

SRPC Executive Committee Meeting Agenda

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

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

Online Access: <https://us02web.zoom.us/j/84905778392>
Webinar ID: 849 0577 8392
Telephone-only Access: +1 312 626 6799

Note: *The meeting will be held in person, virtual access is provided for staff and members of the public that wish to attend remotely. Please contact Megan Taylor-Fetter at 603-994-3500 X115 for remote meeting assistance.*

1. **Welcome/Introductions**
2. **Action Items (Motions Required)**
 - a. Approval of the Minutes of November 19, 2021 (**enclosed**)
 - b. Acceptance of the Draft November Financials (**enclosed**)
3. **Updates**
 - a. Employee Handbook Updates (**enclosed**)
 - b. Awards, Contracts, and General Business Update (**see memo**)
 - c. December Monthly Minors (**separate mailing**)
4. **Other Business**
5. **Adjourn**

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



Rules of Procedure

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

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

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

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

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

Active participation is encouraged from all members.

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

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

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

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

STRAFFORD

Regional Planning Commission

**Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867
November 19, 2021
DRAFT Meeting Minutes**

1. Welcome/Introductions

David Landry called the meeting to order at 8:00 A.M. and asked for introductions.

Committee members present: Chair David Landry, Dover; Barbara Holstein, Rochester; Bill Fisher, Farmington; Mike Bobinsky, Somersworth; Tom Crosby, Madbury

Committee Members participating remotely: Peter Nelson; Newmarket

Staff members present: Jen Czysz; Executive Director SRPC.

Guests attending remotely: Alyssa Simard of Melanson, PC

Staff attending remotely: Kathy Foster, Megan Taylor-Fetter,

2. Presentation: FY 2021 DRAFT Audit: Melanson, Heath, and Co, PC

A. Simard from Melanson shared the results of the Fiscal Year 2021 audit report for SRPC.

A. Simard thanked Jen Czysz and Kathy Foster, SRPC financial consultant, for their cooperation during this year's remote audit. She added that this went smoothly due to the SRPC's organization.

A. Simard began reviewing the draft financial statements and the governance letter. There was a single audit this year, however, it is still pending final guidance being issued from the federal government. She reviewed the management's responsibility in this process. She also reviewed the auditor's responsibility.

A. Simard read the following opinion included in the independent auditor's report:

“In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Strafford Regional Planning Commission, as of June 30, 2021, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United State of America.”

She added that this is a clean, or unmodified opinion.

A. Simard reviewed the governance letter – there were no significant difficulties, or disagreement with management.

There were no significant deficiencies or material weaknesses noted during the audit.

A. Simard reviewed the Management’s Discussion and Analysis section including an overview of the financial statements. She explained the government-wide financial analysis, noting changes between FY 2020 and FY 2021.

A. Simard reviewed the statement of net position, and how it changed from FY20 to FY21.

A. Simard reviewed the statement of activities, which looks at expenses against operating grants and expenses. She reported the numbers up to June 30, 2021.

She reviewed the Statement of Revenues, Expenditures, and Changes in Fund Balances. Most expenditures for SRPC, like similar organizations, are for employees and benefits.

She reviewed the note disclosures. SRPC did not need to draw online of credit. This line of credit is a backup for inconsistent or untimely payments.

3. Action Items

a. Approval of the Minutes of September 17, 2021

M. Bobinsky **MOVED** to approve the September 17, 2021 minutes with a minor change B. Holstein **SECONDED** the motion. A roll call vote was taken. B. Fisher abstained. T. Crosby, B. Holstein, M. Bobinsky, D. Landry, P. Nelson **VOTED** in the affirmative. The motion **CARRIED**.

b. Acceptance of FY 2021 Draft Audit Report

B. Fisher **MOVED** to accept the FY 2021 Draft Audit Report. D. Landry **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

c. **Acceptance of the Draft September and October Financials**

J. Czysz reviewed the Draft September and October Financials. On the balance sheet she explained that the checking and savings register totals remained healthy through September and October. FY 2022 is looking better than this time last year.

Aging Summary: J. Czysz explained that looking at the aging summary as of the end of October, \$122,527 of the outstanding \$188,698 is the current month's billings. She noted the DOT reimbursements are running a week or two behind. The outstanding \$32,724 payment was received just prior to the meeting. J. Czysz continued her review of the aging summary by explaining that there have been delays by EDA processing the CARES act payments and the September invoice has yet to be processed by their staff. There is a handful of smaller items past due that K. Foster is following up on.

Profit and Loss: J. Czysz explained that September saw a slight loss, just under \$8,000, however, October is looking like the month will end with a \$46,671 profit. This is a result of a few things. Several task-based contracts were billed in October where we were previously unable to bill for costs until the task was complete. Several contracts only bill quarterly or less frequent bases and were able to be invoiced in October. Many of the one-time annual expenses were completed in the first few months of the year resulting in lower monthly expenses for the remainder of the year.

T. Crosby **MOVED** to accept the Draft Financials. M. Bobinsky **SECONDED** the motion. The motion **CARRIED** via a roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

d. **Approval of Simple IRA Employer Contribution for CY2022**

J. Czysz explained that Strafford RPC has offered a Simple IRA plan since 2000 and that it has been unchanged since it was amended and restated in 2004. She continued by stating that retirement benefits are available to SRPC employees who earn at least \$5,000 per year. SRPC offers a matching contribution equal to each employee's contribution up to a limit of 3% of their annual compensation. Each year the executive committee is asked to approve the contribution limit before the completion of the annual Participant Notice that must be distributed to all eligible employees.

J. Czysz explained that staff had been participating in bimonthly staff trainings and there is an upcoming training on retirement planning. D. Landry opined that it is an important benefit to employees.

K. Pimental asked if an increase to the contribution could be considered. J. Czysz responded that can be reviewed.

M. Bobinsky **MOVED** to approve the SIMPLE IRA Employer Contribution for CY2022. T. Crosby **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

e. Recommend Commission Approval of Proposed Mid-Year Budget

J. Czysz reviewed the key changes on the revenue side which included contracts that carried forward from FY 2021 have been updated to reflect actual balances remaining. Added new contracts and splitting the EDA Planning line to reflect the two separate contracts.

J. Czysz reviewed the key changes on the expense side which includes adjustments to salaries and benefits to reflect actuals, adjustments to reflect purchases. The large change in office expenses as a result of a detailed contract review. The travel line reflects the total amount of travel budgeted in individual contracts.

J. Czysz explained that Kathy Foster has sold her business and is now a part time employee. This has reduced financial services expenses. The remaining outsourced contracts have been updated to reflect the actual balances remaining after the close of FY2021.

4. Updates and Discussion

a. Employee Handbook Updates

Chair D. Landry tabled this discussion to a future meeting

b. Awards Contracts and General Business Update

J. Czysz explained that in regard to Covid 19, the plan was to gradually set schedules for in office and telecommuting effective after Labor Day, that was then postponed to New Years. However, due to the recent uptick in cases, the current practice will continue until cases come down to safe levels. In addition, staff are strongly encouraged to wear masks when at in person meetings and in the office.

Indirect Rate and Dues: J. Czysz updated the members and stated that as of the end of October, the indirect rate is 114%.

Awards and Contracts: J. Czysz reviewed the awarded pending contracts including Commute Smart Seacoast, NHDES Coastal Program Project of Special

Merit, NHCDFR-CV Housing Grant which SRPC will serve as the grant writer and administrator and finally Rollinsford Road Surface management System Plan.

J. Czysz updated the committee on recently submitted and pending decision grants and contracts including AARP, Regional Housing Needs Assessment, EDA Build Back Better and NHDES Local Source Water Protection.

J. Czysz stated that the EPA Brownfields assessment Grant is in development and the NHDES Coastal Resilience Grant was not funded.

c. November Minors

C. Lentz joined the meeting to present the monthly minors:

- Statewide Pavement Marking Annual Project
- Dover, Newington: NH Widen Turnpike including Little bay Bridges from Gosling Road to Dover Toll
- Statewide: Upgrades to sidewalks, curb ramps, and signals to be compliant with ADA laws
- Statewide: Rehab of Tier 2 roads
- Lee: Bridge replacement of culvert carrying NH 125 over Little River Ber. Number 073/084
- Somersworth: Signal Optimization on High Street
- Statewide: Evaluate 61+ traffic control signals and develop & implement timings to improve traffic flow
- Somersworth: Signal optimization on High Street/route 108 corridor
- Lee: Construct up to an 80 space Park and Ride Lot near the junction of US4 and NH 125
- Statewide: Project to update signing on state system
- Statewide: Guardrail replacement

M. Bobinsky did not concur with the proposed change to project 41741 in Somersworth (changing the construction phase from FY2022 to FY2023). The city will be ready to go out for bid on the project by March 2022 and any more delays will be detrimental.

M. Bobinsky **MOVED** to approve all proposed changes in the November minors except the proposed change to Somersworth 41741. T. Crosby **SECONDED** the motion. The motion **CARRIED** via roll call vote of M. Bobinsky, T. Crosby, D. Landry, B. Fisher, P. Nelson, and B. Holstein in the **AFFIRMATIVE**.

5. Other Business

There was no other business.

6. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. B. Fisher **SECONDED** the motion. **All in favor to adjourn, none opposed.**

The meeting adjourned at 9:00 a.m.

DATE: December 13, 2021

TO: Executive Committee Members

FROM: Jen Czysz, Executive Director

RE: Director's Report for the December 15, 2021 Meeting

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

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft November Financials

Balance Sheet: The checking and savings register totals remained healthy through November and the balance sheet is relatively comparable to this time last year.

Aging Summary: \$118,326 of the outstanding \$239,871 is the current month's billings. Another \$57,983 of outstanding billing was paid in December, leaving a past due balance of \$63,562. This includes payments from NHDOT and EDA. The DOT reimbursements are running a couple weeks behind and should be received this week. Additionally, there have been delays at EDA processing the CARES act payments and the October invoice is still pending. There are a handful of smaller items past due that Kathy has followed upon and are being tended to.

Profit and Loss: November saw a profit of \$28,118. This is a result of a few things including continued catch up on task based contracts. Several contracts only bill on quarterly or less frequent bases and were able to be invoiced in November. Many of the one-time annual expenses were completed in the first few months of the year resulting in lower monthly expenses for the remainder of the year. As a result, we now have a net income for the year of \$27,445. December is a three payroll month. As a result, the net income is expected to be closer to breaking even at the end of December.

3a. Employee Handbook Updates

This is a first draft for discussion, same as was in your August and September packet. Megan has been working to reorganize the handbook and update select policies. At the November meeting we will focus on the proposed paid time off changes.

3b. Awards, Contracts and General Business Update

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



Indirect Rate and Dues: 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 November, the indirect rate is 107%.

Dues expenditures through November 2021:

July 1 – November 30, 2021	
Income:	
Billable Mapping Services	\$0.00
FY21 Dues Paid	\$49,751.00
Total Income	\$49,751.00

Expenses:	
Vehicle Expenses	\$318.46
Planning Salaries	\$2,592.92
Dues and Subscriptions	\$47.85
Office Software	\$0.00
Travel	\$515.92
Meeting Expense	\$0.00
Office Expense	\$126.04
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$3,032.68
Total SRPC Expenses	\$6,633.87

Cash Match:	
UPWP	\$16,926.99
EDA	\$397.74
Coastal	\$1,195.27
Local Source Water	\$362.35
Dover Equity	\$366.71
Coastal Land Use Guide	\$225.32
Durham Climate Master Plan	\$417.97
Total Cash Match	\$19,892.35

Contract Overages:	
EDA 2021	\$16.35
Durham Climate Master Plan	\$18.42
Total Contract Overages	\$34.77

Total Expenses	\$26,560.99
Annual Dues Remaining	\$23,190.01

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 –

Awarded Pending Contract:

- CommuteSmart Seacoast
- NHDES Coastal Program Project of Special Merit
- NHCDFR 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
- Rollinsford Road Surface Management System plan

Recently Submitted and Pending Decision:

- AARP supplemental funding to extend CHAT outreach efforts
- Congressional Appropriation request for an update to the Regional Housing Needs Assessment and Comprehensive Plan
- NHDES Local Source Water Protection grant to conduct groundwater protection ordinance updates
- EPA Brownfields Assessment Grant

Not funded:

- EDA Build Back Better Regional Challenge Gulf of Maine Blue Economy Catalyst

NEXT MEETING January 21, 2022, 8 AM.

Status of Grant Applications and Project Proposals

Title	Funder	Funding Year(s)	Award \$	Dues Match \$	Application Status	Contract Status	Description/Notes
Gafney Home Renovations	CDFA CDBG-CV	FY2022-2023	\$25,000		approved	pending	Grant writing and administration for the City of Rochester and CAPSC application to renovate the Gafney Home as 21-units of low- to moderate-income senior housing
CommuteSmart Seacoast	CMAQ/C OAST	FY2022-2023	\$15,000		approved	pending	SRPC and RPC will be assuming administration the CommuteSmart Seacoast program
Project of Special Merit	NOAA/NHDES	FY2022-2023	\$20,000		approved	pending	Support local technical assistance mini-grants to promote adoption of increased flood protections
RSMS	Rollinsford	FY2022	\$3,940		approved	pending	conduct a Road Surface Management System inventory and analysis for the Town
Supplemental CHAT Outreach	AARP	FY2022	\$6,000		submitted	pending	art installation or additional community visits, still in concept development phase
Comprehensive Plan Update	Senate Earmark	FY2022-2024	SRPC \$150,000 Subawards \$800,000		submitted	pending	SRPC submitted an application for earmark funding on behalf of all nine NH RPCs to support each in their efforts to update their comprehensive plans. The total request will be \$950,000 = \$100,000/RPC plus \$50,000 for SRPC to coordinate on behalf of the nine regions.
Local Source Water Protection	NHDES	FY2022-2023	\$23,318	\$2,000	submitted	pending	Perform updates to local ground water protection ordinances to ensure compliance with current statutes, administrative rules, and correct citation of map source data.
Brownfields	EPA	FY2023-2025	SRPC \$50,000 consultant \$250,000		submitted	pending	Renewal of SRPCs ongoing Brownfields Program, providing Phase I and II environmental assessments and redevelopment planning
Build Back Better Regional Challenge	EDA	FY2022-2024	SRPC \$48,000 Subawards \$72,000		submitted	Not funded	SRPC will serve as a subrecipient of UNH's proposed Gulf of Maine Blue Economy Catalyst proposal. SRPC will subcontract with RPC, SMPDC and MVRPC to conduct a greater regional GIS Analysis, SRPC will also facilitate and compile the Final Master Plan.

Updates since last meeting

SRPC FY 2022 Dashboard - November

For the Dec. 17, 2021 Executive Committee Meeting

November 30, 2021

FSB Checking Beginning Balance	\$65,972.57
Deposits	\$115,370.08
Payments	-\$100,033.43
Uncleared Transactions	-\$37,023.93
FSB Checking Ending Balance	\$44,285.29

Accounts Receivable	\$239,870.92
FSB Savings Account	\$69,263.64

OVERSIGHT ACTIVITIES

Line of Credit Activated?	No; pending renewal to 12/31/2022
Audit Status	Complete

BUDGET NARRATIVE

FSB Balance/Cash on hand:	Approx. 1 month cash on hand
Accounts Receivable:	Primarily current billing + EDA and DOT
FY21 Working Budget:	Adopted Mid-Year Budget

FUNDING SOURCES - ADOPTED MID YEAR BUDGET

Due, Interest & Reimbursement	\$123,523
Metropolitan Planning Organization	\$494,910
State Agencies	\$349,508
Municipal & Nonprofit Agreements	\$190,759
Economic Development District	\$403,268
Total Revenue	\$1,561,968
Pending Grant Applications	\$297,258

EXPENSES - ADOPTED MID YEAR BUDGET

Personnel	\$1,035,675
Equipment	\$52,924
Communications	\$10,873
Fixed Expenses	\$46,028
Miscellaneous Expenses	\$68,025
Contracted Work	\$303,142
Reserve Funds	\$25,000
Total Expenses	\$1,541,668

STAFF PRESENTATIONS - ACTIVITIES NOV.

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)
 RPC Directors Meeting (Jen)
 Strafford Public Health Advisory Committee (Nancy)
 CommuteSmart NH (Shayna)
 CommuteSMART Seacoast (Shayna)
 Policy Committee (Rachel, Alaina, Jen, Nancy, Jackson, Stephen)
 NHPA Executive Committee Meeting (Kyle)
 CAW Outreach meeting (Kyle, Autumn)
 Strafford Boards Meetings as Staff (Natalie, Jen) x 3
 PFPNH (Rachel, Colin)

RPC Activity

Dover Outreach Planner Interviews (Shayna) x 2
 Somersworth Historic Sites Storymap Kick-Off (Jackson, Stephen)
 NH Geodata Portal Project Quarterly Meeting (Jackson, Stephen)
 NDU Planning Board PREPA Meeting (Alaina)
 DOV Equity Team Meetings (Alaina, Autumn, Nancy) x 3
 DOV Equity Outreach Events (Alaina, Autumn, Nancy) x 2
 GBLs Monthly Meeting (Alaina, Kyle)
 Coastal Innovative Land Use Guide (Kyle, Autumn, Alaina) x 3
 NMK All Boards Forum (Kyle)
 ROL Board of Selectmen Meeting (Kyle)
 DOV Climate Forum Planning Meeting (Kyle)
 DUR Town Council Meeting (Kyle, Jen)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 768 (429)
 Users 476 (250)



Constant Contact

Subscribers 7037 (-2)
 Avg. Open Rate 0.25 (-.03)



Facebook

Posts 12 (0)
 Engagement 45 (5)
 Reach 623 (160)
 Followers 412 (2)



Twitter

Tweets 3 (1)
 Profile Visits 30 (-124)
 Impressions 409 (64)
 Followers 284 (-1)
 Mentions 5 (-4)



Instagram

Posts 3 (-1)
 Engagement 29 (-4)
 Reach 342 (100)
 Followers 193 (1)



ArcGIS

Open Data Portal Views 1187 (54)
 Tax Parcel Viewer Views 750 (-24)

STAFF PRESENTATIONS - ACTIVITIES NOV.

RPC Activity cont.

Path to Resilience Project Team Meeting (Kyle)
ROL Stormwater Subcommittee Meeting (Kyle)
DOV Wetlands Subcommittee Meeting (Kyle, Autumn)
Sunrise Lake Project Team Meeting (Kyle)
Regional Housing Needs Assessment statewide team meetings (Jen, Natalie, Rachel) x 4
Durham Master Plan Public Workshops (Kyle, Alaina)
New Durham Hazard Mitigation (Stephen, Jen)

EDD Activity

Seacoast Economy Calls (Natalie, James, Jen, Nancy, Zuzy)
Brownfields meetings w/ FAR and DOV (James, Kyle)
SBDC Business Resiliency Survey Results (Natalie, James, Jen, Nancy, Zuzy)
NH State Council on the Arts Meeting RE: Arts and Culture Mapping (Shayna, Jackson)
Resiliency Subcommittee Meeting (Jen, Nancy)
NH CDFA Community Development Advisory Committee Meeting (Jen, Blair)

MPO Activity

GACIT meeting (11/10/2021) (Colin & Jen)
Meeting with Rep. Annie Kuster and Chris Pappas re: Infrastructure Investment and Jobs Act (11/9/21) (Colin & Jen)

Staff Development & Trainings

How to Work Smarter, Not Harder (All Staff)
Primex Control 9 Training (Rachel, Stephen)
FEMA Benefit Cost Analysis Training (Kyle, Stephen, Blair)
NH CDBG Grant Application Workshop (Kathy, Jen, Blair)
Norther Borders Regional Commission Grant Training (Jen)

Stafford Regional Planning Commission
Balance Sheet
As of November 30, 2021

	Nov 30, 21	Nov 30, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	33,925.15	6,891.06	27,034.09
FSB Savings	69,263.64	97,298.19	-28,034.55
Total Checking/Savings	103,188.79	104,189.25	-1,000.46 ¹
Accounts Receivable			
Accounts Receivable	239,870.92	163,864.86	76,006.06
Total Accounts Receivable	239,870.92	163,864.86	76,006.06 ²
Other Current Assets			
Prepaid Expenses			
Prepaid Website Expenses	126.60	227.88	-101.28
Prepaid Dues and Subscriptions	1,605.34	1,976.12	-370.78
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	2,331.94	2,804.00	-472.06
Prepaid software support	2,356.02	1,691.38	664.64
Total Other Current Assets	4,687.96	4,495.38	192.58
Total Current Assets	347,747.67	272,549.49	75,198.18
Fixed Assets			
Vehicles			
Vehicle Accumulated Depreciation	-8,603.65	-2,867.77	-5,735.88
Ford Transit	22,943.35	22,943.35	0.00
Total Vehicles	14,339.70	20,075.58	-5,735.88 ³
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	14,339.70	20,075.58	-5,735.88
TOTAL ASSETS	362,087.37	292,625.07	69,462.30
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			

**Strafford Regional Planning Commission
Balance Sheet
As of November 30, 2021**

	Nov 30, 21	Nov 30, 20	\$ Change
Credit Cards			
FSB Credit Card	1,830.52	366.57	1,463.95
Total Credit Cards	1,830.52	366.57	1,463.95
Other Current Liabilities			
Current Portion of Lease Payabl	4,558.00	0.00	4,558.00
FY22 Dues in Advance	69,651.38	0.00	69,651.38
FY21 Dues in Advance	0.00	69,103.23	-69,103.23
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance			
Payroll Liabilities	17,470.78	9,241.12	8,229.66 ⁴
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	901.96	2,101.30	-1,199.34
Total Payroll Liabilities	932.35	2,131.69	-1,199.34
Total Other Current Liabilities	92,660.51	80,524.04	12,136.47
Total Current Liabilities	94,493.03	80,890.61	13,600.42
Long Term Liabilities			
Lease Payable - Ford Motor Cred	7,633.49	16,600.09	-8,966.60 ⁵
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	11,250.00	9,342.50	1,907.50
Total Accrued expenses	89,744.10	73,389.21	16,354.89 ⁶
Total Long Term Liabilities	97,377.59	89,989.30	7,388.29
Total Liabilities	191,868.62	170,879.91	20,988.71
Equity			
Retained Earnings	166,301.80	96,094.51	70,207.29 ⁷
Net Income	3,916.95	25,650.65	-21,733.70
Total Equity	170,218.75	121,745.16	48,473.59
TOTAL LIABILITIES & EQUITY	362,087.37	292,625.07	69,462.30

Stafford Regional Planning Commission
Balance Sheet
As of November 30, 2021

1. **Cash:** Revenue in Advance has substantially strengthened our cash position. During November, we had quite a few payments due from circuit rider contracts, DES, EDA, and DOT. The circuit rider contracts were caught up in December, but we are still waiting on reimbursement for October invoices from DES, EDA and DOT.
2. **Accounts Receivable:** See comments above and the Accounts Receivable Aging Summary Comments for further details.
3. **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.
4. **Contract Revenue in Advance:** NHCHF \$574, GSCH -\$80 (to be invoiced \$17,000 in January), EDA \$16,976
5. **Lease Payable:** This is the principal amount due for the lease to own Ford Transit Connect. The auditors also created a journal entry to book the "current" portion of the lease payable under Other Current Liabilities, for an additional \$4558 owed.
6. **Accrued Expenses:** These amounts were adjusted at year-end and reflect wages paid in FY22 worked in FY21 and vacation hours accrued by staff at 6/30/21. The annual audit accrual is the FY21 audit expected charge, per the auditors' engagement letter.
7. **Retained Earnings:** Cumulative posting of net income from all prior years.

Strafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
1000 Indirect Administration						
1020 CDBG Grant Writing	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Total 1000 Indirect Administration	0.00	0.00	0.00	0.00	3,000.00	3,000.00
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	0.20	0.00	0.00	0.20
Total 2200 PLUR Books	0.00	0.00	0.20	0.00	0.00	0.20
2000 LTA (Local Technical Assistance) - Other						
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	0.20	0.00	0.00	0.20
3300 City of Dover						
3303 Dover Equity	6,848.30	1,842.50	0.00	0.00	0.00	8,690.80
Total 3300 City of Dover	6,848.30	1,842.50	0.00	0.00	0.00	8,690.80
3400 Town of Durham						
3403 Durham Groundwater Modeling	9,549.41	0.00	0.00	0.00	0.00	9,549.41
3404 Durham Resilience Grant	0.00	603.95	0.00	0.00	0.00	603.95
Total 3400 Town of Durham	9,549.41	603.95	0.00	0.00	0.00	10,153.36
3500 Town of Farmington						
3501 FAR Circuit Rider	3,117.00	2,403.85	0.00	0.00	5,094.70	10,614.75
Total 3500 Town of Farmington	3,117.00	2,403.85	0.00	0.00	5,094.70	10,614.75
4200 Town of Northwood						
4201 NOR Circuit Rider	2,817.12	879.33	0.00	1,344.33	947.53	5,988.31
Total 4200 Town of Northwood	2,817.12	879.33	0.00	1,344.33	947.53	5,988.31
4300 Town of Nottingham						
4301 NOT Circuit Rider	1,761.94	0.00	0.00	0.00	0.00	1,761.94
Total 4300 Town of Nottingham	1,761.94	0.00	0.00	0.00	0.00	1,761.94
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	503.16	0.00	0.00	0.00	503.16
Total 4500 Town of Rollinsford	0.00	503.16	0.00	0.00	0.00	503.16
4600 City of Somersworth						
4602 Somersworth 2021 Tax Map	436.25	0.00	0.00	0.00	0.00	436.25
Total 4600 City of Somersworth	436.25	0.00	0.00	0.00	0.00	436.25
4700 Town of Strafford						
4701 Strafford Circuit Rider	3,730.20	0.00	0.00	0.00	0.00	3,730.20
Total 4700 Town of Strafford	3,730.20	0.00	0.00	0.00	0.00	3,730.20
4800 Town of Wakefield						
4801 Wakefield Circuit Rider 2021	151.25	0.00	0.00	0.00	0.00	151.25

Strafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2021

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
4802 Sanbornville Precinct	423.95	0.00	0.00	0.00	0.00	423.95
Total 4800 Town of Wakefield	575.20	0.00	0.00	0.00	0.00	575.20
5050 Rockingham Planning Commission	1,138.30	0.00	0.00	0.00	0.00	1,138.30
5052 RPC CILUG	1,138.30	0.00	0.00	0.00	0.00	1,138.30
Total 5050 Rockingham Planning Commission	0.00	3,250.00	0.00	0.00	0.00	3,250.00
5201 UNH	0.00	3,250.00	0.00	0.00	0.00	3,250.00
5204 DOV PREPA	0.00	0.00	0.00	0.00	0.00	0.00
Total 5201 UNH	0.00	3,250.00	0.00	0.00	0.00	3,250.00
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
6000 NH Office of Planning & Development	0.00	1,484.51	0.00	0.00	0.00	1,484.51
6001 TBG22-23	2,749.99	2,084.62	0.00	0.00	0.00	4,834.61
6002 ARPA RHNA	2,749.99	3,569.13	0.00	0.00	0.00	6,319.12
Total 6000 NH Office of Planning & Development	2,530.04	1,937.12	0.00	0.00	0.00	4,467.16
6100 NH DES	0.00	1,417.28	0.00	0.00	0.00	1,417.28
6102 Coastal 22	0.00	483.75	0.00	0.00	0.00	483.75
6180 NFWF Scaling Up Living Shorelines	6,519.50	34,045.50	0.00	0.00	0.00	40,565.00
6250.000 PRB-Oyster River	4,277.00	4,697.50	0.00	0.00	0.00	8,974.50
6251 Sunrise Lake	13,326.54	42,581.15	0.00	0.00	0.00	55,907.69
6303 LSWP 22	1,875.00	2,025.00	0.00	0.00	0.00	3,900.00
Total 6100 NH DES	1,875.00	2,025.00	0.00	0.00	0.00	3,900.00
6500 DEPT OF SAFETY (OEM)	1,875.00	2,025.00	0.00	0.00	0.00	3,900.00
6501 PDM19 BAR NDU ROL SOM	9,402.67	0.00	0.00	0.00	2,104.07	11,506.74
Total 6500 DEPT OF SAFETY (OEM)	9,402.67	0.00	0.00	0.00	2,104.07	11,506.74
6600 CDFR-CDBG Grant Administration	9,402.67	0.00	0.00	0.00	2,104.07	11,506.74
6601 CAPSC-Strafford Cty Homeless Shelter	9,402.67	0.00	0.00	0.00	2,104.07	11,506.74
Total 6600 CDFR-CDBG Grant Administration	24,119.68	19,920.01	0.00	0.00	0.00	44,039.69
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	24,119.68	19,920.01	0.00	0.00	0.00	44,039.69
7002 EDA CARES	24,119.68	19,920.01	0.00	0.00	0.00	44,039.69
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION	7,673.96	0.00	0.00	0.00	0.00	7,673.96
7100 EPA	7,673.96	0.00	0.00	0.00	0.00	7,673.96
7110 Brownfields 2019-2022	7,673.96	0.00	0.00	0.00	0.00	7,673.96
Total 7100 EPA	29,204.34	31,476.91	0.00	0.00	0.00	60,681.25
8000 DOT UPWP	29,204.34	31,476.91	0.00	0.00	0.00	60,681.25
8001 UPWP 22-23	29,204.34	31,476.91	0.00	0.00	0.00	60,681.25
Total 8000 DOT UPWP	0.00	0.00	0.00	0.00	0.00	0.00
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	118,325.90	109,054.19	0.20	1,344.33	11,146.30	239,870.92

Stafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2021

-
1. FAR \$2403.05 and \$5094.70 received Dec
 2. NOR \$879.33, \$1344.33, \$947.53 received Dec
 3. TBG \$1484.51 received Dec
 4. ARPA \$2084.62 received Dec
 5. Sunrise Lake \$34045.50 received Dec
 6. PDM \$2025.00 received Dec
 7. EPA \$7673.96 received Dec

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Strafford Regional Planning Commission

Profit & Loss

November 2021

	Nov 21	Nov 20	\$ Change
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	9,950.20	9,871.89	78.31
SRPC Revenue			
Municipal and NonProfit Revenue			
4802 Sanbornville Precinct	423.95	0.00	423.95
4602 SOM Tax Map	436.25	0.00	436.25
4703 Strafford Circuit Rider	3,730.20	0.00	3,730.20
4801 WAK Circuit Rider	151.25	0.00	151.25
NDU RSMS	0.00	1,781.82	-1,781.82
5151 GSCH - Tufts	5,038.55	2,155.20	2,883.35
3501 FAR Circuit Rider	3,117.00	4,538.38	-1,421.38
5101 NHCHF	0.00	611.48	-611.48
4201Northwood Planning Services	2,817.12	1,557.50	1,259.62
4301 NOT Circuit Rider	1,761.94	1,872.50	-110.56
Total Municipal and NonProfit Revenue	17,476.26	12,516.88	4,959.38
Total SRPC Revenue	17,476.26	12,516.88	4,959.38
Economic Development Revenue			
7002 EDA CARES	24,119.68	9,811.08	14,308.60
7001 EDD	9,682.57	12,655.42	-2,972.85
7110 EPA Brownfields	7,673.96	13,680.62	-6,006.66
Total Economic Development Revenue	41,476.21	36,147.12	5,329.09
State Award Revenue			
6002 ARPA RHNA	2,748.99	0.00	2,748.99
CDFA			
6601 CDBG Grant	9,402.67	0.00	9,402.67
Total CDFA	9,402.67	0.00	9,402.67
NHDES			
5052 RPC CILUG	1,300.91	0.00	1,300.91
3303 DOV Equity	7,750.36	0.00	7,750.36
6251 Sunrise Lake	6,519.50	1,540.00	4,979.50
3404 DUR Resilience	0.00	4,141.67	-4,141.67
6102 Coastal FY22	4,548.79	2,434.71	2,114.08
3302 DOV Coastal Resilience	0.00	2,067.77	-2,067.77
3403 Dur Groundwater Modeling	9,549.41	5,392.78	4,156.63
6303 Local Source Water MIL ROL	4,704.23	0.00	4,704.23
6250 Watershed PRB	0.00	4,681.00	-4,681.00
Total NHDES	34,373.20	20,257.93	14,115.27
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	2,500.00	0.00	2,500.00
Total Pre-Disaster Mitigation	2,500.00	0.00	2,500.00
Targeted Block	0.00	1,772.18	-1,772.18
Total State Award Revenue	49,025.86	22,030.11	26,995.75
MPO Revenue			

Strafford Regional Planning Commission Profit & Loss November 2021

	Nov 21	Nov 20	\$ Change
NH DOT			
8001 UPWP 22-23	32,449.27	0.00	32,449.27
8000 UPWP	0.00	44,600.05	-44,600.05
Total NH DOT	32,449.27	44,600.05	-12,150.78
Total MPO Revenue	32,449.27	44,600.05	-12,150.78
Contra Income Cash Match			
Cash Match RPC CILUG	-162.61	0.00	-162.61
Dover Equity Cash Match			
Dover Cash Match	-428.03	0.00	-428.03
SRPC Cash Match	-171.21	0.00	-171.21
Total Dover Equity Cash Match	-599.24	0.00	-599.24
Local Source Water Cash Match			
Coastal Cash Match	-362.34	0.00	-362.34
DOT Cash Match	-505.77	0.00	-505.77
NDU RSMS Match	0.00	-642.96	642.96
DOT Cash Match - Other	-3,244.93	-3,817.05	572.12
Total DOT Cash Match	-3,244.93	-4,460.01	1,215.08
EDD Cash Match	0.00	-1,494.94	1,494.94
Total Contra Income Cash Match	-4,874.89	-5,954.95	1,080.06
Contra Income InKind/Soft Match			
IK LSWP	-64.89	0.00	-64.89
IK DOV Equity	-302.82	0.00	-302.82
IK DOV Resilience	0.00	-334.60	334.60
In-Kind Coastal Match	1,512.98	-918.45	-594.53
In-Kind EDD Match	-4,351.91	-4,185.48	-166.43
In-Kind HazMit Match	-625.00	0.00	-625.00
Total Contra Income InKind/Soft Match	-6,857.60	-5,438.53	-1,419.07
Total Income	138,645.31	113,772.57	24,872.74
Gross Profit	138,645.31	113,772.57	24,872.74
Expense			
Personnel Expenses			
Salary and Wages	63,315.03	49,070.14	14,244.89
Payroll Expenses			
FSA Fees	0.00	8.25	-8.25
Dental insurance expense	89.91	214.57	-124.66
Health incentive	0.00	485.99	-485.99
Health insurance expense	480.00	3,011.29	-2,531.29
Life insurance expense	117.47	90.44	27.03
LTD insurance expense	65.08	55.74	9.34
STD insurance expense	55.03	137.17	-82.14
Payroll Processing Fees	213.00	187.00	26.00
Pension expense	1,819.28	1,475.11	344.17
Unemployment expense	0.00	0.00	0.00
Workers Compensation	0.00	-159.09	159.09

Strafford Regional Planning Commission Profit & Loss November 2021

	Nov 21	Nov 20	\$ Change
Payroll Taxes			
Medicare Expense	897.59	692.46	205.13
Social Security expense	3,837.97	2,960.86	877.11
Payroll Taxes - Other	0.02	0.02	0.00
Total Payroll Taxes	<u>4,735.58</u>	<u>3,653.34</u>	<u>1,082.24</u>
Total Payroll Expenses	7,575.35	9,159.81	-1,584.46
Dues and Subscriptions	333.91	551.91	-218.00
Staff Training and Seminars	150.00	450.00	-300.00
Total Personnel Expenses	<u>71,374.29</u>	<u>59,231.86</u>	<u>12,142.43</u>
Equipment expense			
Computer Supplies	0.00	28.44	-28.44
Copier Maintenance Contract	319.85	319.85	0.00
Office furniture			
Computer equipment	1,070.58	4,090.22	-3,019.64
Office furniture - Other	8,841.77	0.00	8,841.77
Total Office furniture	<u>9,912.35</u>	<u>4,090.22</u>	<u>5,822.13</u>
Software expense			
Arcinfo/View software	400.00	400.00	0.00
Office Software			
iDrive	49.97	0.00	49.97
Timesheet Software	140.00	0.00	140.00
Zoom	58.32	0.00	58.32
Adobe In Design	73.98	73.98	0.00
Anti-virus software	38.73	30.10	8.60
Constant Contact	85.50	40.50	45.00
DropBox	11.99	0.00	11.99
Microsoft Office 365	200.00	209.73	-9.73
Total Office Software	<u>658.46</u>	<u>354.31</u>	<u>304.15</u>
Total Software expense	<u>1,058.46</u>	<u>754.31</u>	<u>304.15</u>
Total Equipment expense	<u>11,290.66</u>	<u>5,192.82</u>	<u>6,097.84</u>
Fixed Expenses			
Insurance			
Liability Insurance	406.45	480.42	-73.97
Total Insurance	<u>406.45</u>	<u>480.42</u>	<u>-73.97</u>
Rent			
Vehicle Expenses	2,500.00	2,500.00	0.00
Depreciation Expense	477.99	477.99	0.00
Vehicle Gas & Repairs	89.34	0.00	89.34
Vehicle Interest	60.12	81.11	-20.99
Total Vehicle Expenses	<u>627.45</u>	<u>559.10</u>	<u>68.35</u>
Total Fixed Expenses	<u>3,533.90</u>	<u>3,539.52</u>	<u>-5.62</u>
Communications			
Office Telephone System	0.00	136.75	-136.75

Strafford Regional Planning Commission
Profit & Loss
November 2021

	Nov 21	Nov 20	\$ Change
Postage and Delivery	17.99	17.99	0.00
Telephone and Internet	289.77	285.40	4.37
Website maintenance and updates			
Website and logo design	8.44	8.44	0.00
Total Website maintenance and updates	316.20	448.58	-132.38
Total Communications			
Administrative			
Library & Planning Books	0.00	-200.20	200.20
Office Expense	847.92	602.36	245.56
Office Supplies	212.78	40.77	172.01
Printing and Reproduction			
Professional Fees	33.05	0.00	33.05
Accounting, Audit			
Accounting, Audit	1,250.00	902.50	347.50
Total Professional Fees	1,250.00	902.50	347.50
Travel & Ent			
Travel	232.06	68.15	163.91
Total Travel & Ent	232.06	68.15	163.91
Total Administrative	2,575.81	1,413.58	1,162.23
Contract Labor			
Financial Services	0.00	1,787.50	-1,787.50
IT and Network support	238.00	607.50	-337.50
Pass Through Expense			
DOV Equity Consultants	4,372.15	0.00	4,372.15
Project Supplies	174.75	0.00	174.75
EDA CARES Contract Support	624.00	0.00	624.00
DUR Resilience Subcontract	0.00	2,029.54	-2,029.54
Dov Resilience	0.00	940.00	-940.00
DUR Groundwater Consultant	8,797.36	3,510.00	5,287.36
EPA Brownfields Consultants	7,206.91	13,379.75	-6,172.84
Total Pass Through Expense	21,175.17	19,859.29	1,315.88
Total Contract Labor	21,445.17	22,254.29	-809.12
Total Expense	110,536.03	92,080.65	18,455.38
Net Ordinary Income	28,109.28	21,691.92	6,417.36
Other Income/Expense			
Other Income			
Interest Income	8.97	19.64	-10.67
Total Other Income	8.97	19.64	-10.67
Net Other Income	8.97	19.64	-10.67
Net Income	28,118.25	21,711.56	6,406.69

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Accrual Basis

Stafford Regional Planning Commission
Profit & Loss
November 2021

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. November revenue reflects significant progress made on several of these projects.
2. Personnel Expenses: Due to the number of contracts/projects, additional staffing has been obtained for FY22. The Financial Consultant is now an employee, as of mid-October, with the first paycheck date in November. In November of the current fiscal year there were 16 staff members, compared to 12 staff members in the prior year. Staff also received pay increases effective 7/1/21.
3. Computer Equipment: One ThinkPad and scanner equipment was purchased, to be reimbursed by EDA.
4. Contract Labor: As mentioned above, the Financial Consultant is now an employee. Other contract labor costs are dependent on receipt of invoices from subcontractors.

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Strafford Regional Planning Commission Income by Customer November 2021

Date	Name	Memo	Amount
2000 LTA (Local Technical Assistance)			
11/01/2021	2000 LTA (Local Te...	Dues 137993.70, LESS NOT, MIL, LEE, BRK, NOR REDUCTION=119402.40=9950.20 (Jul-Jun)	9,950.20
	Total 2000 LTA (Local Technical Assistance)		9,950.20
3300 City of Dover			
3303 Dover Equity			
11/30/2021	3300 City of Dover...	Dover Equity Progress Billing - November 2021	7,750.36
11/30/2021	3300 City of Dover...	Dover Cash Match Dover Equity	-428.03
11/30/2021	3300 City of Dover...	SRPC Cash Match Dover Equity	-171.21
11/30/2021	3300 City of Dover...	Dover Equity In Kind Match	-302.82
	Total 3303 Dover Equity		6,848.30
	Total 3300 City of Dover		6,848.30
3400 Town of Durham			
3403 Durham Groundwater Modeling			
11/30/2021	3400 Town of Durh...	Progress Billing Durham Groundwater - November 2021	9,549.41
	Total 3403 Durham Groundwater Modeling		9,549.41
	Total 3400 Town of Durham		9,549.41
3500 Town of Farmington			
3501 FAR Circuit Rider			
11/30/2021	3500 Town of Farmi...	Progress Billing - Farmington Circuit Rider - November 2021	3,117.00
	Total 3501 FAR Circuit Rider		3,117.00
	Total 3500 Town of Farmington		3,117.00
4200 Town of Northwood			
4201 NOR Circuit Rider			
11/30/2021	4200 Town of North...	Progress Billing - Northwood Circuit Rider - November 2021	2,817.12
	Total 4201 NOR Circuit Rider		2,817.12
	Total 4200 Town of Northwood		2,817.12
4300 Town of Nottingham			
4301 NOT Circuit Rider			
11/30/2021	4300 Town of Nottin...	Progress Billing - Nottingham Circuit Rider - November 2021	1,761.94
	Total 4301 NOT Circuit Rider		1,761.94
	Total 4300 Town of Nottingham		1,761.94
4600 City of Somersworth			
4602 Somersworth 2021 Tax Map			
11/30/2021	4600 City of Somer...	Progress Billing Somersworth Tax Map Update - November 2021	436.25

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Accrual Basis

Strafford Regional Planning Commission Income by Customer November 2021

Date	Name	Memo	Amount
Total 4602	Somersworth 2021 Tax Map		436.25
Total 4600	City of Somersworth		436.25
4700 Town of Strafford			
4701	Strafford Circuit Rider		
11/30/2021	4700 Town of Straff...	Progress Billing - Strafford Circuit Rider - November 2021	3,730.20
Total 4701	Strafford Circuit Rider		3,730.20
Total 4700	Town of Strafford		3,730.20
4800 Town of Wakefield			
4801	Wakefield Circuit Rider 2021		
11/30/2021	4800 Town of Wake...	Progress Billing - Wakefield Circuit Rider - May through November 2021	151.25
Total 4801	Wakefield Circuit Rider 2021		151.25
4802 Sanbornville Precinct			
11/30/2021	4800 Town of Wake...	Progress Billing - Sanbornville NBRC Reporting - 3/1-11/30/21	423.95
Total 4802	Sanbornville Precinct		423.95
Total 4800	Town of Wakefield		575.20
5050 Rockingham Planning Commission			
5052	RPC CILUG		
11/30/2021	5050 Rockingham ...	Progress Billing - RPC CILUG - Sept through Nov 2021	1,300.91
11/30/2021	5050 Rockingham ...	Cash Match	-162.61
Total 5052	RPC CILUG		1,138.30
Total 5050	Rockingham Planning Commission		1,138.30
5150 GSCH			
5151	Creating Age Friendly Communities		
11/30/2021	5150 GSCH:5151 C...	Progress Billing - GSCH - November 2021	5,038.55
Total 5151	Creating Age Friendly Communities		5,038.55
Total 5150	GSCH		5,038.55
6000 NH Office of Planning & Development			
6002	ARPA RHNA		
11/30/2021	6000 NH Office of P ...	Progress Billing - ARPA Regional Housing Needs Assessment - November 2021	2,749.99
Total 6002	ARPA RHNA		2,749.99
Total 6000	NH Office of Planning & Development		2,749.99
6100 NH DES			
6102	Coastal 22		

Strafford Regional Planning Commission Income by Customer November 2021

Date	Name	Memo	Amount
11/30/2021	6100 NH DES:6102...	Coastal 2022 Progress Billing - November 2021	4,548.79
11/30/2021	6100 NH DES:6102...	Cash Match	-505.77
11/30/2021	6100 NH DES:6102...	In Kind match for Coastal grant	-1,512.98
Total 6102 Coastal 22			2,530.04
6251 Sunrise Lake			
11/30/2021	6100 NH DES:6251...	Sunrise Lake Progress Billing - November 2021	6,519.50
Total 6251 Sunrise Lake			6,519.50
6303 LSWP 22			
11/30/2021	6100 NH DES:6303...	Local Source Water 2022 - SWP325 - Progress Billing - November 2021	4,704.23
11/30/2021	6100 NH DES:6303...	Cash Match - Rollinsford	-362.34
11/30/2021	6100 NH DES:6303...	In Kind Match - LSWP - Rollinsford	-64.89
Total 6303 LSWP 22			4,277.00
Total 6100 NH DES			13,326.54
6500 DEPT OF SAFETY (OEM)			
6501 PDM19 BAR NDU ROL SOM			
11/30/2021	6500 DEPT OF SA...	Progress Billing - PDM19 - November 2021	2,500.00
11/30/2021	6500 DEPT OF SA...	In Kind Match for Hazard Mitigation contracts	-625.00
Total 6501 PDM19 BAR NDU ROL SOM			1,875.00
Total 6500 DEPT OF SAFETY (OEM)			1,875.00
6600 CDFA-CDBG Grant Administration			
6601 CAPSC-Strafford Cty Homeless Shelter			
11/30/2021	6600 CDFA-CDBG ...	Progress Billing - CDBG Grant Administration - July through November 2021	9,402.67
Total 6601 CAPSC-Strafford Cty Homeless Shelter			9,402.67
Total 6600 CDFA-CDBG Grant Administration			9,402.67
7000 ECONOMIC DEVELOPMENT ADMINISTRATION			
7002 EDA CARES			
11/30/2021	7000 ECONOMIC ...	EDA CARES - Project 01-69-15047 - Progress Billing - November 2021	24,119.68
Total 7002 EDA CARES			24,119.68
7003 EDA FY22			
11/30/2021	7000 ECONOMIC ...	Progress Billing - EDA Partnership FY22-24 - November 2021	9,682.57
11/30/2021	7000 ECONOMIC ...	In Kind Match	-4,351.91
Total 7003 EDA FY22			5,330.66
Total 7000 ECONOMIC DEVELOPMENT ADMINISTRATION			29,450.34
7100 EPA			

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Accrual Basis

Stafford Regional Planning Commission
Income by Customer
 November 2021

Date	Name	Memo	Amount
7110 Brownfields 2019-2022			
11/30/2021	7100 EPA:7110 Bro...	Progress Billing Brownfields - November 2021	7,673.96
Total 7110 Brownfields 2019-2022			7,673.96
Total 7100 EPA			7,673.96
8000 DOT UPWP			
8001 UPWP 22-23			
11/30/2021	8000 DOT UPWP:8...	Progress Billing - UPWP - November 2021	32,449.27
11/30/2021	8000 DOT UPWP:8...	10% Matching Funds	-3,244.93
Total 8001 UPWP 22-23			29,204.34
Total 8000 DOT UPWP			29,204.34
TOTAL			138,645.31

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

	Jul - Nov 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
2000 SRPC Membership Dues	49,751.00	49,750.81	0.19
SRPC Revenue			
Municipal and NonProfit Revenue			
5152 GSCH AARP CHAT SUPPORT	0.00	2,500.00	-2,500.00
4802 Sanbornville Precinct	423.95	3,333.31	-2,909.36
4602 SOM Tax Map	2,320.00	2,266.67	53.33
4703 Strafford Circuit Rider	15,809.00	20,000.00	-4,191.00
4801 WAK Circuit Rider	151.25	1,250.00	-1,098.75
5151 GSCH - Tufts	17,079.86	12,500.00	4,579.86
DUR Wagon Hill Living Shoreline	0.00	1,000.00	-1,000.00
3501 FAR Circuit Rider	12,906.20	20,833.31	-7,927.11
3504 FAR Tax Map Updates	0.00	1.00	-1.00
5501 GIS Projects	0.00	1.00	-1.00
MIL MS4 NOI	0.00	1.00	-1.00
5101 NHCHF	10,358.21	6,250.00	4,108.21
4102 NKT Tax Maps	0.00	1.00	-1.00
4201 Northwood Planning Services	6,979.56	11,666.69	-4,687.13
4301 NOT Circuit Rider	10,548.74	11,666.69	-1,117.95
4702 Strafford Tax Map	0.00	1.00	-1.00
Total Municipal and NonProfit Revenue	76,576.77	93,271.67	-16,694.90
Total SRPC Revenue	76,576.77	93,271.67	-16,694.90
Economic Development Revenue			
7002 EDA CARES	79,753.27	78,985.81	767.46
7001 EDD	53,129.76	60,200.00	-7,070.24
7110 EPA Brownfields	108,703.05	48,333.31	60,369.74
Total Economic Development Revenue	241,586.08	187,519.12	54,066.96
State Award Revenue			
CDDA			
6601 CDBG Grant	9,402.67	4,166.69	5,235.98
Total CDDA	9,402.67	4,166.69	5,235.98
UNH			
5205 UNH PREPA NDU	0.00	4,500.00	-4,500.00
5204 UNH PREPA DOV	4,997.71	2,466.50	2,531.21
Total UNH	4,997.71	6,966.50	-1,968.79
NHDES			
6151 Project of Special Merit	0.00	2,222.23	-2,222.23
5052 RPC CILUG	1,802.60	3,522.70	-1,720.10
3303 DOV Equity	14,763.76	15,877.94	-1,114.18
6180 NFWF Great Bay Shoreline	5,517.34	11,363.62	-5,846.28
6251 Sunrise Lake	43,615.97	31,811.67	11,804.30
3404 DUR Resilience	8,595.27	0.00	8,595.27
6102 Coastal FY22	11,348.41	12,500.00	-1,151.59
3302 DOV Coastal Resilience	527.47	0.00	527.47
3403 Dur Groundwater Modeling	12,969.71	12,793.11	176.60
6303 Local Source Water Mill. ROL	11,958.52	8,636.38	3,322.14

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

	Jul - Nov 21	Budget	\$ Over Budget
6250 Watershed PRB	483.75	14,474.56	-13,990.81
Total NHDES	111,582.80	113,202.21	-1,619.41
Pre-Disaster Mitigation			
6501 PDM19 BAR NDU ROL SOM	9,791.31	12,222.50	-2,431.19
Total Pre-Disaster Mitigation	9,791.31	12,222.50	-2,431.19
Targeted Block			
6001 TBG 22-23	0.00	4,629.56	-4,629.56
Targeted Block - Other	1,484.51	0.00	1,484.51
Total Targeted Block	1,484.51	4,629.56	-3,145.05
Total State Award Revenue	137,259.00	141,187.46	-3,928.46
MPO Revenue			
NH DOT			
8001 UPWP 22-23	148,286.92	229,125.00	-80,838.08
8000 UPWP	20,982.92	0.00	20,982.92
Total NH DOT	169,269.84	229,125.00	-59,855.16
Total MPO Revenue	169,269.84	229,125.00	-59,855.16
Contra Income Cash Match			
Cash Match RPC C/LUG	-225.32	-454.54	229.22
Dover Equity Cash Match	0.00	-1,145.81	1,145.81
Local Source Water Cash Match	-362.35	-454.54	92.19
Coastal Cash Match	-1,195.27	-1,041.69	-153.58
DOT Cash Match	-18,926.99	-22,524.19	5,597.20
EDD Cash Match	-397.74	-6,250.00	5,852.26
Total Contra Income Cash Match	-19,107.67	-31,870.77	12,763.10
Contra Income InKind/Soft Match			
IK UPWP Match	0.00	-388.31	388.31
IK DOV PREPA	-997.71	-750.00	-247.71
IK DOV Equity	-1,600.34	-1,815.44	215.10
IK DOV Resilience	-230.54	0.00	-230.54
IK DUR Resilience	-2,486.48	0.00	-2,486.48
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	-4,173.98	-5,208.31	1,034.33
In-Kind EDD Match	-21,757.34	-22,916.69	1,159.35
In-Kind HazMit Match	-2,447.83	-3,055.83	608.00
PRB IK Match	0.00	-5,791.69	5,791.69
Total Contra Income InKind/Soft Match	-33,694.22	-40,926.27	7,232.05
Total Income	621,640.80	628,057.02	-6,416.22
Gross Profit	621,640.80	628,057.02	-6,416.22
Expense			
Personnel Expenses			

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

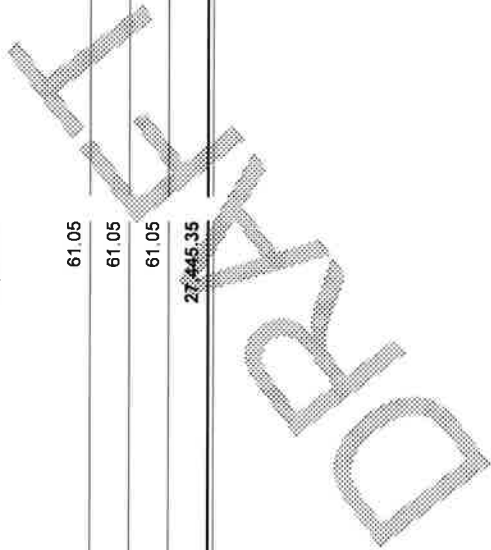
	Jul. - Nov 21	Budget	\$ Over Budget
Salary and Wages	327,873.49	325,003.75	2,869.74
Payroll Expenses			
FSA Fees	11.00	0.00	11.00
Dental insurance expense	1,675.84	3,204.19	-1,528.35
Health incentive	481.72	3,347.06	-2,865.34
Health insurance expense	26,046.53	43,347.50	-17,300.97
Life insurance expense	524.11	538.75	-14.64
LTD insurance expense	288.04	303.75	-15.71
STD insurance expense	940.95	1,140.81	-199.86
Payroll Processing Fees	1,173.00	1,083.31	89.69
Pension expense	8,961.46	14,994.19	-6,032.73
Unemployment expense	-750.41	842.94	-1,593.35
Workers Compensation	339.04	795.44	-456.40
Payroll Taxes	-0.02	24,975.00	-24,975.02
Total Payroll Expenses	39,691.26	94,572.94	-54,881.68
Dues and Subscriptions	2,957.82	3,265.00	-307.18
Staff Training and Seminars	650.00	4,166.69	-3,516.69
Total Personnel Expenses	371,172.57	427,008.38	-55,835.81
Equipment expense			
Copier Maintenance Contract	1,599.25	1,599.19	0.06
Office furniture	10,474.39	7,500.00	2,974.39
Computer equipment	11,608.22	1,875.00	9,734.22
Office furniture - Other	22,083.81	9,375.00	12,708.81
Total Office furniture	44,165.47	9,375.00	34,790.47
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	208.31	-208.31
Total Other Equipment Repair and Cost	0.00	208.31	-208.31
Software expense			
ArcInfo/View software	2,000.00	2,708.31	-708.31
Office Software			
Timesheet Software	700.00	0.00	700.00
Adobe In Design	1,269.85	0.00	1,269.85
Anti-virus software	189.20	0.00	189.20
Constant Contact	427.50	0.00	427.50
DropBox	59.95	0.00	59.95
Microsoft Office 365	673.05	0.00	673.05
Office Software - Other	0.00	4,146.69	-4,146.69
Total Office Software	3,319.55	4,146.69	-827.14
Total Software expense	5,319.55	6,855.00	-1,535.45
Traffic Count Expenses			
Traffic counting supplies	6.48	1,250.00	-1,243.52
Total Traffic Count Expenses	6.48	1,250.00	-1,243.52
Total Equipment expense	29,008.89	19,287.50	9,721.39

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

	Jul - Nov 21	Budget	\$ Over Budget
Fixed Expenses			
Insurance			
Liability Insurance	2,159.03	2,402.06	-243.03
Total Insurance	2,159.03	2,402.06	-243.03
Rent			
Vehicle Expenses	12,500.00	12,500.00	0.00
Depreciation Expense	2,389.95		2,389.95
Vehicle Gas & Repairs	441.43		441.43
Vehicle Interest	318.46		318.46
Vehicle Expenses - Other	0.00		-4,593.31
Total Vehicle Expenses	3,149.84	4,593.31	-1,443.47
Total Fixed Expenses	17,808.87	19,495.37	-1,686.50
Communications			
Media Outreach Expense	25.00	208.31	-183.31
Office Telephone System	0.00	1,791.69	-1,791.69
Postage and Delivery	155.90	166.69	-10.79
Telephone and Internet	1,716.43	1,500.00	216.43
Website maintenance and updates			
Website and logo design	1,640.70	625.00	1,015.70
Total Website maintenance and updates	1,640.70	625.00	1,015.70
Total Communications	3,588.03	4,291.69	-753.66
Administrative			
Library & Planning Books	833.31		-1,188.71
Meetings Expense	-355.40	1,250.00	-1,250.00
Office Expense	0.00		
Office Supplies	4,604.24	2,875.00	1,729.24
Printing and Reproduction	2,253.43	1,250.00	1,003.43
Professional Fees			
Accounting, Audit	33.05	62.50	-29.45
Legal Fees	6,250.00	5,000.00	1,250.00
Total Professional Fees	6,250.00	6,666.69	-416.69
Travel & Ent			
Travel	2,792.56	0.00	2,792.56
Travel & Ent - Other	0.00	833.31	-833.31
Total Travel & Ent	2,792.56	833.31	1,959.25
Total Administrative	15,577.88	13,770.81	1,807.07
Contract Labor			
Financial Services	17,436.25	17,500.00	-63.75
IT and Network support	1,567.50	3,750.00	-2,182.50
Pass Through Expense			
RPC FTA Subcontract	0.00	3,496.69	-3,496.69
DOV Equity Consultants	4,372.15	4,468.75	-96.60
NHDOT Consultant	6,992.67	10,416.69	-3,424.02

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

	Jul - Nov 21	Budget	\$ Over Budget
EDA CARES Contract Support	6,931.00	10,416.69	-3,485.69
DUR Resilience Subcontract	137.99	0.00	137.99
Sunrise Lake Subcontract	4,618.84	20,000.00	-15,381.16
DUR Groundwater Consultant	9,317.36	3,236.00	6,081.36
EPA Brownfields Consultants	105,776.50	45,833.31	59,943.19
PRB Consultants	0.00	12,779.17	-12,779.17
Total Pass Through Expense	138,146.51	110,647.30	27,499.21
Total Contract Labor	157,150.26	131,897.30	25,252.96
Total Expense	594,256.50	615,751.05	-21,494.55
Net Ordinary Income	27,364.30	12,305.97	15,078.33
Other Income/Expense			
Other Income	61.05	44.00	17.05
Interest Income	61.05	44.00	17.05
Total Other Income	61.05	44.00	17.05
Net Other Income	27,445.35	12,349.97	15,095.38
Net Income			



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

1. cRevenues: 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, for example, had three pay periods but the budget was established using 1/12 of budgeted personnel costs per month. Pension expense was based on everyone contributing at least 3% and may not reflect the actual employee contribution elections, and health benefits were estimated and may not reflect actual utilization.
3. Computers: Five ThinkPads and additional monitors were purchased. Also, a ThinkPad, HD TV and scanner system were purchased (to be reimbursed by EDA, approximately \$12,000).
4. Website: Total budgeted costs were \$1500 and spread evenly over 12 months. The majority of website work was done Aug-Oct.
5. Library and Planning Books: Cost was spread evenly over the year. One bill is paid, typically around Dec-Jan.
6. Office Expense: The majority of cost reflects the \$25 COVID reimbursement paid to staff members each payday.
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.
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.

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Paid Time Off

1. Purpose

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

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

2. Accruals and Maximum Accumulations of PTO

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

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

PTO may be accumulated up to a maximum of 40 days. Any accumulated leave over 40 days will be forfeited at the end of the pay period in which the employee exceeds their twentieth vacation day if not used.

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

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

An employee will not accrue any annual leave for pay periods in which the employee is entitled to no wages, unless required under law. Generally, this means when the employee is on unpaid leave, such as FMLA leave. Requests to use annual leave must be approved by the Executive Director. Annual leave may be used in minimum increments of one-half hour.

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

Notes:

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

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

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

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

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

4. PTO Balances Payable Upon Separation of Employment:

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



Strafford Regional Planning Commission Employee Handbook

**Your Guide to Employment at Strafford Regional Planning
Commission**

The SRPC Executive Committee adopted these policies at their regularly
scheduled meeting on July 16, 2021.

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VIII. TIMEOFF/LEAVES OF ABSENCE

A. Holidays

The Commission observes the following paid holidays:

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

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

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

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

Employees may choose the date for their holiday in lieu of Christmas Day, and they must notify the Executive Director of their selection in advance. If an employee elects to work on Christmas Day, the employee may work at home with prior approval from the Executive Director.

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

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

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

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

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

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

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

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

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

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

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

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

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

All regular full-time or part-time employees are eligible for paid time off for temporary absence from work due to illness, injury, or other conditions requiring medical attention. Medical leave may be used for medical appointments and other matters related to employee health. In addition, medical leave may be used for attending to an illness or health-related concern for a member of the employee's immediate family or household. "Immediate family" means the employee's spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian.

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

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

Medical leave is earned at the rate of one day per month of full-time service starting from the employee's date of hire. An employee may accrue a maximum 20 days of medical leave. Medical leave for regular part-time employees will be based on the percentage of hours worked compared to the normal work week for the Commission. Paid medical leave for temporary employees is at the discretion of the Executive Director and may be granted on a prorated basis as applicable.

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

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

Medical leave may be taken in minimum increments of one-half hour.

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

D. Voluntary Leave Donation

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

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

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

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

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

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

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

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

E. Maternity Leave

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

This leave will be unpaid, but the employee may elect to use her accrued annual leave or accrued medical leave during the time of her maternity leave. Eligible employees may also apply for short-term disability benefits. Any paid leave, including the use of annual leave, medical leave, and short-term disability benefits, runs concurrently with state-

mandated maternity leave, and any remaining maternity leave after the use of annual leave, medical leave and short-term disability benefits will be unpaid. Leave taken by eligible employees under our FMLA policy will run concurrently with maternity leave. An employee will not accrue any annual leave or medical leave during the pay periods in which they are entitled to no wages, such as during maternity leave, unless required by law.

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

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

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

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

F. Leave of Absence Without Pay

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

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible. The Executive Director will review each request individually.

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

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

G. Bereavement

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

Employees who require additional bereavement time must use available accrued paid time off. Employees must inform their supervisor or the Executive Director as soon as possible of their situation and the estimated time off from work they will need. The Commission reserves the right to request documentation to support this leave.

H. Civil Leave (Jury or Witness Duty)

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

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

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

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

I. Military Leave

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

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

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

J. Crime Victim Policy

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

An employee may also qualify for leave under this policy if they are part of the immediate family of a homicide victim, of a child under the age of 18 who is a victim of a crime, or of an incompetent adult who is the victim of a crime. For purposes of this policy, “immediate family” means the employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate one person as to whom the employee may use leave time under this policy.

Employees who need time off under this policy should notify the Executive Director or Financial/HR Consultant as far in advance as possible. They may be asked to submit copies of the notices for each scheduled hearing, conference, or meeting provided by the court or agency involved in the prosecution of the crime. Failure to submit these copies as requested may result in denial of the leave of absence. The Commission will maintain any such notices or records in confidence and will disclose them only on a need-to-know basis.

The employee will be notified as soon as practicable whether the requested leave has been granted or denied. Leaves requested under this policy typically will be granted unless they would cause undue hardship (i.e., significant difficulty and expense) to the

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

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

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

K. Family and Medical Leave

[SRPC is required to maintain this policy even though the Commission employs fewer than 50 people and so is not covered by the federal Family and Medical Leave Act (FMLA). Please see the Non-FMLA Medical Leave policy that follows.]

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

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

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

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

- The birth of a child and to care for the newborn. (Leave must be taken within 12 months of the child's birth.)
- The placement of a child with the employee for adoption or foster care and to care for the newly placed child. (Leave must be taken within 12 months of the child's adoption or placement.)
- The serious health condition of a spouse, parent, minor child, or adult child who is incapable of self-care and the employee is needed for such care ("covered family members").
- The employee has a serious health condition that renders them unable to do their job.

- Qualifying exigency leave for families of the National Guard or Reserves or of a regular component of the armed forces when the covered military member is on covered active duty or called to covered active duty.
- An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:
 - Short-notice deployment.
 - Military events and activities.
 - Child care and school activities.
 - Financial and legal arrangements.
 - Counseling.
 - Rest and recuperation.
 - Post-deployment activities.
 - Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

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

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

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

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

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

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

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

Status of Employee Benefits: Employees are required to use any accrued, unused Annual or Medical Leave during FMLA leave unless the FMLA leave is otherwise paid through workers’ compensation benefits, short-term disability benefits, or other benefits. The substitution of paid leave time for unpaid leave times does not extend the 12-week FMLA leave period. Also, your FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Commission will maintain your health benefits under the same terms and conditions applicable to employees not on leave. If paid leave is substituted for unpaid FMLA leave, the Commission will deduct your portion of the health plan premium as a regular payroll deduction.

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

Your health coverage may be cancelled if your premium is more than 30 days late. If you elect not to return to work at the end of the leave, you will be required to reimburse the Commission for the cost of the premiums paid by the Commission for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or because of other circumstances beyond your control.

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

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

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

Medical Certification for a Serious Health Condition: If you are requesting leave because of your own or a covered family member's serious health condition, the appropriate health care provider must supply a medical certification. Please obtain a medical certification form from the Financial Consultant for the health care provider to use. If possible, you should provide the medical certification within 15 days of requesting leave. If you do not provide the required medical certification in a timely manner, your leave may be delayed.

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

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

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

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

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

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

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

For purposes of coordinating FMLA and maternity leaves, maternity disability leave will be treated in the same manner as a type 4 FMLA leave of absence. Maternity disability leave begins when an employee is medically determined to be disabled and ends when she is medically determined to be able to return to work. Remaining maternity leave unrelated to disability will be treated as type 1 FMLA leave if the employee has additional available leave weeks remaining. If a maternity disability or maternity leave is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this FMLA policy. If a maternity disability or leave exceeds the number of available FMLA leave weeks, reinstatement will be governed by the maternity leave policy.

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

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

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

Unlawful Acts by Employers: FMLA makes it unlawful for the Commission to:

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

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

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

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

L. Non-FMLA Family Medical Leave

Regular full-time or part-time employees who work at least 20 hours a week will receive up to 12 weeks of unpaid non-FMLA medical leave during any 12-month period for the following purposes:

- To care for a newborn child during the first 12 months after their birth.
- To care for a child during the first 12 months after their adoption or placement with you for foster care.
- To care for an immediate family or household member with a serious health condition. “Immediate family” means the employee’s spouse or domestic partner, child, son/daughter-in-law, parent, grandparent, grandchild, sibling, or legal guardian. Family member also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent, or grandparent. It also includes those persons in a “step” or “half” relationship. If the employee has no spouse or domestic partner, the employee may designate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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