive Director is absent for a prolonged period due to illness, leave, or other circumstances, the Executive Director shall designate a senior staff person to act on their behalf and continue routine supervision of Commission business.

If 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 Commission 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.

B. Confidentiality

The Commission's information and records relating to Commission business operations, plans, projects, strategies, employees, and customers are confidential. Employees must treat all matters accordingly and not disclose information to anyone who does not have 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.

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

Employees unsure about the confidential nature of specific information are expected to seek clarification from the Executive Director, or an 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.

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

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, 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 or the activities of its employees.

D. Solicitation and Distribution

At the Commission, we believe employees should not be disturbed or disrupted while working. 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 similar conduct. "Working time" is defined as the time when 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 charitable and noncharitable causes. Solicitation by nonemployees on Commission premises is prohibited at all times.

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

E. Use of Office Equipment

Commission office equipment including telephones, mobile electronic devices, computers, photocopiers, fax machines, and postage meters are business tools to manage workload and improve efficiency and communication. Occasional use of mobile electronic devices, telephones, photocopiers, 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 or meal periods, unless an emergency arises.

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

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

F. Vehicle Operation

Employee Handbook

Employees must maintain a valid current driver's license to operate any vehicle while employed by SRPC. Employees who use their personal vehicles for business purposes must show evidence that they are properly insured. A copy of the documentation will be kept in their personnel file.

If available, employees must use the SRPC Van for SRPC business. Field Work has priority for use of the van followed by a trip with the longest mileage.

Employees operating any vehicle for Commission business must exercise due diligence to follow all laws of the road and to drive in a safe, courteous, and responsible manner. While operating a commission vehicle, the employee must maintain the security of the vehicle and its contents.

All employees are required to wear seatbelts while operating or riding in any vehicle while on Commission business. In addition, passengers in vehicles operated by staff in the conduct of Commission business are also required to wear seatbelts. Smoking is NOT permitted in the SRPC vehicle.

Employees are not permitted, under any circumstances, to operate a commission vehicle or a personal vehicle while on Commission business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

Employees must report any accident, theft, or malicious damage to a commission vehicle to the Executive Director immediately. Employees are expected to cooperate fully with authorities in the event of an accident.

The use of company vehicles is restricted to employees of the Commission only. Non-employees such as spouses, children, other relatives, or friends are not authorized to drive company vehicles at any time. The company will consider any unauthorized use of vehicles as the equivalent of theft and the driver may be held responsible (liable) for consequences of any accidents.

The use of any hand-held mobile electronic device capable of providing voice or data communication, (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. 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. 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, irresponsible or unlawful driving shall result in serious disciplinary action including possible termination.

G. Conflicts of Interest/Volunteer Activities

The Commission expects employees to conduct themselves 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 interests 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 situation in which actions taken on behalf of the Commission may conflict with the employee's own personal interests. Company property, information, or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a municipality, competitor or potential competitor, supplier, or contractor, regardless of the nature of the employment, while employed with the Commission.
- Hiring or supervising family members or close relatives.
- Owning or having a substantial interest in a competitor, supplier, or contractor.
- Accepting gifts, discounts, favors, or services from a customer or potential customer, a competitor, 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.

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

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 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 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.

H. Outside Employment

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 it with the Executive Director prior to the start of the employment. Any breach of this policy will result in discipline, up to and including dismissal.

I. Attendance and Punctuality

Attendance and punctuality are essential to an employee’s position. From time to time, 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. If the employee is unable to call in because of an illness, emergency, or some other reason, they should arrange to have someone call for them.

When out of the office due to illness, vacation, or personal appointments or if the employee knows in advance that they will need to be late or absent, time-off request must be submitted by the employee and approved by the Executive Director.

All employees should be aware that excessive absenteeism, lateness, or 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.

J. Attire and Grooming

Commission employees should project a professional image at work by being appropriately attired and 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 in the office, in the field, or off site. The Commission is confident that employees will use their best judgment regarding attire and appearance.

K. Cell Phone Use and Texting

Cellphones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of SRPC's policy.

Company-provided cellphones

When job duties or business needs demand, the company may issue a business cellphone to an employee for work-related communications. Personal use of company-owned cellphones should be kept to a minimum.

Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Safety issues for cellphone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

L. 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 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.

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 email 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 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 for reference only.
 - Employees should not open suspicious emails, pop-ups, or downloads. Contact the Executive Director with any questions or concerns to minimize the release of viruses or to contain viruses immediately.
 - Internal and external emails 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 email inside and outside the company.

To ensure 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 may include listening to voicemail messages, reviewing email messages, reviewing websites visited by an employee, or otherwise 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.

M. Social Media Policy

The Commission 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 on your own or someone else's web log (or blog), journal or diary, personal web site, social networking or affinity website, or web bulletin board or chat room, whether or not associated or affiliated with the Commission, as well as any other form of electronic communication. The principles and guidelines found in Commission policies apply to your online activities. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Any conduct that adversely affects your job performance or the performance of fellow employees; 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 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 on social media. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that 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. Such conduct includes offensive posts intended to harm someone's reputation and 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. 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, 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 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 subject of 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.

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

N. Lactation Accommodation

The Commission will provide a reasonable amount of break time to accommodate an employee who wants to express breast milk for her 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 these periods, the break time will be unpaid to the extent permitted by applicable law.

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

O. Plagiarism

As professional planners or certified planners, the staff of the Commission adheres to the American Institute of Certified Planners Code of Ethics and Professional Conduct. The Rules of Conduct state, "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 ethical principles. Plagiarism can also violate copyright and may be punishable by law.

The following are examples of plagiarism:

- Copying work verbatim or nearly verbatim.
- Purposely paraphrasing portions of another author's work.
- Verbatim copying portions of another author's paper with citing but not clearly differentiating what text has been copied (i.e., not applying quotation marks correctly) 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 ensuring the documents they create meet 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>

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>

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

IV. TERMS OF EMPLOYMENT

A. At-Will Doctrine

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

Employment at will allows either the employer or the 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 either nonexempt or exempt under state and federal wage and hour laws. The following descriptions are intended to help employees understand the employment classifications as well as their employment status and 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.

SRPC has established the following categories for nonexempt and exempt employees.

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 40 hours during the organization’s designated workweek.

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 hours per week. They 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.

Part Time Employees

Part-time employees are those who are regularly scheduled to work less than 20 hours per week. They receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance. They are also eligible for the other benefits offered by SRPC, such as annual and/or sick leave on a prorated basis, at the discretion of the Executive Director subject to the terms, conditions, and limitations of each benefit program.

Temporary Employees

Temporary employees, including interns, are hired as interim staff members to temporarily supplement the workforce or to assist in the completion of a specific project. They work the company's full-time schedule for a limited duration, usually no more than 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, 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.

Exempt/Nonexempt

EXEMPT employees independently perform technical, professional, or administrative functions; work 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. They typically earn a salary that covers all hours worked.

NONEXEMPT employees perform duties that are clerical, paraprofessional, or support in nature and are required by the FLSA to be paid time and a half (i.e., 1.5 times their hourly rate) for all hours over 40 worked in a week.

When employees are hired, they are told whether they are considered exempt or nonexempt from the overtime provisions of the FLSA. If you have questions about whether you are classified as exempt or nonexempt under the FLSA, please contact the Executive Director.

Volunteers

The Commission encourages volunteers willing to donate their time and effort to help with 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 Commission employees and are not eligible for benefits.

C. Reference Checks

To ensure that individuals who apply for employment with the Commission are well qualified, we conduct reference checks. Three professional references are required. They 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. All offers of employment are conditional on the receipt of these references. The reference checks are kept confidential and are viewed only by individuals involved in the hiring process.

D. Employee Personnel Files

Employee files are maintained by the Financial/HR Consultant and 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.

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 employees may obtain a copy of part or all of their personnel file. If they disagree with any information in their file, they may submit a written statement explaining the disagreement and provide evidence to support their position. Such statements shall become part of the employee's personnel file. They shall be included in any transmittal of the file to a third party and in any disclosure of the contested information to a third party. Personnel files are to be reviewed in the office and may not be removed from the office. Employees who want to review their personnel files should contact the Financial/HR Consultant to schedule an appointment.

E. Annual Performance Assessment

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

The Executive Director and supervisors will review the employee's self-evaluation and record how well the employee performed, their progress toward goals, and other information. Once the employee, supervisors, and Executive Director have completed the assessment, they will meet to discuss it.

Employees will also take part in a mid-year check-in with their supervisor and/or the Executive Director to assess progress toward meeting their annual goals and identify any necessary adjustments for the second half of the year.

Each May-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 annual performance assessment will be the basis for determining merit-based compensation modifications for the next fiscal year. 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 the employee and the original will be retained in the employee's personnel file. Each employee 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 note that the employee refused to sign will be added to their file.

F. Separation of Employment

Separation of employment can occur for different reasons. An employee who voluntarily separates from employment with the Commission will notify the Executive Director in writing of their planned resignation. To allow for a smooth transition, employees are asked to provide at least two weeks' notice prior to 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 weeks' notice of their intention to separate from the organization.

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

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

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

The separating employee shall contact the 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.

Accrued vacation leave will be paid in the last paycheck.

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

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

V. WORK SCHEDULES

A. Hours of Operation

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

Our core hours for employees authorized to use flex time are 9 a.m. – 3 p.m. The core hours of operation may be changed 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. 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.

Employees will be available for early morning, evening, and weekend meetings with clients and member communities as requested. Exempt 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, voice mail, or email to notify the Executive Director as to their hours of work, location and time of return, phone numbers, and any other pertinent information.

B. Meals and Rest Periods

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

Two 10-minute paid breaks may be taken each workday; please coordinate these breaks with other employees and the Executive Director.

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

C. Telecommuting

Telecommuting is an agreement between the employer and employee in which the employee works outside of the SRPC office for a specified and regular number of days a week, using telephones, computers, and related voice, video, and text technology. The

intent is to improve the efficiency of the organization and maintain a healthy work-life balance.

All regular full-time and regular part-time employees are eligible to work from home or other satellite office, the specific scheduling of which being subject to the approval of the Executive Director. Employees wishing to request a telecommuting work options should review the specific terms and conditions of the SRPC Telecommuting Policy and Agreement found in Appendix A and submit a written request to their manager and Executive Director. Approved requests will require completion of the Telecommuting Agreement.

D. 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, 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 workday 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 an exempt employee anticipates the need to work in excess of 40 hours (or whatever their regular schedule for the week calls for) to attend night meetings or other events outside of regular business hours, they should adjust their daily schedule, so they do not work more than their weekly allotment of hours in one week. For example, they could come in late or leave early on the day of their meeting. If such changes are not possible, 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 normal weekly schedule. Please note that flex time cannot be earned for additional hours spent to meet the requirements of your job or to complete routine assignments. Rather, flex time is compensation for work that cannot be reasonably done or managed within an employee's typical work week.

Employees must track on a "Flex Time Accrual Form" the hours they work in any week in which they accrue flex time.

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

If flex time is used during the two-week pay period in which it was earned, the employee does not have to provide documentation other than their time sheets showing they worked 80 hours during the period, if they are a full-time employee, or their full schedule if they are part time. But if an employee wants to use their flex time in a different pay period, they must complete the SRPC flex time form to document when the flex time was earned and when it will be used. 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 nonmonetary benefit, and employees will not be paid for unused flex time when they leave SRPC.

E. Inclement Weather/Disaster

During storms or other emergency, the Executive Director may decide to close the office entirely, or before the end of normal business hours. If the Commission office closes after employees have reported to work—but before they have worked two hours—hourly employees will be paid for two full hours.

In emergencies when you believe travel conditions may put your safety at risk, please notify the Executive Director as far in advance as reasonably possible that you are unable to come to work. The office may be closed by the Executive Director in extreme storm conditions or by the City of Rochester’s closure of the building. When employees elect not to come to work or in the instance that the office is closed, employees have the following options:

- Telecommute in accordance with the Telecommuting Policy.
- Take a day off without pay (nonexempt staff).
- Use available paid time off.

If an exempt employee has not accrued sufficient earned time to cover any such absence, they 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.

If an employees had previously scheduled time off when an office closure is announced the employee will be required to use available paid time off.

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.

VI. COMPENSATION

A. Payment of Wages

Wages are paid biweekly, on the Friday following the end of the two-week pay period. Each work week runs from Monday to Sunday. The statement of earnings given to each employee every pay period indicates their:

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

The amount of federal withholding depends 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, a new Form W-4 must be submitted to the Financial Consultant. Employees are responsible for determining their exemptions according to federal guidelines.

B. Payroll Deductions

Payroll Deductions for All Employees

The Commission is required by law to make certain deductions from employee paychecks, including federal income taxes and employee contributions to social security. The Commission may also be required to make deductions pursuant to a federal or state agency or court order, such as for child support. These deductions are itemized on 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 are relevant to our workplace, we are providing the entire list of permitted deductions 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.
- Repayment of advances on vacation or other paid time off.
- Required clothing not considered to be uniforms.
- Voluntary rental fees for nonrequired clothing.
- Voluntary cleaning of uniforms and nonrequired clothing.

- Medical, surgical, hospital, and other group insurance benefits having no financial advantage for the employer.
- The use of a demonstrator vehicle as defined in RSA 261:111.
- Payments into savings funds held by someone other than the employer.
- Housing and utilities.
- Strictly voluntary contributions to charity.
- Union dues.
- Health, welfare, pension, and apprenticeship fund contributions.
- Voluntary contributions into cafeteria plans, flexible benefit plans, or both, as authorized by section 125 or section 132 of the Internal Revenue Code.
- Voluntary payments by the employee for the following: childcare 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.
- Recovery of tuition for nonrequired educational costs.
- Payments for the employee's use of a qualifying health or fitness facility.
- Contributions to a political action committee.
- 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.

Payroll Deductions for Salaried Exempt Employees

The Commission complies with all federal and state laws covering deductions from paychecks, including the paychecks of salaried exempt employees. These employees receive a predetermined salary, which is not subject to reduction due to variations in the quality or quantity of work performed, due to absences requested by the Commission, or due to the operating requirements of the Commission. Federal and state law limit when a salaried employee's salary can be subject to deductions.

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

Questions Regarding Paychecks and Deductions

If you have any questions or concerns about your paycheck or any deductions from your pay, please contact the Office Coordinator 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 incorrect deduction, 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.

C. Overtime

Occasionally it may be necessary for an employee to work beyond his or her normal workday

hours. Under the Fair Labor Standards Act (FLSA), nonexempt employees are entitled to be paid one-and-one-half times their regular hourly wage for all hours worked in excess of forty (40) hours in a workweek. All overtime must be approved in advance by the Executive Director except in an emergency. The Commission will attempt to provide advance notice of the need for overtime work.

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 advised when hired whether they are entitled to overtime pay.

D. Compensatory time

In lieu of overtime pay, and subject to approval by the Executive Director, a non-exempt employee may request compensatory time, (to be indicated on the weekly time sheet) at a rate of one point five (1.5) hours earned for every hour worked over forty (40) in a seven day workweek. to be used as follows:

1. Compensatory time is accrued at 1½ times the overtime hours. (Ex. Overtime Hours = 5 x 1.5 = 7.5 Hours Comp Time)
2. The Executive Director shall grant the employee's request for use of authorized,
3. accrued compensatory time within a reasonable period of time, unless to do so would disrupt the operations.
4. The amount of accrued compensatory time is limited to a maximum of 40 total
5. compensatory hours.
6. At the end of employment for any reason, the employee will be paid for unused
7. compensatory time at the final regular rate received by said employee or the
8. average regular rate received by such employee during the last 3 years of the
9. employee's employment, whichever is higher and in accordance with federal and state

E. Mileage reimbursement

Employees are reimbursed for mileage when using their personal vehicles at a rate set annually by the Internal Revenue Service (IRS). Mileage reimbursement forms must be completed and submitted by the last day of the month.

F. Show-Up Pay

The Commission makes every effort to contact employees in advance of any office closing. In the unfortunate circumstance that a nonexempt employee does not receive prior notification of a closing and arrives for a scheduled workday, the employee will be compensated for two hours of “show-up pay” for any inconvenience.

Occasionally, employees may be asked to come into work for a mandatory meeting lasting less than two hours. When notified in advance that the time spent will be less than two hours, employees will be compensated only for the actual time, not the two hours of “show-up pay.”

G. Timesheets and Project Reports

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

Employees will prepare an expense report for travel and other work-related expenses monthly or as needed. Employees will submit completed Travel and Expense Forms with receipts to the Executive Director for review and approval.

As required by individual project contracts, employees may be required to prepare monthly, quarterly, bi-annual, or annual reports providing enough information for the Financial Consultant to prepare accurate invoices and/or support a request for reimbursement.

Compliance with record keeping requirements and timely submittal of documents is the responsibility of the employee. Noncompliance 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.

Employee Handbook

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

H. Employee Records

To keep accurate and necessary employee records up to date, it is extremely important that 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

VII. BENEFITS

This section provides a very general description of the benefits to which employees may be entitled. Please understand that this explanation does not, nor is it intended to, provide 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 examination from the Human Resources Department. To the extent that any of the information 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 in this handbook or the benefit plans described here 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, 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, including any health benefits that may be extended to retirees and their dependents. Further, the Commission reserves the exclusive right, power, and authority, at its sole and absolute discretion, to administer, apply, and interpret the benefit plans described here and to decide all matters arising in connection with the operation or administration of such plans.

A. Health Insurance

The Commission offers permanent regular full-time and part-time employees a group health insurance plan. Insurance plans are reviewed annually by the Executive Director.

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

SRPC contributes to offset the cost of the premium at a rate determined by the Executive Director. The percentage contributed by SRPC may vary annually depending on the cost of the selected health plan(s) and the constraints of the resources allocated in the annual operating budget. 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 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 Financial/HR Consultant.

It is the responsibility of the employee to inform the Financial/HR Consultant or health insurance carrier of all changes in personal data and coverage needs.

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

B. Health Insurance Incentive Option

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

After showing proof of enrollment in another health insurance plan, an employee who chooses 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 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 nonwage benefit from which all applicable taxes will be withheld by the Commission.

C. Dental Insurance

All regular full- and part-time employees enrolled in the Commission health insurance plan, regardless of coverage program selected, are eligible to participate in the group dental insurance plan. SRPC contributes to offset the cost of the dental insurance premium at a rate determined by the Executive Director. The Commission contribution is reduced proportionately for employees whose regular schedule is less than 40 hours per week.

Dental insurance coverage will begin on the first day of the first full month of employment with the Commission.

D. Life Insurance

The Commission provides group life insurance to all regular full-time employees. Life insurance coverage for regular part-time 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 is equal to their annual wages or salary. For specific information on the life insurance plan, contact the Executive Director or the Financial/HR Consultant.

E. Short-Term Disability

All regular employees are covered for short-term disabling illness or injury at no cost to them. Employees are insured for 66.67 percent of their basic weekly wages with a maximum of \$600 dollars per week for 13 weeks. There is a waiting period for collection of payments.

For specific information on the short-term disability insurance plan, contact the Executive Director or the Financial/HR Consultant.

F. Long-Term Disability

All regular 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.

For specific information on the long-term disability insurance plan, contact the Executive Director or the Financial/HR Consultant.

G. COBRA

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 18 months at their own expense.

If an employee dies, dependents of the employee already on the insurance plan can continue coverage for up to 36 months under the guidelines established for an employee who leaves the organization.

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 loss of coverage.

H. SIMPLE IRA

All employees earning more than \$5,000 in a calendar year are 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.

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

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

Employee Handbook

The Commission may reimburse the cost of post-secondary-level accredited studies that are deemed to be directly related to employees' performance of their work. This benefit is for regular full-time employees of the Commission only and is offered at the discretion of the Executive Director; it 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).

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 the following schedule:

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

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

VIII. TIMEOFF/LEAVES OF ABSENCE

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. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous Peoples Day
9. Veterans Day
10. Thanksgiving Day
11. Friday following Thanksgiving
12. 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.

When a designated holiday falls on a Saturday or Sunday, the Executive Director determines 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.

Employees may choose the date for their holiday in lieu of Christmas Day, and they must notify the Executive Director of their selection in advance. If an employee elects to work on Christmas Day, the employee may 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., an employee who typically works 30 hours per week 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.

B. Annual Leave (Vacation) ---- SEE SEPARATE DRAFT PTO

Time off from work to relax and pursue special interests is important to everyone. All regular full-time employees accrue vacation 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 26 pay periods in a year. An additional day is added for each year of service up to a maximum of 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 20 days. Any accumulated leave over 20 days will be forfeited at the end of the pay period in which the employee exceeds 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 pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave. Requests to use annual leave must be approved by the Executive Director.

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

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

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

C. Sick Time---- SEE SEPARATE DRAFT PTO

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. "Immediate family" means the employee's spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian.

Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a "step" or "half" relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for the person.

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.

Medical leave is earned at 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 20 days of medical leave. Medical leave for regular part-time employees will be 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 during pay periods in which the employee is entitled to no wages, unless required under law. Generally, this 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-half hour.

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

D. Voluntary Leave Donation

Employees may voluntarily donate accumulated earned time leave for the benefit of another employee who is unable to work due to an illness or injury and has exhausted all previously earned paid leave.

To be eligible to receive voluntary leave donations, the employee must:

- Be a regular employee working at least 20 hours per week,
- Have a performance evaluation of "Meets Expectations" or above,
- Be experiencing a serious medical condition as defined by the Family Medical Leave Act that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available,
- Not have submitted a request for separation or retirement, and
- Have exhausted paid time off balance.

In order to donate and/or receive earned time leave under this policy, requests must be submitted to Executive Director as soon as possible for inclusion in the next payroll. The requests should include:

- A written statement signed by the employee and verified by Executive Director requesting authorization to receive donated earned time leave, indicating the commencement date when all other forms of leave have been or will be exhausted. (The Executive Director may waive this requirement in the event the employee is incapacitated.)
- A written statement signed by an employee who wishes to voluntarily donate paid leave, to include the amount of time being donated (no less than 4 hours but ideally in 8-hour increments or the receiving person's typical daily schedule) to the Voluntary Leave Donation and ultimately credited to a specific recipient.
- Donations can be made only if the donor has a minimum of 44 hours of accumulated leave and cannot reduce their leave balance below 40 hours.

Donations of paid leave shall be deducted from the donating employee's accumulated paid leave account (on an hourly basis) and transferred into the recipient's account (on an hourly basis) immediately upon receipt of the required requests. The value of donated leave time shall be calculated at the recipient's regular rate of pay at the time of disbursement. Unused donated paid leave time shall remain in the recipient's account.

The maximum amount of paid leave to be donated to any single employee (recipient) shall be eighty (80) hours annually and forty (40) hours per donor annually, to be disbursed at a maximum rate equal to the employee's (recipient's) regular week's pay.

The use of donated leave time shall be used for medical needs only. Also, donated leave shall not serve to change any existing conditions of employment or extend an employee's tenure in a position. Ultimately the decision to approve an employee's request for donated time or request to donate time is at the discretion of the Executive Director.

E. 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 are entitled to an unpaid leave of absence that covers the period of temporary physical disability, as certified by a physician, related to their pregnancy or to childbirth.

This leave will be unpaid, but the employee may elect to use her accrued annual leave or accrued medical leave during the time of her maternity leave. 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. 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 during the pay periods in which they are 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 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 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 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 paying their health insurance premiums during their leaves.

Female employees requesting maternity leave are asked to notify their immediate supervisor 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 return to work only upon certification of her doctor releasing her to return to work.

F. Leave of Absence Without Pay

If a situation arises that temporarily prevents an employee with at least one year of service from working, they may be eligible for a personal leave of absence without pay.

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 each request individually.

An employee will not accrue any annual leave or medical leave during the pay periods in which they 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 of the Commission; and the expectation that the employee will return to work when the leave expires.

G. Bereavement

A regular full-time employee may be granted up to three days paid bereavement leave following the death of a family or household member. Family is defined as being of origin, adoption, or of choice and includes the employee's spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a "step" or "half" relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use leave time under this policy.

Employees who require additional bereavement time must use available accrued 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. The Commission reserves the right to request documentation to support this leave.

H. Civil Leave (Jury or Witness Duty)

An employee shall be excused from employment for the day or days required to serve as a juror or witness in any court of 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 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 jury duty.

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

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

Employees released from jury duty or other service during work hours are expected to report to work, unless otherwise instructed by their supervisor.

I. Military Leave

Employees who belong to the U.S. armed forces reserves or the National Guard will be granted unpaid military leave when on active duty, attending a two-week annual training, or deployed to assist during an emergency.

Employees requesting military leave should give their supervisor as much advance notice as possible.

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

J. 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 they are part of the immediate family of a homicide victim, 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 employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use leave time under this policy.

Employees who need time off under this policy should notify the Executive Director or Financial/HR Consultant as far in advance as possible. They may be asked to submit copies of the notices for each scheduled hearing, conference, or meeting provided by the court or agency involved in the prosecution of the crime. Failure to submit these copies as requested 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 will be notified as soon as practicable whether the requested leave has been granted or denied. Leaves requested under this policy typically will be granted unless they would cause undue hardship (i.e., significant difficulty and expense) to the

Commission. In determining whether undue hardship may exist, the Commission will consider the size of our operation, the employee's position and role within the organization, and the Commission's need for the employee to be at work.

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

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

K. Family and Medical Leave

[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). 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 in 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 FMLA leave in accordance with the law.

Employees who meet the following two conditions are eligible for FMLA leave:

- They 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 leave request.
- When the leave is requested, they 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 child and to care for the newborn. (Leave must be taken within 12 months of the child's birth.)
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child. (Leave must be taken within 12 months of the child's adoption or placement.)
- The serious health condition of a spouse, parent, minor child, or adult child who is incapable of self-care and the employee is needed for such care ("covered family members").
- The employee has a serious health condition that renders them unable to do their 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 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.
 - 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 includes a special leave entitlement that 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. A covered service member is a current member of the armed forces, including the National Guard and reserves, who incurred a serious injury or illness in the line of duty while on active duty that may render the service member medically unfit to perform their 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. These individuals are referred to in this policy as "current members of the armed forces." Covered service members also include veterans who were discharged or released from military service 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 12 work weeks of leave during any 12-month period. That 12-month period is defined as a “rolling” 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 12 weeks less the number of FMLA weeks taken in the 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 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 are available from the 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. 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 one or 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 because of illness, the employee should ask someone else to call on their 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 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 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 regularly 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 were initially unknown.

No Work While On Leave: Taking 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 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 who are among the highest paid 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-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 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, 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 with, restrain, or deny the exercise of any right provided under the FMLA;
- 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 has violated either of these obligations, please report your concerns to the Executive Director or 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.

L. Non-FMLA Family Medical Leave

Regular full-time or part-time employees who work at least 20 hours a week 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 an immediate family or household member with a serious health condition. “Immediate family” means the employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate

Employee Handbook

one person as to whom the employee may take FMLA leave to aid or care for the person.

- To attend to their own serious health condition involving in-patient care or continuing treatment that prevents them from performing their job.

If an employee's spouse or domestic partner also works at SRPC, the employee and spouse/domestic partner are limited to a combined total of 12 weeks of non-FMLA leave.

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

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

SRPC may require an employee to use any accrued, unused paid time off (including annual and medical leave days) concurrently with their 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 on approved non-FMLA leave, SRPC will maintain their health benefits under the same terms and conditions that apply to employees who are not on leave.

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

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

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

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

Confirmation of Familial Relationship: An employee who requests non-FMLA leave to care for a family member 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: An employee who takes non-FMLA leave to care for their own serious health condition, to care for a covered family member, or for some other qualifying reason must regularly update the Executive Director about the status of their need for the leave and about their intention to return to work. If the dates of the leave change, or if they were not known when the leave was requested, the employee must notify the Executive Director as soon as they can—within two days, if possible—once that information becomes available.

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

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

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

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

IX. 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.

X. CLOSING

Again, we are delighted to have you join us at the Stafford Regional Planning Commission. We hope the policies and information in this handbook provide you with a respectful, safe, and productive work environment. If you have any questions about any of the material, please do not hesitate to ask the Executive Director or the Financial/HR Consultant.

Appendix A: SRPC Telecommuting Policy & Agreement

Definition of Telecommuting: Telecommuting is an agreement between the employer and employee in which the employee works outside of the SRPC office for a specified and regular number of days a week, using telephones, computers, and related voice, video, and text technology. The specific scheduling of which being subject to the approval of the Executive Director. It is the exception, not the rule.

A. Telecommuting Guiding Principles

1. Telecommuting is an alternative method for meeting the needs of our customers, our office and our employees;
2. Telecommuting increases employee productivity and is an inducement for the Commission to attract and retain high quality staff;
3. Telecommuting requires effective, supportive and ongoing communication by the employee with the public, other employees, and their supervisors;
4. Telecommuting has a positive impact on the environment by reducing employee vehicle miles traveled with corresponding reduction in use of gasoline and reduction of air pollution;
5. Telecommuting is a privilege that employees may earn and lose (based on their work performance and demonstrated ability to successfully work independently, etc.). It may be refused to individuals or terminated at any time.

B. Eligibility

The following factors will be used to decide whether telecommuting is an option for those employees interested in participating in this work option:

1. Does the employee have clearly defined tasks that can be accomplished off-site?
2. Can the results and/or productivity be effectively measured without supervisor oversight?
3. Can the present level of customer service be maintained or improved through telecommuting?
4. Is the current level of interaction with the public and employee minimal or can it be scheduled to permit telecommuting?

Employees that have a rating of below expectations on their annual performance evaluations are not eligible to participate in telecommuting.

Prior to initiating the telecommuting work option, the employee will sign the SRPC Telecommuting Agreement (part of this Appendix) and submit it for approval. The supervisor will periodically meet with the telecommuter, and other staff as appropriate (e.g. support staff, etc.), to evaluate the telecommuting experience and make improvements as needed.

C. Dependent Care

Telecommuting is not a substitute for dependent care. Telecommuters must make dependent care arrangements, as they are required when working in the office, to permit concentration on work assignments off-site.

D. Workspace

Employee understands their workspace is considered an extension of the Commission workspace. Telecommuters must maintain a dedicated safe, secure, and ergonomic work environment.

Employee is responsible for providing telephone, printing, networking and/or Internet capabilities at the telecommute location and shall not be reimbursed by the employer for these or related expenses. Internet access be via DSL, Cable Modem, or an equivalent bandwidth network.

Workers compensation from job related accidents would continue to exist within the defined workspace during telecommuting hours. Employee shall report work-related injuries to Executive Director at the earliest reasonable opportunity. Employee agrees to hold the Commission harmless for injury to others at the alternate work site.

E. Equipment & Information Security

With the aid of various technologies such as phone, email, internet, and remote work software, SRPC employees are expected to maintain the same level of office productivity while telecommuting.

1. **Office equipment and records:** Equipment owned by SRPC and used in the telecommute location shall be accurately listed and updated on the Telecommuting Agreement. Employee shall protect Commission-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. All equipment, records, and materials provided by the Commission shall remain the property of the Commission. The precautions described in this policy apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored. Employee shall report to the Executive Director any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Should the telecommuting agreement be revoked, employees are required to return Commission-owned equipment, records, and materials within the 48 hours of termination of this agreement. Any software provided for telecommuting will be deleted from any compute not belonging to the Commission. Within 48-hours of written notice, Employee must return

Employee Handbook

Commission owned equipment for inspection, repair, replacement, or repossession.

2. **Phones:** Employees that telecommute must provide their own landline and/or cell phone. Employees are responsible for forwarding work calls to this phone while off-site and are expected to answer calls and/or check voicemail in a rate and manner consistent with on-site work

**Strafford Regional Planning Commission
Telecommuting Agreement**

A. Definition: Telecommuting is the use of telephones, computers, and related voice, video, and text technology to enable an employee to work outside of the traditional workplace for a specified and regular number of days a week. It is the exception, not the rule. This is an agreement between the telecommuting employee and Strafford Regional Planning Commission (SRPC).

Telecommuting Employee: _____

Supervisor: _____

Effective Date: _____

B. General Work Arrangement

1. I (the employee) understand and agree to the terms and conditions as stated in the SRPC Telecommuting Policy.
2. SRPC and I agree that at SRPC’s discretion, I may perform portions of my assigned duties for SRPC at a location other than at SRPC as a telecommuter.

a. Employee’s telecommuting schedule is:

Monday Tuesday Wednesday Thursday Friday

Start Time: **[start time]** End Time: **[end time]**

b. Employee’s regular telecommuting site location is **[location]**.

c. Employee’s regular telecommuting phone number is **[telephone number]**. SRPC encourages staff not to share their personal phone number with work clients and partners beyond SRPC staff.

d. The employee has been provided with the following equipment for which they are responsible:

3. While telecommuting, Employee will:

- a. remain accessible during the telecommute work schedule;
- b. check in with the Executive Director or colleagues to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. be available to come into the office if a business need arises;
- e. request Executive Director approval in advance of working any overtime hours (if employee is non-exempt); and

Employee Handbook

- f. request Executive Director approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.

- 2. Employee’s duties, obligations, responsibilities, and conditions of employment with the Commission remain unchanged except those obligations and responsibilities specifically addressed in this agreement. The employee will continue to comply with the Commission policies and procedures while working off-site. Employee’s salary and benefits remain unchanged. Job responsibilities and standards of performance remain the same as when working at the Commission’s regular work site. The Executive Director reserves the right to assign work as necessary at any work site.

- 3. The employee will always remain responsible and maintain professional standards of behavior, as noted in the Employee Handbook. The employee will not use their home as a meeting location to conduct the Commission business. If the employee leaves their home when Telecommuting for any Commission purpose, they will dress and present themselves in a professional manner.

- 4. The employee agrees that their Telecommuting does not adversely impact the support staff either way when they return to the office (i.e., major mailing the next day etc.) or when they are working from home. The employee realizes this will require effective and frequent communication.

- 5. The employee understands that telecommuting is a privilege that may be revoked at any time under the discretion of the Director. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Employee

Date

Supervisor

Date

Insert a photo of your telecommute workspace here:

**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 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 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, 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.

Print Employee Name _____

Employee Signature _____

Date: _____

(version: July 16, 2021)