

STRAFFORD

Regional Planning Commission

SRPC EXECUTIVE COMMITTEE MEETING

May 20, 2022, 8:00 a.m. to 9:00 a.m.

Hybrid Meeting (Conference Rm 1A & via Zoom)

In accordance with RSA 91:A, the Commission requires a minimum of an in-person quorum. To organize this, the Commission staff will confirm the necessary in-person attendance. It is the preference of the Commission that others participate via Zoom, however, guests may attend the meeting at the SRPC Office. All participants, both in-person and virtual, can communicate contemporaneously. View the remote access information below.

Meeting URL: <https://us02web.zoom.us/j/84905778392>

Meeting ID: 849 0577 8392

Telephone-only Access: +1 312 626 6799

These instructions have also been provided at www.strafford.org. If anybody is unable to access the meeting, please email mtaylorfetter@strafford.org or call 603-994-3500 (x115).

Agenda Item	Time	Notes
1) Welcome and Introductions	8:00-8:05	N/A
2) Action Items (Motions Required) a) Approval of the April 15, 2022 Minutes b) Acceptance of the Draft April Financials c) Approval of the Employee Handbook	8:05-8:15	a) Enclosed b) See memo, enclosed c) See memo, enclosed
3) Non-Public Session RSA 91-A, II (a)	8:15-8:25	"The dismissal, promotion, or compensation of any public employee or the disciplining of such employee..."
4) Updates and Discussion Items a) Executive Committee member renewals b) Annual Meeting c) Preliminary FY2023 Budget d) Draft Wellness and Safety Plan e) Executive Director Review f) Awards, Contracts, and General Business g) March Monthly Minors	8:25-8:50	a) See memo b) See memo c) See memo, enclosed d) See memo, enclosed e) See memo f) See memo g) Enclosed
5) Other Business	8:50-8:55	N/A
6) Adjourn	9:00	N/A

Reasonable accommodations for people with disabilities are available upon request. Include a detailed description of the accommodation you will need along with your contact info. Please make your request as early as possible; allowing at least 5 days advance notice. Last minute requests will be accepted but may be impossible to fill. Please call (603) 994-3500 x115 or email srpc@strafford.org.

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



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

Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
April 15, 2022
DRAFT Meeting Minutes

1. Welcome/Introductions

D. Landry called the meeting to order at 8:04 a.m. and asked for introductions.

Committee members present: Bill Fisher, Farmington; Barbara Holstein, Rochester; Mike Bobinsky, Somersworth; Dave Landry, Dover; Peter Nelson, Newmarket; Donald Hamann, Rochester

Staff members present: Jen Czysz, Executive Director

Staff attending remotely: Megan Taylor-Fetter, Office Coordinator; Kyle Pimental, Principal Planner

2. Action Items

a. Approval of the Minutes of March 18, 2022.

D. Hamann MOTIONED to approve the Minutes of March 18, 2022 as written, M. Bobinsky SECOND. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

b. Acceptance of Draft March Financials

J. Czysz began her review of the March financials by summarizing it is looking good. She continued with her summary as follows:

- The year-to-date net profit is holding at around \$13,000. Compared to last year the largest differences are attributable to the CARES Act programming increasing both the EDD revenue and associated personnel costs.
- Aging Summary, similar to last month, bills are getting paid with the exception of a few. Reminders have been sent to past due accounts.
- For the Balance sheet, the checking and savings register totals remained healthy through March and very similar to where they were in February. Account balances compared to this time last year are higher due to a combination of contracts with advance payments and the timing of payments.

M. Bobinsky MOTIONED to approve the March Draft Financials as presented, D. Hamann SECOND. ALL IN FAVOR. Motion passed with a unanimous vote in favor.

3. Updates

a) Executive Committee member renewals

J. Czysz announced that Commissioner Victoria Parmele passed away on Monday of this week. The members expressed their shock and sadness on hearing this news and reflected on their time working with her on the Commission.

J. Czysz asked the members to confirm their intentions for renewal of their positions on the Executive Committee and discuss the slate of officers for FY2023. The bylaws state there are 3 officers, a chair, a vice chair and secretary- treasurer. When we have confirmation if members want to remain on the EC and continue to hold officer positions, we will send out recruitment pleas to fill vacant seats.

D. Landry volunteered to continue as Chair on the Executive Committee.

P. Nelson volunteered to continue his role as Vice Chair on the Executive Committee.

b) Annual Meeting

J. Czysz stated the annual meeting is scheduled to be held on June 23, 2022. Staff issued polls to members to gauge the overall preference for the type of meeting they prefer to attend. Options included in the poll were in person with or without masks or a virtual meeting.

Members provided input on options for a venue including a suggestion from P. Nelson to look into the Brown Center at UNH. Other considerations in the discussion included whether to hold a lunch or dinner event. B. Holstien recommended sending out another poll with posing those questions.

Members were asked to contact staff with their input, suggestions and ideas for the annual meeting.

c) Preliminary FY2023 Budget:

The Budget was not available to review but will be ready for the May meeting.

d) FY2023 Salary & Hourly Rates Schedule

J. Czysz stated one of the biggest challenges as an organization is the salary schedule as it relates to retention and recruitment. J. Czysz asked, to meet competitive demand, do we raise salaries or meet in the middle ground. Understanding that much of what SRPC can afford by way of salary increases effective July 1st will in part be contingent upon what the budget will support. We need to look at our approach to cost-of-living adjustments as a subsequent direct input into the budget.

Discussion ensued on the benefits of working at SRPC including flexibility to work on projects, insurance benefits, merit increases. Suggestions from members included looking at the bottom line of the budget including salary increases and looking at the average of what municipalities are paying and into sign on bonuses.

J. Czysz added to compound the issue, there is no change on the revenue side. The infrastructure bill includes an increase in planning dollars, but we likely will remain level funded by NHDOT. We can't keep performing at the same level if we are level funded. Committee members discussed drafting a formal letter.

e) FY2023 Health Plans:

J. Czysz summarized the plans and costs for the health and dental plans for FY2023. She explained that SRPC's health insurance rates are increasing 5.4% for fiscal year 2023. Dental rates are decreasing 1.5% and our short-term disability, long-term disability and life insurance all remain the same. We propose to keep the same plans offered over the last two or three years. Since offering a second health plan option, we have tried to keep the costs to SRPC relatively even regardless of the plan selected by the employee. To do so would require decreasing the SRPC share of the more costly AB20 Plan from 85% to 80% for one-person coverage. The costs shares for all others are proposed to remain the same. The committee preferred to not increase the employee share if the budget supports keeping it at 85% for the one plan option.

f) Executive Director Review

J. Czysz summarized the steps and timeline for her annual review. She will follow up separately with Committee members to set up a review time and send out evaluation forms.

g) Awards, Contracts, and General Business

J. Czysz referred the members to an update of current projects and contracts included in the meeting packet as follows:

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 –

Completed Contracts:

- 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.
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- Strafford Comprehensive Master Plan Update

Recently Submitted and Pending Decision:

- EPA Brownfields Assessment Grant
- Economic Development Projects Implementation through BEA CEDR funding
- CDBG Grant Administration for an Easter Seals Housing Project in the City of Rochester
- Barrington Future Land Use (or other) Master Plan Chapter
- Northwood Master Plan Update

In Development:

- Town of Lee Trails Mapping
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed

Temporarily on Hold:

- CommuteSmart Seacoast (deferred funding to FY2023)
- Rollinsford Road Surface Management System plan (Town Admin left, pending clear roads)
- AARP supplemental funding to extend CHAT outreach efforts (on hold, potentially deferred to FY2023)

h) March Monthly Minors

Colin Lentz gave a summary of the Minors including:

- He noted that proposed changes to a Somersworth project (40646) had required coordination with city staff to ensure they were in sync with concurrent project at the same location.
- Projects in Rollinsford, Dover and Rochester had changes in their funding sources but not change to overall funding.
- There was a change to the Recreation Trails Program, but it had no effect on projects in the Region.
- A statewide Tier-2 paving program showed changes to engineering funding. This included a \$70,840 decrease in engineering funding to a project in Lee, Barrington, and Plaistow.

4. Other Business

There was no other business.

5. Adjourn

D. Hamann MOTIONED to adjourn SECONED by P. Nelson. The members voted unanimously in favor to adjourn.

Meeting adjourned at 8:57 a.m.

SRPC FY 2022 Dashboard - April

For the May 20, 2022 Executive Committee Meeting

April 30, 2022

FSB Checking Beginning Balance	\$125,902.73
Deposits	\$91,725.38
Payments	-\$100,764.85
Uncleared Transactions	-\$21,102.67
FSB Checking Ending Balance	\$95,760.59

Accounts Receivable	\$166,528.43
FSB Savings Account	\$68,598.19

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; renewed to 12/31/22
Audit Status	Complete

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1.5 months cash on hand
Accounts Receivable:	Current, most all payments have been timely received
FY22 Working Budget:	Updated to reflect current status

FUNDING SOURCES - WORKING BUDGET

Due, Interest & Reimbursement	\$129,199
Metropolitan Planning Organization	\$405,000
State Agencies	\$342,392
Municipal & Nonprofit Agreements	\$213,714
Economic Development District	\$422,935
Total Revenue	\$1,513,240
Pending Grant Applications	\$267,257

EXPENSES - WORKING BUDGET

Personnel	\$1,053,065
Equipment	\$57,327
Communications	\$7,237
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$52,900
Contracted Work	\$299,142
Reserve Funds	\$0
Total Expenses	\$1,515,700

STAFF PRESENTATIONS - ACTIVITIES APR.

Standing Committees and Appointments

Seacoast Stormwater Coalition (Jackson, Autumn)
 COAST Board (Colin)
 ACT Executive Committee (Colin)
 TAC Committee meeting (Colin, Rachel, Jen, Nancy)
 Farmington Board Meetings as Staff (Kyle) x 2
 Northwood Board Meetings as Staff (James)
 Nottingham Board Meetings as Staff (Jen, Blair) x 2
 Strafford Board Meetings as Staff (Natalie, James, Blair) x 2
 Wakefield Board Meetings as Staff (Jen) x 3
 RPC Directors Meeting (Jen)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 Policy Committee Meeting (Colin, Rachel, Jen, Nancy, Jackson, Stephen)
 NHPA Executive Committee (Kyle, Shayna)
 CAW Outreach meeting (Kyle)
 SRPC Executive Committee (Jen, Megan)
 NH Council on Housing Stability Leadership Team (Jen)
 NHPA Legislative Subcommittee (Jen)
 EMM (Shayna)
 PREP Management Committee Meeting (Jen)
 NHARPC (Jen, Megan)
 Joint Loss Meeting (Kyle, Stephen, Megan, Kathy, Jackson)
 Climate Summit Planning Committee (Kyle)
 Full CAW Meeting (Kyle)
 Bike/Walk Alliance of NH board meeting (Colin)

RPC Activity

GIS Technical Users Group (Rachel, Stephen, Jackson)
 Durham Groundwater Rise Impacts Study Presentation (Kyle, Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 954 (-214)
 Users 517 (-162)



Constant Contact

Subscribers 7021 (-20)
 Avg. Open Rate 0.33 (0.05)



Facebook

Posts 4 (367)
 Engagement 390 (367)
 Reach 2922 (1786)
 Followers 436 (5)



Twitter

Tweets 0 (-3)
 Profile Visits 63 (60)
 Impressions 472 (23)
 Followers 288 (0)
 Mentions 1 (1)



Instagram

Posts 1 (-1)
 Engagement 1 (-71)
 Reach 31 (-94)
 Followers 207 (-1)



ArcGIS

Open Data 2100
 Portal Views (-228)
 Tax Parcel 810
 Viewer Views (-154)

STAFF PRESENTATIONS - ACTIVITIES FEB.

RPC Activity cont.

Livingshoreline Design Workshop (Kyle, Autumn)

Introductions Call with Newmarket Town Planner (Kyle, Jen, Colin)

EDD Activity

BEA Community & ED Call (Natalie, James)

Seacoast Economy Call (Natalie, James, Nancy, Zuzy, Jen)

MPO Activity

NHDOT Bipartisan Infrastructure Bill Debrief (Stephen)

Advancing TPM & Decision-Making Seminar/Roundtable for New Hampshire MPOs (Rachel, Colin)

NHDOT Safety Performance Target Setting (Rachel)

EV charging discussion with Dover and SNHPC (Colin, Zuzy, Mark)

Electric school buses webinar (Zuzy)

Pedestrian deaths and safety webinar (Zuzy)

CommuteSMART Seacoast B2B Kick-Off Team Captain meeting (Shayna)

Staff Development & Trainings

Pavement Maintenance 101 (Stephen)

Traffic Count Training (Rachel, Stephen)

Durham Groundwater Rise Impacts Study Presentation (Rachel, Stephen)

YIMBY Act webinar (Zuzy)

DATE: April 12, 2022
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the April 15, 2022 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.

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft April Financials

Balance Sheet: The checking and savings register totals remained healthy through April and very similar to where they over the prior few months. Account balances compared to this time last year are higher due to a combination of contracts with advance payments and the timing of payments.

Aging Summary: Similar to last month, \$92,392 of the outstanding \$166,528 is the current month's billings. Payments totaling \$47,056 were received in May, leaving a past due balance of \$27,080. Kathy has sent reminders to past due accounts.

Profit and Loss: April had a profit of \$11,767. Year to date we have a net profit of \$24,967. We have a few projects where we've taken on additional scope that will be dues funded. That will help keep our profit to a reasonable level. Most contracts and budget items are relatively on target. The DOT reimbursement rates have been lower than budgeted. Those funds will roll forward to next fiscal year.

2c. Approval of the Employee Handbook

At this point the Employee Handbook has been reviewed by legal staff at Primex, our insurance carrier, as well as, the HR attorney that SRPC has previously worked with. Those edits have been reviewed and incorporated into the final draft included here in your packets.

Changes since the last Executive Committee review include:

- II-A. Equal Opportunity Statement: This section was revised to be inclusive of all classifications/persons and to be compliant with State and Federal Laws.
- II-B. Standards of Professionalism: replaces Workplace Bullying at the advice of Primex. Their concern was that "The current definition of bullying in this policy is quite broad and could potentially encompass expressive conduct that is protected by the Constitution and RSA 98-E." It was restructured to focus on professional standards.
- II-C. SRPC's Discrimination, Harassment, and Retaliation: Retitled as such at the advice of legal counsel and includes significant edits to reflect current law.



- II-D. Disability Accommodation: Renamed at advice of legal, updated language to comply with ADA and employment laws that are not limited to only disabilities.
- II-E. Alcohol and Drug Free Workplace: Primex added statements on the right to retest and that of employees to rebut or explain results. Legal has recommended we create a separate policy addressing the issues that arise in a testing situation. This will require more research and will be addressed during the next update.
- II-H. Violence in the Workplace: Legal added a prohibition of weapons in the employee's vehicle or on Commission premises. Primex added language that in the even the director is the offending party, report is to be made to the EC.
- III-H. Social Media Policy: at the advice of Primex, this section was completely rewritten.
- III-G. Cell Phone Use and Texting: at the advice of Primex added provision regarding SRPC issued phones and no expectation of privacy.
- IV.A. At-Will-Doctrine: deleted at advice of legal as it is covered in the introduction. Renumbered following sections.
- IV.A Employment Classifications: language edits made by legal
- IV.B. References: added language regarding providing references for current and former employees.
- IV.C. Background Checks: added as a new section.
- IV.D. Personnel Files: Primex added language covering additional possible disclosures.
- IV.F. Separation: Primex clarified when final pay is to be issued.
- VIII.D. Maternity Leave: Legal rewrote a portion to be more consistent with current law.
- VIII.H. Military Leave: rewritten by legal.
- VIII.J. FMLA: deleted at the guidance of legal as we do not have enough employees to trigger the act. Renumbered subsequent sections.

Minor changes were made to the following sections:

- IIF Medical Marijuana, G. Smokefree Workplace, I. Safety
- IIIF Vehicle Operation, G. IT Equipment, etc.
- VIII.B. Paid Time Off,

Legal recommended deleting the following that were not deleted, reasons provided below:

- V.D. Flex Time: Legal noted that salaried employees are expected to work extra hours if their regular work requires them to exceed 40 hours in a week. For our Federal Grant management, we are reimbursed on an hourly rated and can not run billable hours in excess of the hours paid. Flex time must be approved in advance and in extenuating circumstances and employees are required to use the time within the billing period.
- VIII.J. Non-FMLA Leave: Both Primex and legal stated it was unnecessary since we are not required to under the law and we already have a personal leave of absence policy. We think it is a generally nice thing to offer to employees as a policy statement.
- IX. Appeals: legal advised against providing employees rights to which they are not legally entitled. Under employment at will, employees typically do not have the right to appeal a decision made by the employer. This section was added a few years ago and based on provisions from another RPC.

3a. Executive Committee and Officer member renewals

We have confirmed that all current Executive Committee members are willing to continue to serve in their current roles. At this time we are in need of alternates. The [bylaws](#) do not specify

the number of alternates that can serve at any one point. Typically, we have had one or two alternates. Elections occur at the Annual Meeting.

3b. Annual Meeting

Following the Executive Committee's feedback from last month, Megan conducted a follow-up poll. The preference was for lunch by a slim margin. Unfortunately, the Brown Center was already tentatively booked. We have decided to reserve the Governor's Inn for the meeting. The theme is Arts, Culture and Placemaking. We have begun to contact speakers and hope to have an exciting event.

3c. Preliminary FY 2023 Budget

The draft budget can be found in your packet along with the associated draft employee billing rates and salary schedule for FY 2023. Budget highlights and comparison to FY 2022 include:

Revenue:

- Dues increased to include Lee and Milton as full dues paying communities.
- Several smaller projects under both the Municipal and State Agreement sections have concluded and are zeroed out for FY2023.
- There are a few new Municipal Agreements included for FY2023.
- Under the Federal section, the CARES Act grant is winding down and concludes in September 2022.
- We have a new earmark award coming through HUD to fund SRPC and the other 8 RPCs in NH to update our comprehensive regional plans. There is a corresponding expense for the pass through grants.
- The next round of Hazard Mitigation Plan funds includes a large number of plan updates.
- We shifted some FY2022 NH DOT UPWP funds to FY2023 to gap fill for some of the other projects we new wouldn't be available in FY2023.

Expense:

- Increase in salaries reflects three factors. First is an error made in the computation of FY2022 salaries at the time the mid-year budget was adopted (this is corrected in the working budget on your dashboard and has been for some time). A portion is associated with staff that joined mid year last year, being on for the full year in FY2023, this is partly offset by the end of temporary employee's terms at SRPC. The balance is salary increases.
- Employee training has been budgeted to allow \$1,000 per employee for training opportunities over the fiscal year.
- Computers and peripherals is significantly lower this year. We replaced a large share of computers in FYs 2021 and 2022 and should be good for several more years.
- Reduction in office expense is reduced to reflect a sunset of the employee personal cell phone stipend in December. Prior years included costs for PPE and air purification systems.
- Elimination of Financial Services under outsourced contracts as Kathy is now an employee.
- IT services is increased to cover costs of an RFP with a new vendor and replacement of the server that is approaching end of life.

- Remainder of outsourced contracts are adjusted to reflect current status of contracts and budgeted consulting work.

3d. Draft Wellness and Safety Plan

An updated draft is included in your packet. This document is reviewed annually by the wellness coordinators and updated as needed. This year, Megan revived the SRPC Joint Loss Committee and made some substantial updates and additions to the document to reflect that committee's work.

3e. Executive Director Review

In the next couple weeks, I will send out my self-evaluation and a few different dates that we can get together for a meeting to conduct the review. Question for the Committee, did we want to run the evaluation survey again with EC and staff?

3e. Awards, Contracts and General Business Update

COVID-19: With yet another surge ongoing, all are continuing to telecommute as the primary work location. We keep the office open with a few people in each day. The working budget has been updated to continue the \$25/pay period Covid stipend each staff member receives to offset their personal phone and internet expenses used at the benefit of SRPC business. Similarly, these are in the draft FY2023 budget through December 2022.

Indirect Rate and Dues: On October 5, 2021 we received our final approval from EDA to have a predetermined rate of 117% for FY2022 and 2023. As of the end of April, the indirect rate is holding fairly constant at 106%.

Dues expenditures through April 2022:

July 1 – April 31, 2022	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$103,286.08
Total Income	\$103,286.08

Expenses:	
Vehicle Expenses	\$613.32
Planning Salaries	\$4,283.41
Dues and Subscriptions	\$96.42
Media Outreach	\$658.40
Travel	\$515.92
Meeting Expense	\$0.00
Office Expense	\$126.64
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$5,009.88
Total SRPC Expenses	\$11,303.99

Cash Match:	
UPWP	\$35,929.19
EDA	\$5,824.87
Coastal	\$2,692.85
Local Source Water	\$500.00
Dover Equity	\$686.86
Coastal Land Use Guide	\$809.97
Durham Climate Master Plan	\$417.97
Total Cash Match	\$46,861.71

Contract Overages:	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Newmarket Tax Maps	\$146.45
POP!	\$122.81
Gafney Home Grant Writing	\$573.25
Total Contract Overages	\$877.28

Total Expenses	\$59,042.98
Annual Dues Remaining	\$44,243.10

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 –

Completed Contracts:

Awarded Pending Contract:

- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan (included in Budget Bill)
- Strafford Comprehensive Master Plan Update
- Barrington Future Land Use (or other) Master Plan Chapter

Recently Submitted and Pending Decision:

- Economic Development Projects Implementation through BEA CEDR funding

In Development:

- Town of Lee Trails Mapping
- Fiscal agent support to a CLF Septic System Retrofit Pilot Project in the Great Bay watershed

Temporarily on Hold:

- CommuteSmart Seacoast (deferred funding to FY2023)
- Rollinsford Road Surface Management System plan (Town Admin left, pending clear roads)
- AARP supplemental funding to extend CHAT outreach efforts (on hold, potentially deferred to FY2023)

Not Funded:

- EPA Brownfields Assessment Grant
- CDBG Grant Administration for an Easter Seals Housing Project in the City of Rochester
- Northwood Master Plan Update

NEXT MEETING May 20, 2022, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Master Plan Update	Barrington	FY2023	\$11,398		approved	complete	Update the future land use and transportation chapter in a continuation of past master plan update contracts
Comprehensive Plan Update	Senate Earmark	FY2022-2024	SRPC \$150,000 Subawards \$800,000		approved	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.
Comprehensive Master Plan Update	Strafford	FY2023	\$30,595		approved	contract in process	Full update of the town's master plan
CEDRs Funding	BEA	FY2022-20233	\$50,000		In development	pending	Economic development implementation projects as identified by the Seacoast Economic Development Stakeholders and in support of SRPC and REDC's CEDS and RPC's Comprehensive Plan (\$9,900 SRPC, \$40,100 pass through)
Trail Mapping	Lee	FY2022-2023	\$1,250	\$500	In development	pending	Field map 3 trail locations and develop maps for kiosks
Stormwater Innovations	CLF	FY2023	\$2,000		In development	pending	SRPC will serve as the fiscal agent for a Septic System Retrofit Pilot Project in the Great Bay watershed
CommuteSmart Seacoast	CMAQ/C OAST	FY2022-2023	\$15,000		approved	On hold	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
RSMS	Rollinsford	FY2022	\$3,940		On hold	pending	conduct a Road Surface Management System inventory and analysis for the Town
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		On hold	pending	art installation or additional community visits, still in concept development phase
Brownfields	EPA	FY2023-2025	\$300,000		not awarded		Renewal of SRPCs ongoing Brownfields Program, providing Phase I, II environmental assessments and redevelopment planning (SRPC \$50,000 Consultant \$250,000)
CDBG Grant Administration - Easter Seals Housing	CDFA CDBG-CV	FY2022-2023	\$22,500		Not awarded		Grant administration for the City of Rochester and Easter Seals to construct new housing
Master Plan Update	Northwood	FY2023	\$17,689		Not awarded		Update of the town's vision and land use chapters

Updates since last meeting

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2022

DRAFT

	Apr 30, 22	Apr 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	88,726.55	31,448.04	57,278.51
FSB Savings	68,598.19	37,962.74	30,635.45
Total Checking/Savings	157,324.74	69,410.78	87,913.96 ¹
Accounts Receivable			
Accounts Receivable	166,528.43	181,673.11	-15,144.68
Total Accounts Receivable	166,528.43	181,673.11	-15,144.68 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	84.40	185.68	-101.28
Prepaid Dues and Subscriptions	251.23	1,860.05	-1,608.82 ³
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	935.63	2,645.73	-1,710.10
Prepaid software support	5,913.94	6,099.46	-185.52
Total Other Current Assets	6,849.57	8,745.19	-1,895.62
Total Current Assets	330,702.74	259,829.08	70,873.66
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-10,993.60	-5,257.72	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	11,949.75	17,685.63	-5,735.88 ⁴
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	11,949.75	17,685.63	-5,735.88
TOTAL ASSETS	342,652.49	277,514.71	65,137.78
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2022

DRAFT

	Apr 30, 22	Apr 30, 21	\$ Change
Credit Cards			
FSB Credit Card	1,453.56	401.99	1,051.57
Total Credit Cards	1,453.56	401.99	1,051.57
Other Current Liabilities			
Current Portion of Lease Payabl	799.12	0.00	799.12 ⁵
FY22 Dues in Advance	21,792.42	0.00	21,792.42
FY21 Dues in Advance	0.00	19,743.78	-19,743.78
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	25,671.57	-3,121.16	28,792.73 ⁶
Payroll Liabilities			
FSA Payable	0.00	42.32	-42.32
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	1,093.21	2,014.80	-921.59
Total Payroll Liabilities	1,123.60	2,087.51	-963.91
Total Other Current Liabilities	49,434.71	18,758.13	30,676.58
Total Current Liabilities	50,888.27	19,160.12	31,728.15
Long Term Liabilities			
Lease Payable - Ford Motor Cred	9,501.13	14,793.80	-5,292.67 ⁷
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	12,500.00	11,605.00	895.00
Total Accrued expenses	90,994.10	75,651.71	15,342.39 ⁸
Total Long Term Liabilities	100,495.23	90,445.51	10,049.72
Total Liabilities	151,383.50	109,605.63	41,777.87
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29 ⁹
Net Income	24,967.19	71,814.57	-46,847.38
Total Equity	191,268.99	167,909.08	23,359.91
TOTAL LIABILITIES & EQUITY	342,652.49	277,514.71	65,137.78

**Strafford Regional Planning Commission
Balance Sheet
As of April 30, 2022**



1. Cash: This fiscal year we have had advanced revenue sources, which has greatly improved our cash flow. In this fiscal year, cash reflects receipt of quarterly EDA advances of \$70,000, GSCH advances of \$34,000, NHCHF advances of \$20,000, and 6 months of advanced dues from Milton and Lee in addition to the originally calculated FY22 dues in advance.

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

3. Prepaid Dues: The structure for billing NHPA, NNECAPA, and APA have been totally changed.

4. 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.

5. Current Portion of Lease Payable: This was an adjusting journal entry made by the auditors and reflects the amount of the vehicle payment attributable to the lease (without interest) for the current fiscal year (total = \$4558). I have reclassified the current fiscal year payments to this account to accurately reflect the balance of lease payments due for this fiscal year.

6. Contract Revenue in Advance: GSCH \$7622, EDA \$18051; Invoices are billed monthly to income on the profit and loss and applied to reduce the Contract Revenue in Advance balance. The prior fiscal year negative amount reflects monthly billings that were recorded, prior to actual receipt of the pending advance.

7. Lease Payable: This is the principal amount due for the lease to own Ford Transit Connect for future fiscal years. (See Current Portion of Lease Payable above under Vehicle)

8. Accrued Expenses: These amounts are 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.

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

**Strafford Regional Planning Commission
A/R Aging Summary**

As of April 30, 2022



	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	4,000.00	0.00	0.00	0.00	4,000.00
Total 1000 Indirect Administration	0.00	4,000.00	0.00	0.00	0.00	4,000.00
2000 LTA (Local Technical Assistance)						
2100 Dues						
2109 Town of Milton dues	0.00	0.00	0.00	0.00	0.00	0.00
Total 2100 Dues	0.00	0.00	0.00	0.00	0.00	0.00
2200 PLUR Books						
2209 Town of Milton PLUR	0.00	0.00	0.00	0.00	0.20	0.20
Total 2200 PLUR Books	0.00	0.00	0.00	0.00	0.20	0.20
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	0.00	0.20	0.20
3300 City of Dover						
3303 Dover Equity	1,580.34	685.92	0.00	0.00	0.00	2,266.26
Total 3300 City of Dover	1,580.34	685.92	0.00	0.00	0.00	2,266.26
3500 Town of Farmington						
3501 FAR Circuit Rider	4,420.00	6,105.13	0.00	0.00	0.00	10,525.13
Total 3500 Town of Farmington	4,420.00	6,105.13	0.00	0.00	0.00	10,525.13
4200 Town of Northwood						
4201 NOR Circuit Rider	1,502.28	0.00	0.00	0.00	0.00	1,502.28
Total 4200 Town of Northwood	1,502.28	0.00	0.00	0.00	0.00	1,502.28
4300 Town of Nottingham						
4301 NOT Circuit Rider	731.12	0.00	0.00	0.00	0.00	731.12
Total 4300 Town of Nottingham	731.12	0.00	0.00	0.00	0.00	731.12
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
4500 Town of Rollinsford						
4501 Rollinsford LSWP Match	0.00	496.84	0.00	0.00	0.00	496.84
Total 4500 Town of Rollinsford	0.00	496.84	0.00	0.00	0.00	496.84
4700 Town of Strafford						
4701 Strafford Circuit Rider	2,627.55	0.00	0.00	0.00	0.00	2,627.55
Total 4700 Town of Strafford	2,627.55	0.00	0.00	0.00	0.00	2,627.55
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	1,278.35	750.00	0.00	1,023.93	997.53	4,049.81
4802 Sanbornville Precinct	540.51	0.00	0.00	0.00	0.00	540.51
Total 4800 Town of Wakefield	1,818.86	750.00	0.00	1,023.93	997.53	4,590.32
5000 NHARPC						
5002 NHARPC Administration	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Total 5000 NHARPC	0.00	1,000.00	0.00	0.00	0.00	1,000.00
5030 NRPC						
5031 NRPC GeoData Portal Project	1,375.00	0.00	0.00	0.00	0.00	1,375.00

**Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2022**



	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Total 5030 NRPC	1,375.00	0.00	0.00	0.00	0.00	1,375.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development						
6001 TBG22-23	784.51	0.00	0.00	0.00	0.00	784.51
6002 ARPA RHNA	2,176.17	5,488.00	0.00	0.00	0.00	7,664.17
Total 6000 NH Office of Planning & Development	2,960.68	5,488.00	0.00	0.00	0.00	8,448.68
6100 NH DES						
6102 Coastal 22	1,273.01	1,220.12	0.00	0.00	0.00	2,493.13
6180 NFWF Scaling Up Living Shorelines	10,805.37	0.00	0.00	0.00	0.00	10,805.37
6303 LSWP 22	2,431.00	2,009.50	0.00	808.50	0.00	5,249.00
Total 6100 NH DES	14,509.38	3,229.62	0.00	808.50	0.00	18,547.50
6500 DEPT OF SAFETY (OEM)						
6501 PDM19 BAR NDU ROL SOM	0.00	2,081.25	0.00	0.00	0.00	2,081.25
Total 6500 DEPT OF SAFETY (OEM)	0.00	2,081.25	0.00	0.00	0.00	2,081.25
6600 CDFA-CDBG Grant Administration						
6602 CDBG Gafney Home	2,542.12	529.54	0.00	0.00	0.00	3,071.66
6601 CAPSC-Strafford Cty Homeless Shelter	0.00	1,872.39	0.00	4,770.87	0.00	6,643.26
Total 6600 CDFA-CDBG Grant Administration	2,542.12	2,401.93	0.00	4,770.87	0.00	9,714.92
7000 ECONOMIC DEVELOPMENT ADMINISTRATION						
7002 EDA CARES	18,618.12	0.00	0.00	0.00	0.00	18,618.12
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	18,618.12	0.00	0.00	0.00	0.00	18,618.12
8000 DOT UPWP						
8001 UPWP 22-23	39,706.21	40,297.05	0.00	0.00	0.00	80,003.26
Total 8000 DOT UPWP	39,706.21	40,297.05	0.00	0.00	0.00	80,003.26
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	92,391.66	66,535.74	0.00	6,603.30	997.73	166,528.43

Strafford Regional Planning Commission
A/R Aging Summary
As of April 30, 2022

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1. Dover Equity: \$685.92 received in May

2. Wakefield: \$997.53, \$1023.93, 750.00 received in May

3. Coastal: \$1220.12 received in May

4. PDM: \$2081.25 received in May

5. UPWP: \$40297.05 received in May

Strafford Regional Planning Commission
Profit & Loss
 April 2022



	Apr 22	Apr 21	\$ Change
Ordinary Income/Expense			
Income			
New Durham RSMS	0.00	446.03	-446.03
2000 SRPC Membership Dues	10,896.22	9,871.89	1,024.33
SRPC Revenue			
Municipal and NonProfit Revenue			
5002 NHARPC Administration	1,000.00	0.00	1,000.00
4802 Sanbornville Precinct	540.51	0.00	540.51
4703 Strafford Circuit Rider	2,627.55	0.00	2,627.55
4801 WAK Circuit Rider	1,278.35	300.00	978.35
5303 NRPC Geodata Portal	1,375.00	0.00	1,375.00
5151 GSCH - Tufts	0.00	2,127.40	-2,127.40
3501 FAR Circuit Rider	4,420.00	2,761.25	1,658.75
5101 NHCHF	0.00	858.36	-858.36
4201 Northwood Planning Services	1,502.28	2,146.25	-643.97
4301 NOT Circuit Rider	731.12	3,496.25	-2,765.13
Total Municipal and NonProfit Revenue	13,474.81	11,689.51	1,785.30
Total SRPC Revenue	13,474.81	11,689.51	1,785.30
Economic Development Revenue			
7003 EDD Planning Partnership	19,522.41	0.00	19,522.41
7002 EDA CARES	18,618.12	17,383.58	1,234.54
7001 EDD Planning Grant	0.00	14,748.16	-14,748.16
7110 EPA Brownfields	0.00	17,845.95	-17,845.95
Total Economic Development Revenue	38,140.53	49,977.69	-11,837.16
State Award Revenue			
6002 ARPA RHNA	2,176.17	0.00	2,176.17
CDFA			
6601 CDBG Grant	2,542.12	0.00	2,542.12
Total CDFA	2,542.12	0.00	2,542.12
NHDES			
3303 DOV Equity	1,718.63	3,124.64	-1,406.01
6302 RPC Water Buffers	0.00	1,700.00	-1,700.00
6180 NFWF Great Bay Shoreline	10,805.37	878.94	9,926.43
6102 Coastal FY22	2,853.10	3,165.97	-312.87
3302 DOV Coastal Resilience	0.00	558.70	-558.70
3403 Dur Groundwater Modeling	0.00	1,688.40	-1,688.40
6303 Local Source Water MIL ROL	2,921.28	0.00	2,921.28
Total NHDES	18,298.38	11,116.65	7,181.73
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	0.00	8,199.89	-8,199.89
Total Pre-Disaster Mitigation	0.00	8,199.89	-8,199.89
Targeted Block	784.51	0.00	784.51
Total State Award Revenue	23,801.18	19,316.54	4,484.64
MPO Revenue			
NH DOT			

Strafford Regional Planning Commission
Profit & Loss
 April 2022



	Apr 22	Apr 21	\$ Change
8001 UPWP 22-23	44,118.01	0.00	44,118.01
8000 UPWP	0.00	49,236.22	-49,236.22
Total NH DOT	44,118.01	49,236.22	-5,118.21
Total MPO Revenue	44,118.01	49,236.22	-5,118.21
Contra Income Cash Match			
Cash Match GSCH	0.00	-118.32	118.32
Dover Equity Cash Match			
Dover Cash Match	-98.78	-462.42	363.64
SRPC Cash Match	-39.51	-185.27	145.76
Total Dover Equity Cash Match	-138.29	-647.69	509.40
Coastal Cash Match	-254.48	-2,741.79	2,487.31
DOT Cash Match			
NDU RSMS Match	0.00	-446.03	446.03
DOT Cash Match - Other	-4,411.80	-4,477.59	65.79
Total DOT Cash Match	-4,411.80	-4,923.62	511.82
EDD Cash Match	-2,866.01	0.00	-2,866.01
Total Contra Income Cash Match	-7,670.58	-8,431.42	760.84
Contra Income InKind/Soft Match			
IK LSWP	-490.28	0.00	-490.28
IK DOV Resilience	0.00	-526.20	526.20
In-Kind Coastal Match	-1,325.61	-424.18	-901.43
In-Kind EDD Match	-5,192.36	-7,069.96	1,877.60
In-Kind HazMit Match	0.00	-2,049.97	2,049.97
Total Contra Income InKind/Soft Match	-7,008.25	-10,070.31	3,062.06
Total Income	115,751.92	122,036.15	-6,284.23
Gross Profit	115,751.92	122,036.15	-6,284.23
Expense			
Personnel Expenses			
Salary and Wages	67,388.81	52,973.25	14,415.56
Payroll Expenses			
FSA Fees	0.00	2.75	-2.75
Dental insurance expense	465.50	416.20	49.30
Health incentive	-50.00	-50.00	0.00
Health Insurance expense	7,215.33	6,691.65	523.68
Life Insurance expense	117.64	103.53	14.11
LTD Insurance expense	68.14	55.73	12.41
STD insurance expense	267.10	209.80	57.30
Payroll Processing Fees	272.25	187.00	85.25
Pension expense	1,784.72	1,592.20	192.52
Unemployment expense	164.08	168.59	-4.51
Workers Compensation	159.08	159.09	-0.01
Payroll Taxes			
Medicare Expense	955.81	746.76	209.05
Social Security expense	4,086.92	3,193.02	893.90

Strafford Regional Planning Commission
Profit & Loss
 April 2022



	Apr 22	Apr 21	\$ Change
Payroll Taxes - Other	-0.04	-0.01	-0.03
Total Payroll Taxes	5,042.69	3,939.77	1,102.92
Total Payroll Expenses	15,506.53	13,476.31	2,030.22
Dues and Subscriptions	389.82	333.87	55.95
Staff Training and Seminars	35.00	70.00	-35.00
Total Personnel Expenses	83,320.16	66,853.43	16,466.73
Equipment expense			
Computer Supplies	424.92	0.00	424.92
Copier Maintenance Contract	319.85	319.85	0.00
Software expense			
ArclInfo/View software	455.25	400.00	55.25
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	172.00	116.00	56.00
Survey Monkey	66.23	384.00	-317.77
Zoom	58.32	58.28	0.04
Adobe In Design	73.98	73.98	0.00
Anti-virus software	43.00	32.25	10.75
Constant Contact	85.50	85.50	0.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	225.00	162.50	62.50
Sonic Wall Remote Access	0.00	545.00	-545.00
Total Office Software	785.99	1,457.51	-671.52
Transcad software/maintenance	1,500.00	1,500.00	0.00
Total Software expense	2,741.24	3,357.51	-616.27
Total Equipment expense	3,486.01	3,677.36	-191.35
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.42	-73.97
Total Insurance	406.45	480.42	-73.97
Rent	2,500.00	2,500.00	0.00
Vehicle Expenses			
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	50.31	0.00	50.31
Vehicle Interest	72.51	72.51	0.00
Total Vehicle Expenses	600.81	550.50	50.31
Total Fixed Expenses	3,507.26	3,530.92	-23.66
Communications			
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	382.17	293.21	88.96
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00

**Strafford Regional Planning Commission
Profit & Loss
April 2022**

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	Apr 22	Apr 21	\$ Change
Total Website maintenance and updates	8.44	8.44	0.00
Total Communications	408.60	319.64	88.96
Administrative			
Meetings Expense			
Meetings Advertising Expense	0.00	338.24	-338.24
Total Meetings Expense	0.00	338.24	-338.24
Office Expense	865.91	620.99	244.92
Office Supplies	115.41	11.99	103.42
Professional Fees			
Accounting, Audit	1,250.00	902.50	347.50
Legal Fees	3,800.00	0.00	3,800.00 ³
Total Professional Fees	5,050.00	902.50	4,147.50
Travel & Ent			
Travel	165.86	20.72	145.14
Total Travel & Ent	165.86	20.72	145.14
Total Administrative	6,197.18	1,894.44	4,302.74
Contract Labor			
Financial Services	0.00	2,730.00	-2,730.00
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
NFWF Consultants	5,220.00	0.00	5,220.00
EDA CARES Contract Support	1,589.75	0.00	1,589.75
Sunrise Lake Subcontract	0.00	3,501.03	-3,501.03
DUR Groundwater Consultant	0.00	780.00	-780.00
EPA Brownfields Consultants	0.00	17,515.35	-17,515.35
Total Pass Through Expense	6,809.75	21,796.38	-14,986.63
Total Contract Labor	7,079.75	24,796.38	-17,716.63 ⁴
Total Expense	103,998.96	101,072.17	2,926.79
Net Ordinary Income	11,752.96	20,963.98	-9,211.02
Other Income/Expense			
Other Income			
Interest Income	13.80	7.00	6.80
Total Other Income	13.80	7.00	6.80
Net Other Income	13.80	7.00	6.80
Net Income	11,766.76	20,970.98	-9,204.22

Stafford Regional Planning Commission
Profit & Loss
April 2022



-
1. Revenue: Several of these projects are task based and cannot be billed until 50% or 100% of tasks are completed. Revenue may not match costs for work done during the interim. Given the changing nature of the contract "portfolio", it is hard to compare each contract from one fiscal year to another.

 2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. In April of the current fiscal year there were 21 staff members, compared to 12 staff members in the prior year. Current staffing is a mix of permanent part-time (4), permanent full-time (10), temporary part-time (5), and temporary part-time/full-time employees (2). The (\$50) Health Incentive is money received from HealthTrust for our Wellness Program.

 3. Legal Fees: This cost was for legal review of the changes made to the Employee Handbook.

 4. Contract Labor: The Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors and the associated work performed.

Strafford Regional Planning Commission
Income by Customer
April 2022

DRAFT

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
04/01/2022	2000 LTA (Local Te...	Dues 125078.50 (LESS NOT, BRK) = 10896.22/mo Jan-Jun 2022 (Jan 10896.20)	10,896.22
Total 2000 LTA (Local Technical Assistance)			10,896.22
3300 City of Dover			
3303 Dover Equity			
04/30/2022	3300 City of Dover:...	Dover Equity Progress Billing - April 2022	1,718.63
04/30/2022	3300 City of Dover:...	Dover Cash Match Dover Equity	-98.78
04/30/2022	3300 City of Dover:...	SRPC Cash Match Dover Equity	-39.51
Total 3303 Dover Equity			1,580.34
Total 3300 City of Dover			1,580.34
3500 Town of Farmington			
3501 FAR Circuit Rider			
04/30/2022	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - April 2022	4,420.00
Total 3501 FAR Circuit Rider			4,420.00
Total 3500 Town of Farmington			4,420.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
04/30/2022	4200 Town of North...	Progress Billing - Northwood Circuit Rider - April 2022	1,502.28
Total 4201 NOR Circuit Rider			1,502.28
Total 4200 Town of Northwood			1,502.28
4300 Town of Nottingham			
4301 NOT Circuit Rider			
04/30/2022	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - April 2022	731.12
Total 4301 NOT Circuit Rider			731.12
Total 4300 Town of Nottingham			731.12
4700 Town of Strafford			
4701 Strafford Circuit Rider			
04/30/2022	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - April 2022	2,627.55
Total 4701 Strafford Circuit Rider			2,627.55
Total 4700 Town of Strafford			2,627.55
4800 Town of Wakefield			
4801 Wakefield Circuit Rider 2021			
04/30/2022	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - April 2022	1,278.35

Strafford Regional Planning Commission
Income by Customer
April 2022

DRAFT

Date	Name	Memo	Amount
Total 4801 Wakefield Circuit Rider 2021			1,278.35
4802 Sanbornville Precinct			
04/30/2022	4800 Town of Wake...	Progress Billing - Sanbornville NBRC Reporting - Dec 21 through April 22	540.51
Total 4802 Sanbornville Precinct			540.51
Total 4800 Town of Wakefield			1,818.86
5000 NHARPC			
5002 NHARPC Administration			
04/28/2022	5000 NHARPC:500...	NHARPC Administration	1,000.00
Total 5002 NHARPC Administration			1,000.00
Total 5000 NHARPC			1,000.00
5030 NRPC			
5031 NRPC GeoData Portal Project			
04/30/2022	5030 NRPC:5031 N...	Final Billing - NRPC GeoData Portal	1,375.00
Total 5031 NRPC GeoData Portal Project			1,375.00
Total 5030 NRPC			1,375.00
6000 NH Office of Planning & Development			
6001 TBG22-23			
04/30/2022	6000 NH Office of P...	Progress Billing - Targeted Block Grant - April 2022	784.51
Total 6001 TBG22-23			784.51
6002 ARPA RHNA			
04/30/2022	6000 NH Office of P...	Progress Billing - ARPA Regional Housing Needs Assessment - April 2022	2,176.17
Total 6002 ARPA RHNA			2,176.17
Total 6000 NH Office of Planning & Development			2,960.68
6100 NH DES			
6102 Coastal 22			
04/30/2022	6100 NH DES:6102...	Coastal 2021 Progress Billing - April 2022	2,853.10
04/30/2022	6100 NH DES:6102...	SRPC Cash Match	-254.48
04/30/2022	6100 NH DES:6102...	In Kind match for Coastal grant	-1,325.61
Total 6102 Coastal 22			1,273.01
6180 NFWF Scaling Up Living Shorelines			
04/30/2022	6100 NH DES:6180...	NFWF Progress Billing - March through April 2022	10,805.37
Total 6180 NFWF Scaling Up Living Shorelines			10,805.37
6303 LSWP 22			

**Strafford Regional Planning Commission
Income by Customer
April 2022**



Date	Name	Memo	Amount
04/30/2022	6100 NH DES:6303...	Local Source Water 2022 - SWP325 - Progress Billing	2,921.28
04/30/2022	6100 NH DES:6303...	In Kind Match - LSWP-Milton	-288.40
04/30/2022	6100 NH DES:6303...	In Kind Match - LSWP-Rollinsford	-201.88
Total 6303 LSWP 22			2,431.00
Total 6100 NH DES			14,509.38
6600 CDFA-CDBG Grant Administration			
6602 CDBG Gafney Home			
04/30/2022	6600 CDFA-CDBG ...	CDBG Grant Administration - Gafney Home - April 2022	2,542.12
Total 6602 CDBG Gafney Home			2,542.12
Total 6600 CDFA-CDBG Grant Administration			2,542.12
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
04/30/2022	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - April 2022	18,618.12
Total 7002 EDA CARES			18,618.12
7003 EDA FY22			
04/30/2022	7000 ECONOMIC ...	Progress Billing EDD Planning Partnership - April 2022	19,522.41
04/30/2022	7000 ECONOMIC ...	SRPC Cash Match	-2,866.01
04/30/2022	7000 ECONOMIC ...	In Kind EDA Match	-5,192.36
Total 7003 EDA FY22			11,464.04
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			30,082.16
8000 DOT UPWP			
8001 UPWP 22-23			
04/30/2022	8000 DOT UPWP:8...	Progress Billing - UPWP - April 2022	44,118.01
04/30/2022	8000 DOT UPWP:8...	10% Matching Funds	-4,411.80
Total 8001 UPWP 22-23			39,706.21
Total 8000 DOT UPWP			39,706.21
TOTAL			115,751.92

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through April 2022**



	Jul '21 - Apr 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	103,286.06	99,501.66	3,784.40
SRPC Revenue			
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	4,000.00	-4,000.00
4802 Sanbornville Precinct	964.46	4,166.66	-3,202.20
4602 SOM Tax Map	2,880.00	2,720.00	160.00
4703 Strafford Circuit Rider	34,565.75	24,000.00	10,565.75
4801 WAK Circuit Rider	4,878.15	2,640.00	2,238.15
5303 NRPC Geodata Portal	1,375.00	1,375.00	0.00
5151 GSCH - Tufts	26,378.39	32,500.00	-6,121.61
3501 FAR Circuit Rider	37,539.18	40,000.00	-2,460.82
3504 FAR Tax Map Updates	1,601.50	2,139.00	-537.50
5501 GIS Projects	0.00	1.00	-1.00
5101 NHCHF	11,055.33	9,069.16	1,986.17
4102 NKT Tax Maps	1,146.45	1,000.00	146.45
4201Northwood Planning Services	19,496.87	20,833.34	-1,336.47
4301 NOT Circuit Rider	18,742.65	23,333.34	-4,590.69
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	161,623.73	167,778.50	-6,154.77
Total SRPC Revenue	161,623.73	167,778.50	-6,154.77
Economic Development Revenue			
7003 EDD Planning Partnership	113,256.37	93,332.80	19,923.57
7002 EDA CARES	173,540.50	175,000.00	-1,459.50
7001 EDD Planning Grant	17,110.00	17,075.00	35.00
7110 EPA Brownfields	128,614.12	101,666.66	26,947.46
Total Economic Development Revenue	432,520.99	387,074.46	45,446.53
State Award Revenue			
6002 ARPA RHNA	48,548.00	40,000.00	8,548.00
CDFA			
6601 CDBG Grant	23,353.02	8,333.34	15,019.68
Total CDFA	23,353.02	8,333.34	15,019.68
UNH			
5203 UNH Pathways to Resilience	1,000.00	1,000.00	0.00
5205 UNH PREPA NDU	8,117.56	9,352.00	-1,234.44
5204 UNH PREPA DOV	4,997.71	9,909.00	-4,911.29
Total UNH	14,115.27	20,261.00	-6,145.73
NHDES			
6151 Project of Special Merit	0.00	7,777.78	-7,777.78
5052 RPC CILUG	6,479.76	6,042.73	437.03
3303 DOV Equity	22,876.99	30,744.16	-7,867.17
6180 NFWF Great Bay Shoreline	20,840.32	25,041.82	-4,201.50
6251 Sunrise Lake	46,546.47	43,496.00	3,050.47
3404 DUR Resilience	11,544.07	7,769.00	3,775.07
6102 Coastal FY22	23,491.53	25,000.00	-1,508.47
3302 DOV Coastal Resilience	7,536.33	1,507.00	6,029.33
3403 Dur Groundwater Modeling	26,398.96	26,399.00	-0.04

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through April 2022**



	Jul '21 - Apr 22	Budget	\$ Over Budget
6303 Local Source Water MIL ROL	21,873.38	17,500.00	4,373.38
6250 Watershed PRB	18,157.57	45,169.16	-27,011.59
Total NHDES	206,921.06	236,446.65	-29,525.59
Pre-Disaster Mitigation			
6502 PDM DUR MID MIL NOT STR WA	0.00	21,333.34	-21,333.34
6501 PDM19 BAR NDU ROL SOM	16,374.63	24,667.00	-8,292.37
Total Pre-Disaster Mitigation	16,374.63	46,000.34	-29,625.71
Targeted Block			
6001 TBG 22-23	0.00	9,259.16	-9,259.16
Targeted Block - Other	9,890.07	0.00	9,890.07
Total Targeted Block	9,890.07	9,259.16	630.91
Total State Award Revenue	319,202.05	360,300.49	-41,098.44
MPO Revenue			
NH DOT			
8001 UPWP 22-23	340,016.04	458,251.00	-118,234.96
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	360,998.96	458,251.00	-97,252.04
Total MPO Revenue	360,998.96	458,251.00	-97,252.04
Contra Income Cash Match			
LSWP Cash Match			
LSWP SRPC Cash Match	-500.00	-1,666.66	1,166.66
Total LSWP Cash Match	-500.01	-1,666.66	1,166.65
Cash Match DOV PREPA	0.00	-1,500.00	1,500.00
Cash Match RPC CILUG	-809.97	-755.45	-54.52
Durham Resilience Cash Match	-2,948.80	-2,805.00	-143.80
Dover Equity Cash Match	-523.01	-1,771.66	1,248.65
Coastal Cash Match	-2,692.85	-2,083.34	-609.51
DOT Cash Match	-36,099.90	-45,061.66	8,961.76
EDD Cash Match	-5,824.87	-11,666.40	5,841.53
Total Contra Income Cash Match	-51,274.41	-67,310.17	16,035.76
Contra Income InKind/Soft Match			
IK DOT	0.00	-764.16	764.16
IK DOV PREPA	-997.71	-2,500.00	1,502.29
IK DOV Equity	-2,582.47	-3,088.34	505.87
IK DOV Resilience	-6,576.35	0.00	-6,576.35
IK DUR Resilience	-2,486.48	-1,822.00	-664.48
In-Kind Coastal Match	-7,328.05	-10,416.66	3,088.61
In-Kind EDD Match	-59,640.45	-39,140.00	-20,500.45
In-Kind HazMit Match	-4,093.66	-11,500.34	7,406.68
PRB IK Match	-12,887.82	-20,297.50	7,409.68
Total Contra Income InKind/Soft Match	-103,027.89	-89,529.00	-13,498.89

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through April 2022**



	Jul '21 - Apr 22	Budget	\$ Over Budget
Total Income	1,222,260.49	1,316,066.94	-93,806.45
Gross Profit	1,222,260.49	1,316,066.94	-93,806.45 1
Expense			
Personnel Expenses			
Salary and Wages			
STD Reimbursement	-4,023.06	-3,520.00	-503.06
Salary and Wages - Other	694,936.64	675,825.84	19,110.80
Total Salary and Wages	690,913.58	672,305.84	18,607.74
Payroll Expenses			
FSA Fees	36.72	0.00	36.72
Dental insurance expense	4,003.34	4,690.00	-686.66
Health incentive	824.46	8,070.84	-7,246.38
Health Insurance expense	62,418.69	80,902.50	-18,483.81
Life Insurance expense	1,129.31	1,248.34	-119.03
LTD Insurance expense	642.59	671.66	-29.07
STD insurance expense	2,326.31	2,629.16	-302.85
Payroll Processing Fees	2,604.25	2,166.66	437.59
Pension expense	18,913.25	19,437.50	-524.25
Unemployment expense	-94.05	195.00	-289.05
Workers Compensation	975.40	1,078.34	-102.94
Payroll Taxes	51,959.62	51,700.84	258.78
Total Payroll Expenses	145,739.89	172,790.84	-27,050.95
Dues and Subscriptions	5,325.73	6,530.00	-1,204.27
Staff Training and Seminars	815.00	8,333.34	-7,518.34
Total Personnel Expenses	842,794.20	859,960.02	-17,165.82 2
Equipment expense			
Copier Maintenance Contract	3,243.15	3,198.34	44.81
Office furniture			
Computer equipment	12,844.02	13,415.20	-571.18
Office furniture - Other	11,609.22	3,939.16	7,670.06
Total Office furniture	24,453.24	17,354.36	7,098.88 3
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	416.66	-416.66
Total Other Equipment Repair and Cost	549.30	416.66	132.64
Software expense			
Arclnfo/View software	4,165.79	5,416.66	-1,250.87
Office Software			
Timesheet Software	1,496.00	0.00	1,496.00
Adobe In Design	2,089.74	0.00	2,089.74
Anti-virus software	399.90	0.00	399.90
Constant Contact	855.00	0.00	855.00
DropBox	119.90	0.00	119.90
Microsoft Office 365	1,763.37	0.00	1,763.37
Office Software - Other	0.00	8,512.50	-8,512.50

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July 2021 through April 2022

DRAFT

	Jul '21 - Apr 22	Budget	\$ Over Budget
Total Office Software	8,071.76	8,512.50	-440.74
Transcad software/maintenance	1,500.00	0.00	1,500.00
Total Software expense	13,737.55	13,929.16	-191.61
Traffic Count Expenses			
Traffic counting supplies	6.48	2,500.00	-2,493.52 ⁴
Total Traffic Count Expenses	1,009.48	2,500.00	-1,490.52
Total Equipment expense	43,417.64	37,398.52	6,019.12
Fixed Expenses			
Insurance			
Liability Insurance	4,191.28	4,170.00	21.28
Total Insurance	4,191.28	4,170.00	21.28
Rent	25,000.00	25,000.00	0.00
Vehicle Expenses			
Depreciation Expense	4,779.90	0.00	4,779.90
Vehicle Gas & Repairs	820.39	0.00	820.39
Vehicle Interest	613.32	0.00	613.32
Vehicle Expenses - Other	0.00	9,186.66	-9,186.66
Total Vehicle Expenses	6,213.61	9,186.66	-2,973.05
Total Fixed Expenses	35,404.89	38,356.66	-2,951.77
Communications			
Media Outreach Expense	1,228.40	416.66	811.74
Office Telephone System	0.00	3,583.34	-3,583.34 ⁵
Postage and Delivery	336.05	333.34	2.71
Telephone and Internet	3,426.50	3,000.00	426.50
Website maintenance and updates			
Website and logo design	1,682.90	1,727.50	-44.60
Total Website maintenance and updates	1,992.81	1,727.50	265.31
Total Communications	6,983.76	9,060.84	-2,077.08
Administrative			
Library & Planning Books	1,993.70	1,666.66	327.04
Meetings Expense	786.68	2,500.00	-1,713.32
Office Expense	9,484.18	23,229.16	-13,744.98 ⁶
Office Supplies	4,454.94	2,500.00	1,954.94 ⁷
Printing and Reproduction	146.05	125.00	21.05
Professional Fees			
Accounting, Audit	12,500.00	10,000.00	2,500.00
Legal Fees	3,800.00	3,333.34	466.66
Total Professional Fees	16,300.00	13,333.34	2,966.66
Travel & Ent			
Travel	3,927.82	0.00	3,927.82
Travel & Ent - Other	0.00	12,500.00	-12,500.00

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through April 2022**

DRAFT

	Jul '21 - Apr 22	Budget	\$ Over Budget
Total Travel & Ent	3,999.61	12,500.00	-8,500.39
Total Administrative	37,165.16	55,854.16	-18,689.00
Contract Labor			
Financial Services	17,436.25	17,436.00	0.25
IT and Network support	2,917.50	7,500.00	-4,582.50 8
Pass Through Expense			
DOV PREPA Consultant	1,500.00	2,000.00	-500.00
RPC FTA Subcontract	1,536.38	6,874.16	-5,337.78
DOV Equity Consultants	4,855.95	12,912.50	-8,056.55
NHDOT Consultant	15,452.67	20,833.34	-5,380.67
EDA CARES Contract Support	14,874.75	41,666.66	-26,791.91
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	25,832.43	25,843.00	-10.57
DUR Groundwater Consultant	10,396.36	10,670.00	-273.64
EPA Brownfields Consultants	123,110.43	95,833.34	27,277.09
PRB Consultants	4,314.06	24,449.00	-20,134.94
Total Pass Through Expense	211,298.91	241,082.00	-29,783.09 9
Total Contract Labor	231,652.66	266,018.00	-34,365.34
Total Expense	1,197,418.31	1,266,648.20	-69,229.89
Net Ordinary Income	24,842.18	49,418.74	-24,576.56
Other Income/Expense			
Other Income			
Interest Income	125.01	84.00	41.01
Total Other Income	125.01	84.00	41.01
Net Other Income	125.01	84.00	41.01
Net Income	24,967.19	49,502.74	-24,535.55

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July 2021 through April 2022



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 a specified percentage of 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 and December, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. The Health Incentives get paid to employees at the end of the fiscal year. The Health Incentive account also contains HealthTrust wellness income and expenses for HealthTrust wellness challenges. Health benefits were estimated and may not reflect actual staff utilization.

3. Computers and Office Furniture: Several computers and monitors were purchased and included in the budget. Items overbudget include a ThinkPad, HD Television for meetings, and a scanner system (reimbursed by EDA) The actual total for these items is approximately \$12,000.

4. Traffic Count Supplies: The budget spreads the total cost evenly over 12 months, which may not coincide with actual purchase timelines.

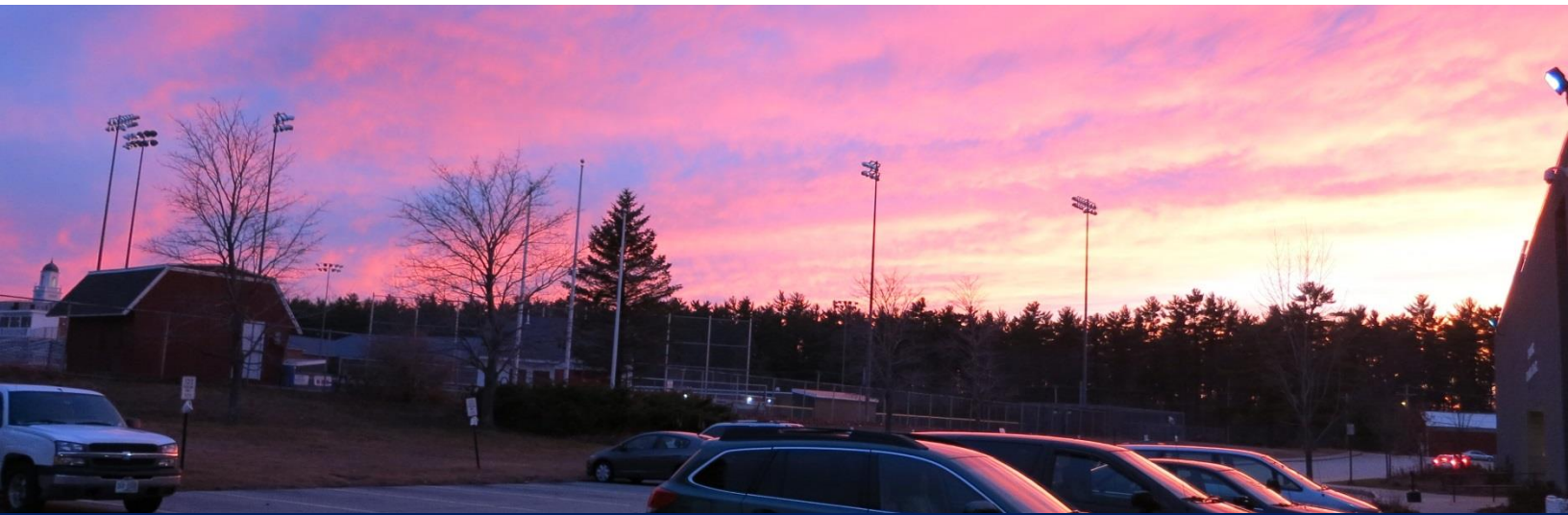
5. Office Telephone System: \$2500 was budgeted for an upgrade to the telephone system and expanded lines. As of April, the system has not been upgraded. Costs were spread evenly over 12 months.

6. Office Expense: The majority of actual cost reflects the \$25 COVID reimbursement paid to staff members each payday. Additional costs were budgeted for individual project supplies. Budgeted costs are spread evenly over the year.

7. Office Supplies: Approximately \$1,300 of this cost is attributable to NHCHF POP! Supplies, for which we were reimbursed.

8. IT Services: \$4000 was budgeted for a cloud server and total IT budget is spread evenly throughout the year, which may not agree with the timing of actual cost. The actual costs reflect the monthly maintenance fee and labor fees for outside IT services.

9. Pass Through Expenses: These expenses are contingent upon receipt of contractor invoices. Costs are distributed evenly over the course of the year and may not agree with the timing of actual costs.



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 **DATE**.

STRAFFORD
Regional Planning Commission

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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 personnel 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. Nothing in this Handbook should be construed as a promise of specific treatment in any specific situation upon which any employee should rely. 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 herein are guidelines only and supersede any prior Employee Handbook. We have the right, with or without notice, in an individual case or generally, to change and/or modify its interpretation of any of its guidelines, policies, practices, working conditions, or benefits at any time, unless otherwise restricted by applicable law. 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, and such official documents are always controlling over any statement made in this Handbook or by any supervisor or manager.

Neither the employee handbook nor any other Commission document, policy or practice 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 2022 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

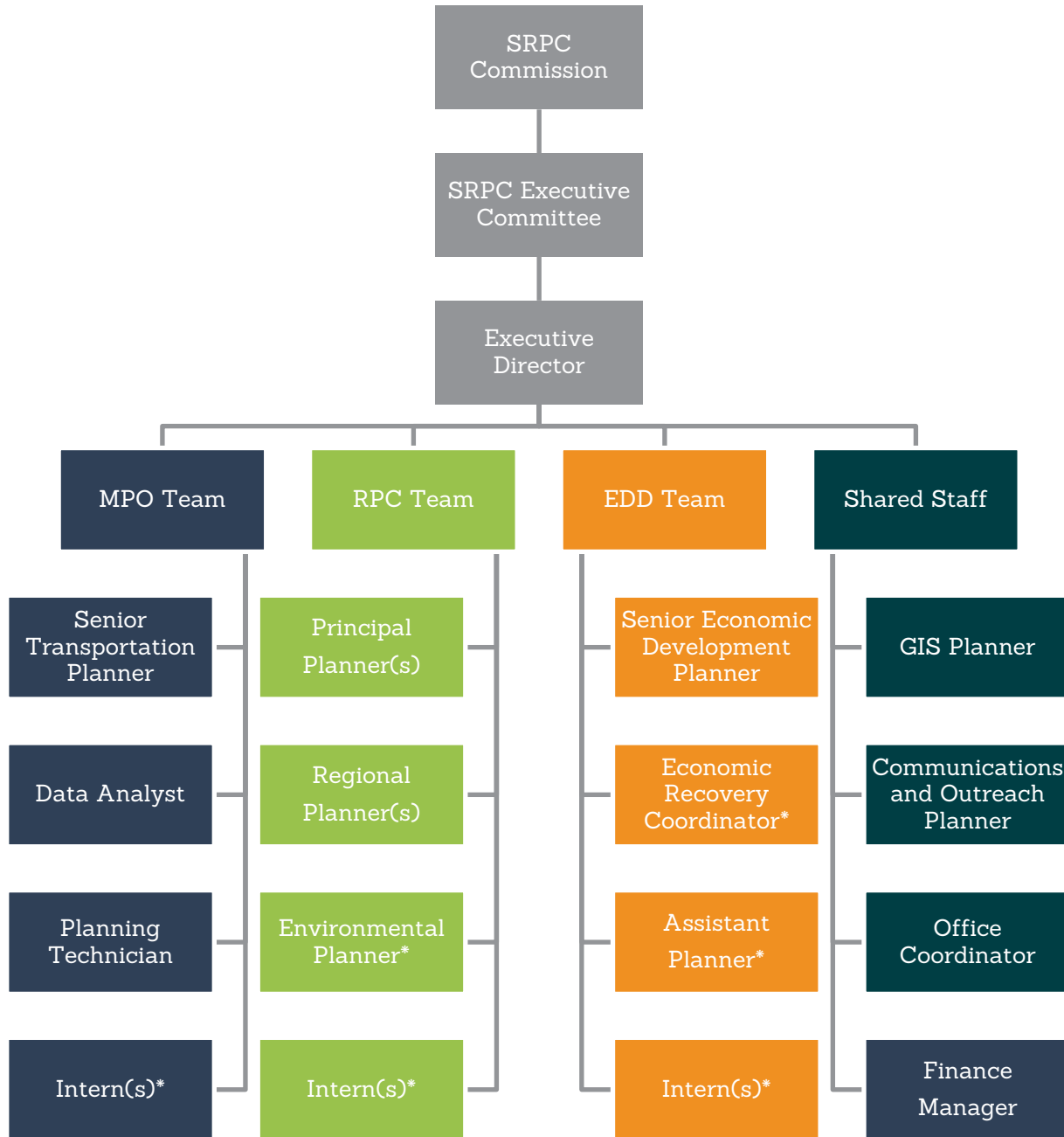
Fiscal Responsibility for

- Budget
- Wise use of commission and community resources

Quality through

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

C. Organization Chart



* Temporary or Grant Funded Positions

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://planning.org/ethics/ethicalprinciples/> 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://planning.org/ethics/ethicscode/>

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, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, age, physical or mental disability, genetic information, marital status, military service, veteran status, , or any other classification protected by applicable federal, state, and local laws and ordinances. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, and training.

The Commission expressly prohibits any form of unlawful harassment, discrimination or retaliation based on race, color, religion, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, national origin, age, genetic information, physical or mental disability, gender identity or gender expression (including transgender status), marital status, military service, veteran status, or any other classification protected by applicable federal, state, and local laws and ordinances.

Any violation of this policy will result in appropriate corrective and/or 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 Office Coordinator or the Executive Director. The Commission will promptly investigate the facts and circumstances of any report of an alleged violation of this policy and will take appropriate corrective measures.

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

B. Standards of Professionalism

All employees are accountable for conducting themselves in a responsible and ethical manner that upholds and promotes the Commission's values. This includes representing the Commission in a professional manner at all times by applying the highest standards of ethical behavior, appropriate conduct, and professional attire, in everything we do.

The Commission expects everyone at SRPC to promote a culture of sensitivity, understanding, trust and integrity. We believe that everyone, has the right to an environment that is safe.

The Commission welcomes and supports people of all backgrounds and identities. This includes but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior are not acceptable. This includes but is not limited to: threats of violence; discriminatory jokes and language; and personal insults, especially those using racist or sexist terms. Everyone at SRPC has a responsibility for

building and maintaining an environment of respect which includes being considerate in how we communicate and interact with each other.

Any violation of this policy will result in appropriate corrective and/or 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 Executive Director. The Commission, following the procedure outlined in the next section, will promptly investigate the facts and circumstances of any claim that this policy has been violated and will take appropriate corrective and/or disciplinary measures.

C. SRPC's Discrimination, Harassment, and Retaliation Prevention

The Commission is committed to a work environment in which all individuals are treated with respect and dignity. The Commission is committed to providing a work environment that is free of discrimination, harassment, or retaliation. In keeping with this commitment, the Commission maintains a strict policy prohibiting discrimination, harassment, and retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party, including but not limited to harassment based on race, color, creed, religion, age, sex or, gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression (including transgender status), pregnancy, sexual orientation, marital status, national origin, physical or mental disability, genetic information, military service or veteran status, or any other category protected by applicable federal, state or local laws and ordinances. Such conduct will not be tolerated by the Commission.

Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Each Commission employee is responsible for helping to keep the work environment free of discrimination, harassment, and retaliation, including while on Commission premises, while on Commission business (whether or not on Commission premises) or while representing the Commission.

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 and considered a violation of this policy.

Discrimination for purposes of this policy generally is defined as treating differently or denying or granting a benefit to an individual because of any protected characteristic.

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, for purposes of this policy generally is defined as unwelcome verbal, visual or physical conduct that demeans or shows hostility or aversion towards an individual because of the above stated protected characteristics, and that (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful.

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 Commission time, or by email, phone, (including voice messages), text messages, tweets, blogs, social networking sites, or other means

Retaliation, for purposes of this policy generally means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; and denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

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 target 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 but does not require, 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, but even if it is resolved the matter still must be reported. The Commission recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Mandatory Reporting Procedure

The Commission encourages the prompt reporting of complaints or concerns to the Executive Director so that rapid and constructive action can be taken. In the event the Executive Director is unavailable or is the alleged offending party, the employee should report the situation to one or more members of the Executive Committee.

Although reports may be made verbally, employees are strongly encouraged to make any reports of harassment or other discriminatory conduct 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.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Executive Director.

Investigation

A prompt and thorough investigation will be conducted as discreetly and confidentially as possible. 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 investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but confidentiality cannot be guaranteed. The investigation may be conducted internally, or, in appropriate circumstances, an outside investigator may be retained.

Investigations will typically include private interviews with the person filing the report and with witnesses. The person alleged to have violated the Policies will also typically be interviewed. Any employee asked to participate in an investigation is expected to cooperate fully and truthfully. When the investigation is complete, to the extent appropriate, the Executive Director or Executive Committee member(s) will inform the person filing the report and the person alleged to have violated the Policies of the results of that investigation.

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

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.

Corrective/Disciplinary Action

The Commission will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Commission determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Commission determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. In addition to being a violation of this policy, harassment, discrimination, or retaliation based on any protected characteristic pursuant to applicable federal, state, or local laws and ordinances also is unlawful. For example, sexual harassment and retaliation against an employee because the employee filed a complaint of sexual harassment or because an employee aided in an investigation of a complaint of sexual harassment are unlawful. Employees who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct.

D. Disability Accommodations

The Commission prohibits any form of discrimination in hiring, as well as in all terms and conditions of employment, against qualified individuals with physical or mental disabilities.

The Commission will endeavor to provide reasonable accommodations to qualified individuals with disabilities (as defined by applicable law) to ensure equal opportunity in the application process, to enable employees to perform essential job functions, and to ensure that disabled employees enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities.

The Commission is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”) as well as state and local laws. It is the Commission’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job, with or without an accommodation.

The Commission will endeavor to reasonably accommodate qualified individuals with a disability who have made the Commission aware of their disability or for whom the Commission has notice may require such an accommodation 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. A pregnant employee requiring a temporary change to how, when, or where she the employee works due to pregnancy or related conditions may request an accommodation under this policy. Contact the Executive Director or the Office Coordinator 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 to the extent permitted and in accordance with applicable law. 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 Office Coordinator will work with you and will maintain all medical information in a confidential manner.

Applicable laws generally do not require the Commission to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy should notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

We will not allow any form of retaliation against individuals who have requested an accommodation, for who the Commission has notice may require such an accommodation or who otherwise engage in the interactive dialogue process. Concerns regarding discrimination and/or retaliation should be immediately reported in accordance with the Reporting Procedures set forth in the Discrimination, Harassment, and Retaliation Prevention policy as well as any procedures set forth in any applicable state supplement.

E. 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 substances that impair an employee's ability to safely perform his/her/their job functions. Compliance with the drug and alcohol policy is 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 NRPC 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, illegal drugs, and or. other substances that impair an employee's ability to safely perform his/her/their job functions. Employees may not consume alcohol, illegal drugs, or other substances that impair an employee's ability to safely perform his/her/their job functions 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 by persons 21 or over at such SRPC-sponsored functions is permitted. Use of medication prescribed by the employee's healthcare provider 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/her/their 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 and not drive or perform other safety sensitive functions until authorized to so by the Executive Director or his/her/their designee.

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, illegal drugs, other substances that impair an employee's ability to safely perform his/her/their job functions, 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 performed by a third party, 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 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 to the extent practicable under the circumstance. Test results may also be disclosed to a substance abuse treatment facility for the purpose of evaluation or treating the employee, or as required by law. If an employee has a test result that is other than a non-dilute negative or showing an alcohol concentration of greater than .02 percent, he/she/they will be subject to disciplinary action, up to and including termination of employment.

The Commission reserves the right to treat a dilute drug test result in the same manner as a positive test result. Employees will be allowed an opportunity to rebut or explain positive lab results and/or to request and pay for a confirmatory re-test. In the event this opportunity is provided to the employee by the lab/testing facility before the results are reported to the Commission then employee does not need to be afforded a second opportunity once the results are received by the Commission.

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/she/they 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 SRPC, 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 and/or Office Coordinator 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 and/or Office Coordinator. 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 maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist employees with disabilities, and those recovering from substance and alcohol dependencies. However, employees may not request an accommodation to avoid discipline for a policy violation.

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 Life Resources Employee Assistance Program (EAP). This service is provided in partnership with HealthTrust and is available 24 hours a day, seven days a week. For more information or to take advantage of EAP, contact LifeResources directly at [800-759-8122](tel:800-759-8122).

F. Medical Marijuana

The Commission prohibits employees from manufacturing, possessing, using, distributing, or purchasing 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.

G. 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. E-cigarettes and vaping are likewise prohibited. This policy applies to all employees, clients, constituents, and visitors

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, including weapons in an employee's personal vehicle parked on Commission premises.

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. In the event the Executive Director is unavailable or is the alleged offending party, the employee should report the situation to one or more members of the Executive Committee. 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. Appropriate action in response to a reported incident or suggestion of violence may also include notifying the police or other law enforcement and prosecuting violations of this policy.

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 Commission. No employee will be subject to retaliation, intimidation, or discipline as a result of good faith 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 Commission 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, Office Coordinator, 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 Office Coordinator. 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 Office Coordinator 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 federal and state 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.

SRPC maintains and regularly updates an Emergency Succession Plan that provides contingency plans in the unlikely event that the position of Executive Director unexpectedly becomes vacant.

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, mealtimes, 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 and limited use of telephones, photocopiers, printers and fax machines for personal use is permitted during normal working hours.

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

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 and is to be updated annually. Employees who drive on Commission business are required to notify the Commission of any suspension, revocation, or other change in drivers license status.

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 comply with 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 Commission vehicle at any time or operate any personal vehicle while on Commission 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.

Regardless of severity, employees must report any accident, theft, or malicious damage to a commission vehicle or to a personal vehicle while driving on Commission business to the Executive Director and to the police immediately. Employees are expected to cooperate fully with authorities in the event of an accident.

Vehicle operators must clear the Commission vehicle of all snow and ice before driving.

The use of Commission vehicles is restricted to employees of the Commission only. Non-employees such as spouses, children, other relatives, or friends are not authorized to drive Commission vehicles at any time. The Commission 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, phones, 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 up to and including possible termination.

G. IT Equipment, Electronic and Telephonic Communications

All computers, 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. Staff designated as the IT personnel 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, computers, telephones, and email in an appropriate, ethical, and professional manner:

- Internet, Commission-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.

- Commission provided equipment is for exclusive use of employees for SRPC business purposes, and personal use should be incidental. Employees are prohibited from installing personal files, software, email or using other personal log-ins and accounts on SRPC equipment. Computers and other equipment assigned to individual staff members may not be used by family members or others not employed by SRPC.
- 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 Commission-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 may not connect USB or other drives or devices to SRPC computers or equipment unless the drive/device was purchased by SRPC for office use.
- Employees should not open suspicious emails, pop-ups, or downloads. Contact the Executive Director and IT staff 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 Commission.

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.

H. 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.

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 blog, journal or diary, personal web site, social networking or affinity website, or web bulletin board or chat room.

Unless you have been specifically authorized to do so by the Commission, you are not permitted to make any statements on social media that purport to be on behalf of the Commission, authorized by the Commission, or in an official capacity for the Commission.

Unless you have been specifically authorized to do so by the Commission, you are not permitted to use any of the Commission's equipment, accounts (such as email), and/or devices to access social media.

When you are on-duty, you are expected to devote your full attention and efforts to the completion of your work. As such, while you are on-duty, you are not permitted to access social media on your own device without the prior consent of your immediate supervisor.

Understand that even when you are off-duty, your use of social media may still be subject to scrutiny by the Commission. As such, whether on-duty or off-duty, you are not permitted to disclose on social media any legitimate confidential records, communications and/or proceedings of the Commission nor violate the Commission's Anti-Harassment or Violence in the Workplace policies. The Commission reserves the right to take disciplinary action against you, up to and including possible termination, in the event that your use of social media, whether on-duty or off-duty, unduly interferes with the Commission's legitimate interests, as an employer, in managing the workplace.

In general, and consistent with the previously stated Standards of Professionalism, employees should 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.

I. 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. 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. 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.

Commission-provided cellphones

When job duties or business needs demand, the Commission may issue a business cellphone to an employee for work-related communications. Personal use of Commission-owned cellphones should be kept to a minimum. Employees using Commission-issued cellphones must be aware that such cellphones are property of the Commission, and employees should have no expectation of privacy in their use of such devices.

Employees in possession of Commission-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 must return the phone.

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.

J. 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. 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. Commission 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.

K. 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.

L. Attendance and Punctuality

Attendance and punctuality are essential functions of 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.

M. 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.

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. If an employee needs time beyond the usual break/meal period, the employee may use their personal leave time to make up the time.

The Commission will designate the small conference room as the location where they can express milk in private. The employee may use their 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:

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>

- 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.

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. 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 Strafford 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 paid time off 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 not classified as temporary and who are regularly scheduled to work less than 20 hours per work week. They receive all legally mandated benefits such as Social Security and Worker's Compensation Insurance. They are also eligible for other benefits offered by SRPC, such as paid time off on a prorated basis. They may 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.

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 Commission'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 and paid time off, temporary employees are typically ineligible for other Commission benefits, unless otherwise require by law.

Exempt/Nonexempt

- **EXEMPT** employees are not covered by the Fair Labor Standards Act and applicable state wage and hour law overtime pay provisions and are not paid overtime premium for overtime worked in accordance with federal and applicable state laws. Exempt employees are expected to work as many hours as are required to perform their assigned work and generally receive a salary which is intended to cover all hours worked including any hours worked in excess of 40 in a workweek or overtime as otherwise mandated by applicable state law.

- **NONEXEMPT** employees are covered by the Fair Labor Standards Act and/or applicable state wage and hour laws and must be eligible for overtime 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.

B. References

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.

All requests for references for current or former employees of SRPC must be referred to the Executive Director for response. No one other than the Executive Director is authorized to provide references, including, but not limited to, "personal" references. Any citation of work conducted at/for SRPC by a prior employee or consultant must list the Executive Director as the reference contact. When the Executive Director receives a request for a reference, he or she will confirm the dates of employment and positions held.

C. Background Checks

SRPC reserves the right to conduct background criminal record and motor vehicle checks prior to employment and during employment. Compliance with this process is an ongoing condition of employment. Employees are expected to assist with completing any required authorization forms.

D. Employee Personnel Files

Employee files are maintained by the Office Coordinator and considered confidential and the property of the Commission. The Executive Director, Office Coordinator and Financial Manager may have access to personnel file information for the purposes of their work. Personnel files may be also subject to disclosure as required by law. This may include but is not limited to: by court or agency, statutes requiring disclosure of such records, discovery conducted pursuant to a lawsuit, workers' compensation claim, or other claim.

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 Office Coordinator 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, supervisor 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 towards meeting their annual goals and identify any necessary adjustments for the second half of the year.

The Executive Director shall also 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 and are not guaranteed. 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, absent extenuating circumstances.

The Executive Director is responsible to and reports directly 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, absent extenuating circumstances.

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.

Members 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 with or without cause or notice.

The separating employee must return all Commission property at the time of separation, including keys, passwords, computers and any other Commission property in their possession.

The separating employee shall contact the Office Coordinator 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.

In the event the employer terminates the employment relationship, final payment must be made within 72 hours. If the employee resigns, final payment will be on the regular pay day. Eligible accrued paid time off leave will be paid in the final 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 10 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 four hours of work, 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 option 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 or adjust their schedule to keep within their total scheduled hours for the pay period.

Whenever an exempt employee anticipates the need to work in excess of 40 hours (for a full-time employee or less for a regular part time employee) 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, without prior approval of the Executive Director or additional documentation, flex their hours to not exceed 80 hours for the pay period (prorated for regular part time employees).

In the exceptional situations when it is not possible to flex within the week or pay period, with written prior approval of the Executive Director, employees may 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. Failure to request and be granted pre-approval will result in a forfeiture of any time worked over the exempt employee’s regular schedule.

Once approved, employees must track on a “Flex Time Form” the hours they work in any week in which they accrue flex time.

Flex time must be used during the same project billing period (usually a month) unless the Executive Director approves a different deadline in writing. Flex time leave may be taken in half-hour increments and must be documented on the “Flex Time Form.” Failure to use the flex time within the specified time period will result in the employee’s forfeit of the time.

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 employee 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 report to their supervisor or Executive Director 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 Manager. 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 Manager.

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/her/their 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:

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

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, holiday, and paid time off. Nonexempt employees need to report all hours worked or charged to projects, holiday, and paid time off. 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 Manager 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 Manager to prepare payroll, invoices, and fiscal reports.

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

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

An 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 Office Coordinator 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 Office Coordinator. 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 Office Coordinator. It is the responsibility of the employee to inform the Office Coordinator 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 maximum 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 prorated 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 Office Coordinator.

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 Office Coordinator.

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 Office Coordinator.

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-Savings Incentive Match for Employees of Small Employers (SIMPLE IRA). 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 Manager.

I. Educational Reimbursement Plan and Professional Development

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 professional development 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, with pre-approval of the Executive Director, to flex a holiday. Flexed holidays must be used within the Fiscal Year. Failure to do so will result in a forfeiture of that time. Requests to flex a holiday must be submitted to the Executive Director in advance, in writing using the Holiday Flex Form.

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.

B. Paid Time Off

SRPC's paid time off (PTO) 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.

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 and also recorded at the time of paycheck issuance.

PTO may be accumulated up to a maximum of 40 days (320 hours). Any accumulated and unused leave over the maximum will be forfeited at the end of the pay period in which the employee exceeds 320 hours.

All regular part-time employees accrue PTO by the above formula pro-rated to their individual work schedules. For example, an employee working 20 hours per week would accumulate PTO at 50 percent of the rate of a full-time employee with an equivalent number of years of service. Additionally, the maximum accumulated leave will be prorated for regular part-time employees. Using the same example, an employee working 20 hours per week may accrue a maximum of 20 days (160 hours).

An employee will not accrue PTO 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.

All requests to use PTO leave must be approved by the Executive Director. PTO leave may be used in minimum increments of one-half hour. All requests for PTO equal to or greater than one (1) full business day must be submitted in QuickBooks Time, the SRPC timesheet software. Planned PTO leave requests extending beyond three (3) consecutive business days must be submitted with at least one-week notice.

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

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 Executive Committee retains the authority to consider comparable experience at similar agencies and hire the Executive Director at any step on the PTO accumulation schedule.

SRPC allows three (3) days of paid bereavement leave due to the death of immediate family members (separate from PTO). Supplemental bereavement leave, beyond three days, is an eligible use of PTO.

Conversion of Accumulated Sick and Vacation Time to PTO

PTO shall replace sick and vacation/annual leave under the SRPC Personnel Policy effective July 1, 2022. For employees that have accrued amounts of sick and vacation/annual leave, the SRPC will allow the conversion of that time to PTO as follows:

- Vacation/annual time converts to PTO at a 1:1 ratio
- Sick time converts to PTO at a 1:1 ratio

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

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 (full time employees, prorated maximums for regular part-time employees).

C. Voluntary Leave Donation

Employees may voluntarily donate accumulated paid time-off for the benefit of another employee who is unable to work due to a medical emergency or major disaster and has exhausted all previously paid time-off.

To be eligible to receive voluntary paid time off donations, the employee must:

- Be a regular employee working at least 20 hours per week.
- Be employed with SRPC for a minimum of one year.
- Be experiencing a **medical emergency**, defined as a medical condition of the employee or an immediate family member 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. An immediate family member is defined as a spouse, child or parent. Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.
- Be experiencing a **major disaster** as defined as a disaster by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.
- Have not submitted a request for separation or retirement.
- Have exhausted their paid time-off balance.

To request paid time-off donations, the employee must complete a Donation Request Form and submit it, along with all documentation outlined in the form, to the Executive Director. All requests are to be approved by the Executive Director. (The Executive Director may waive this requirement in the event the employee is incapacitated). An employee receiving Short or Long-Term Disability benefits may only use donated paid time off to supplement the STD or LTD benefits and not to go above and beyond their normal salary.

The recipient's identity and illness will not be disclosed. Recipient agrees to hold harmless and indemnify the Strafford Regional Planning Commission and administrators of this policy in regard to discovery by staff of the recipient's identity and/or nature of their emergency.

An employee who wishes to voluntarily donate paid time-off must:

- Be employed with SRPC for a minimum of one year.
- Have a minimum of 44 hours of accumulated paid time-off and cannot reduce their leave balance below 40 hours.
- Not currently be on an approved leave of absence.
- Not be permitted to borrow against future sick/personal time.

Employees will be given the opportunity to voluntarily donate PTO annually during benefits open enrollment. The donated PTO time will be transferred from the donor to the leave pool on June 30. Staff will be notified if the bank is depleted and if more time has been requested. The time bank shall not exceed a balance of over 40 hours.

An employee who wishes to donate paid time off must submit a Request to Donate Paid Time Off Form to the Executive Director indicating the amount of time being donated (no less than 4 hours but ideally in 8-hour increments. Statements are to be submitted as soon as possible for inclusion in the next payroll.

With approval of the Executive Director, donations of paid time-off shall be deducted from the donating employee's accumulated paid time-off account and transferred into a "time bank." When a request is received and approved by the Executive Director, the requested amount will be transferred from the 'time bank' and into the requestor's paid time off balance. The value of donated paid time off shall be calculated at the recipient's regular rate of pay at the time of disbursement. Unused donated paid time-off shall be put back into the time bank. All time above 40 hours that is not needed shall be removed from the time bank.

The maximum amount of paid time-off 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 paid time-off shall be used for medical emergencies or major disasters only. Donated paid time-off may only be used for time off related to the approved request. Donated paid time-off 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.

Donor employees may not claim an expense, a tax deduction or a charitable contribution for any of the paid time off donated under the plans. All paid leave granted to the recipient employee is considered wages and is subject to appropriate tax withholding.

The Voluntary Leave Donation Policy and its utilization will be reviewed by the Executive Committee on a yearly basis.

D. Maternity Leave

Pursuant to New Hampshire law, all female employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related

medical conditions. A maternity leave under this policy begins when an employee is medically determined to be disabled and ends when she is medically able to return to work.

Eligible employees may qualify to receive short-term disability benefits. Any paid leave, including use of PTO and short-term disability benefits, runs concurrently with maternity leave, and any remaining maternity leave will be unpaid. Employees will be required to exhaust all of their unused, accrued PTO before taking any unpaid leave under this policy. An employee will not accrue PTO 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 paid time off 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 Short-Term Disability Policy (available from the Human Resource Department). Employees who 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, their original job or a comparable position will be made available to them, unless business necessity makes this impossible or unreasonable. If the employee fails to return to work when released by her healthcare provider, they will be considered to have voluntarily terminated their employment. Employees on maternity leave should contact the Financial Manager to make arrangements for paying their health insurance premiums during their leaves.

Employees requesting maternity leave are asked to notify the Office Coordinator (Human Resources) or 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, childbirth, and/or related medical condition(s) 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 healthcare provider releasing her to return to work.

E. Personal Leave of Absence

Consideration is always given to a reasonable request for leaves of absence not covered by the types of leave described above for employees who have exhausted all available earned time and leave time and have at least one year of service with the Commission. 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 paid time off 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.

F. 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, civil-union 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. Such designation must be submitted in writing to the Office Coordinator.

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.

G. 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.

H. Military Leave

If you are called into active military service or you enlist in the Uniformed Services, you are eligible to receive an unpaid military leave of absence in accordance with applicable federal and state laws. To be eligible for military leave, you must provide management with advance notice of their service obligations, unless you are prevented from providing such notice due to military necessity or it is otherwise impossible or unreasonable to provide such notice.

If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

While military leave generally is unpaid, if you prefer, you may use some or all of your accrued PTO for this purpose.

During your absence, your length of service accumulates, and your benefits will continue as required by applicable federal, state and/or local law. Upon application within the appropriate time period after your date of discharge from military service, you will receive the then-current rate of pay and the then-current benefits in accordance with applicable federal, state and/or local law.

Please contact the Human Resource Department to discuss eligibility and the extent of your leave. The Commission will comply with all applicable federal, state, and local military leave laws.

I. Crime Victim Policy

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

An employee may also qualify for leave under this policy if 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. Such designation must be submitted in writing to the Office Coordinator.

Employees who need time off under this policy should notify the Executive Director or Office Coordinator 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.

J. Non-FMLA Family Medical Leave

Regular full-time or part-time employees who meet the following conditions may apply for up to 12 weeks of unpaid non-FMLA medical leave during any 12-month period:

- work at least 24 hours a week;
- have worked for the Commission for at least 12 months as of the date leave is to start;
- have performed at least 1,250 hours of work for the Commission during the 12-month period immediately before the date leave is to start; and
- are not otherwise eligible for FMLA leave

Non-FMLA Family Medical Leave may be used for the following purposes:

- To bond with a newborn child during the first 12 months after their birth.
- To bond with 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, including incapacity due to pregnancy and for prenatal care. “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 take FMLA leave to aid or care for the person. Such designation must be submitted in writing to the Office Coordinator.
- 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 requires 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 Office Coordinator 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 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/they 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 joined us at the Strafford 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 Office Coordinator.

APPENDIX A: TELECOMMUTING POLICY & AGREEMENT

A. Telecommuting Policy

Definition

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.

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.

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 performance 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.

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 needs to 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.

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.

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.

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 computer not belonging to the Commission. Within 48-hours of written notice, Employee must return Commission owned equipment for inspection, repair, replacement, or repossession.

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.



B. Telecommuting Agreement

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 and a privilege, not the rule. This is an agreement between the telecommuting employee and Strafford Regional Planning Commission.

Telecommuting Employee: Click or tap here to enter text.
 Supervisor: Click or tap here to enter text.
 Effective Date: Click or tap here to enter text.

General Work Arrangement

I (the employee) understand and agree to the terms and conditions as stated in the SRPC Telecommuting Policy.

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.

Employee’s telecommuting schedule is:

Monday Tuesday Wednesday Thursday Friday

Start Time: Click or tap here to enter text. End Time: Click or tap here to enter text.

Employee’s regular telecommuting site location is: Click or tap here to enter text.

Employee’s regular telecommuting phone number is: Click or tap here to enter text.

SRPC encourages staff not to share their personal phone number with work clients and partners beyond SRPC staff.

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

- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.
- Click or tap here to enter text.

1. 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
 - f. request Executive Director approval to use paid time off 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.

<hr/>	Click or tap to enter a date.
Employee	<hr/> Date
<hr/>	Click or tap to enter a date.
Supervisor	<hr/> Date

Insert a photo of your telecommute workspace here:



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 Office Coordinator.

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: Month ##, 2022)

Strafford Regional Planning Commission

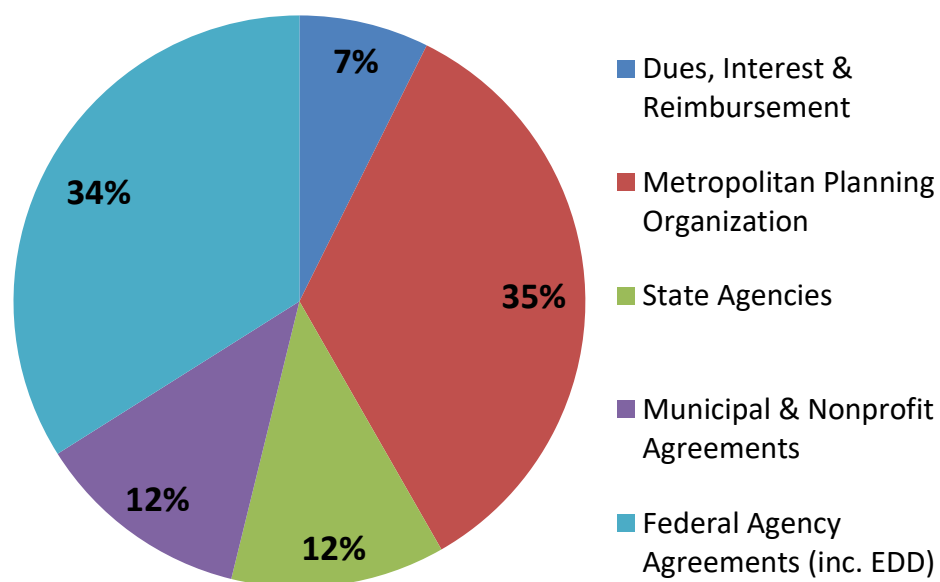
DRAFT FY 2022 Mid-Year Budget Amendment

Summary Table

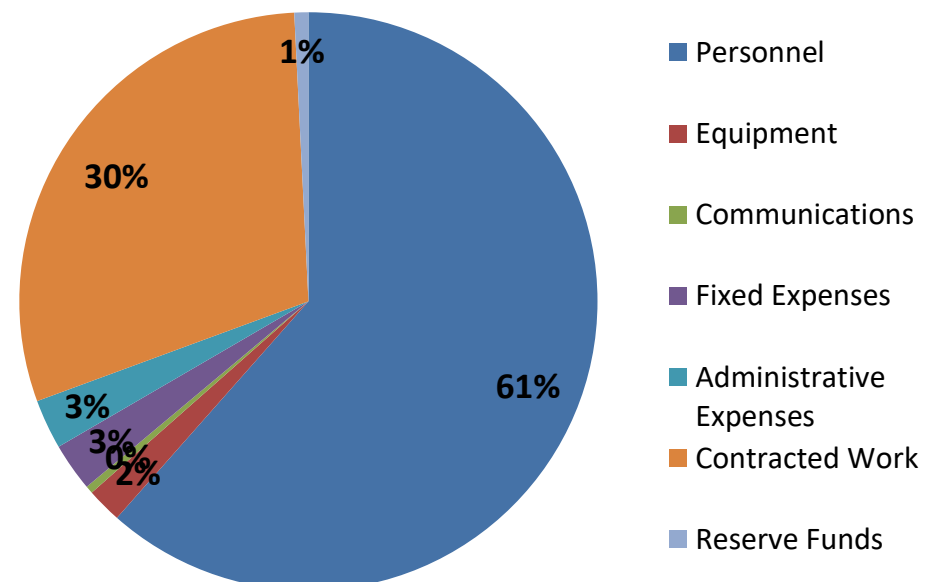
	Adopted FY22*	Draft FY23	
	Revenue	Revenue	Net Change
Dues, Interest & Reimbursement	123,523	131,355	7,832
Metropolitan Planning Organization	494,910	614,856	119,946
State Agencies	349,508	216,511	(132,997)
Municipal & Nonprofit Agreements	190,759	218,432	27,673
Federal Agency Agreements (inc. EDD)	403,268	607,150	203,882
Total	1,561,968	1,788,304	226,336
	Expenses	Expenses	Net Change
Personnel	1,035,675	1,099,692	64,017
Equipment	52,924	35,081	(17,843)
Communications	10,873	7,591	(3,282)
Fixed Expenses	46,028	48,197	2,169
Administrative Expenses	68,025	49,725	(18,300)
Contracted Work	303,142	533,040	229,898
Reserve Funds	25,000	14,000	(11,000)
Total	1,541,668	1,787,326	245,658
Net Deficit/Surplus	20,300	978	(19,322)

*Based on mid-year budget adopted December 2021

DRAFT FY2023 Budget Revenue



DRAFT FY2023 Budget Expenses



Strafford Regional Planning Commission

FY2023 REVENUES	Adopted Mid Yr FY 22 Net Outside Revenue	Draft FY2023 Budget Revenue				
		Funding Source Revenue	Internal Dues Match	Outside Source Soft Match	Outside Source Cash Match	Net Outside Funding
Total	1,561,968	#####	94,976	91,300	688	#####
Dues, Interest & Reimbursements	123,523	131,355	0	0	0	131,355
2000 Municipal Dues (minus BRK, NOT, MIL, LEE)	119,402	130,755	0	0	0	130,755
0000 Interest	100	100	0	0	0	100
0000 Health Trust reward/reimbursement	500	500	0	0	0	500
0000 Misc Revenue	3,520	0	0	0	0	0
Municipal & Nonprofit Service Agreements	190,759	217,744	4,312	0	688	218,432
3103 Barrington Future Land Use and Transportation Master Plan Chapters		11,398	(688)	0	688	12,086
3501 Farmington Town Planner Services	48,000	40,000	0	0	0	40,000
3505/X Farmington Tax Maps	2,139	1,000	0	0	0	1,000
4104/X Newmarket Tax Maps	1,000	1,000	0	0	0	1,000
4201 Northwood Technical Services	25,000	25,000	0	0	0	25,000
4301 Nottingham Town Planner Services	28,000	25,000	0	0	0	25,000
4602/X Somersworth Tax Maps	2,720	1,000	0	0	0	1,000
4603 Somersworth Historic Sites GIS		750	0	0	0	750
4701 Strafford Town Planner Services	24,000	38,000	0	0	0	38,000
4702/X Strafford Tax Maps	1	1,000	0	0	0	1,000
4703 Strafford Master Plan Update		30,595	0	0	0	30,595
4801 Wakefield CR	2,640	2,500	0	0	0	2,500
4802 Sanbornville Precinct NBRC Grant Admin	5,000	4,000	0	0	0	4,000
4803 Wakefield NBRC Grant Admin (Union Hotel)		3,000	0	0	0	3,000
5002 NHARPC Administration		8,000	0	0	0	8,000
5031 NRPC Geodata Portal	1,375	0	0	0	0	0
5052 RPC/Source Water Protection-Coastal Innovative Land Use	5,816	0	0	0	0	0
5101 POP!/NH Children's Health Foundation	10,883	0	0	0	0	0
5151 CHAT/Tufts Health Plan Foundation - Healthy Aging	34,000	25,500	5,000	0	0	25,500
5152 AARP support of CHAT/Tufts Fdn	6,000	0	0	0	0	0
5501 GIS projects (small billable projects)	1	1	0	0	0	1
Federal Agency Agreements (including Economic Development)	403,268	607,150	17,500	52,500	0	607,150
U.S. Dept of Economic Development Administration						
7001 EDD Planning Grant, Dues & Inkind Match	12,935	0	0	0	0	0
7003 EDD Planning Partnership	58,333	70,000	17,500	52,500	0	70,000
7002 CARES Act Recovery and Resiliency	210,000	45,250	0	0	0	45,250
U.S. Environmental Protection Agency						
7110 Brownfields Community Assessment Grant FY20-23	122,000	16,900	0	0	0	16,900
U.S. Department of Housing and Urban Development						
7201 HUD EDI CDS - Regional Plans		475,000	0	0	0	475,000
State Agreements	349,508	216,511	4,500	37,500	0	216,511
Office of Planning and Development, BEA						
6001 Targeted Block Grant	11,111	11,111	0	0	0	11,111
6002 ARPA Housing Needs Assessment	50,000	35,000	0	0	0	35,000
600X CEDR Funding	0	50,000	0	0	0	50,000
Dept of Environmental Services						
3302 Coastal Resilience Grant - Dover	1,507	0	0	0	0	0
3303 Coastal Resilience Grant - Dover Equity	32,580	0	0	0	0	0
3403 Durham Groundwater Modeling	26,399	0	0	0	0	0
3404 Coastal Resilience Grant - Durham	5,946	0	0	0	0	0
6102/3 Coastal Grant 2022/3	15,000	15,000	2,500	12,500	0	15,000
6151 PSM Flood Smart Seacoast	10,000	17,000	0	0	0	17,000
6180 NFWF-Living Shoreline Implementation for Great Bay	27,546	0	0	0	0	0
6250 Watershed Assistance (Permeable Reactive Barrier)	29,846	17,900	0	11,500	0	17,900
6251 604(b)-Sunrise Lake Watershed Management Plan	43,496	0	0	0	0	0
6303 Source Water Protection-ROL and MIL MS4 Stormwater Re	20,000	0	0	0	0	0
6304 Source Water Protection- Aquifer Ordinance Updates	0	22,000	2,000	0	0	22,000
University of New Hampshire						
5203 Pathways to Resilience	1,000	0	0	0	0	0
5204 PREPA Grant-Dover buffers regulation update	7,409	0	0	0	0	0
5205 PREPA Grant-New Durham shoreland regulation update	9,352	0	0	0	0	0
NH Community Development Finance Authority						
6601 CDBG Grant Administration (CAPSC Homeless Shelter)	10,000	0	0	0	0	0
6602 CDBG Grant Administration (ROC Gafney Home)		8,000	0	0	0	8,000
Department of Safety Homeland Security						
6501 HazMit Plans PDM19- BAR,NDU,ROL,SOM (FY 202-23)	18,500	500	0	167	0	500
6502 HazMit Plans BRIC20-DUR, MID, MIL, NOT, STR (FY2023-	24,000	40,000	0	13,333	0	40,000
Metropolitan Planning Organization Agreements	494,910	614,856	68,664	1,300	0	614,856
Dept of Transportation						
8001 UPWP Federal Highways & Transit	494,910	603,000	65,700	1,300	0	603,000
800X COAST/CMAQ CommuteSmart Seacoast		11,856	2,964	0	0	11,856

Strafford Regional Planning Commission

FY2023 EXPENSES	Adopted FY22 MidYr Budget		Draft FY2023 Budget		Net Change
Total	1,541,668		1,787,326		245,657
PERSONNEL	1,035,675	<i>69%</i>	1,099,692	<i>62%</i>	64,016
Salaries and Hourly Wages	810,991		866,536		55,545
Payroll Taxes	62,041		66,290		4,249
Payroll Processing - QuickBooks	2,600		3,778		1,178
Health Insurance	97,083		91,839		(5,244)
Dental Insurance	5,628		6,190		562
Life Insurance	1,498		1,295		(203)
Shortterm Disability	3,155		2,926		(228)
Longterm Disability	806		748		(58)
FSA Fees	0		0		0
Health Incentives	9,185		10,777		1,592
SIMPLE IRA Pension	23,325		25,599		2,273
Worker's Compensation	1,294		1,909		615
Unemployment Insurance	234		1,969		1,735
Staff Training & Workshops	10,000		14,000		4,000
Professional Dues: AMPO, NHARPC, NHPA, APA, NHMA, NEAR	7,836		5,836		(2,000)
EQUIPMENT	52,924	<i>3%</i>	35,081	<i>2%</i>	(17,843)
ARCIInfo/View Software: Maintenance	6,500		5,463		(1,037)
Transpo Software Maintenance: TransCAD	1,500		1,500		0
Office Software: Maintenance, purchase	10,215		7,680		(2,535)
INRIX Database for Transportation Planning	8,200		8,200		0
Traffic Count Supplies and Repair	3,000		3,000		0
Equipment Rental and Repair	500		500		0
Copier Maintenance Contract	3,838		3,838		0
Computers and Peripherals	14,444		3,900		(10,544)
Office Furniture	4,727		1,000		(3,727)
COMMUNICATIONS	10,873	<i>2%</i>	7,591	<i>0%</i>	(3,282)
Postage and Delivery	400		400		0
Office Phone System	4,300		1,164		(3,136)
Internet and Phone Service	3,600		3,600		0
Website Design and Maintenance	2,073		1,427		(646)
Media Outreach Activities	500		1,000		500
FIXED EXPENSES	46,028	<i>5%</i>	48,197	<i>3%</i>	2,169
Property & Liability	5,004		7,173		2,169
Office Vehicle Lease and Maintenance	11,024		11,024		0
Rent	30,000		30,000		0
ADMINISTRATIVE EXPENSES	68,025	<i>1%</i>	49,725	<i>3%</i>	(18,300)
Printing	150		150		0
Audit and Accounting Services	12,000		16,000		4,000
Legal	4,000		4,000		0
Office and Mapping Supplies	3,000		3,000		0
Office Expense	27,875		15,075		(12,800)
Meeting Expenses (Meetings and Meeting Notices)	3,000		3,500		500
Travel	15,000		5,000		(10,000)
Library & Subscriptions: NH Planning Books	2,000		2,000		0
Bank Fees	0		0		0
HealthTrust Employee Health Rewards	1,000		1,000		0
OUTSOURCED CONTRACTS	303,142	<i>20%</i>	533,040	<i>30%</i>	229,897
1000 Financial Services	17,436		0		(17,436)
1000 IT Services	9,000		15,800		6,800
3303 Dover Equity Climate Resilience Consultants	15,495		0		(15,495)
3403 Durham SRF Groundwater Modeling Consultant	10,670		0		(10,670)
3404 Durham Coast Resilience	0		0		0
5204 PREPA Grant-Dover Wetlands Scientist	2,000		0		(2,000)
600X CEDR Funding Pass Through Expenses	0		40,010		40,010
6250 Watershed Assistance (PRB) Consultants	24,449		12,325		(12,124)
6251 604(b) Sunrise Lake Watershed Mgt Plan Consultan	25,843		0		(25,843)
7002 EDA CARES Contract support	50,000		4,500		(45,500)
7100 EPA Brownfields - NOBIS Engineering (10/19-9/22)	115,000		14,700		(100,300)
7201 HUD EDI CDS Regional Plans - RPC Pass Through Fur	0		400,000		400,000
8000 Contract Transportation Support (UPWP)	25,000		34,000		9,000
8000.602 FTA 5305e Subcontract to RPC	8,249		11,705		3,457
RESERVE FUND CONTRIBUTION	25,000	<i>0%</i>	14,000	<i>1%</i>	(11,000)
		<i>100%</i>		<i>100%</i>	

STRAFFORD

Regional Planning Commission

FISCAL YEAR 2022 and Proposed 2023 Rates

BILLING RATE STRUCTURE (dues paying communities)

Billing Level	FY2022 Rates	FY2023 Proposed
Executive Director	\$105	\$105
Principal Planner	\$80	\$85
Senior Planner	\$65	\$70
Regional Planner III	\$60	\$65
Regional Planner II	\$55	\$60
Regional Planner I	\$50	\$55
Intern	\$35	\$35

Non-Dues paying communities pay an additional \$5/hour. The upper limit hourly rate for the salary range is typically rounded to the nearest \$5 increment and includes all indirect costs.

SALARY RANGES 2022 and Potential 2023 Increases

Billing Level	Minimum Experience
Principal Planner	Bachelors +10 years' experience; Masters +8 years' experience; +supervisory experience
Senior Planner	Bachelors +8 years' experience; Masters +6 years' experience; +project management
Regional Planner III	Bachelors + 6 years' experience; Masters + 4 years' experience
Regional Planner II	Bachelors +4 years' experience; Masters +2 years' experience
Regional Planner I	Bachelors 0-3 years' experience; Masters +0 experience

Salaries	FY2022		Proposed FY2023	
	Starting	Up To	Starting	Up To
Principal Planner	\$70,000	\$80,000	\$71,000	\$81,000
Senior Planner	\$60,000	\$69,999	\$61,000	\$71,000
Regional Planner III	\$55,000	\$59,999	\$56,000	\$61,000
Regional Planner II	\$50,000	\$54,999	\$51,000	\$56,000
Regional Planner I	\$40,000	\$49,999	\$46,000	\$51,000

Hourly Rates	FY2022		Proposed FY2023	
	Starting	Up To	Starting	Up To
Principal Planner	\$33.65	\$38.46	\$34.13	\$38.94
Senior Planner	\$28.85	\$33.65	\$29.33	\$34.13
Regional Planner III	\$26.44	\$28.85	\$26.92	\$29.33
Regional Planner II	\$24.04	\$26.44	\$24.52	\$26.92
Regional Planner I	\$19.23	\$24.04	\$22.12	\$24.52
Interns	\$15	\$17	\$16	\$18

STRAFFORD

Regional Planning Commission

WELLNESS & SAFETY PLAN

The SRPC Executive Committee adopted these policies at its regularly scheduled meeting on January 20, 2017. A revision for 2022 was accepted at the Executive Committee meeting on **Month ##, 2022**.

SRPC Chairperson

Date

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Adopted: January 20, 2017
Revised: January 19, 2018
Revised: January 18, 2019
Revised: April 3, 2020
Revised: February 16, 2021
Revised: **Month ##, 2022**

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I. WELLNESS & SAFETY OBJECTIVES

Strafford Regional Planning Commission's most valuable resource is the people who work for the Commission. As such, the Commission is dedicated to providing a safe and healthy environment to protect its employees and preserve Commission assets and resources.

This Wellness & Safety Plan will assist the Commission and its employees in recognizing and managing hazards and risks in order to minimize injuries. It is the responsibility of all Commission employees to follow the policies and procedures outlined in the plan.

To maintain federal Occupational Safety and Health Administration standards for safety and health, the Commission complies with mandates to post information and provide training on key aspects of workplace safety. These activities include arranging annual updates on emergency evacuation, fire safety and ergonomics.

II. DUTIES & RESPONSIBILITIES

A. EXECUTIVE DIRECTOR

The Executive Director of the Commission is responsible for enforcing and implementing these policies and procedures. The Executive Director will report any management issues to the Executive Committee, which will discuss recommendations and implementation strategies. The Executive Director is also responsible for addressing and notifying the appropriate parties of any concerns pertaining to building safety.

The Executive Director will review workplace accidents, injuries, and health data; identify hazards in the workplace and find solutions; keep records of accidents and injuries; and ensure that the appropriate employees attend safety training.

Each year, the Executive Director will appoint at least two employees to act as wellness coordinators. These appointments will be announced to the Commission employees by the Executive Director.

B. COMMISSION EMPLOYEES

All employees must adhere to this plan. Employees will address safety issues as they arise, reporting any unsafe machinery, conditions, or hazardous acts to the Executive Director. Employees will be responsible for attending safety training, as required.

Employees will adhere to safe work habits and adopt a positive attitude about safety in the workplace both in and out of the office.

C. WELLNESS COORDINATORS

Wellness coordinators will serve as Commission employee representatives to assist the Executive Director in promoting a healthy and safe work environment. They will serve terms of one calendar year, from Jan. 1 to Dec. 31.

The coordinators will directly work with the HealthTrust wellness coordinators to stay current with all HealthTrust benefits and resources offered. The coordinators are responsible for distributing resources and information to employees regarding wellness benefits and opportunities.

Each year, the coordinators will develop a minimum of one campaign to promote wellness in the workplace. Campaigns must be designed to promote health, wellness, or safety. They will cover such topics as physical activity, nutrition, stress management, and heart healthy habits.

The coordinators will help the Executive Director decide how HealthTrust campaign funds will be used. Campaign funds shall be used to purchase items in support of health campaigns or to promote healthier habits and lifestyles of Commission employees. These funds can be used for a single campaign or spent throughout the year. Campaign funds shall be fully expended by December 31st of each year.

The coordinators are responsible for reviewing section III of this plan with employees and for reviewing and updating this plan each year.

D. JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

The SRPC JLMC has been established in accordance with NH RSA 281-A:64 III:

“Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives...”

Committee Purpose: To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

The Duties and Requirements of the JLMC include:

- Meet at least quarterly
- Maintain meeting minutes
- Review Accident Data
- Coordinate workplace safety inspections
- Establish safety programs and procedures

- Organize safety training for staff

III. PROMOTING A SAFE AND HEALTHY WORKPLACE ENVIRONMENT

The Commission is dedicated to promoting the highest possible well-being of its employees. This plan outlines several steps and procedures that the Commission has developed to ensure employees work in an environment that is conducive to safety and health. It also provides information and resources available to employees to help them in the many aspects of maintaining their health and safety.

A. ENCOURAGING PHYSICAL FITNESS AND HEALTHY HABITS

The Commission allows employees—with the Executive Director’s approval—to work flexible schedules so they can exercise during work hours. Employees and the Executive Director can discuss taking longer lunch breaks for exercise by either coming in earlier or leaving later.

The Commission also encourages employees to carpool or use alternate forms of transportation—such as walking, mass transit, or biking—to and from work. Alternate forms of transportation are not only good for the environment; they can also increase fitness and activity levels.

Wellness Coordinators will make available resources on all aspects of developing and maintaining a healthy lifestyle. Group challenges and events will be organized throughout the year to promote physical fitness and healthy habits.

B. PHYSICAL STRESS ASSOCIATED WITH DESK WORK

The nature of the Commission’s work requires employees to sit at their desks for long periods, which elevates their risk of developing musculoskeletal disorders (MSDs).¹ Studies indicate that “MSDs are among the most frequently reported causes of lost or restricted work time.”² The continuous use of computers and keyboards also puts employees at higher risk for eyestrain and carpal tunnel syndrome. There are some things you can do to prevent these risks:

¹ Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

² Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

1. GET UP AND MOVE

Employees are encouraged to get up and to move and stretch throughout the workday. The Commission allows employees to take up to two 10-minute wellness breaks during the day. During these breaks, employees are encouraged to leave their workspace and move around, take some quiet time to de-stress and stretch, or take advantage of office break areas. Employees are eligible for an unpaid 30-minute lunch break.

2. ADJUST YOUR WORKSTATION

When arranging the components of your work area, whether in the office or at home consider these ergonomic tips:

- a. Make sure your computer screen is directly in front of you so that you are not turning your head to view it. Ideally, while looking forward, your eyes will hit the top of the screen and easily read downward. If you have a laptop you can prop it up on a monitor stand or on some books and use a separate keyboard.
- b. Your keyboard should be at or below elbow level. If your only keyboard is on your laptop, and you have another monitor available, try positioning the laptop so the keyboard is at elbow level, with the monitor at the appropriate eye level.
- c. Your legs should be at a 90-degree angle at the knee. If your feet don't touch the ground consider putting a box or stool under your feet. If your legs are too long for the chair and your knees are cramped, try to raise your chair, place an extra cushion on the chair, or find a chair that fits you better.
- d. The goal is not to sit upright all day long. That is unrealistic. Find a way to recline slightly backward so that you are not supporting your posture through your core all day long. This could be accomplished by adjusting the lumbar on your chair, if possible, or adding a small pillow behind your back. Whenever possible, stand up, stretch and move!
- e. Use a sit/stand workstation that allows you to raise and lower your desk.
- f. Most importantly, create a space that feels peaceful to you. Visual surroundings play a big role in your sense of well-being. Small things like adding a plant to your office or tidying your desk at the end of each day can make a big difference.
- g. Employees that require disability accommodations should contact the Executive Director or the Office Coordinator with any questions or requests for accommodation. *Please refer to the Disabilities Accommodations Policy in the Employee Handbook, Section II, D.*

Please see Appendix A for an Ergonomic Guide

C. EMOTIONAL STRESS

Emotional stress is another potential concern for Commission employees. Emotional stress can result from a heavy workload, infrequent breaks, long work hours, poor communication, poor social environment, conflicting or uncertain job expectations, job

insecurity, lack of opportunity for growth, and rapid changes for which employees are unprepared.

Employees may also be experiencing stress in their personal lives which could affect their work performance.

Employees are encouraged to utilize the **Life Resources Program (EAP)** which is available to ALL employees regardless of health care coverage. EAP is completely free and confidential.

EAP offers:

- Mental Health Counseling
- Financial Resources
- Legal Resources
- Life Coaching
- Work/Life Referral Services

LifeResources EAP is available 24/7 to employees and retirees of Member Groups that offer HealthTrust medical coverage and their eligible dependents and household members. There is no requirement that such individuals be enrolled in HealthTrust coverage to use the EAP.

Call the EAP at 800.759.8122, 24/7/365. For online access, visit the LifeResources website at mylifeexpert.com username: healthtrust | password: resources

Another free resource is [The National Alliance on Mental Illness. NAMI. New Hampshire Info & Resource Lines](#). You can call the Info and Resource Hotline anytime at 1-800-6264. The website lists numerous Crisis Hotlines including:

- [National Suicide Prevention Lifeline](#). call 1-800-273-TALK (8255) for free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
- [Crisis Text Line](#) – free, 24/7 support for those in crisis. Text 741741 from anywhere in the US to text with a trained Crisis Counselor.
- [The LGBT National Help Center](#) – call 1-888-843-4564. Open to callers of all ages. Provides peer-counseling, information, and local resources.
- [NH Rapid Response Access Point](#) – Call/Text 1-833-710-6477 – If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency.

D. 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. E-cigarettes and vaping are likewise prohibited. This policy applies to all employees, clients, constituents, and visitors

Please refer to the Smokefree Workplace Policy in the Employee Handbook Section II: G.

E. ALCOHOL & DRUG-FREE WORKPLACE

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

For 24/7 access to mental health and/or substance abuse, visit [NH Rapid Response Access Point](#) – or Call/Text 1-833-710-6477. If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency.

For the complete Alcohol and Drug Free Workplace Policy, please refer to the Employee Handbook, Section II: E.

F. DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION

The Commission is committed to providing a work environment that is free of discrimination, harassment, or retaliation. In keeping with this commitment, the Commission maintains a strict policy prohibiting discrimination, harassment, and retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party, including but not limited to harassment based on race, color, creed, religion, age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression (including transgender status), pregnancy, sexual orientation, marital status, national origin, physical or mental disability, genetic

information, military service or veteran status, or any other category protected by applicable federal, state or local laws and ordinances. Such conduct will not be tolerated by the Commission.

The Commission is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Each Commission employee is responsible for helping to keep the work environment free of discrimination, harassment, and retaliation, including while on Commission premises, while on Commission business (whether or not on Commission premises) or while representing the Commission.

For the complete Anti-Harassment Policy and Complaint Procedure, please refer to the Employee Handbook, Section II, C

G. GUIDANCE FOR PREVENTING THE SPREAD OF INFECTIOUS ILLNESSES, DISEASES AND VIRUSES

To protect the health of employees, customers, and visitors, and to ensure the continuity of business operations, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- a. **Stay home when you are sick!** Employees experiencing any symptoms of unwellness are encouraged to stay home to prevent the spread of illness to coworkers and the public. Staff have the option to telecommute, and regular full-time employees may use their paid time off if they are unable to work due to illness.
- b. It is recommended staff wear a face-mask when conducting any face-to-face business.
- c. Practice social distancing when possible.
- d. Wash your hands frequently with warm, soapy water for at least 20 seconds.
- e. Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- f. Avoid people who are sick with respiratory symptoms.
- g. Clean frequently touched surfaces.
- h. Get vaccinated against COVID-19 and the seasonal flu.

- i. SRPC will comply with government issued regulations in the event of an emergency order

Employees who report to work ill will be sent home in accordance with these health guidelines.

IV. SAFETY PROTOCOL

A. VEHICLES AND TRAVEL

The Commission is committed to promoting safety on the road. Driving is inherently risky. The NH Division of Motor Vehicles processes over 40,000 crash reports a year; most crashes result from errors in driver judgment, rather than defective equipment or poor road conditions. Distracted driving due to cell phone use and texting can result in injury and loss of life.

In 2020 the Commission acquired a company vehicle for staff use. Field work has priority for use of the van, followed by a trip with the longest mileage. If available, employees must use the SRPC van for SRPC business. Staff will still be required to use their personal vehicles when needed.

All local, state and federal laws must be strictly followed. Employees who drive during work time are prohibited from using a cell phone and must abide by the hands free state law. [RSA 265:79-c Use of Mobile Devices while Driving Prohibition](#)

Employees who need to communicate on any digital device should pull over to the side of the road and come to a complete stop or use voice command/handsfree technology. Any traffic violations due to using a digital device shall result in serious disciplinary action including possible termination.

When traveling to and from meetings, even when carpooling, Commission employees shall wear their seatbelts until they reach their destination. If multiple people are traveling in the van, masks are recommended but at the discretion and comfort level of the riders.

State Law requires all vehicles traveling on roadways must be cleared entirely of snow and ice prior to operating a vehicle.

During storms, the Executive Director may close the office, or close it before the end of normal business hours. When the Commission closes due to inclement weather, employees eligible to telecommute and who have work suitable to perform at home are encouraged to do so.

Decisions to close the office due to inclement weather are made at the Executive Director's discretion. Every effort should be made to report to work; however, in

emergencies such as severe weather, fires, or power failures, if an employee believes that travel may put their safety at risk, the Executive director should be contacted

For the complete Vehicle Operation Policy please refer to the Employee Handbook, Section III, F.

B. FIELD WORK

Traffic count data collection requires field personnel to work within the roadway right-of-way (R.O.W.). Field work, especially the placement of traffic counting devices, places Commission employees at considerable risk. Numerous hazards are associated with setting and collecting traffic count devices, collecting culvert data, mapping trails, and performing other field work. They include the risk of being struck by a motor vehicle, injuries associated with traversing over rough or wet terrain, allergic reactions, insect bites, poison ivy, tick bites and Lyme disease, dehydration, and exposure to harsh conditions such as wind, rain, or sun. All field work staff must review and sign a mandatory safety protocol prior to beginning field work

Therefore, it is imperative that sound safety precautions be taken during field work. No safety protocol or procedure can take the place of common sense and where-with-all in the field. All field personnel should carry identification and, if necessary, move carefully to ensure safety. Two employees will make up one data collection team.

Below is a list of some critical safety precautions that Commission employees should take while conducting field work.

1. SAFETY PROTOCOLS

For safety protocols, please refer to the SRPC Safety Protocol

2. TRAVELING TO AND FROM FIELDWORK ACTIVITIES

When traveling to and from field locations, employees are required to adhere to this plan's Vehicle and Travel Procedures.

3. ACIDENTAL INJURIES

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee.

4. MUNICIPAL POLICE AND PUBLIC WORKS ASSISTANCE

Commission employees should ask the local police to control traffic at sites they determine may be hazardous. These locations should be identified early in the field season so that arrangements for traffic control can be made well in advance. Similarly, municipal road agents and highway departments should be notified in advance of field work to minimize interference from their activities (i.e., street sweeping).

5. POSTED-NO TRESPASSING-KEEP OUT

Commission employees shall not navigate or step onto a site posted with no trespassing signs.

C. ACCIDENTAL INJURY

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported regardless of whether they are minor, require minimal first aid, or are more serious and require immediate attention from a health care provider.

The Executive Director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Workers' Compensation Law. Failure to report workplace accidents is a serious matter that may preclude an employee's coverage under Workers' Compensation Insurance.

The office first aid kit is kept in the labeled kitchen cabinet.

V. EMERGENCY ACTION PROCEDURES

A. FIRE EMERGENCY

1. NOTIFICATION

The building where the SRPC office is located, is equipped with smoke and fire alarms which are tested on a regular basis by the building maintenance department. In the event of other emergency situations where there is no alarm, employees shall do their best to notify all staff in the office as soon as possible.

To eliminate confusion, during an emergency, designate one person to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for SRPC are:

Fire: 911

Police: 911

Ambulance/EMS: 911

2. ESCAPE ROUTE PLANS

SRPC has a main office with two exits and a separate conference room with two exits.

Emergency evacuation escape route plans (see Appendix B) are posted at all exits to the office and conference room.

When a fire/emergency alarm is sounded, or instructions for evacuation are given, all employees shall immediately exit the building at the nearest/safest exits, as shown in the escape route plans.

3. ASSEMBLY AREA

Upon exiting the building, evacuees shall meet as soon as possible at the designated assembly area, which is the three flagpoles diagonally across the parking lot from the main office entrance. *If exiting from an alternative exit, please find your way to the designated assembly area.*



Three Flagpoles



Main Office Entrance

4. ACTION

Upon receiving notification of a fire emergency, occupants must:

- a. Exit the office and close office doors if possible and do not lock
- b. Leave the building using the designated escape routes (see Appendix B)
- c. Assemble in the designated area which is the three flagpoles diagonally across for them parking lot. *If exiting from an alternative exit, please go to the designated assembly area.*
- d. Remain outside until otherwise instructed by law enforcement or emergency personnel
- e. Assist all physically challenged employees with evacuation
- f. Fight the fire ONLY if:
 - The Fire Department has been notified
 - The fire is small and is not spreading to other areas
 - The fire has not passed the incipient stage (that which can be put out with a fire extinguisher)
 - Escaping the area is possible by backing up to the nearest exit
 - The fire extinguisher is in working condition and personnel are trained to use it

- Fire extinguishers are located by the main inner door and in the kitchen. The main office area has emergency lighting. (See Map, Appendix A)
- g. Supervisor or designated staff member must:
- Coordinate an orderly evacuation of employees/visitors
 - Perform a head count of personnel/visitors after the evacuation has occurred
 - Provide the Fire Department and other Emergency personnel with the necessary information about the facility
 - Report the incident to the Executive Director if not on location

B. ACTIVE SHOOTER EMERGENCY

This Information is from the [Department of Homeland Security](#). These are general guidelines and are provided only as a guide to prepare employees in an active shooter emergency.

1. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- a. Call 911
- b. Alert co-workers, if possible
- c. Secure entrances, if you have time
- d. Assess where the shooter is
- e. Run
- f. Refer to the escape route plans posted by the office exits
- g. Leave your belongings behind
- h. Assess exits before using them
- i. Help others to escape, but evacuate even if others don't follow
- j. Keep your hands visible when exiting the building
- k. Hide
- l. Lock entrances and block them if you have time
- m. Turn off lights, music and computer monitors
- n. Hide in an area out of the active shooters view
- o. Hide without bunching with others
- p. Take items to throw at the intruder, if needed
- q. Block entry to your hiding place
- r. Silently contact security or police. If you cannot speak, leave the line open and remain quiet

2. FIGHT

As a last resort and only when your life is in imminent danger

- a. Attempt to incapacitate the active shooter

- b. Act with physical aggression and throw items at the active shooter
- c. Disable the intruder from continuing his progress
- d. Distract the intruder to confuse him so other better positions can disable or disrupt him
- e. Attempt to disrupt when an intruder stops to re-load the firearm (5-10 seconds to re-load)

3. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- a. Immediately raise hands and spread fingers
- b. Keep hands visible at all times
- c. Remain calm and follow officers' instructions
- d. Avoid making quick movements toward officers
- e. Avoid pointing, screaming and/or yelling
- f. Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

4. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- a. Location of the victims and the active shooter
- b. Number of shooters if more than one
- c. Physical description of shooter/s
- d. Number and type of weapons held by shooter/s
- e. Number of potential victims at the location

5. RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee. Alert the Executive director if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior include one or more of the following:

- a. Increased use of alcohol or drugs
- b. Unexplained increase in absenteeism and/or vague physical complaints
- c. Depression/Withdrawal
- d. Increased severe mood swings, and noticeably unstable or emotional responses
- e. Increasing talk of problems at home
- f. Increase of unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

C. MEDICAL EMERGENCY

Every medical emergency is different, so different protocols may be required for different situations. That said, by definition, most medical emergencies require

immediate professional attention. For this reason, the first course of action should be to call 911.

Beyond that, here are some additional guidelines that should apply in the case of most medical emergencies:

1. CALL 911

It bears repeating: In the case of most medical emergencies, the sooner you call 911, the better. Make sure someone is responsible for dialing 911 before taking any other steps. It's always better to be safe than sorry.

2. TAKE A FEW DEEP BREATHS

It may seem counterintuitive to pause but taking a few moments to gather yourself will help you think more clearly and act more effectively. Before you start to act, make sure you breathe and center. It may be helpful to count to 10 and/or remind yourself that you can respond to the situation at hand.

3. ASSESS THE SITUATION

Are there any potential hazards that could be dangerous to the injured party or onlookers? For example, if a person is having a seizure, check to see if they're surrounded by hard objects that could cause damage. If you notice any hazards, do your best to neutralize them. Be extremely cautious about moving the injured person, especially if there's any chance they have a spinal injury. Only move the injured person if not moving them would prove life-threatening.

4. ASSESS THE INJURED PERSON

Check to see if they're alert, coherent, and breathing. Confirm that you're able to find their pulse. If they're breathing and have a pulse, keep them as comfortable as possible and stay with them until emergency professionals arrive.

5. BE PREPARED TO ADMINISTER CPR OR AED UNTIL PROFESSIONALS ARRIVE

If the injured person isn't breathing and/or you can't find a pulse, individuals trained in CPR should begin CPR. Locate available AED.

6. ADDRESS THE MOST LIFE THREATENING ISSUE

In some cases, an injured person might present multiple issues. Attempt to address the most life-threatening issue first. For example, severe bleeding or stopped breathing is likely a greater priority than a broken bone.

7. ASSIST PROFESSIONALS ONCE THEY ARRIVE

Follow instructions closely and provide as much information as possible so they're equipped to respond appropriately.

8. NOTIFY THE INJURED PERSON'S EMERGENCY CONTACTS

They'll want to know what's going on and will be able to keep the victim company at the hospital or medical center.

9. MAKE A RECORD

Once the emergency is over, write down as accurately as possible your memory of the events that transpired. (It might be helpful to collaborate with a few observers.) This will be useful if anyone needs to review what happened. It will also assist in planning for future emergencies.

By taking steps to prepare for a medical emergency and learning how to respond if an emergency occurs, you'll significantly increase the chances your team is able to effectively navigate this type of situation. To appropriate the old saying, an ounce of preparation is worth a pound of emergency response.

VI. DISTRIBUTION & CONFORMITY OF WELLNESS & SAFETY PLAN

Upon adoption of this program by the SRPC Executive Committee, each employee will receive a copy of the Wellness & Safety Plan. Every employee will be asked to sign a copy of the attached form acknowledging that they have received the Wellness & Safety Plan which will be filed in their personnel file.

Each year, the Wellness Coordinators will review and update this plan. Employees will have the opportunity to discuss safety issues and make recommendations for procedures.

VII. STRAFFORD REGIONAL PLANNING COMMISSION WELLNESS & SAFETY PLAN ACKNOWLEDGEMENT FORM

This Wellness & Safety Plan has been prepared for your information and understanding of the policies and procedures as well as the practices and expectations of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of the plan, please sign the statement below and return it to the Executive Director.

I, _____, have received and read a copy of the Commission's Wellness & Safety Plan that outlines the SRPC's policies, procedures, and expectations for employees pertaining to workplace safety.

I have familiarized myself, at least generally, with the contents of this plan. By my signature below, I acknowledge, accept, and agree to comply with the plan provided to me by the Commission.

I understand that this plan is not intended to cover every situation that may arise during my employment, but is simply a guide to the policies and procedures, practices, and expectations of the Commission.

I also understand that the Wellness & Safety Plan is subject to change at any time the Commission deems appropriate.

Employee Signature

Date Received

STRAFFORD

Regional Planning Commission

May 20, 2022

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

RE: May 2022 Minor Revisions to the 2021-2024 TIP

Dear Mr. Watson:

The Strafford Regional Planning Commission (SRPC) staff has received a request to approve the May 2022 Minor Revisions to Strafford Metropolitan Planning Organization's approved 2021-2024 Transportation Improvement Program (TIP).

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

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

The Executive Director recommends the approval of the following Administrative Modifications to the 2021-2024 TIP as proposed.

Sincerely,

DRAFT

Jennifer Czysz, AICP
Executive Director



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2021 - 2024 SRPC Transportation Improvement Program

May 2022 Minors

4/21/2022

Please refer to the 2021 - 2024 TIP document and project listing for detailed COAST transit funding information. NHDOT groups federal funding for statewide public transit in large programs (e.g. FTA 5307); MPOs and RPCs track funding for individual transit providers and projects. Strafford MPO is currently updating its project database and will be incorporating individual project funding for final publication of the 2021 - 2024 TIP.

PROGRAM FTA5310

Towns: Statewide
Road: Various
Scope: Capital, Mobility Mgmt, and Operating for Seniors & Individuals w/ Disabilities - FTA 5310 Program

Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,447,702		\$0	\$611,926	\$3,059,628
OTHER	2022	\$2,936,728		\$0	\$734,182	\$3,670,910
OTHER	2023	\$2,546,589		\$0	\$636,647	\$3,183,236
OTHER	2024	\$2,597,521		\$0	\$649,380	\$3,246,901

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
OTHER	2021	\$2,447,702		\$0	\$611,926	\$3,059,628
OTHER	2022	\$2,770,027		\$0	\$692,507	\$3,462,534
OTHER	2023	\$2,817,712		\$0	\$704,428	\$3,522,140
OTHER	2024	\$2,480,570		\$0	\$620,143	\$3,100,713

Change Notes

NHDOT Description of Changes

Revise figures based on FFY2022 FTA apportionment. FTA5310 funds support transit service for seniors and people with disabilities provided by COAST and the Alliance for Community Transportation; this type of change is a regular occurrence.

SRPC Notes

Funding Sources

FHWA

STBG-State Flexible

FTA

FTA 5310 Capital Program

OTHER

Other

PROGRAM BRDG-T1/2-M&P

Towns: Statewide
 Road: Tier 1-2 Bridges
 Scope: Maintenance & preservation of tier 1 & 2 bridges.
 Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$50,000		\$0	\$0	\$50,000
PE	2023	\$200,000		\$0	\$0	\$200,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$12,490,767	\$736,233		\$0	\$13,227,000
CON	2022	\$4,620,000	\$380,000		\$0	\$5,000,000
CON	2023	\$7,855,000	\$45,000		\$0	\$7,900,000
CON	2024	\$1,100,000	\$0		\$0	\$1,100,000

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$600,000		\$0	\$0	\$600,000
PE	2022	\$1,100,000		\$0	\$0	\$1,100,000
PE	2023	\$200,000		\$0	\$0	\$200,000
PE	2024	\$100,000		\$0	\$0	\$100,000
ROW	2021	\$25,000		\$0	\$0	\$25,000
ROW	2022	\$25,000		\$0	\$0	\$25,000
ROW	2023	\$25,000		\$0	\$0	\$25,000
ROW	2024	\$25,000		\$0	\$0	\$25,000
CON	2021	\$12,490,767	\$736,233		\$0	\$13,227,000
CON	2022	\$7,022,400	\$577,600		\$0	\$7,600,000
CON	2023	\$7,954,430	\$45,570		\$0	\$8,000,000
CON	2024	\$4,000,000	\$0		\$0	\$4,000,000

Change Notes

NHDOT Description of Changes

The program is being adjusted to accommodate necessary changes in children project fund amounts. This change does not affect any projects in the Strafford region.

Funding Sources

FHWA

STBG-State Flexible
 STBG-Non Urban Areas Under 5K
 STBG-5 to 200K
 National Highway Performance
 Hwy Infrastructure

NHDOT

Toll Credit
 General Fund

LEE 41322

Towns: LEE
Road: NH Route 125
Scope: Bridge Replacement of culvert carrying NH 125 over Little River Br No 073/084
Acronyms:

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<i>\$110,000</i>
PE	2022	\$330,000		\$0	\$0	<i>\$330,000</i>
ROW	2022	\$16,500		\$0	\$0	<i>\$16,500</i>
CON	2023	\$1,650,000		\$0	\$0	<i>\$1,650,000</i>

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	<i>\$110,000</i>
PE	2022	\$495,000		\$0	\$0	<i>\$495,000</i>
ROW	2022	\$16,500		\$0	\$0	<i>\$16,500</i>
CON	2023	\$1,650,000		\$0	\$0	<i>\$1,650,000</i>

Change Notes

NHDOT Description of Changes

Engineering funds increased in 2022; needed for additional engineering work.

SRPC Notes

Funding Sources

FHWA

STBG-Non Urban Areas Under 5K

National Highway Performance

BRGBIL

NHDOT

Toll Credit

LEE 42876

Towns: Lee
Road: NH125
Scope: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH125.
Acronyms: CMAQ: Congestion Mitigation Air Quality Improvement Program

Approved Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	\$110,000
PE	2022	\$27,500		\$0	\$0	\$27,500
ROW	2022	\$82,500		\$0	\$0	\$82,500
CON	2024	\$876,370		\$0	\$0	\$876,370

Proposed Funding

Phase	Fiscal Year	Federal	State	Other	Total	
PE	2021	\$110,000		\$0	\$0	\$110,000
PE	2023	\$27,500		\$0	\$0	\$27,500
ROW	2023	\$82,500		\$0	\$0	\$82,500
CON	2024	\$876,370		\$0	\$0	\$876,370

Change Notes

NHDOT Description of Changes

Moved engineering and right-of-way funds from 2022 to 2023 to align with current design schedule.

SRPC Notes

Funding Sources

FHWA

Congestion Mitigation and Air Quality Program

NHDOT

Toll Credit