



HIGHLIGHTED CHANGES FOR FY24

RRPC BYLAWS

1. Added clause regarding no compensation for Commissioners. (Page 2)
2. Added clarifying language for meeting time changes by Chair. (Page 5)
3. Removed 20-day notice for bylaw, budget, work plan, or legislative position. (Page 5)
4. Changed quorum from majority to ten (10) Commissioners. (Page 6)
5. Added clarifying language for appointments of committees by Chair. (Page 6)

RRPC EMPLOYEE HANDBOOK

1. Added “Pregnancy Accommodation” section per attorney. (Page 2)
2. Extended “Probation Period” to include current employees assigned to new positions. (Page 4)
3. Added “Personnel Files” section per attorney. (Page 6)
4. Changed “Health Insurance Incentive Program” to monthly payments equal to one-half (1/2) employers’ monthly contribution for platinum plan based on existing plan type. (Page 6)
5. Changed all benefits to begin on the first day of employment. (Page 7)
6. Added “Parking” benefit through RRPC account and parking buy-out incentive. (Page 8)
7. Added “Wellness” benefit reimbursement of up to \$300 for employee wellness. (Page 8)
8. Added “Community Service Day” benefit to encourage volunteerism of employees. (Page 8)
9. Updated language on “Electronic Communications” regarding security and public records retention. (Page 13)
10. Updated “Meals, Lodging, Incidental Expenses” section from reimbursement to meal and incidental (M&IE) allowance. Employees will be required to print GSA rates based on time and location and will not be allowed to use their company credit card. (Page 21)
11. Added “Veterans Day” as the 12th paid holiday. (Page 23)
12. Added “Vermont State General Assembly Leave” (Page 31)
13. Updated “Harassment/Violence in Workplace” language per attorney. (Page 37)



RRPC FINANCIAL PROCEDURES

1. Changes reviewed by RRPC Auditor.
2. Updated language to continue to improve clear processes for efficiency as well as increased roles and responsibilities for the Office Manager, while maintaining segregation of duties.
3. Increased the second signature requirement on checks from \$1,000 to \$5,000.
4. Improved the GSA travel reimbursement process with VTrans approval.

RRPC CREDIT CARD POLICY

1. Changes reviewed by RRPC Auditor.
2. Updated language to align with changes to Financial Procedures.



BYLAWS

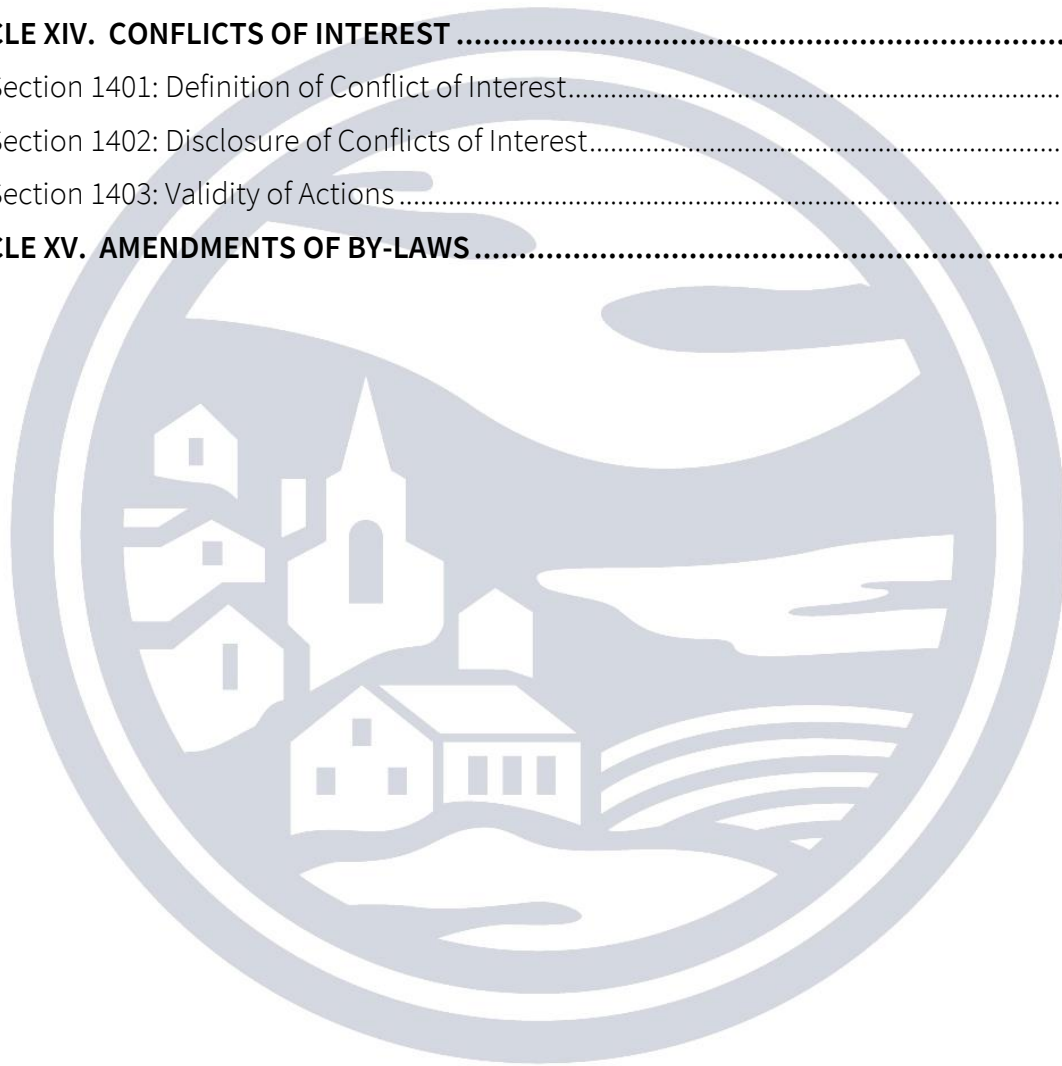
RUTLAND REGIONAL PLANNING COMMISSION

EFFECTIVE: June 2~~10~~, 202~~2~~3

TABLE OF CONTENTS

ARTICLE I. LEGAL BASIS.....	1
ARTICLE II. NAME AND AREA	1
ARTICLE III. PURPOSES	1
ARTICLE IV. MEMBERSHIP	1
ARTICLE V. APPOINTMENT OF COMMISSIONERS	1
Section 501: Regular and Alternate Commissioners.....	1
Section 502: Area-wide Citizen Interests	2
Section 503: Ex-Officio Member	2
ARTICLE VI. VOTING	2
Section 601: Municipal Votes.....	2
Section 602: Area-wide Citizen Interest Votes	2
Section 604: Ex-Officio Votes	3
ARTICLE VII. MUNICIPAL APPROPRIATIONS TO THE COMMISSION	3
ARTICLE VIII. OFFICERS AND OTHER ELECTED OFFICIALS	3
Section 801: Officers.....	3
Section 802: Proposed Nomination	3
Section 803: Nominations and Election	3
Section 804: Terms of Office	3
Section 805: Duties	4
ARTICLE IX. STAFF.....	4
Section 901: Composition	4
ARTICLE X. Equal Employment Opportunity Policy	4
ARTICLE XI. MEETINGS	5
Section 1101: Frequency of Meetings	5
Section 1102: Additional Meetings	5
Section 1103: Notice.....	5
Section 1104: Minutes	5
Section 1105: Quorum	65
Section 1106: Action	6
Section 1107: Procedure.....	6
ARTICLE XII. COMMITTEES.....	6

Section 1201: Composition.....	6
Section 1202: Membership.....	<u>76</u>
Section 1203: Committee Chairs.....	7
Section 1204: Meetings.....	7
Section 1205: Powers and Duties.....	7
ARTICLE XIII. MUNICIPAL SERVICE AGREEMENTS.....	9
ARTICLE XIV. CONFLICTS OF INTEREST	10
Section 1401: Definition of Conflict of Interest.....	10
Section 1402: Disclosure of Conflicts of Interest.....	11
Section 1403: Validity of Actions	11
ARTICLE XV. AMENDMENTS OF BY-LAWS.....	11



Pertinent to the administration of any organization are its by-laws. Since a regional planning and development commission is a legally constituted body having important powers and duties, such formal rules of procedure are necessary in order that a concise record of the Commission's actions will be maintained, and that the procedural rights of persons and individuals will be clearly established when doing business before the Commission. The following represents the by-laws of the Rutland Regional Planning Commission as amended at a legally constituted meeting on June 21, 2023.

BYLAWS

ARTICLE I. LEGAL BASIS

The legal basis for regional planning and development commissions is 24 V.S.A., Chapter 117, as amended from time to time, the Vermont Planning and Development Act, hereinafter referred to as the Act.

ARTICLE II. NAME AND AREA

The name of this regional planning and development commission shall be the Rutland Regional Planning Commission, hereinafter referred to as the Commission.

ARTICLE III. PURPOSES

The purposes of the Commission shall be to promote mutual cooperation and coordination among area municipalities, organizations, and interests and engage in other activities as are appropriate, encouraged or specifically permitted by the Act.

ARTICLE IV. MEMBERSHIP

All municipalities in Rutland County, except the Town of Pittsfield, shall be considered voting members of the Commission.

ARTICLE V. APPOINTMENT OF COMMISSIONERS

Section 501: Regular and Alternate Commissioners

The legislative body of each member municipality may appoint one Regular Commissioner, who may hold any office in the Commission except for paid positions.

An Alternate Commissioner may be appointed by the legislative body to serve in the absence of a Regular Commissioner except that said Alternate shall not assume the office of Committee Chair of the Regular Commissioner nor participate on the Executive Committee in place of the Regular Commissioner.

The municipality shall annually certify in writing the names of the Regular and Alternate Commissioners whether or not the same person continues to serve in that capacity. Such certification shall be filed with the RRPC by July 1, of the fiscal year in which such appointment becomes effective on a form to be provided. The municipality shall promptly fill any vacancy in either position.

[Commissioners will not be compensated by the RRPC by the RRPC for their service as Commissioner. Reimbursement for reasonable expenses incurred in serving in their official capacity as Commissioner shall not be considered compensation.](#)

Vacancies shall be filled by the legislative body of the municipality where the vacancy occurs, and such appointments shall be for the length of the unexpired term of the position vacated.

Section 502: Area-wide Citizen Interests

The Commission may include representatives from up to five organizations that shall typically represent a major area-wide interest as identified by the Commission.

The Executive Committee may identify areas of interest and request an organization to select an individual to represent that interest. Organizations may appoint an Alternate to serve in the absence of the Regular appointee.

Section 503: Ex-Officio Member

The Chamber & Economic Development of the Rutland Region and the Rutland Region Workforce Investment Board shall each be able to appoint one individual to represent the organization on the Board of Commissioners. There shall be no limit on the number of terms the Ex-Officio Member may serve.

ARTICLE VI. VOTING

Section 601: Municipal Votes

Only Regular and Alternate Commissioners are allowed to vote – only one vote per municipality if both are present.

Section 602: Area-wide Citizen Interest Votes

Area-wide Citizen Interest representatives shall not have voting powers.

Section 604: Ex-Officio Votes

Ex-Officio members shall not have voting powers.

ARTICLE VII. MUNICIPAL APPROPRIATIONS TO THE COMMISSION

The Commission may receive and expend monies from any source.

Contributions from Member municipalities shall be approved annually by the Commissioners from member communities.

ARTICLE VIII. OFFICERS AND OTHER ELECTED OFFICIALS

Section 801: Officers

The officers of the Commission shall include a Chair, Vice-Chair, and Secretary/Treasurer; other elected officials shall include one At-Large member of the Executive Committee.

All officers and elected officials are to be elected from Commissioners appointed in accordance with Section 501.

Section 802: Proposed Nomination

A Nominating Committee of three (3) Commissioners shall be appointed by the Chair of the Commission no later than May 15 of each year. The Nominating Committee shall propose its slate of candidates in time for the June Board of Commissioners meeting. Candidates shall be Regular Commissioners and may be nominated from the floor.

Section 803: Nominations and Election

The officers of the Commission and other elected officials shall officially be elected at the June meeting of the Board of Commissioners. Election shall be by the affirmative vote of a quorum. In the case where a candidate for a position does not receive a majority of the votes cast, a run-off vote shall be taken, between the individuals receiving the first and second highest number of votes.

Section 804: Terms of Office

The terms of office of all officers and other elected officials shall begin on the first day of the month following the meeting at which they are declared elected and shall end June 30 of the following year or until their successors have been elected and installed. No officer or other elected official may serve more than three consecutive terms in any one office.

If any office, or other elected position, is vacated, such vacancy shall be filled at the next Commission meeting. Candidates for such vacancy shall be nominated from the floor. Officers so elected are to hold office only for the balance of the current year or until their successors are elected and installed. Election to fill a vacated office shall not deny a person from serving an additional three consecutive terms in that office.

Section 805: Duties

The Chair shall call and preside at regular and special meetings of the Commission and the Executive/Finance Committee, and shall perform such other duties as are customary to the office.

The Vice-Chair shall serve as Chair in the Absence of the Chair.

The Secretary/Treasurer shall perform such duties as are customary to the office.

The Secretary/Treasurer shall be bonded for the faithful performance of the duties of the office if and when so voted by the Commission in an amount to be determined and approved by the Commission. The premiums for such a bond shall be paid from Commission funds.

ARTICLE IX. STAFF

Section 901: Composition

The staff of the Commission shall include an Executive Director hired by the Executive Finance Committee. The hiring of other staff shall be determined by the Executive Director. The Executive Director will establish staff duties and compensation at the time the position is created or filled and as ~~needed~~needed by the Commission.

ARTICLE X. Equal Employment Opportunity Policy

It is the policy of the Commission that no employee, person seeking employment or having business with the Commission shall be discriminated against for reasons of race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, physical or mental handicap condition, age, ancestry, veteran status, or status as a disabled veteran, or

otherwise protected under applicable state law, except where sex or age is a bona fide occupational qualification.

Please refer to RRPC's Employee Handbook for additional information regarding Equal Employment Opportunity.

ARTICLE XI. MEETINGS

Section 1101: Frequency of Meetings

Meetings will be held on the 3rd-Tuesday of each month at a time and place to be determined by the Commission. ~~Changes from this procedure may be made, when necessary, by the Chair. Notification shall be in accordance with Section 1103 and Vermont Open Meeting Law.~~

A Calendar of meetings may be adopted on an annual basis at the September meeting and documented on the RRPC website.

Section 1102: Additional Meetings

Additional meetings may be called by the Chair in conformance with [Section 1103](#) and the Open Meeting Law.

Section 1103: Notice

Notice of all meetings of the Commission shall be given not less than five days prior to such meetings to all Commissioners, Municipal Planning Commission Chairs, Chairs of Selectboards, Mayors, and President of the Board of Aldermen for member municipalities.

~~Twenty days' notice shall be required for meetings, which include as an agenda item any action related to a bylaw amendment, adoption or amendment of the Commission's budget, Action Plan, or legislative positions of the Commission. Such notice shall be specific enough to provide an indication of the action requested.~~

Notice of emergency meetings may be given by telephone or e-mail, with the approval of the Commission Chair, but in no case less than 24 hours prior to the meeting.

Section 1104: Minutes

A written record of all Commission and Committee meetings and agendas shall be ~~kept in a minute book~~ available to the public.

Section 1105: Quorum

The presence of ~~a majority of 10~~ Commissioners shall constitute a quorum for the transaction of general business at meetings of the Commission and business relating to approval of local plans, confirmation of local planning efforts, ~~Action Annual Work~~ Plan adoption, bylaws, budgets and the formula for contributions from member communities.

Commissioners may participate by telephone or virtually and be considered present for the purposes of a quorum. A quorum once present shall be considered a quorum for the entire meeting.

No quorum is required for committee action.

Section 1106: Action

Except as otherwise required, all actions by the Commission shall be by a ~~quorum majority~~ of Commissioners present. Action on Minutes may be taken even in the absence of a quorum.

Section 1107: Procedure

Except as otherwise provided in these By-laws, the most recent edition of Roberts Rules of Order shall govern in any questions of parliamentary procedure.

All meetings are public meetings and shall be open to the public. Meetings conducted in executive session shall occur only as allowed by law.

ARTICLE XII. COMMITTEES

Section 1201: Composition

The standing committees of the Commission shall be the Executive/Finance Committee, the Community Committee, the Regional Committee, and the Transportation Advisory Committee (TAC).

At the discretion of the Chair of the Commission, ad hoc or special committees may be created.

Annually, ~~no later than September~~ Commission members may select the committee on which they wish to serve, the Chair shall appoint members of standing committees subject to confirmation by the Board at the first regular meeting following the June annual meeting, except for the TAC. This does not apply to TAC, as TAC operates under a separate by-law.

Section 1202: Membership

~~All Commissioners should be a member of at least one standing committee.~~ Commissioners may, at their discretion, elect to participate on more than one committee.

The Chair may appoint any person, who is not a voting member of the Commission, to serve on any standing or ad hoc committee. Such persons shall not be eligible to serve as a Chair of the standing or ad hoc committees.

The Chair of the Commission ~~shall~~ may be an Ex-officio member of all committees.

Section 1203: Committee Chairs

The Chair of the Commission shall serve as the Chair of the Executive Committee; chairs of Committees shall be chosen by Committee members. Annually each Committee, in June, shall elect a chair and vice chair who will continue to serve the following fiscal year until replaced or resigned.

Section 1204: Meetings

Each Committee Chair shall call committee meetings with notification to the Chair of the Commission.

Section 1205: Powers and Duties

All Committee actions, except as noted below, shall be forwarded to the Board of Commissioners for final action.

Executive/Finance Committee:

Composition:

The Executive/Finance Committee shall consist of the Officers, and the Chairs of Standing Committees, except for the TAC, and the At-Large Member and the Immediate past Chair of the Commission, who shall serve Ex-officio.

Duties:

- A. Provide guidance to the Executive Director.
- B. Provide leadership to standing and ad hoc committees through the coordination, facilitation and integration of activities including, but not limited to the development of

~~the the Annual Work Plan~~Action Plan, the preparation, review and modification of Commission policies and mission statement, etc.

- C. Act for the Commission between regular meetings and when immediate action is required, and proper notice under Section 1103 of the Bylaws cannot be given for a special Commission meeting; in this instance a quorum of greater than fifty percent of the Committee must be present to transact any business.
- D. Recommend policies for the effective operation of the Commission.
- E. Propose and review amendments to these by-laws;
- F. Recommend the annual budget and any amendments thereto;
- G. Recommend contributions from member communities;
- H. All actions of the Executive/Finance Committee except for those covered by Paragraph C above and those involving confidential personnel items shall be forwarded to the Board of Commissioners for final action. No action of the Executive/Finance Committee shall have the effect of over-ruling prior action of the Commission.

Community Committee Duties:

- A. Review local plans for consistency with the goals of the Act and compatibility with other plans and prepare recommendations on local plan approvals.
- B. Review local planning efforts in order to recommend confirmation in accordance with the Act.

Regional Committee Duties:

- A. Undertake the review and revision on a continuing basis of the Rutland Regional Plan, unless otherwise assigned to an ad hoc committee created at the discretion of the Chair.
- B. Review and prepare positions on Act 250 applications and Section 248 Public Service Board Petitions.
- C. Coordinate Commission activities with other regional organizations.

Transportation Advisory Committee Duties:

- A. Foster intergovernmental and local cooperation on transportation issues.

- B. Monitor and when necessary, participate in, transportation policy making activities on the Local, State and Federal levels.
- C. Participate in Vermont Project Selection and Project Prioritization (VPSP2) and make recommendations to the Vermont Agency of Transportation on regional transportation needs and projects as appropriate.

ARTICLE XIII. MUNICIPAL SERVICE AGREEMENTS

The RRPC may enter into municipal service agreements to promote cooperative arrangements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, inter-municipal services, infrastructure, and related activities; and exercise any power, privilege, or authority - capable of exercise by a municipality as necessary or desirable for dealing with problems of local or regional concern.

Participation by a municipality in a municipal service agreement with the RRPC shall be voluntary and only valid upon appropriate board action as set forth in 1 V.S.A. § 172 and other applicable provisions of law, including the Open Meeting Law by the legislative body of the municipality. To become effective, a municipal service agreement shall be executed by the Executive Director of the regional planning commission and of each of the legislative bodies of the municipalities who are proposed parties to the service agreement. The agreement may include other parties as may be relevant to a particular service. Any modification to a service agreement shall not become effective unless approved by all parties to the service agreement, including the legislative bodies of all involved municipalities. Such modifications shall be in writing, with a copy provided to all parties to the agreement.

A municipal service agreement shall describe the services to be provided and the amount of funds payable by, and/or a formula for allocating costs to, each municipality that is a party to the service agreement. Service of personnel, use of equipment and office space, and other necessary services may be accepted from municipalities as part of their financial support and shall be clearly documented in the annual budget for the service approved by the parties to the agreement.

When deemed appropriate by the participating municipalities and the RRPC, a service agreement may include a governance committee made up of representatives of the participating municipalities and RRPC. If a governance committee is formed, the service agreement shall include appropriate details regarding the responsibilities, voting rights and financial obligations of each member.

All service agreements shall contain a termination date unless some other method of termination is expressly provided in the agreement. Service agreements shall also contain a provision describing how parties may withdraw from the agreement prior to the termination date. The

method of withdrawing from and/or terminating a service agreement shall generally be the same as the process for entering such agreement - i.e., by majority vote of the members of the legislative body, subject to other applicable provisions of law. If, however, the service agreement involves multi-year financial obligations or other contractual obligations have been incurred in reliance on the service agreement, the withdrawing party shall withdraw only upon satisfaction of those obligations or mutual written agreement regarding the process to satisfy the same:

- A. The withdrawal provision of a municipal agreement with one municipality shall provide for at least 30 days' notice unless otherwise provided in the agreement.
- B. The withdrawal provision of a municipal agreement with multiple municipalities shall provide for at least six months' notice prior to the beginning of a fiscal year unless otherwise provided in the agreement.

Nothing within this section shall limit RRPC's ability to enter into contracts or agreements to provide services with other entities or governmental organizations, including those serving multiple municipalities.

The Executive Director shall prepare a recommendation to the RRPC Executive Finance Committee regarding any potential municipal service agreements and, if entered into, report on their status, the services provided, and funding arrangements, as appropriate. The Executive Finance Committee shall make recommendations to the RRPC concerning entering into, withdrawal from, and/or terminating municipal service agreements.

ARTICLE XIV. CONFLICTS OF INTEREST

Section 1401: Definition of Conflict of Interest

A conflict of interest will be deemed to exist whenever a Commissioner is in the position to approve or influence RRPC policies or actions which involve or could ultimately harm or benefit financially:

- A. the Commissioner;
- B. any member of the Commissioner's immediate family (spouse, parents, children, brothers or sisters, spouses of these individuals, close relatives) or other person close to the Commissioner who would benefit from the policy or action; or
- C. any organization (excluding the municipality) in which the Commissioner or person in sub section [\(b\) above is a director, trustee, officer, member, partner, employee or more than 10% shareholder.](#)

D. ~~above is a director, trustee, officer, member, partner, employee or more than 10% shareholder.~~

Service on the board of another not-for-profit organization does not constitute a conflict of interest *per se*.

Section 1402: Disclosure of Conflicts of Interest

A Commissioner shall disclose a conflict of interest:

- A. prior to voting on or otherwise discharging their duties with respect to any matter involving the conflict which comes before the board or any committee;
- B. prior to entering into any contract or transaction involving the conflict;
- C. as soon as possible after the Commissioner learns of the conflict, ~~or,~~

Section 1403: Validity of Actions

No action or decision by or approved by the RRPC in which one or more of its Commissioner[s] have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Commissioner, or of a committee of RRPC which the Commissioner served, where the Commissioner's votes are counted for such purpose if the material facts as to such Commissioner's interest in such action are disclosed in good faith or known to the Board or committee, and the Board or committee authorizes such action by a vote sufficient for such purpose without counting the vote or votes of such interested Commissioner. Such a Commissioner's presence during the vote may be counted in determining the presence of a quorum at a meeting of the Board or committee which authorizes such action. At the time of the discussion and decision concerning the authorization of such action, the interested Commissioner should not be present at the meeting.

ARTICLE XV. AMENDMENTS OF BY-LAWS

Proposals to amend or repeal any portion of these bylaws may be submitted by any Commissioner to the Executive/Finance Committee for review and comment.

A proposed amendment or repeal shall be given, pursuant to Section 1103, with the recommendation of the Executive/Finance Committee. Such amendment shall be voted on at the next regular meeting of the Board of Commissioners.



EMPLOYEE HANDBOOK

RUTLAND REGIONAL PLANNING COMMISSION

ADOPTED: June 2~~1~~0, 202~~2~~3

TABLE OF CONTENTS

SECTION: INTRODUCTION	1
SUBJECT: PURPOSE	1
SUBJECT: MISSION	1
SECTION: EMPLOYMENT	2
SUBJECT: EMPLOYMENT AT WILL	2
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY; REASONABLE ACCOMMODATION; PREGNANCY ACCOMMODATION	2
SECTION: EMPLOYMENT RELATIONSHIP	4
SUBJECT: EMPLOYEE CLASSIFICATION	4
SUBJECT: EMPLOYMENT TYPES	4
SUBJECT: ORIENTATION PERIOD	4
SUBJECT: HOURS OF WORK AND FLEXIBLE SCHEDULING	5
SUBJECT: JOB DESCRIPTIONS	5
SUBJECT: PERFORMANCE EVALUATIONS	6
SUBJECT: OUTSIDE EMPLOYMENT; VOLUNTEERING	6
SUBJECT: POLITICAL ACTIVITY	6
SUBJECT: PERSONNEL FILES	6
SECTION: BENEFITS	7
SUBJECT: HEALTH INSURANCE INCENTIVE PROGRAM	7
SUBJECT: OVERVIEW OF BENEFITS	7
SUBJECT: PROFESSIONAL DEVELOPMENT	10
SUBJECT: RETIREMENT BENEFIT	10
SECTION: HONESTY AND CONDUCT	11
SUBJECT: GENERAL POLICY	11
SUBJECT: CONFIDENTIALITY	11
SUBJECT: DISCIPLINE	11
SUBJECT: GENERAL OBLIGATIONS	12
SUBJECT: PROBLEM RESOLUTION/APEAL/GRIEVANCE POLICY AND PROCEDURE	12
SUBJECT: ELECTRONIC COMMUNICATIONS AND EQUIPMENT	14

SUBJECT: CODE OF CONDUCT AND CONFLICTS OF INTERESTS.....	15
SUBJECT: OUTSIDE EMPLOYMENT/VOLUNTEERING	17
SUBJECT: EMPLOYMENT OF FAMILY	17
SUBJECT: REPORTING FRAUD AND MISCONDUCT.....	17
SUBJECT: REPRESENTING THE ORGANIZATION	17
SUBJECT: SECURITY AWARENESS AND ACCEPTABLE USE POLICY	17
SUBJECT: SOCIAL MEDIA	18
SUBJECT: SPEAKING TO MEMBERS OF THE MEDIA.....	19
SUBJECT: TRAVELING ON RRPC BUSINESS	20
SECTION: COMPENSATION.....	21
SUBJECT: OVERTIME PAY – (HOURLY EMPLOYEES)	21
SUBJECT: PAY DAY.....	21
SUBJECT: BONUSES AND MERIT INCREASES.....	21
SUBJECT: SALARIED (EXEMPT) EMPLOYEE WORK BEYOND NORMAL WORK WEEK.....	22
SUBJECT: EXPENSES	22
SECTION: HOLIDAYS/VACATION.....	25
SUBJECT: HOLIDAYS.....	25
SUBJECT: VACATION.....	25
SECTION: LEAVES OF ABSENCE/LOST TIME	28
SUBJECT: ACCIDENTS – ON THE JOB	28
SUBJECT: CIVIL AND JURY DUTY	29
SUBJECT: VERMONT PARENTAL AND FAMILY LEAVE (VPFL).....	29
SUBJECT: VERMONT SHORT TERM FAMILY LEAVE (“VSFL”).....	32
SECTION: MILITARY LEAVE	33
SUBJECT: PAID PERSONAL TIME	34
SUBJECT: SICK TIME	34
SUBJECT: UNPAID LEAVE OF ABSENCE	36
SECTION: WORKPLACE HEALTH AND SAFETY	37
SUBJECT: COMMITMENT TO SAFETY.....	37
SUBJECT: DRUG AND ALCOHOL-FREE ENVIRONMENT.....	37

SUBJECT: EMERGENCY EVACUATION37
SUBJECT: FIREARMS & WEAPONS38
SUBJECT: PROHIBITING HARASSMENT38
SUBJECT: USE OF TOBACCO40
SUBJECT: WHISTLE BLOWER POLICY40
SECTION: SEPARATION.....41
SUBJECT: VOLUNTARY.....41



SECTION: INTRODUCTION

SUBJECT: PURPOSE

Welcome to the Rutland Regional Planning Commission (RRPC/the Organization/We). RRPC is a Political Subdivision of the State of Vermont created by the authority of Title 24, Vermont Statutes Annotated, Section 4341. The information in this handbook shall be applicable to all persons employed by RRPC. The Organization recognizes that its stability, success, and progress are based on the cooperation, interest, and effort of its employees. We expect ~~you/the~~ employees to extend courtesy and consideration, cooperation, and mutual support in working with ~~your~~ fellow employees, community members, vendors, and visitors to fulfill the goals of the Organization. This is fundamental to ~~our~~ the Organization's success.

This handbook is designed to provide helpful information to ~~you~~ employees as a guideline. It is not to be construed as an employment contract of any kind, but to acquaint ~~you~~ employees with information about RRPC. This handbook and the policies, procedures and practices of the Organization should not be considered, nor do they constitute an employment contract. This handbook is not intended to alter the employment-at-will relationship in any way.

RRPC reserves the right to revise, void or change this handbook or any other Organization practice or policy at any time in its sole discretion and with or without notice to employees. Amendments to this handbook shall be ~~made~~ adopted by the Board of Commissioners at a duly warned meeting.

~~You~~ Employees will be advised of any changes through standard communication channels. Employees should speak to the Executive Director about Any questions ~~you~~ they have about the employee handbook, ~~your~~ their job responsibilities, or any other aspect of employment, ~~please feel free to speak with the Executive Director.~~

This handbook contains information related to employees whose status is designated as full-time, part-time and limited-status.

SUBJECT: MISSION

The mission of the RRPC is to develop and implement a regional plan, to provide assistance to municipalities with the planning process and information gathering, to be a central repository of planning information and to administer regional programs while remaining consistent with ~~our~~ federal and state requirements.

SECTION: EMPLOYMENT

SUBJECT: EMPLOYMENT AT WILL

It is the policy of RRPC that all employees are employed **at the will** of RRPC ~~for an indefinite period~~.

Employees are employed at the will of RRPC and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time and for any reason.

No RRPC representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with RRPC that are not consistent with the Organization's policies. Any such representations made shall be void. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.

Any statements contained in this manual or any other employee handbooks, employment applications, the Organization's recruiting materials, the Organization memoranda, or other materials provided to applicants and employees in connection with their employment, may not modify this policy. None of these documents or practices, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, the Organization's policies and practices with respect to any matter should not be considered as creating any contractual obligation on RRPC's part or as stating in any way that termination will occur only "for cause". Statements of specific grounds for termination set forth in the manual or in any other RRPC documents are examples only, not all-inclusive lists and are not intended to restrict RRPC's right to terminate at-will.

Completion of any probationary period does not change the employee's status as an at-will employee or change the terms or conditions of employment.

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY; REASONABLE ACCOMMODATION; PREGNANCY ACCOMMODATION

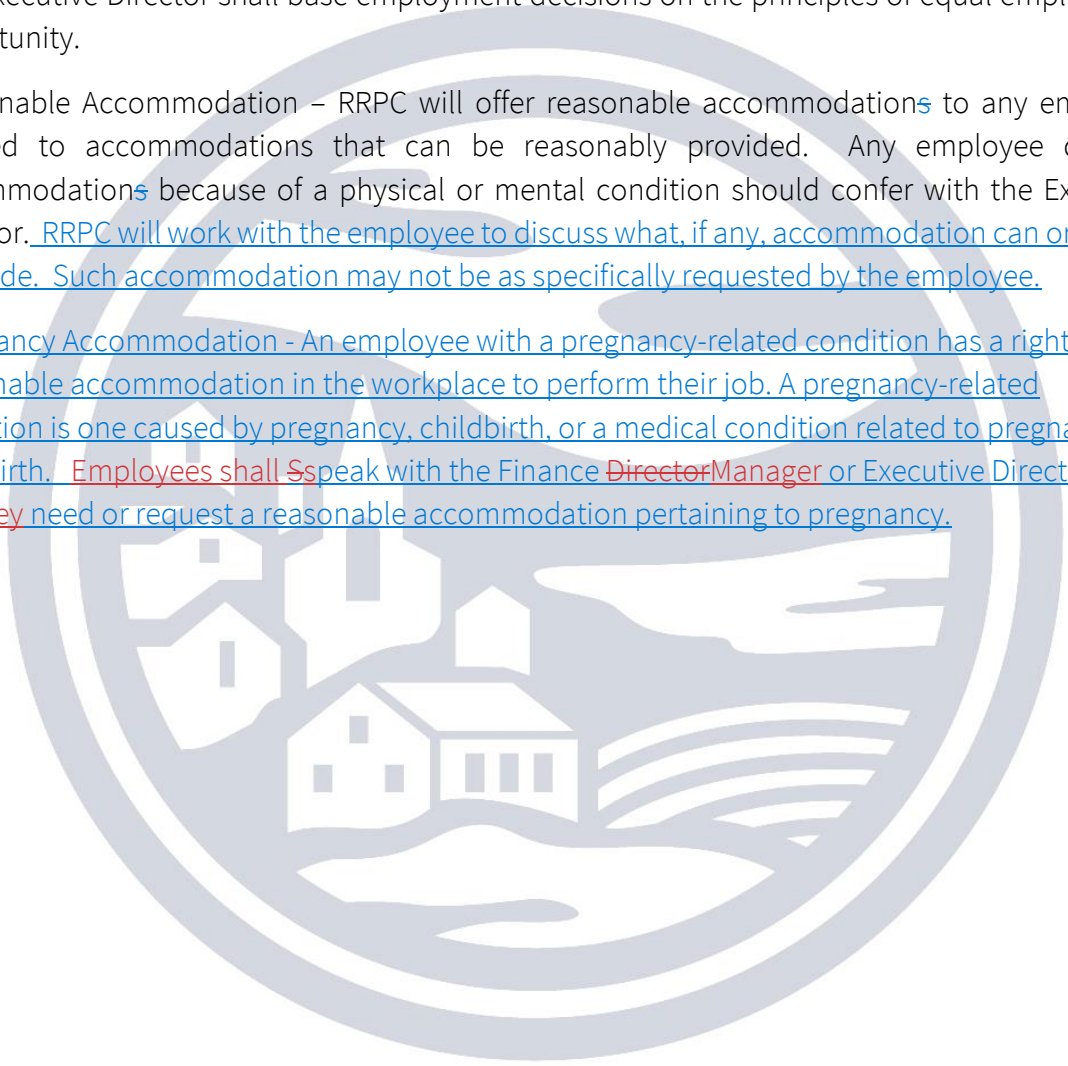
RRPC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, physical or mental [handicap condition](#), age, HIV-related condition, ancestry, or status as a veteran or disabled veteran, or otherwise protected under applicable state law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, training, promotion, demotion, termination, layoff, recall from layoff, transfer, leaves of absence and other personnel actions such as compensation, benefits, and the Organization's sponsored training.

RRPC expressly prohibits any form of workplace harassment or discrimination based or inferred on race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, age, physical or mental handicap condition, age, HIV-related condition, ancestry, or status as a veteran or disabled veteran, or otherwise protected under applicable state law. Improper interference with the ability of RRPC's employees to perform their job duties may result in discipline up to and including discharge.

The Executive Director shall base employment decisions on the principles of equal employment opportunity.

Reasonable Accommodation – RRPC will offer reasonable accommodations to any employee entitled to accommodations that can be reasonably provided. Any employee desiring accommodations because of a physical or mental condition should confer with the Executive Director. RRPC will work with the employee to discuss what, if any, accommodation can or should be made. Such accommodation may not be as specifically requested by the employee.

Pregnancy Accommodation - An employee with a pregnancy-related condition has a right to reasonable accommodation in the workplace to perform their job. A pregnancy-related condition is one caused by pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. Employees shall speak with the Finance Director/Manager or Executive Director if they need or request a reasonable accommodation pertaining to pregnancy.



SECTION: EMPLOYMENT RELATIONSHIP

SUBJECT: EMPLOYEE CLASSIFICATION

Salary (Exempt)

Administrators and planner staff are positions that are professional, executive, or managerial and, as such, are exempt from the Fair Labor Standards Act (FLSA) provision of overtime that apply to hourly (non-exempt) staff.

Hourly (Non-Exempt)

Support staff are positions that may be administrative, technical, and clerical, but are not considered to be professional, executive or managerial and, as such, are subject to the minimum wage and overtime provisions of the FLSA.

*Limited Status Employee positions will be determined at the time of hire based on duration and conditions of employment.

SUBJECT: ~~EMPLOYMENT~~EMPLOYMENT TYPES

Full-Time

Regular full-time employees expected to work at least 37.5 hours per week on a continuing basis. The full-time employee is subject to the policies and benefits contained in the Employee Handbook.

Part-time

Regular part-time employees are employees who work less than at least 37.5 hours per week, but on a regular basis. Part-time employees are subject to the policies contained in the Employee Handbook. Some benefits may be available to part-time employees. For more information, speak with the Finance Manager.

Limited Status Employees

Those employees (student, intern, special project personnel, temporary help, etc.) hired to work either full or part-time for a definite period of time or project shall not be eligible for employee benefits. Limited Status employees are subject to the policies contained in the Employee Handbook pertaining to performance and conduct.

SUBJECT: ~~PROBATION~~ORIENTATION PERIOD

All appointments ~~for~~ employment ~~for~~ greater than ninety (90) days shall be subject to an ~~probation~~orientation period of ninety (90) days. This period has been established for new employees to demonstrate their abilities as well as to become adjusted to RRPC, and for RRPC to evaluate the new employee. Also, it affords new employees an opportunity to decide their

compatibility with the Organization. The Executive Director may extend, with cause, the ~~orientation-probation~~ period. The total ~~orientation-probation~~ period shall not exceed six (6) months. Continuing employment ~~be-yondbeyond~~ the ~~probationorientation~~ period does not and should not be considered any guarantee of continued employment for any other length of time. Any decision by the Organization to end employment during the ~~orientation-probation~~ period is final, non-reviewable and not subject to grievance. RRPC may also apply this ProbationOrientation-Period for current employees assigned to a new position within the organization.

SUBJECT: HOURS OF WORK AND FLEXIBLE SCHEDULING

Office Hours and Hours of Work

RRPC office will be open Monday through Friday from 8:00 AM to 4:00 PM. The office is closed on holidays listed in the Employee Handbook. The RRPC work week begins on Monday and ends on Sunday and shall be 37.5 hours for regular full-time employees. Exempt employees are expected to work as many hours as are necessary to complete their assigned tasks and may be called on to work more than 40 hours per week.

Flexible Scheduling

RRPC recognizes that at times employees may wish to adjust their daily hours of work. Flexible scheduling may be arranged by seeking approval from the Executive Director. This may not interfere with the work of RRPC, and the majority of regular daily hours should fall within the normal workday.

Work from Home

From time to time, it may also be appropriate for employees to work at home. The Executive Director may grant or rescind approval in their sole discretion for flexible working conditions when it is in the best interest of the Organization.

SUBJECT: JOB DESCRIPTIONS

Job descriptions may be provided which outline the basic job requirements including duties and responsibilities, education and work experience qualifications and other criteria that relates to the position. Employees may be asked to prepare goals and objectives that relate to the job description responsibilities. Position classifications may be reviewed periodically to determine if the duties, responsibilities, or qualifications have changed significantly. Job Descriptions can change, be modified, or amended at any time for any reason with or without notice to the employee in the sole discretion of the Executive Director or Board of ~~Directors~~Commissioners.

SUBJECT: PERFORMANCE EVALUATIONS

All employees of RRPC shall be evaluated a minimum of once a year following the Policies adopted related to Evaluations. Such evaluations will be in writing and signed by both the employee and the Executive Director following a conference during which the evaluation is discussed.

Any evaluation with a rating of less than satisfactory may result in corrective action or similar plan which, if not completed or met in the sole discretion of the Executive Director, could result in the loss of employment. Not all employment related deficiencies [performance, attendance, behavior or other] may or have to result in a corrective action or other plan before employment is ended.

SUBJECT: OUTSIDE EMPLOYMENT; VOLUNTEERING

Employees are expected to devote their full employment time to the best interests of RRPC. Employees may have outside employment and are encouraged to participate in volunteer roles in the community, county, and state, but any professional or volunteer work that may conflict with the work performed at the Organization, that may jeopardize the confidential nature of any project, or may interfere with the primary work of the Organization, will not be allowed. Any outside employment or volunteering that has the potential for conflict must be reported to the Executive Director.

SUBJECT: POLITICAL ACTIVITY

An employee shall not use or reference ~~his or her~~their position within the Organization for the purpose of endorsements, interfering with or affecting the nominations or election of any candidate for public office. This rule is not to be construed to prevent an employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

SUBJECT: PERSONNEL FILES

RRPC maintains a personnel file for each employee. This file contains information such as personnel evaluations, documents required by law, and payroll and benefit information. The file and its contents are property of RRPC. If ~~employees you~~ are currently employed and wish to look at ~~your~~their personnel file, ~~you~~they should make arrangements with the Finance ~~Director~~Manager.

~~You are~~The employee is responsible for notifying the Finance ~~Director~~Manager of changes in address, telephone number, and/or family status (birth, marriage, death, divorce, legal separation, etc.), as income tax status and benefits may be affected by these changes. This responsibility also applies to employees on leave of absence.

SECTION: BENEFITS

SUBJECT: HEALTH INSURANCE INCENTIVE PROGRAM

Full-time employees who elect health coverage through another source are eligible for reimbursement.

Proof of insurance coverage must be provided to the Finance Manager. Prior approval must be received before participation in this program.

A cash payout will occur ~~monthly at the end of each calendar year~~ that is equal to one-half (1/2) of ~~RRPC's the employer contribution's monthly premium of the Platinum Plan based on the employee's current plan type (i.e. Single, Two-Person, Family, Etc.) insurance contribution value of a single person policy (the particular policy to be designated each year by RRPC)~~, subject to taxes. ~~A pro-rated payout will be made to employees who separate from the Organization prior to the end of the calendar year.~~

If at any point the full-time employee's coverage is terminated, he/she may enroll in the Organization's insurance. Proof of termination of benefits must be provided to the Finance Manager.

SUBJECT: OVERVIEW OF BENEFITS

Eligibility and coverage for all insurance related benefits are subject to the insurance policy. If ~~you employees~~ have any questions, ~~please they should~~ refer to ~~your their~~ policy or ask the Finance Manager.

Group Medical Insurance Coverage

Medical insurance is offered through the VT Health ~~Exchange, and Exchange and~~ may be offered from time to time at different levels of benefits. ~~Employees are eligible the first of the month following 30 days of employment.~~ Full-time ~~employees are eligible on the first day of employment.~~ An employer contribution towards the premium is available for full-time employees who work 37.5 or more hours per week. This is handled as a payroll deduction, which can be made pre-tax. RRPC's contribution towards the premium is determined annually by the Board of ~~Directors Commissioners.~~

Part-time employees working 22+ hours per week are eligible for health coverage. ~~Part-time employees are eligible on the first day of employment.~~ The employer contribution is available on a pro-rated basis. This is handled as a payroll deduction, which can be made pre-tax. RRPC's contribution towards the premium is determined annually by the Board of ~~Directors Commissioners.~~

If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended ~~if allowed by the plan.-~~

~~If eligible, COBRA Coverage is available upon separation.~~

Dental Coverage

Full-time employees are entitled to dental insurance. RRPC pays 100% of the premium. Employees are eligible for coverage on the ~~1st-first~~ day of ~~the month, following 30 days of~~ employment.

~~If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.~~

Part-time employees who work 17.5+ hours per week are eligible for dental coverage. The employee is responsible for 100% of the premium. This is handled as a payroll deduction, which can be made pre-tax.

~~If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.~~

Short-Term Disability

Employees working 30 or more hours per week are entitled to short-term disability. RRPC pays 100% of the premium. Employees are eligible the ~~1st-first~~ day of ~~the month, following 30 days of~~ employment.

~~If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.~~

~~Decisions on eligibility regarding claims for STD are made by RRPC's STD insurance carrier, not RRPC.~~

Long-Term Disability

Employees working 30 or more hours per week are entitled to long-term disability. RRPC pays 100% of the premium. Employees are eligible the ~~1st-first~~ day of ~~the month, following 30 days of~~ employment.

~~If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.~~

~~Decisions on eligibility regarding claims for LTD are made by RRPC's LTD insurance carrier, not RRPC.~~ For additional information, please see the Finance Manager.

Group Term Life and Accidental Death and Disability

Employees working 30 or more hours per week are entitled to Personal Life and Accidental Death and Disability. RRPC pays 100% of the premium. Employees are eligible the ~~1st-first~~ day of ~~the month, following 30 days of~~ employment.

If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.

For additional information, please see the Finance Manager.

Vision

Full-time employees are entitled to Vision coverage. Employees are responsible for 100% of the premium. Employees are eligible the ~~1st first~~ day of ~~the month, following 30 days of~~ employment. This is handled as a payroll de-duction, which can be made pre-tax.

If an employee leaves the Organization, insurance coverage will continue until the last day of the month that employment ended if allowed by the plan.

For additional information, please see the Finance Manager.

Parking

Full-time employees are entitled to parking memberships at the Marble Valley Regional Transit Center through an RRPC account. Full-time employees may also elect to purchase on-street parking passes through the City of Rutland and are eligible for reimbursement by the RRPC, up to the monthly rate of the Marble Valley Regional Transit Center.

Full-time employees that elect to walk, bike, use public transit, or other alternative modes of transportation are eligible for a Parking Buy-Out of up to 50% of the monthly parking rate of the Marble Valley Regional Transit Center. Eligible employees shall not be enrolled in the above-referenced parking benefit.

Wellness

Full-time employees are entitled to reimbursement of up to \$300 each fiscal year for eligible “wellness” expenses. The following is a representative listing of activities, training, and expenses that would be considered eligible expenses. This list is not intended to be all inclusive.

Reimbursable expenses might include: Wellness Classes, Physical Activity Classes, Fitness or Wellness Memberships, Wellness Event Attendance, Personal Consultation / Lifestyle Coaching, Diversity or other Wellness Training, Employee Assistance, Ergonomics, Exercise Equipment, and Outdoor Equipment.

Community Service Day

To encourage community service and active volunteerism in the Rutland Region, full-time employees may elect to participate in a Paid Community Service Day. Community Service projects must be at least 7.5 hours of service, located within the Rutland Region, and pre-approved by the Executive Director.

SUBJECT: PROFESSIONAL DEVELOPMENT

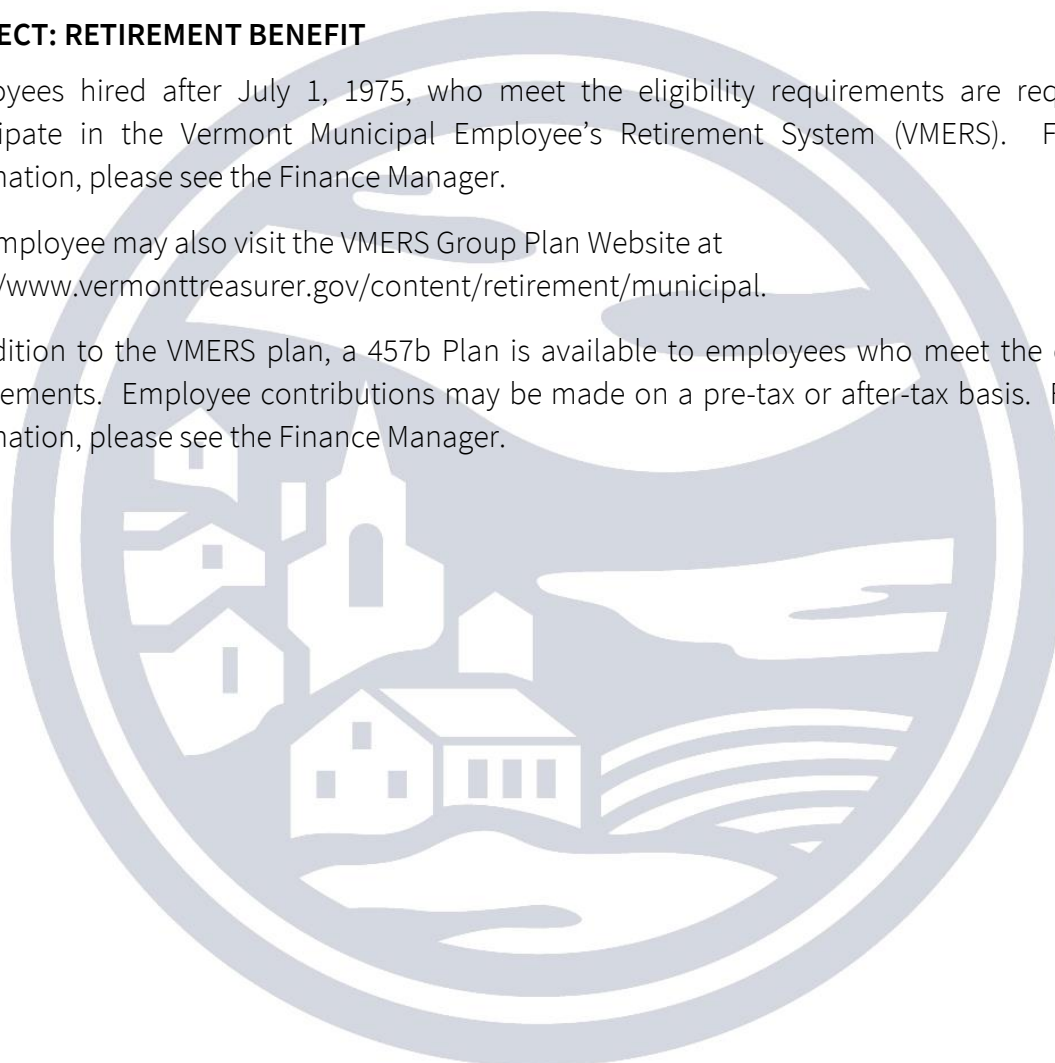
Employees may attend conferences, courses, or workshops, etc. offered for professional improvement and at RRPC expense, within budgetary limits and at the sole discretion of and terms set by the Executive Director. Staff may receive regular pay while attending conferences or courses paid for by themselves, with the approval of the Executive Director.

SUBJECT: RETIREMENT BENEFIT

Employees hired after July 1, 1975, who meet the eligibility requirements are required to participate in the Vermont Municipal Employee's Retirement System (VMERS). For more information, please see the Finance Manager.

The employee may also visit the VMERS Group Plan Website at <http://www.vermonttreasurer.gov/content/retirement/municipal>.

In addition to the VMERS plan, a 457b Plan is available to employees who meet the eligibility requirements. Employee contributions may be made on a pre-tax or after-tax basis. For more information, please see the Finance Manager.



SECTION: HONESTY AND CONDUCT

SUBJECT: GENERAL POLICY

RRPC exists to promote cooperation and provide services to its member municipalities/citizens, in accordance with the Mission Statement of RRPC and therefore has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of RRPC employees. RRPC expects and requires employees to adhere to standards of conduct that are required for the effective functioning of RRPC. Failure to observe these standards can result in disciplinary actions and, in some situations, termination of employment. Conduct off the job is not specifically covered by these policies and may not be subject to disciplinary action unless such conduct affects on-the-job ability and/or performance or reflects adversely against the Organization or its Mission. RRPC can, in its sole discretion, discipline or discharge from employment, including immediately, any employee for conduct that occurs outside of work, especially conduct that impacts satisfactory performance or that does not reflect favorably upon the Organization.

All employees shall conduct themselves in a manner consistent with these Personnel Policies, the public interest, the adopted mission of RRPC and the Ethical Principles of Planning as maintained and periodically updated by the American Planning Association for all employees. Certified employees must also conduct themselves in a manner consistent with the APA and AICP ethics codes available at www.planning.org.

SUBJECT: CONFIDENTIALITY

Confidential and proprietary information is information ~~you~~employees may learn about directly or indirectly through ~~you~~their job. If this information were inappropriately disclosed, used for wrongful or fraudulent purposes, or disclosed to a competitor, it could weaken the future or perception of the Organization.

In performing duties on behalf of the Organization, ~~you~~employees will utilize and have access to certain information that is critical to the ongoing success of the Organization. By signing the handbook agreement, ~~you~~employees acknowledge and understand RRPC is a non-profit organization, and any confidential information may not be disclosed to anyone outside the Organization, or anyone inside the Organization who does not have the authority or privilege to such information. ~~You~~Employees also agree that ~~you~~they will not disclose any confidential or sensitive information to anyone while employed at the Organization or after ~~you~~their employment has ended.

SUBJECT: DISCIPLINE

The employee will notice this handbook and the Organization in general does not have a formal discipline, progressive discipline or other similar policy. RRPC handles each employment issue on a case-by-case basis and in its sole discretion in a manner that it believes is fair and equitable to

the Organization and all co-workers. Just because a policy (in this handbook or otherwise) or other work request does not state that a violation or failure to follow may result in the immediate end of employment, does not mean that an immediate end of employment cannot occur for any violation of any Organization policy or reasonable work request. ~~E~~~~Your~~ employment [at the RRPC](#) is at-will. The Organization can end ~~your~~ employment without any prior warning, counseling or discussion.

SUBJECT: GENERAL OBLIGATIONS

Every employee shall fulfill, ~~to the best of his or her~~~~their~~ ability, the duties and responsibilities of the employee's position. The employee shall, during ~~his or her~~~~their~~ hours of duty, be subject to such other laws, rules and regulations that pertain thereto and devote ~~his or her~~~~their~~ full-time attentions and efforts to their office and employment. Employees shall not use their positions to secure special privileges or exemptions for the employee or others.

SUBJECT: PROBLEM RESOLUTION/APEAL/GRIEVANCE POLICY AND PROCEDURE

It is the intent of the Organization to provide employees with a method of seeking resolution to problems and questions by utilizing the existing management channels in the Organization.

Employees with a question or problem should contact the Executive Director first. A discussion between the employee and the Executive Director about a work-related problem can often be solved effectively in this manner. The Executive Director will arrange for a private discussion without interruptions, to listen carefully to the employee's problem and ask questions to clarify and obtain information. The Finance Manger is another resource available to employees for problem resolution.

The Executive Director may contact an outside consultant to help address an issue. ~~You~~~~Employees~~ are encouraged to work with the Executive Director to resolve concerns at the earliest time possible. Please note this policy does not apply to employees whose employment has been terminated.

A. Appeal/Grievance Policy

It is the intent of the Commission to address grievances informally; staff ~~is~~~~are~~ encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that will be resolved only after a formal appeal and review. When this is the case, the following procedure will be used.

A grievance is any matter considered by the employee as ground for complaint, including personnel action arising out of discipline, dismissal, demotion, or suspension. An employee who believes that inequitable treatment has been received because of some conditions of employment or action on the part of another employee may personally, or through representatives, appeal for relief from that condition. The employee is normally expected to initially discuss any grievance

with the Executive Director. If the matter cannot be settled at that level or the matter specifically pertains to the Executive Director, the employee may elect to discuss the matter with the Executive Finance Committee. At employee's option, mediation may be requested as an interim step. Associated costs may be covered by the RRPC based on approval by the Executive Finance Committee.

B. Appeal/Grievance Procedures

The following Steps shall be followed as the Appeal/ Grievance procedures:

Step One

Discuss the matter with the Executive Director as soon as possible. The employee may skip this step and proceed to Step Two.

Step Two

If the matter is not resolved through discussion, the employee may submit a written complaint to the Executive Director. Such a complaint must be submitted within 30 calendar days of the occurrence of the situation giving rise to the complaint. The Executive Director will arrange a meeting, which will include the employee and may include the person to whom the complaint is directed, within ten working days of receipt of the complaint. Within ten working days after the meeting, a written response will be sent to the employee. The ten working days may have to be extended to accommodate the Executive Director's or employee's schedule[s].

Step Three

If the complaint is not settled at step two, the employee may submit a written complaint to the Chair of the Executive Finance Committee within ten working days of the Executive Director's response in Step Two. At employee's option, mediation be requested as an interim step. The Chair of the Executive Finance Committee will ~~arrange call~~ a meeting of the Executive Finance Committee that will include the employee and may include the person to whom the complaint is directed. Within ten working days following the meeting, a response will be forwarded to the employee.

If the complaint involves an action of the Executive Director, employees may skip Step One and Two. An employee may invite their representative to attend any meeting in Steps One, Two or Three.

The decision of the Executive Finance Committee shall be final. Any employee may seek at any time assistance through the appropriate State of Vermont or federal agency but is encouraged to use this grievance process first.

SUBJECT: ELECTRONIC COMMUNICATIONS AND EQUIPMENT

The Organization maintains a network of electronic communications systems (i.e. email, instant messaging) and provides employees with access to or possession of Organization owned computer equipment (i.e. desk-tops, laptops or tablets).

These systems and equipment are the Organization's property. Any information stored and all messages composed, sent or received on or through this system and equipment are and remain the property of the Organization. They are not the private property of the individual and ~~you~~ **employees** should not have any expectation of privacy. The Organization may periodically review use of these systems with or without notice to ~~you~~ **employees**, and has the right to demand return of Organization equipment at any time for any reason with or without prior notice. All Organization owned equipment must be returned immediately when an employee leaves employment, regardless of reason. The Organization retains the right to withhold all pay and accrued benefits to the greatest extent allowed by law until all Organization equipment has been returned.

The use of these electronic communications systems is primarily for the conduct of business at the Organization. On a secondary basis, ~~our~~ **RRPC's** electronic communications may also be used for brief, incidental personal business as long as those uses do not interfere with the Organization's business; do not come in conflict with any other stated policies of the Organization; do not affect employee productivity; and do not disrupt the system and/or harm the Organization's reputation. Remember, personal use and business on Organization systems and equipment may be accessible by the Organization with or without notice.

The ~~electronic communication~~ **14ommunication**s systems and equipment may not be used to solicit or sell any products of non-organization enterprises or promote commercial ventures, religious or political causes.

The electronic communications system and equipment is not to be used for any reason that violates RRPC policy, for instance offensive messages including "jokes" that contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses origin or disability or otherwise violates RRPC policy.

The electronic communications system and equipment shall not be used to send copyrighted materials, trade secrets, any proprietary information, or similar materials without prior authorization.

Employees are prohibited from uploading, downloading or adding any app, software or program without written permission of the Finance Director/Manager or Executive Director.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality.

Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.

~~You~~Employees must use extreme caution when opening e-mail attachments received from unknown senders that may contain viruses, e-mail bombs, [ransom demands or ransom-ware](#), or Trojan horse code.

~~You~~Employees are prohibited from accessing files or retrieving any stored information unless authorized to do so. ~~You~~Employees are prohibited from attempting to gain access to another employee's messages without their permission.

Use of personal devices [i.e. smart phones] and ~~you~~employee's own personal equipment [i.e. home computers or tab-lets] for work still requires ~~you~~employees to follow all RRPC policies including this policy on Electronic Communications and Equipment.

[It is important to know that most all RRPC work product and material are considered public records under state and/or federal law meaning RRPC has an obligation to preserve such material and follow appropriate procedures for any request of such material.](#) Any work-related material stored on personal devices or personal equipment must be stored password protected to ~~you~~employees only or encrypted with access by ~~employees~~~~you~~ only. Such material must ~~be~~ immediately [be transferred to RRPC equipment then](#) permanently deleted as soon as the related work is accomplished and upon ~~you~~employees end of employment. No RRPC material, information or documents should be stored in any personal cloud-based storage.

Any employee who discovers a violation of this policy should notify the Executive Director.

No employee shall create, institute, or change a password for any communication or other computer use without first receiving approval from the Organization and providing the Executive Director [or their designee](#) with the password.

Unacceptable Use

If the employee violates any part of this policy or uses ~~the~~ electronic communication systems or business equipment for improper purposes, ~~the employee~~ shall be subject to discipline, up to and including, immediate termination. Reporting to criminal authorities will take place when potential criminal activities are discovered, including, but not limited, to any offensive material involving minors [or failure to produce RRPC material](#). The Organization has a zero-tolerance policy for any actions that may create a hostile work environment.

The employee should be aware that electronic communications made at, during, about or with work-related equipment may be available as a matter of Public Record under state law.

SUBJECT: CODE OF CONDUCT AND CONFLICTS OF INTERESTS

RRPC employees are placed in a position of public trust. As public officials, ~~we are~~employees are required to work under a code of conduct that ensures that ~~we~~they exercise ~~our~~the Organization's

fiduciary authority solely for the benefit of the public. RRPC employees are to conduct themselves with the highest level of ethical and moral standards under public law in any dealings in which ~~we~~ they represent RRPC. RRPC has outlined its public responsibility, which assures that employees do not place themselves or RRPC in any real or perceived position of conflict of interest.

The employee should avoid any actions that create a perception that favorable treatment of outside entities by the Organization was sought, received, or given in exchange for personal or business courtesies. No employee shall be beneficially interested personally, directly, or indirectly, in any contract with the Organization, regardless of amount; or furnish any material, or perform any labor, except in the discharge of ~~his or her~~ their official duties, unless such contract shall have been awarded within the procedures of the Organization. Additionally, no employee shall take part in any decision concerning the business of the Organization or use their position in the Organization in any manner in which ~~he or she has~~ they have a direct or indirect financial interest, such as a project before Act 250 or other regulatory board. When the RRPC is a party to any proceeding, hearing or before any governmental or private entity, aside from ~~his or her~~ their role as an employee, the employee should not participate or use ~~his/her~~ their employment in a role greater than any other citizen or taxpayer. If an employee has a project before Act 250 or other regulatory board when the RRPC is a party, ~~he/she~~ the employee shall state, on the record, the nature of ~~his or her~~ their interest, refrain from exercising undue influence with respect to such contract or project and shall not vote on related motions.

No employee, officer, or agent of RRPC or its sub-grantees shall participate in the selection, award, or administration of a contract supported by federal or state funds if a conflict of interest, real or perceived, could potentially be involved. Such a conflict could arise if any employee, officer, agent, immediate family member, or any organization in which immediate family members are employed, have a financial interest in the RRPC selection and award process.

Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the Organization does or may do business. No employee, officer, or agent of RRPC will solicit gifts, payments for services, favors, entertainment, special accommodations, gratuities, or anything with an associated monetary value or gain from contractors, potential contractors, or parties to sub-agreements. No employee, officer, or agent of RRPC will accept same as previously listed in excess of \$50.00. To avoid the possibility of conflict, ~~we have~~ the RRPC has some basic guidelines on accepting business gifts.

Accepting Business Courtesies

The RRPC commissioners and employees should not feel any entitlement to accept and keep a business courtesy and the RRPC must never give the impression that the acceptance of a courtesy will lead to a new or the renewal of an existing business contract or preferential treatment by the Organization of any kind.

SUBJECT: OUTSIDE EMPLOYMENT/VOLUNTEERING

Any employee, officer, or agent who has an outside interest which would have the potential to create a conflict of interest with ~~his or her~~their duties at RRPC should disclose such interest to the Executive Director immediately either verbally, via e-mail or in writing. The Executive Director will evaluate the situation and determine if a conflict of interest may exist. The Executive Director reserves the right to require a cancellation of the activity causing a real or perceived conflict of interest. The Executive Director is accountable for disclosing any potential conflict of interest to the Executive Committee.

Let common sense and business ethics prevail. However, when in doubt, it is best to politely refuse the gift or courtesy and seek clarification from the Executive Director.

SUBJECT: EMPLOYMENT OF FAMILY

~~The RRPC wishes~~ ~~We wish~~ to hire the most qualified individuals to fill a position, and to retain valuable employees. Relatives of employees will be interviewed and treated in the same manner as any other candidate for a given position. Relatives will not interview other relatives. ~~They~~ Relatives will be considered for employment if there is no management reporting relationships or potential conflicts of interest between the two relatives. As used in this policy, "relatives" includes not only family, but those who reside with the employee.

SUBJECT: REPORTING FRAUD AND MISCONDUCT

It is expected that should ~~you~~employees witness or become aware of acts of fraud, misconduct, harassment, or inappropriate behavior of any kind, ~~you~~employees will report it immediately to the Executive Director or the Finance Manager. Failure to report inappropriate behavior can lead to disciplinary action, up to and including, immediate termination of employment.

SUBJECT: REPRESENTING THE ORGANIZATION

On occasion, ~~you~~employees may be involved in business meetings, seminars, forums, or trade shows. As a representative of the Organization, it is expected that ~~you~~employees will present ~~yourself~~themselves in a professional manner that is consistent with ~~our~~the Organization's values and principles. While attending these functions, ~~you~~employees are expected to conduct ~~yourself~~themselves in a positive and mature manner, wear appropriate attire at all times, and respect the participating host, all guests and vendors.

SUBJECT: SECURITY AWARENESS AND ACCEPTABLE USE POLICY

This policy applies to all software and business equipment that is owned or leased by the Organization. Organization-owned/leased software and business equipment includes, but is not limited to, fax machines, computers, laptops, printers, scanners, the Organization's e-mail system, the Internet, copy machines, hand-held communication devices, telephones, video and photographic equipment.

Security of Proprietary & Confidential Information

The Organization has established the following policy and practices about the security of proprietary and confidential information. [This policy applies to both RRPC owned equipment and equipment owned by the employee if used for work purposes and/or has RRPC information stored on it.](#)

- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All passwords must be supplied to the Executive Director and Finance Manager to be stored in a secure and centralized database.
- All PCs, laptops and workstations must be secured with a password-protected screensaver.
- Employees must secure their workstations when the host will be unattended.
- Because information contained on portable computers is especially vulnerable, laptops and hand-held devices must be protected in accordance with these security standards. When traveling for business, special care must be exercised.
- All business equipment you-employees use that is connected to the Organization Internet/Organization Network-related systems, whether owned by you-employees or the Organization, shall be continually executing approved virus-scanning software with a current virus database.

SUBJECT: SOCIAL MEDIA

While we-RRPC encourages online collaboration, we-the Organization are-is providing you-employees with an Organization policy and set of guidelines for appropriate online conduct, so you-employees can avoid the misuse of this communication medium.

- Do not post any-Employees cannot post financial, confidential, sensitive or proprietary information about the Organization or any of our-its customers, vendors or business partners.
- Do not-Employees cannot infringe on copyrights or trademarks of the Organization. Don't-Employees cannot use images without permission and shall remember to cite-cite where you-they saw information if it's not your-their own.
- As an-Organization employees; shall be aware that you-they are responsible for the content you-they post and that information remains in cyberspace forever. Employees shall use privacy settings when appropriate. R and shall remember, the Internet is immediate, and nothing posted is ever truly private, nor does it expire.
- Employees shall speak respectfully about our-the Organization's current, former, and potential customers, vendors, employees, business partners and competitors.
- Employees shall Bbeware of comments that could reflect poorly on you-themselves and the Organization. Employees shall Do-not post obscenities, slurs or personal attacks that

can damage the Organization's reputation or that are in violation of Organization policy. Social media sites are should not be the forum for venting personal complaints about supervisors, co-workers, or the Organization.

- Many sites like Facebook and Twitter blur the lines between business and personal; employees shall keep this in mind. If you are employees -posting to personal networking sites and are speaking about job-related content or about the Organization, employees shall identify yourself themselves as an Organization employee and shall use a disclaimer and make it clear that these views are not reflective of the views of the Organization. "The opinions expressed on this site are my own and do not necessarily represent the views of the Organization."
- Employees shall ~~Be~~ be respectful of others. Employees should ~~not~~ think of what you they say online in the same way as statements you they might make to the media, or emails you they might send to people you don't know ~~-. -~~ Stick to the facts, try to give accurate information and correct mistakes right away.
- Violation of certain Organization policies while posting on-line for personal reasons or on personal sites may still lead to discipline including immediate termination from employment, for instance with harassment, discrimination or violation of confidences.

If you employees see unfavorable opinions, negative comments or criticism about yourself themselves or the Organization from other Organization employees, vendors or business partners, employees are asked to please please forward this information to the Executive Director.

The Organization may monitor content out on the web and reserves the right to remove posts that violate this policy. Users who violate the policy may be subject to discipline, up to and including termination of employment. If you employees have any questions about this policy or a specific posting out on the web, employees shall please contact the Executive Director.

SUBJECT: SPEAKING TO MEMBERS OF THE MEDIA

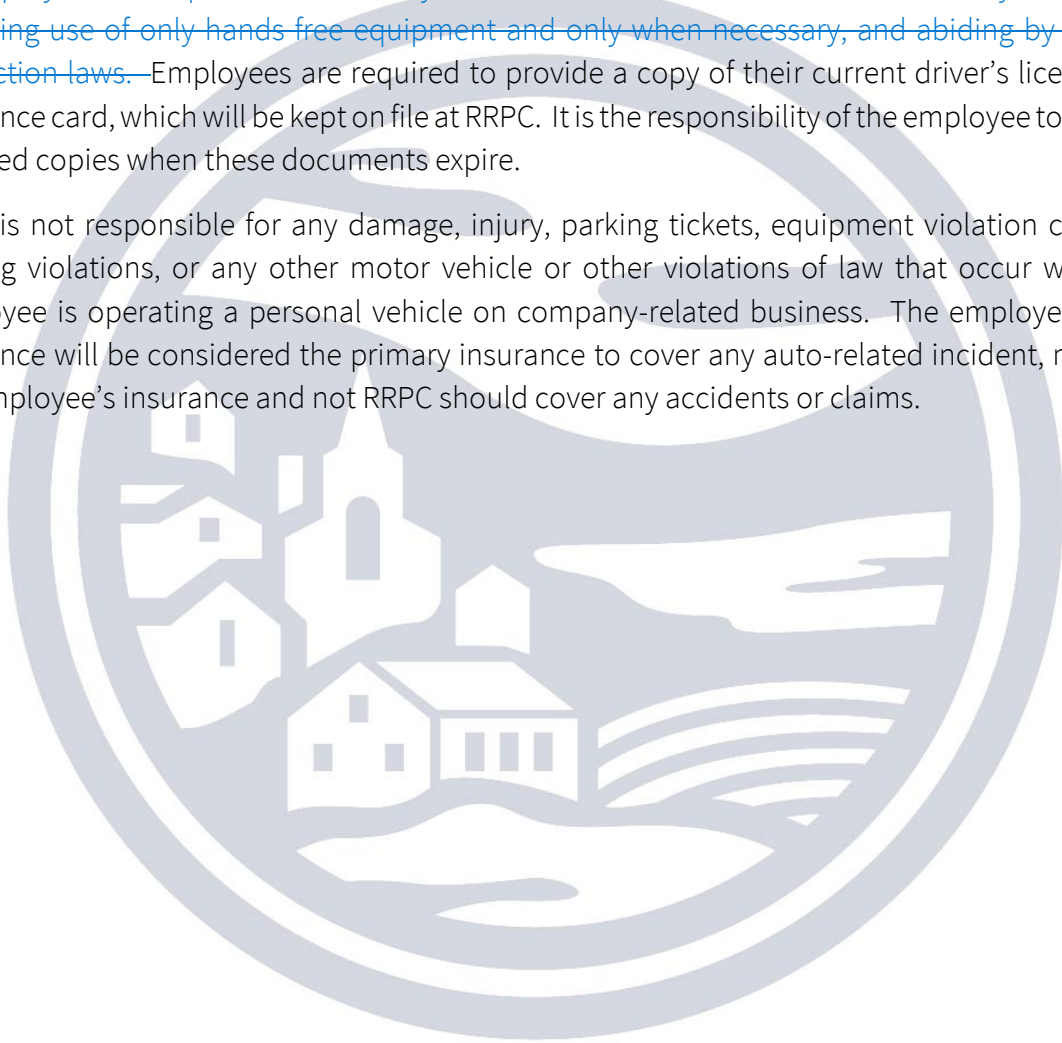
RRPC's relationship with the media is important to our success. To ensure that we the Organization properly engages this asset, if you employees receive a media inquiry on a RRPC matter, you employees must inform the reporter that it is our RRPC's protocol for all press requests to go through the Executive Director. If you employees receive such a request, please employees shall promptly alert the Executive Director, so that they can follow up on the inquiry or contact. Employees should not agree to be interviewed or provide information for publication unless they have cleared it with the Executive Director. This applies to all media and social media outlets including newspapers, radio, internet news agencies and television. Additionally, if you employees would like to publicize RRPC activities in the media, you employees must consult the Executive Director who will be responsible for providing approval.

SUBJECT: TRAVELING ON RRPC BUSINESS

It is critical that employees obey all applicable state and local traffic laws. This includes speed limits, seat belts, mobile electronic devices, etc. Use of cell phones while driving any vehicle for work-related reasons must comply with the law of the state in which you are driving. Texting while driving is prohibited. The Organization reserves the right to seek reimbursement for any indemnification, damages, suits, fines or otherwise incurred as a result of a violation of this policy.

~~All employees are expected to abide by all motor vehicle and traffic laws while they are driving, including use of only hands free equipment and only when necessary, and abiding by all non-distraction laws.~~ Employees are required to provide a copy of their current driver's license and insurance card, which will be kept on file at RRPC. It is the responsibility of the employee to provide updated copies when these documents expire.

RRPC is not responsible for any damage, injury, parking tickets, equipment violation citations, moving violations, or any other motor vehicle or other violations of law that occur while the employee is operating a personal vehicle on company-related business. The employee's auto insurance will be considered the primary insurance to cover any auto-related incident, meaning the employee's insurance and not RRPC should cover any accidents or claims.



SECTION: COMPENSATION

SUBJECT: OVERTIME PAY – (HOURLY EMPLOYEES)

Overtime payments do not commence until the employee exceeds 40 hours [of work](#) in a workweek. The RRPC work week begins on Monday and ends on Sunday. Employees are required to obtain approval from the Executive Director prior to the use of overtime and work that exceeds 40 hours in a week. Employees who anticipate the need for overtime to complete the week's work must notify the Executive Director in advance and obtain approval prior to working hours that extend beyond their normal schedule. On occasion, an employee may be re-quired to work overtime as part of the job.

Employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour work week will be subject to disciplinary action up to and including dismissal.

SUBJECT: PAY DAY

Employees are paid on a bi-weekly basis.

Exempt employees are required to submit accurate and complete timesheets electronically in RRPC's time-data software by 10:00 a.m. on the Monday of a payroll week. Each payroll period is 75 hours - the number of hours in a payroll period is calculated by taking 7.5 hours/day multiplied by the number of potential workdays (Monday-Friday) in the payroll period. Please see Finance Manager for more information.

Non-Exempt employees are required to submit accurate and complete timesheets electronically in RRPC's time-data software by 10:00 a.m. on the Monday of a payroll week.

Pay Day is the Friday of a payroll week. In the event a pay date falls on a holiday, employees will be paid on the last working day prior.

RRPC encourages direct deposit for pay purposes for exempt and non-exempt employees. Employees must complete the required documentation in RRPC's HR and Payroll software as well as ~~a~~ hard [copies](#) in the office.

SUBJECT: BONUSES AND MERIT INCREASES

Bonuses and merit increases may be awarded from time to time to employees who have performed their basic duties in an exemplary manner. Bonuses and/or merit increases shall be granted subject to the availability of funds and in the sole discretion of the Executive Director. The Executive Director will determine the distribution of bonus or merit increases, if any, for all employees; the Executive/Finance Committee will determine the distribution of the bonus or merit increases, if any, for the Executive Director.

SUBJECT: SALARIED (EXEMPT) EMPLOYEE WORK BEYOND NORMAL WORK WEEK

Due to the nature of the Organization's work, salaried employees frequently must work evenings to attend meetings or for other work-related activities. When it is not possible for employees to adjust their schedule during the pay period to make up for this work, staff shall be eligible to receive one hour off for each hour time worked over and above regularly scheduled working hours.

Time off should be used within a reasonable period scheduled, with the approval of the Executive Director, at the most convenient time for all. Time off under this policy should not be considered vacation, personal or sick time that can be accrued and carried over.

The accrual of work time per week should not exceed 37.5 hours, except as approved by the Executive Director. Absences which are paid such as personal time, sick time or vacation pay, are not considered as hours worked.

Grant funding or other business requirements may allow exempt employees, on a quarterly basis, to receive pay for any hours accumulated above 37.5 hours at the Executive Director's discretion. All accumulated hours will be paid to employees during the last payroll of the fiscal year. Upon voluntary or involuntary termination from employment with the RRPC, compensation will be granted for ~~all of~~ any unused portion of time off remaining. All such payouts will be at the employee's current rate of pay.

SUBJECT: EXPENSES

Employees who, as a part of their job, are required to travel, shall be reimbursed for related expenses according to the following:

Mileage

RRPC employees using their automobile for RRPC business shall be reimbursed at the current U.S. Government rate for mileage plus tolls and parking fees. Mileage reimbursement will exclude distance commuting to the office or its equivalent if leaving/returning to home. RRPC is always the home base when calculating mileage. However, if a work-related activity is on the commute to RRPC or on employee's way home, mileage will not be reimbursed. If employees work a 7.5-hour day, go home for a period of time, and later attend a night meeting; mileage will be calculated based on leaving/returning to employee's home.

Meals, Lodging, Incidental Expenses

Employees ~~required to obtain meals and lodging while on Organization business on Organizational business, either in-state or out-of-state,~~ shall ~~be reimbursed~~ receive meal and incidental (M&I) allowances on a per diem basis following the GSA guidelines, ~~with the following exception: breakfast, lunch and dinner will be reimbursed separately using the meal breakdown amounts listed on the GSA website at www.gsa.gov.~~ Calculations will be based off the date range of travel and location of event. The tool for calculating Meals and Incidental

~~Expense reimbursements—allowances~~ for more than one day is found at <http://www.gsa.gov/portal/category/26429>. ~~If the expenses are being paid by a grantor with specific reimbursement guidelines, employees must follow the grant guidelines first. The difference of meal reimbursements can be reimbursed up to the GSA meal breakdowns. Please see Finance Manager for details.~~ If any meal is supplied while on business travel, employees must deduct that meal from their travel reimbursement request. ~~may not seek reimbursement for that meal. Employees cannot provide a tip on a meal while on business travel, or for a meeting, for more than 20%.~~

Employees must submit an ~~direct~~ expense ~~report~~ form along with a printout from <http://www.gsa.gov/portal/category/26429>. The printout must include the dates of travel and the location traveled to. Receipts are not required and staff are encouraged to submit their direct expense form before leaving for the event. Employees cannot use their company credit card for these expenses. ~~or employee's company credit card statement with itemized receipts, expense coding and descriptions to receive reimbursement monthly. Employees must attach a GSA printout based on the dates of travel and the location traveled to with the meal breakdowns and lodging amounts shown. As noted above, breakfast, lunch and dinner are reimbursed separately. The first and last day of travel are only eligible for reimbursed at 75% of the total M&IE, as per GSA guidelines. In addition, employees must also submit the grantor's re-imbursement guidelines if applicable. Please see Finance Manager for further details.~~

One Day Travel – “According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the pre-scribed meals and incidental expenses for one day travel away from employee’s official station if it is longer than 12 hours. Please see FTR §301-11.101.” *(Employees must stay within the reimbursement guidelines on the GSA website [GSA Guidelines](#) except for breakfast, lunch and dinner reimbursed separately; employees and must also follow the reimbursement process noted above to receive reimbursement).* ~~If the expenses are being paid by a grantor with specific reimbursement guidelines, employees must follow the grant guidelines first. The difference of meal reimbursements can be re-imbursed up to the GSA meal breakdowns. Please see Finance Manager for details. If any meal is supplied while on business travel, employees may not seek reimbursement for that meal. Employees cannot provide a tip on a meal while on business travel, or for a meeting, for more than 20%.~~

Lodging rates and reimbursement allowances can be found using the same GSA tool at <http://www.gsa.gov/portal/category/26429> – a printout must be attached to an expense form or company credit card statement and include the dates of travel, the location traveled to and also note if the event was at the lodging facility. Expenses for lodging, airfare, ground transportation, and any other travel-related expenses require receipts and employees are encouraged to use their company credit card.

Employees may be invoiced for any expenses that do not fall within the allowed amounts per GSA and where receipts are not provided.

Meals, lodging and incidental expenses generally require prior approval from the Executive Director [not necessarily amount but incurrence].

Other

Routine and reasonable work-related expenses will be reimbursed with submission of itemized receipts with prior approval from the Executive Director.

Employees cannot provide a tip on ~~a meal/food while on business travel, or~~ for a meeting, ~~for~~ more than 20% before tax. Employees may be invoiced for meeting or organizational expenses where receipts are not provided.



SECTION: HOLIDAYS/VACATION

SUBJECT: HOLIDAYS

Eligible employees are provided ~~eleven (11)~~ twelve (12) paid holidays each year. Full-time hourly and salary employees shall be compensated for holidays as though the employee has worked ~~his or her~~ their normal workday.

RRPC shall observe any paid holiday which falls on a Saturday on the preceding Friday and any paid holiday which falls on a Sunday on the following Monday.

At the discretion of the Executive Director, employees who work on a holiday may substitute that holiday for an other day. This must occur within the same pay period. If employees work on a holiday, and do not substitute another day during the same pay period, the holiday will be applied as hours worked.

The following holidays shall be official holidays together with any other day so proclaimed by the Board of Commissioners.

New Year's Day	Fourth of July	Thanksgiving Day
Martin Luther King Day	Labor Day	Friday before Thanksgiving
President's Day	Indigenous People's Day or <u>Veterans Day</u>	Christmas Eve
Memorial Day	<u>Veterans Day</u>	Christmas Day

SUBJECT: VACATION

Eligibility

Regular full-time employees are eligible for earned vacation. Vacation time shall begin to accrue on the date of hire and is based on the employee's anniversary date.

To accommodate the desires of our employees who would like to take their vacation early in the year, employees will be permitted to "borrow" up to 5 days against the vacation time they expect to accrue based on their anniversary date. ~~You Employees~~ should understand, however, that if ~~you~~ their employment with the Organization ends for any reason prior to the time that ~~you~~ they have accumulated the number of vacation days taken, ~~you~~ they will be responsible for reimbursing the Organization for the amount of used, but unaccrued vacation time. ~~Your Employees~~ signature accepting this Handbook authorizes the Organization to withhold the maximum amount allowed by law from any amounts owed to reimburse for borrowed time taken but not earned.

The combination of hours worked and paid time off (with the exception of holidays) cannot exceed the number of working hours in a payroll period (7.5 hours/day multiplied by the number of

potential work days (Monday-Friday) in the payroll period) - personal time, sick time or vacation pay, are not considered as hours worked. including for calculating overtime.

Employees who have had a change in their status will accrue at the new rate according to the time that they have been in that status category. After a break in service of 90 days, the accrual of service years will start again.

Rate of Pay

Vacation pay is calculated at the employee's base rate.

Vacation Accrual

All vacation accrues on a bi-weekly basis throughout the year and starts to accrue on the first day of hire. The schedule below reflects additional vacation time after the employee's anniversary occurs. Employees may not request to use the additional time in advance of their actual qualifying anniversary.

Schedule

- Date of Hire - 2 years: 10 days equivalent to 2 weeks per year
- Beginning year 3 through year 7: 15 days equivalent to 3 weeks per year
- Beginning year 8 through year 11: 20 days equivalent to 4 weeks per year
- Beginning year 12 and greater: 25 days equivalent to 5 weeks per year

Carry Over/Pay Out

A maximum of 20 vacation days may be carried over from one year to another, unless otherwise approved by the Executive Director. Employees who are likely to reach the above limit should make arrangements with the Executive Director to discuss scheduling vacation before reaching the limit.

A payout of up to 20 vacation days in a fiscal year may be exchanged in lieu of using those days as vacation. Employees are required to make this request via email or in writing and submit it to the Executive Director for approval. Requests must be submitted a minimum of 1 pay period in advance of the pay period in which it will be paid out. Failure to submit the request in a timely manner may result in denial of your employee's request. Pay-out requests is-are within the discretion of the Executive Director.

Scheduling Vacations

Every effort is made to accommodate your employee's request for time off. However, there may be instances where it may not be possible due to workload and scheduling considerations. Vacation time of 1 week or longer should be scheduled a minimum of 30 days in advance. All requests of 1 week or longer must be submitted to Executive Director via email or in writing.

Vacation time must be recorded on your-employees Outlook Calendar in advance of taking time off.

Voluntary or Involuntary Termination

Upon voluntary or involuntary termination from employment with RRPC, you-employees will be paid for any unused portion of vacation leave remaining at you+their last rate of pay.



SECTION: LEAVES OF ABSENCE/LOST TIME

SUBJECT: ACCIDENTS – ON THE JOB

RRPC's employees are covered by workers' compensation insurance. This insurance provides coverage in the event of a work-related injury. An employee MUST report, immediately, all work-related injuries to the Executive Director or Finance Manager if the Executive Director is unavailable, regardless of how minor.

Failure to report such injuries may result in a delay in, or loss of, workers' compensation benefits. This Incident Report must be completed by RRPC within 24 hours.

When an accident occurs and outside medical attention is required, the employee and the Executive Director should follow the procedure outlined below. This procedure should be followed immediately upon an accident/illness occurring.

The Executive Director will assist the employee to receive medical attention for the injury at Occupational Health Partners. If Occupational Health Partners is unavailable, the injured employee should be taken to the emergency room at RPMC [or any other provider chosen](#).

All employees are expected to fully cooperate with the worker compensation process, if or when applicable.

Transitional Work

RRPC retains the right if it chooses to have an employee injured on the job engage in transitional duty work, even temporary, to have the employee return to work. Employees are expected to cooperate with any such request.

Adherence to the prescribed limitations is the responsibility of the injured employee. Concerns are to be discussed with the Executive Director. Violations of prescribed limitations will result in disciplinary measures.

Length of Absence and Return to Work

Employees out of work for a work-related injury may or may not be kept on active employment status or have their position held open for them, all subject to requirements under the laws.

Requirements of Employee While Out From Work

Employees are required to call ~~into~~ the Executive Director immediately if there is a change in their status and ability to work. Failure to do this could jeopardize their insurance coverage.

Benefits

If the employee remains on employment active status while out for an accident on the job under this policy, vacation, sick time and other non-insurance related benefits will not accrue.

If the employee is out for more than 30 days and remains on employment active status under this policy, the employee may elect to continue any or all insurance related coverage benefits. The employee will be required to make the full payment for his/her/their monthly premium to the Organization. If the employee is out under 30 days and remains on employment active status under this policy, the employee will be responsible for their his/her portion of employee contribution(s). The employee is responsible for setting up payment arrangements with the Finance Manager. Payments must be made semi-monthly.

SUBJECT: CIVIL AND JURY DUTY

Voting

RRPC recognizes that voting is an integral part of being in a community. In almost all cases, ~~you~~ employees should have sufficient time outside working hours to vote. If for any reason, ~~you~~ employees think this won't be the case, they should contact the Executive Director to discuss scheduling accommodations.

Jury Duty

The Organization supports employees in their civic duty to serve on a jury. Should any full-time employee be called for jury duty within any state or federal judicial court, the employee will be paid at their regular rate of pay as if it were a normal working day. Jury duty hours will not be counted as hours worked for the purposes of calculating overtime and hours accrued for work beyond normal work week. (Employees are forewarned it is a violation of state law and Organization policy to be paid by RRPC and seek payment from the state while on jury duty).

The employee must provide any summons and a memorandum from the Clerk or Bailiff certifying the period of jury duty to the Executive Director as soon as possible after receiving the notice to allow advance planning for the employee's absence. The employee is expected to return to work if dismissed by the court during working hours.

SUBJECT: VERMONT PARENTAL AND FAMILY LEAVE (VPFL)

On occasion, an employee finds it necessary to be out of work due to a personal illness or to care for a family member who has a serious health condition making the employee eligible for family leave. A VPFL leave of absence may also be granted during ~~your-employee's~~ own pregnancy, care for a newborn child or placement of a child in ~~your-their~~ care for adoption or foster care. VPFL leave is similar to what is known as FMLA leave under federal law but which does not apply to RRPC.

For purposes of this policy, a family member is defined as an employee's spouse/civil union partner, children, step-child, ward or foster child, parents, or parent-in-law or an adult child for whom the employee provides care.

Unpaid

VPFL leave is unpaid unless ~~you-employees~~ choose to use accumulated paid time off such as vacation or sick time. ~~You-Employees~~ are re-sponsible for timely informing RRPC that ~~you-they~~ want to use paid time ~~off (and indicate which paid time off) to be paid~~ while out on leave.

Eligibility For VPFL And Military Leave

Employees who have at least 12 months of service and have worked at least 1,250 hours in the last consecutive 12 months are eligible or an average of 30 hours per week and have been employed for at least 12 months are eligible. If parental leave is requested for the employee's own pregnancy, verification of a serious medical condition is not required as long as eligibility requirements are met.

Parental and family leave laws (collectively VPFLA) entitle ~~you-employees~~ to the leave benefits of up to 12 weeks of non-paid, job-protected leave during a 12-month period for the following reasons:

- Upon the birth of ~~your-employee's~~ child;
- Upon the placement of a child for adoption or foster care with ~~youemployee~~
- When ~~you-employees~~ are needed to care for a spouse, civil union partner, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability) or parent who has a serious health condition; or
- When ~~you-employees~~ are unable to perform at least one of the essential functions of ~~his or her~~their position because of ~~your~~their own serious health condition
- In situations of ~~qualifying~~qualifying exigency to be with ~~your-employee's~~ spouse, parent or child if they are ~~an active~~service member ~~on active duty~~or have an impending call to active duty in support of a contingency operation, ~~such as~~.
 - Short-notice deployment
 - Military events and related activities
 - Childcare and school activities
 - Financial and legal arrangements
 - Counseling
 - Rest and recuperation
 - Post-deployment activities, and
 - Additional activities where the employer and the employee agrees to the leave
- For the care of an injured service member if the service member is ~~your-employee's~~ spouse, child, parent or "next of kin." This type of leave can be elected once to be taken for up to 26 weeks in a 12-month period.

“Serious health condition” is defined by law. ~~You Employees~~ should see Finance Manager for further information. In general, a serious health condition entitling ~~you employees~~ to leave under these polices is a condition causing near death, hospitalization or routine medical treatment. If ~~your employee’s~~ own serious health condition, RRPC may require medical certification ~~form from your their~~ healthcare provider and may request a second opinion at its expense.

Paid time off, short-term disability and worker’s compensation will run concurrently with VPFLA.

Notice Requirements

When the need for leave is foreseeable, employees should provide 30 days prior notice and make efforts to schedule leave so as not to disrupt the organization’s operation where possible. If the employee is not able to provide 30 days’ notice, they must notify ~~us the Executive Director~~ as soon as possible of the need/intention to take leave. RRPC will determine and advise the employee of all eligibility determinations as well as provide all notifications. Medical certification information should be returned directly to RRPC. Failure to provide an accurate and completed physician’s statement will result in a denial or delay in your eligibility. Periodic reports of the employee’s status may be required during the leave period.

Additional Notes

If both spouses are employed by RRPC, they are limited to a combined total of 26 weeks in a “single 12-month period” ~~if the leave is to care for a covered service member with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a family member who has a serious health condition.~~

Employee Responsibility

1. An employee who intends to utilize leave should make their intentions known by contacting the Executive Director 30 days in advance or as soon as practical.
2. Employees approved for intermittent absences, must follow the regular procedure for calling out of work and contact the Executive Director to record each absence. [Intermittent leave is subject to periodic review and can be adjusted or denied if a burden on the Organization.](#)
3. An employee may use PTO time while taking leave. The employee must follow the standard procedure for submitting a PTO request.
4. Employees may be required to provide a certification and periodic recertification supporting the need for leave. Failure to provide sufficient information to determine if the leave may qualify and the anticipated timing and duration of the leave ~~will may~~ cause the [claim request](#) to be denied. Employees must inform the Executive Director if the requested leave is for a reason for which leave was previously taken or certified.
5. Employees who have regular payroll deductions such as for medical, dental and vision insurance must make arrangements to continue these deductions while on leave.

6. In order to return to work from an approved leave due to the employee's own serious health condition, the employee may be required to provide a release or "Return to Work Authorization" certification form from the employee's health care provider stating the employee is able to resume the major and essential functions of their job. This form would also list any restrictions and/or reduced schedule requirements for the employee.

SUBJECT: VERMONT SHORT TERM FAMILY LEAVE ("VSFL")

Vermont Short-Term Family Leave ("VSFL") is defined as unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours during the 12-month period measured forward from the date the leave begins. Subject to the definitions and requirements provided in the VPFL, eligible employees may request and may take up to twenty-four (24) hours of unpaid time off each year for the following reasons:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, such as a parent-teacher conference;
- To attend or accompany the employee's immediate family to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional service related to their care and well-being;
- To respond to a medical emergency involving the employee's immediate family.

RRPC may require ~~you employees~~ to take Vermont Short-term Family Leave ("VSFL") ~~leave~~ in a minimum of one-hour segments. VSFL is unpaid unless the employee chooses to use PTO.

Eligibility

Employees who have worked an average of 30 hours per week and have been employed for at least 12 months are eligible under the provisions of Vermont Parental Leave ("VPFL").

Notice

Employees shall make a reasonable attempt to schedule appointments, for which short-term leave is available, out-side of regular work hours. In order to take short-term leave, employees shall contact the Executive Director as soon as possible, but in no case later than seven days before leave is to be taken, except in the case of an emergency. "Emergency" means circumstances where the required seven-day notice could have a significant adverse impact on the family member of the employee. RRPC will determine and advise the employee and the supervisor of all eligibility determinations.

SECTION: VERMONT STATE GENERAL ASSEMBLY LEAVE

Employees that are elected to the Vermont State General Assembly shall be entitled to a temporary or partial leave of absence for the purpose of allowing such employee to perform any official duty in connection with his or her elected office, in accordance with 21 VSA §496. Such

leave of absence shall not cause loss of job status, seniority, or the right to participate in insurance and other employee benefits during the leave of absence.

SECTION: MILITARY LEAVE

All employees who are called to serve in the military will be granted authorized time off to serve. In accordance with the Uniformed Services Employment and Re-employment Rights Act, ~~your~~ employee's position or its equivalent will be held up to five years to the extent the position still exists.

In the event that ~~you employee is are~~ called to active duty, employee shall notify the Executive Director immediately. In addition, ~~you employee~~ must submit a copy of ~~your their~~ military orders placing ~~you employee~~ on a Military Leave of Absence.

The employee will be responsible for contacting RRPC to arrange for a return to work. USERRA provides the following time frame for returning to work based on the duration of the military service:

Duration of Military Service	Days to Return to Work
Less than 30 days	First <u>business</u> day after being released from service
Over 30 days, less than 180	Fourteen (14) days after being released from service
Over 180 days	Ninety (90) days after being released from service

Failure to report to work within this period will be considered a voluntary resignation. Military separation orders must be presented by the first day of work. If ~~you employee are is~~ a full, flex or part time employee on the day ~~you they~~ leave the Company for active duty the following compensation and benefits will apply:

Employee Benefits while on Military Leave

- RRPC will continue medical, dental care and vision coverage for 24 months, unless the employee elects to use benefits offered by the Military. After 24 months the employee and qualified dependents are eligible for continuation of coverage under COBRA.
- Group Term Life and Accidental Death and Disability, Short and Long Term Disability, and VMERS and 457b Retirement payroll deductions will be reinstated upon return to work in accordance with plan eligibility guidelines.
- PTO time earned but not taken will be included on the paycheck following submission of military orders. Time in military is counted as service, but PTO is not earned during absence.

[SECTION: A duly qualified member of the Reserves or the National Guard shall be entitled to up to 15 days in any calendar year for military drills, training or other temporary duty or deployment. If entitled to such leave ~~you~~employee should provide as much notice as possible.](#)

SUBJECT: PAID PERSONAL TIME

All full-time employees are entitled to three (3) personal days per year which is available the first day of each fiscal year. The first year of employment will be prorated and is available on ~~your~~ [employee's](#) first day of hire. Unused personal leave will expire at the end of each fiscal year. Personal time must be recorded on ~~your~~ [employee's](#) Outlook Calendar in advance of taking time off.

The combination of hours worked and paid time off (with the exception of holidays) cannot exceed the number of working hours in a payroll period (7.5 hours/day multiplied by the number of potential work days (Monday-Friday) in the payroll period) - personal time, sick time or vacation pay, are not considered as hours worked.

Upon voluntary or involuntary termination from employment with RRPC, compensation will not be granted for any unused portion of personal leave remaining.

SUBJECT: SICK TIME

Full-time employees are entitled to 12 (twelve) days of sick leave per fiscal year. Sick leave begins to accrue on ~~your~~ [employee's](#) date of hire. [This paid sick time covers Earned Sick Time under Vermont law.](#)

Sick leave may be accumulated up to sixty (60) days. If an employee runs out of sick leave, ~~he or she~~ [they](#) may use vacation time.

If ~~you~~ [employees](#) are sick and unable to work, ~~you~~ [they](#) must call or text the Executive Director to inform ~~him/her~~ [Executive Director](#) of ~~employee's~~ [your](#) inability to work, the reason for ~~your~~ [employee's](#) absence and ~~your~~ [employee's](#) expected time of return.

During the period when an employee is receiving short-term disability, the employee may use accrued sick leave to make up the difference in salary between that received as a short-term disability payment and what would have been received if the employee were working but may not, in any case, exceed one hundred percent (100%) of the employee's regular salary.

In the event that an employee has a work-related injury requiring ~~him/her~~ [employee](#) to be out of work, accrued sick time may be used for time (typically up to 3 (three) days) not covered by Worker's Compensation.

Sick leave days earned shall only be paid to employees for workdays absent because of illness or injury to ~~them-~~selves or their immediate family or household members. An employee out for an

extended period using sick, un-paid or other leaves of absence may be required to furnish a return-to-work authorization from his/her/their health provider.

The combination of hours worked, and paid time off (with the exception of holidays) cannot exceed the number of working hours in a payroll period (7.5 hours/day multiplied by the number of potential workdays (Monday-Friday) in the payroll period) - personal time, sick time or vacation pay, are not considered as hours worked.

Upon voluntary or involuntary termination from employment with RRPC, no compensation shall be granted for any unused portion of sick leave remaining.

Vermont's Earned Sick Time Leave for Part-time and Limited Status Employees

The Organization's Sick Leave Policy above applies only to full-time employees and already includes and provides eligible employees with the Earned Sick Time Leave required by Vermont law. It is the employee's responsibility to monitor, use and retain sufficient paid sick leave when and if necessary, during the course of the year for any use permissible under Vermont's Earned Sick time law (see examples below).

Part-time and Limited Status employees who work an average of 16 or more hours a week are entitled to Earned Sick Time to be out of work for specific reasons consistent with Vermont's Earned Sick Time law. Part-time and Limited Status employees earn 1 hour for every 52 hours worked up to a maximum of 52 hours aper fiscal year. You-Employees can carry over a maximum of 37.5 hours to be used on this policy. You-Employees must be employed one year to be eligible for this leave (unless you-employee werewas previously employed by the Organization and asked to leave without voluntarily leaving). Examples of reasons an employee may use his/her/their sick leave for Vermont's Earned Sick Time Leave purposes include: (1) his/her-employee's own illness or injury, (2) to obtain professional diagnostic, preventive, routine, or therapeutic health care, (3) to care for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying your-employee's parent, grandparent, spouse or parent-in-law to an appointment related to his/her/their long-term care, (4) to arrange for social or legal services or obtaining medical care or counseling for your-employee's own or your-employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grand-child, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking.

The Organization does not always ask why you-employees are using Earned Sick time, this is your-the employee's choice, so employees shall be sure to monitor and retain some Earned Sick Time to have available for reasons under this policy. Any questions regarding the terms of this policy or Vermont's Earned Sick Time entitlements should be directed to the Executive Director.

Upon voluntary or involuntary termination from employment with RRPC, no compensation shall be granted for any unused portion of Earned Sick Time remaining.

SUBJECT: UNPAID LEAVE OF ABSENCE

All requests for unpaid leaves of absence shall be made by putting a request in writing and submitting to the Executive Director, with as much advance notice as possible.

Requests will be considered for Leave of Absence for up to 30 days for employees who have completed at least 90 days of employment and are employed on a full-time basis. Leaves may be renewed, at ~~our~~ the Organization's sole discretion, for a maximum of six months.

An approved Unpaid Leave of Absence represents a period away from work during which the employee is eligible though not guaranteed to be re-employed in a position for at least equal status but be paid commensurate for the position ~~he/shethey~~ returns to and for which ~~he/shethe~~ employee is qualified, provided such a position exists. There is no guarantee that the position an employee left to take a personal leave of absence will go unfilled or be available when the employee is ready to return to work. Subject to applicable law, if no such position exists, the employee will be reconsidered for employment in openings as they occur and for which they are qualified.

While the Organization recognizes the need for employees to be away from work for compelling reasons, employees must also realize that their present position and shift cannot always be held open for them until their re-turn.

Procedures

All Unpaid Leave of Absence requests under this policy must be presented via e-mail or in writing to the Executive Director.

During an unpaid leave of absence under this policy, vacation, sick time and other non-insurance related benefits will not accrue.

For a Leave of Absence more than 30 days, the employee may elect to continue any or all insurance related coverage benefits. The employee will be required to make the full payment for ~~his/her~~ their monthly premium to the Organization. For leaves under 30 days the employee will be responsible for ~~his/her~~ their portion of employee contribution(s).

Subject to law, the Organization reserves the right to not allow an employee to extend a personal leave of absence for vacation, sick or personal time or any other excused absence.

SECTION: WORKPLACE HEALTH AND SAFETY

SUBJECT: COMMITMENT TO SAFETY

~~Your Employee safety on safety on~~ the job is of the greatest importance and, as such, ~~we RRPC~~ takes safety very seriously. ~~at RRPC.~~ Every precaution is taken to provide safe equipment, machinery and a safe work environment. Preventing accidents is a responsibility for which all employees must take personal ownership.

The nature of the work and location govern safety rules. If ~~you employees~~ observe an unsafe act or condition in ~~your their~~ workplace, it is ~~your the employee's~~ responsibility to make sure that the Executive Director is made aware of the issue and an incident report is submitted immediately. The Organization feels so strongly about safety that violation of ~~our the Organization's~~ stated safety rules, or failure to report an incident will result in appropriate disciplinary action, up to and including im-~~mediate~~ termination.

SUBJECT: DRUG AND ALCOHOL-FREE ENVIRONMENT

The use, and being under the influence of alcoholic beverages, marijuana or controlled or illegal drugs, is not allowed at the Organization's property ~~or~~ during work hours unless a specially designated event. ~~We RRPC~~ understands the Organization and its employees frequently attend or present at events where alcohol is served; consumption of alcohol must be moderated and not reflect poorly on the Organization, use of controlled or illegal substances or marijuana is prohibited. The Organization will take appropriate disciplinary action, up to and including, immediate termination against any employee who during work hours or work-related events ~~we RRPC~~ suspects of being under the influence of alcohol, marijuana or controlled or illegal drugs, or consuming such substances contrary to this policy. If ~~you employees~~ are medically prescribed marijuana, ~~they can please~~ talk to the Executive Director about an accommodating schedule). The Organization's "property" includes the offices in the Opera House in Rutland and all other Organization related buildings, parking facilities, vehicles and grounds, ~~and use of personal vehicles for work-related reasons~~. Being "under the influence" refers to the use of alcoholic beverages, marijuana or controlled or illegal drugs during work or to any condition that would affect the quality of ~~your employee's~~ work and/or the safety and wellbeing of the Organization's employees.

SUBJECT: EMERGENCY EVACUATION

In the event that it is necessary to evacuate the Opera House, employees will use the closest stairs and meet behind the Opera House (Evelyn Street Entrance) at the BROCC parking lot across the street. For additional in-formation, please see the Emergency Management Planner and applicable Standard Operating Procedure. Employees who are off-site are expected to review the evacuation procedure at their location.

SUBJECT: FIREARMS & WEAPONS

Firearms or weapons are not allowed in ~~our~~ the Organization's buildings, at off-property employee events, or on ~~your~~ employee's person. ~~You~~ Employees must remove any firearms in ~~your~~ their personal vehicle before allowing any other person in it for work ~~r~~ -related rea-sons.

SUBJECT: PROHIBITING HARASSMENT

The RRPC is very serious about providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, sexual orientation, ancestry, place of birth, gender identity, physical or mental condition, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

Discrimination or harassment, including sexual harassment, of applicants and employees on the basis of sex, race, color, national origin, sexual orientation, ancestry, place of birth, gender identity, physical or mental condition, ethnicity, age, religion, or any other legally protected characteristic is unacceptable and unlawful.

Employees who engage in inappropriate or harassing behavior under this policy will be subject to disciplinary action up to and including immediate termination of employment and may also be personally subject to other civil or criminal liabilities.

Sexual Harassment

The Organization will not tolerate sexual harassment in any form by managers, co-workers, vendors, customers or other non-employees on Organization premises (to the extent that the Organization can control the conduct of others).

Sexual harassment has been generally defined as including unwelcome sexual advances, unwelcome jokes, re-quests for sexual favors and other verbal or physical conduct of a sexual nature, whenever:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission or rejection of such conduct by an employee is used as a basis for employment decisions regarding hiring, promotion, retention or compensation affecting the employee;
- The conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment is not limited to demands for sexual favors. It also may include such actions as:

- Jokes, graphics, cartoons, derogatory expressions, emails, letters, websites or comments of a sexual nature;
- Repeated sexual flirtations when an employee has said they are not interested;

- Continued or repeated verbal abuse or name calling of a sexual nature;
- Degrading comments about an individual's appearance.

Unlawful sexual harassment may occur regardless of the gender of the employees involved.

Other Harassment/Violence in the Workplace

Other unlawful harassment refers to physical and verbal threats, jokes, name calling, degrading comments, the display of objects and pictures and other offensive conduct [including conduct that interferes with the employee's work performance or creating an intimidating, hostile, or offensive working environment](#), relating to an individual's sex, race, color, national origin, sexual orientation, ancestry, place of birth, gender identity, physical or mental condition, ethnicity, age, religion, or any other legally protected characteristic protected by federal, state or local law.

This includes but is not limited to:

- Derogatory comments, jokes, slurs, unwelcome advances, invitations or comments;
- Derogatory or otherwise offensive posters, photos, drawings, graffiti, cartoons or gestures;
- Physical contact such as assault, unwelcome touching, blocking normal movement or interfering with work;
- Retaliation for reporting harassment.

Complaint Procedure

The RRPC is committed to providing all employees with a comfortable and effective way of bringing problems or complaints relating to harassment to the attention of management.

The employee is assured that the Organization will investigate all concerns promptly and that if appropriate, corrective action will be taken.

Retaliation for an employee having filed a good faith complaint, or having participated in an investigation of a complaint is unlawful and is strictly prohibited by this policy.

The following complaint procedure has been established:

- Any employee who feels that ~~he or she~~they have ~~has~~ been the subject of harassment is encouraged to directly inform the offending person or persons that the conduct must stop. If the employee does not wish to communicate directly with the person(s), then ~~he or she~~they should bring the matter to the immediate attention of the Executive Director or the Finance Manager, whoever the employee is more comfortable.
- Co-workers are encouraged and the Executive Director is required to report incidents or patterns of possible harassment to the Chair of the Board.
- The employee is asked to keep notes of the incident(s) and the names of people who witnessed or were told of the harassment and may be required to submit those notes and/or a written version of the concern.

- Upon receipt of the complaint, the Executive Director or Human Resources consultant will conduct a confidential investigation including interviewing the employees involved. All employees are required to cooperate with an investigation into harassment. The Organization will strive for, but cannot guarantee total confidentiality in the investigation of the complaint.
- The Executive Director or Human Resources consultant will report the results of the investigation directly to the Chair of the Board. The Executive Director, or if appropriate the Board Chair, will have a responsibility for determining if any disciplinary action is appropriate up to and including termination of employment of the offending employee.

If the employee that files a complaint is not satisfied with the Organization's response, the employee can also file a complaint directly with the following state and federal agencies. Generally, complaints must be filed with these agencies within 300 days of the adverse action.

- Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602; Telephone: (802) 828-3171
- Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114; Telephone: (617) 565-3200

SUBJECT: USE OF TOBACCO

RRPC is a smoke free workplace. Tobacco products include cigarettes, e-cigarettes, cigars, pipe tobacco, [vaping](#) and chewing tobacco (loose or in a pouch) and is prohibited in all enclosed indoor places of publicly owned buildings and offices where the Organization may work, including the Opera House.

Use of tobacco products [and vaping](#) is prohibited inside the Opera House or any building or vehicle, during any Organization event except where designated, or in any personal vehicle being used for the Organization's business with other employees, guests, community members or vendors in the vehicle. Tobacco use is only allowed in designated smoking areas, or inside one's personal vehicle without any others for Organization business. General upkeep and housekeeping of the designated smoking area is the responsibility of those using it.

If ~~you~~ [employees](#) fail to adhere to this policy, ~~you~~ [they](#) will be subject to disciplinary action, up to and including, immediate termination of employment.

SUBJECT: WHISTLE BLOWER POLICY

It is the intent of the RRPC to adhere to all laws and regulations that apply to the Organization.

RRPC will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the RRPC, or another individual or entity with whom the Organization has a business relationship, on the basis of a reasonable belief that the practice is in violation of law.

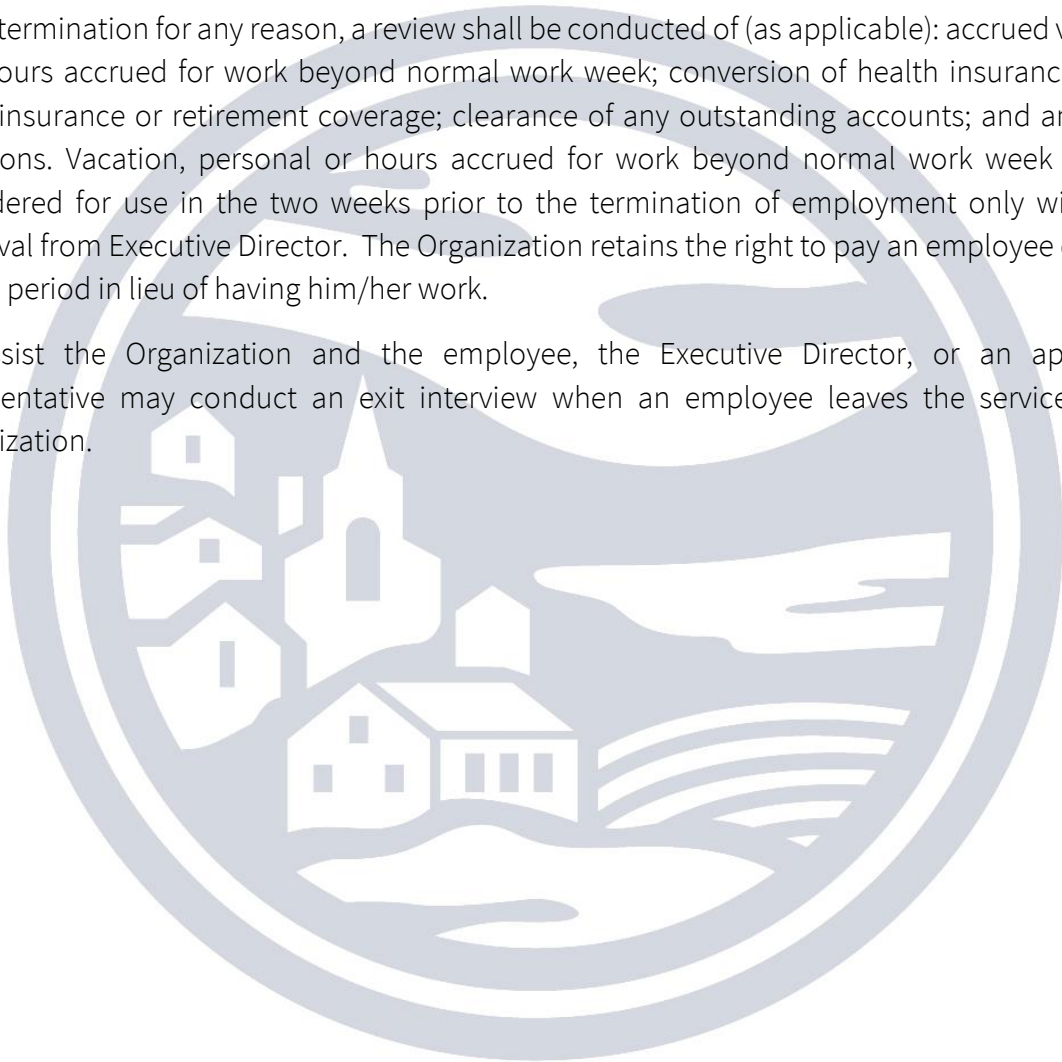
SECTION: SEPARATION


SUBJECT: VOLUNTARY

An employee who resigns ~~his or her~~their employment with RRPC shall be deemed to be terminated in good standing if ~~he or she~~they gives at least 2 (two) weeks' notice in writing to the Executive Director of ~~his or her~~their intention to resign and works those two weeks, and if other circumstances of the termination are such as to justify good standing.

Upon termination for any reason, a review shall be conducted of (as applicable): accrued vacation and hours accrued for work beyond normal work week; conversion of health insurance rights, other insurance or retirement coverage; clearance of any outstanding accounts; and any other questions. Vacation, personal or hours accrued for work beyond normal work week may be considered for use in the two weeks prior to the termination of employment only with prior approval from Executive Director. The Organization retains the right to pay an employee during a notice period in lieu of having him/her work.

To assist the Organization and the employee, the Executive Director, or an appointed representative may conduct an exit interview when an employee leaves the service of the Organization.





FINANCIAL PROCEDURES

RUTLAND REGIONAL PLANNING COMMISSION

ADOPTED: June 2~~1~~0, 202~~2~~3

The Finance Manager is to manage all financial procedures with oversight by the Executive Director. These procedures include Accounts Receivable, Accounts Payable, Payroll and reconciliation of the General Ledger and bank accounts.

BANKING

Bank transactions are handled by the Finance Manager, Executive Director or Office ~~Administrator~~Manager. Deposits are primarily made by the Finance Manager or Office ~~Administrator~~Manager with the Executive Director as back-up.

Authorized Signers

Authorized signers for bank transactions are the Chair, Vice Chair, Secretary/Treasurer and Executive Director.

Transfers

~~and~~Transfers are made by the Finance Manager over the phone with a bank representative. Transfers require ~~(with~~ the Executive Director's approval as well as the second signer's approval if the threshold is met (detailed under checking account). ~~or the Executive Director.~~ The only bank transfers that take place are from the primary checking account to pay the credit card payments which occurs minimally.

Account Signatories

The Executive Director and Office ~~Administrator~~Manager reviews and approves all bank reconciliations completed by Finance Manager. Journal entries are presented to the Executive Director for review and approval. The Finance Manager ~~or~~ Office ~~Administrator~~Manager ~~is~~ are not a ~~ss~~igners on any account.

The Executive Director or his designee communicates directly with the bank/financial institution regarding any changes or questions pertaining to the account.

Online access to RRPC's primary checking account and credit card accounts is established to review information on the accounts only. Online access ~~cannot~~will not be used to complete transactions. except for stop payments as there is no fee if stop payments are initiated online. The Executive Director or his designee will be the only staff members authorized ~~to~~ initiate stop payments. ~~online.~~

Authorized users of the online account access include the Finance Manager and Executive Director.

Fiscal Operating Period

The RRPC operates under a July 1 to June 30th Fiscal period.

~~The Fiscal period is July 1 to June 30th.~~

Annual Budget Approval

Annual Budgets are prepared by the Executive Director and Finance Manager, reviewed by the Executive Finance Committee, and recommended for approval to the Board of Commissioners prior to the start of the new fiscal year.

Fiscal Reporting and Review

~~Budget to actual is Financial Statements are~~ reviewed by the ~~Executive Director and~~ Executive Finance Committee and Board of Commissioners at the Executive Finance Committee's at their regularly scheduled meetings, ~~to reflect changing conditions.~~

~~A chart of accounts and classes are prepared and used to code receipts and disbursements to the proper accounts.~~

~~Monthly financial reports are provided to the Executive Finance Committee and Board for review at their regularly scheduled monthly meetings.~~ This includes Profit and Loss Budget Comparison, Balance Sheet and Accounts Receivable (the Board does not review the A/R report).

Annual audits are conducted by an independent CPA firm at the close of each fiscal year. Supplemental Schedules are included to reflect the revenue and expense breakout between Direct and Indirect expenses as well as individual grant expenses if needed. Full copies of the audit are provided to the Executive Finance Committee and requesting contracting agencies. Selected pages are provided to each member of the Board for review, full copies are available to the Board upon request.

~~Program status reports are updated no less than quarterly by the Finance Manager. Staff can request custom financial program reports and financial status updates at any time.~~

FINANCIAL STATEMENTS

The Finance Manager will prepare the following financial statements each month:

- Income Statement/Profit & Loss Compared to Budget (Reviewed by the Executive Finance Committee and Board)
- Balance Sheet (Reviewed by the Executive Finance Committee and Board)
- Cash reconciliation (Reviewed and approved by the Executive Director and Office Manager)
- Accounts Receivable (Reviewed by the Executive Finance Committee)

All month-end accounting entries ~~and should be completed, and all~~ financial statements ~~for month end~~ are prepared in time for both the regularly scheduled Executive Finance Committee and Board meetings each month. ~~The Finance Manager has one month to complete the monthly~~

~~financials. The Financials reflect the prior month's revenues and expenses, and grant billings which results in financial reports being one month behind when reviewed by the Executive Finance Committee and Board (—example: —i.e., April Financials are reviewed in June).~~

The Finance Manager prepares and ~~keeps~~retains the financial statements accumulated Profit & Loss statements compared to budget for the entirety of the fiscal year. Due to revenue changes throughout the year, the Finance Manager creates periodic internal budget updates and cash flow projections ~~periodically~~ which are discussed and reviewed with the Executive Director. Other financial statements or financial information will be provided and/or presented to the Board of Commissioners and/or the Executive Finance Committee upon request.

~~The Finance Manager may periodically prepare other internal financial reports such as Trial Balances or Statements of Cash Flows as needed to ensure effective and transparent financial management.~~

ACCOUNTS

The Finance manager monitors account balances to ensure the \$250,000.00 FDIC/NCUA thresholds has~~ve~~s not been exceeded at ~~any one~~ financial institution with the exception of Key Bank. ~~A new account at a different financial institution will be opened with the Board's approval if this is close to occurring. RRPC has a collateralization agreement in place with Key Bank that allows accounts to go above the \$250,000 threshold with no maximum.~~

Checking Account/Thresholds

The checking accounts require two signatures for all checks \$~~1~~5,000.00 and greater, and one signer on such checks must be an officer. Checks written to the Executive Director will be signed by an officer. The signatories on the accounts are the Chair, Vice Chair, Secretary/Treasurer, and the Executive Director. The Executive Director reviews and approves all executed transactions against the checking account , i.e. vendor payments. A signature card is on file at all financial institutions.

Business High-Yield Account

RRPC's high-yield account is a transaction account and not an operational account. This account automatically moves anything over the designated dollar amount (\$100,000) in RRPC's primary checking account to the high-yield, higher dividend return, account.

Savings Account (Business Primary Share)

RRPC's savings account is a deposit account and should have no activity throughout the year except ~~from~~for interest earnings. All transactions are completed in RRPC's checking accounts. ~~There are automatic transactions in RRPC's high-yield account.~~

DEPOSITS

- Unless otherwise instructed, and with the exception of the Clean Water Service Provider Formula Funds, all deposits will be made to the primary checking account. The process used for deposits is as follows:
- RRPC mail is opened by an organizational designee of the Executive Director. Mail is retrieved at the post office and opened by person assigned (typically the Office Administrator); This designee must be person other than the Finance Manager. In most cases the Office Manager will process mail received by the organization.
- The Office Manager or designee opens the mail and logs any checks on a receivables list (Finance Manager has viewing access only), checks are scanned to the share file and endorsed for deposit.
- ~~Assigned person (typically the Office Administrator), logs checks on the receivables list, copies checks and endorses.~~
- After checks are opened and processed, they are given to the Finance Manager to process the deposit.
- ~~Assigned person (typically the Office Administrator), passes copies of checks to the Executive Director for reconciliation with Bank Deposit.~~
- ~~Assigned person (typically the Office Administrator), passes checks to the Finance Manager.~~
- Finance Manager enters the deposit into Quickbooks Online ensuring that the revenue is coded to the appropriate Class (grant/agreement).
- Finance Manager prepares the deposit ticket, makes copies of the deposit ticket along with checks.
- Once processed -the Office Administrator-Manager, or Finance Manager or Executive Director deposits checks into the appropriate primary, interest bearing, checking account. Executive Director is back-up.
- ~~Finance Manager enters the deposit into Quickbooks Online ensuring that the revenue is coded to the appropriate Class (grant/agreement).~~
- The bank deposit receipt, retention of check payment stub, photocopy of the check and photocopy of the deposit ticket are filed in the fiscal year's Bank Statements folder and are attached to the appropriate bank statement and reconciliation report at the end of each month.
- No less than monthly, the Finance Manager logs into the Vermont Vendor Portal on the State of Vermont's website to print the reports that reflect the payments electronically deposited into -RRPC's primary-appropriate checking account. These payments are

entered into Quickbooks Online and then the reports are attached to the appropriate bank statement and reconciliation report.

- ~~The Executive Director compares the checks provided to him by assigned person (typically the Office Administrator) against the bank deposits. The~~ Executive Director reviews and approves bank statements, check logs, and reconciliation reports (all bank and electronic deposits are attached for review).
- If checks are not deposited promptly at the bank, they are stored in a secure, locked location.

ACCOUNTS PAYABLE

~~All bills that are received via direct mail or e-mailed are forwarded by the Office Administrator to the Executive Director or Program Lead (if applicable) for review.~~

~~All Invoices (mailed, hand delivered or received electronically) will be forwarded to the Office Manager (or Executive Director Designee) to be date stamped at the time of receipt. The Office Manager will distribute invoices for coding to the appropriate coder.~~

General Operational Invoices

~~The Executive Director, the Office Manager, or alternate Executive Director designee (excluding the Finance Manager), will process and code all general operational procurement invoices for payment. These include but are not limited to utilities, office supplies, pantry supplies, insurance, retirement bills, software licenses, and other reoccurring office expenses. Customary, routine supply purchases totaling \$500 or greater must be approved in writing or via e-mail by the Executive Director.~~

Grant/Project Invoices

~~Planners will code all invoices that are relevant to their program procurement area.~~

Other

~~In cases where an individual has procured an item or service specific to their worksite, the individual will code that invoice for approval.~~

~~All invoices must be coded properly containing the following information: *line item number, job code, class code, memo of expense and initials of purchaser/invoice processor*, prior to being submitted for payment. Invoices will be returned to the Office Manager for review and revision if needed. If a revision is needed, the Office Manager will ask the work with the staff member to make the correction. Codes are routinely updated and provided by Finance Manager.~~

Setting up new Grant Billing Codes the Accounting Systems

~~Grant Leads provide the Finance Manager with the Billing Code Name at the onset of a grant.~~

The Finance Manager enters the Grant Billing Code in the Billing Code document (located in the Staff Resource Folder) as well as in Quickbooks Time and Quickbooks Online. The Finance Manager is the only staff member to make updates to the Billing Code document, a protected document.

~~Vendor invoices, that are for a particular project, are reviewed and approved by the Project Lead for that project. The Project Lead fills in the following information: the date, initials, Class (grant/agreement listed in the Billing Codes document that is housed in the Staff Resource folder — Grant Leads provide the Finance Manager with the Billing Code Name at the onset of a grant. The Finance Manager will enter the Billing Code in the Billing Code document as well as in Quickbooks Time and Quickbooks Online. The Finance Manager is the only staff member able to make changes to the Billing Code document, a protected document) and chart of accounts line item # on the invoice (typically, the Office Administrator will use a red stamp requesting this information) and provides a description. If the expense falls under the State Grant or Indirect, the Executive Director completes the same process as above unless it was a staff member who made the purchase (if it was a staff member, the staff member would complete the process). The coded invoice is returned to the Finance Manager for input into Quickbooks Online. If the Finance Manager finds an error with the coding, the Finance Manager or Office Administrator will ask the staff member to make the correction. The Finance Manager ensures that all coded invoices match what has been entered into Quickbooks Online.~~

Office Manager forwards invoices to Executive Director for review and approval prior to entering invoices into Quickbooks Online. Executive Director approves payment by initialing invoice and returns back to Office Manager.

Coded Invoices are forwarded to the Finance Manager or their designee for input into Quickbooks Online.

Entering Invoices into Quickbooks Online

Payables are prepared bi-weekly (but not limited to) and the process is as follows:

- Vendor invoices are entered into Quickbooks Online by the Finance Manager or their designee and applied to the grant (customer job and class) using the coded information on the invoice. If the Finance Manager or their designee finds a coding error, corrections will be made by the Finance Manager or their designee. Corrections are noted on the invoice. | The Finance Manager or their designee ensures that all coded invoices match what has been entered into Quickbooks Online.
- The Finance Manager or their designee ensures that the expense is recorded in the proper timeframe. Invoices are reviewed in detail by the Finance Manager to note the dates of services performed. Finance Manager or their designee enters the bill date as the date the

bill was entered into the system. ~~Grant billing is based on bill dates, therefore ensuring there is never duplicate billing. As Grant billing is based on bill dates, utilizing the date the invoice is entered into Quickbooks Online, eliminates incidents of duplicate billing, therefore ensuring there is never duplicate billing.~~

Exception

~~When invoices are received after the end of the grant term but are expensed during the grant term, they are to be entered into the system utilizing the expense date (or utilizing a date within the last month of the grant billing period) to ensure the expense is captured for reporting and reimbursement.~~

- ~~• Vendor invoices are entered into Quickbooks Online by the Finance Manager and applied to the grant (customer job and class) using the coded information on the invoice. The Finance Manager ensures that the expense is recorded in the proper timeframe.~~
- Vendor invoices are paid by the Finance Manager via Quickbooks Online out of the operating account with the exception of the Clean Water Service Provider Formula Funds which may be paid out of the CWSP Key Bank account, and checks are generated by Quickbooks Online. If a coding error is found during the payment process, the Finance Manager makes the correction and notes the change on the back-up. - If the Finance Manager finds an error with how the bill was entered in Quickbooks Online, the Finance Manager will make the correction in Quickbooks Online during this step.
- Checks with support documentation are forwarded to Executive Director or authorized signer for approval and signing. The Executive Director reviews all checks and supporting documentation prior to signing. The Executive Director or authorized signer's signature indicates approval of expenses and coding.

Expense Threshold

~~-Checks- \$15,000.00 and greater require a second signature. The Office Administrator or Finance Manager Finance Manager or their designee is is~~ responsible for obtaining a second signature from an authorized board member (Chair, Vice Chair, Secretary/Treasurer).

~~If the invoice was approved by the Project Lead or another staff member, the Executive Director will review the expense and initial next to the Program Lead's coding if in agreement and sign the check.~~

- ~~A limited number of v~~Invoiced ~~endor~~ payments are may be executed online or paid over the phone. If Finance Manager finds a coding error for these payments, the Executive Director will sign off on any coding changes. The Finance Manager acquires approval from Executive Director before initiating payment (the invoice is approved and coded as above;

~~approval from a second signer is required for payments \$1,000.00 and greater). The Finance Manager monitors checking account for proper withdrawal of funds.~~

- Before checks are mailed, the Office ~~Administrator-Manager~~ completes a second review ensuring the invoice codes match what was entered in Quickbooks Online. ~~Payment mail dates are logged in a spreadsheet for tracking purposes.~~
- ~~Office Administrator packages payments and mails checks. Office Administrator may also drop off checks to vendor locations (for example, to pay the credit card) if there is a timing issue. The Finance Manager or Executive Director is back-up. When RRPC process payments by Check, the Office Manager (or other designee of the ED) will mail checks or make payments in-person.~~
- The Office ~~Administrator-Manager~~ scans the invoice into Quickbooks Online and files the check stubs with the invoice in the payment folders by month and fiscal year. If applicable, copies will also be placed in the appropriate contract files.
- ~~All v~~voided checks must be defaced and retained.
- No checks may be written to cash.
- Blank checks are to be stored in a locked safe.
- For capitalized purchases on the depreciation schedule, copies of invoices will be maintained in a fixed assets file and recorded in the asset database. The payment source is also tracked in the asset database.
- ~~Employee Mileage – RRPC employees using their automobile for RRPC business shall be reimbursed at the current U.S. Government rate for mileage plus tolls and parking fees. Mileage reimbursement will exclude distance commuting to the office or its equivalent if leaving/returning to home. RRPC is always the home base when calculating mileage – the only exception is when staff leave from or return to home and it is a shorter distance than calculating mileage from RRPC. If a work-related activity is on the commute to RRPC or on employee’s way home, mileage will not be reimbursed. If employees work a 7.5 hour day, go home for a period of time, and later attend a night meeting; mileage will be calculated based on leaving/returning to employee’s home. If a receipt cannot be obtained for parking and tolls paid, the RRPC will reimburse the employee at a minimum of \$2.00 per day. Employees must clearly document the fees on their Direct Expense Report.~~
- ~~Meals, Lodging, Incidental Expenses – Employees required to obtain meals and lodging while on Organization business shall be reimbursed on a per diem basis following the GSA guidelines with the following exception: breakfast, lunch and dinner will be reimbursed separately using the meal breakdown amounts listed on the GSA website at www.gsa.gov. Calculations will be based off the date range of travel and location of event. The tool for calculating reimbursements for more than one day is found at~~

~~<http://www.gsa.gov/portal/category/26429>. If the expenses are being paid by a grantor with specific reimbursement guidelines, employees must follow the grant guidelines first. The difference of meal reimbursements can be reimbursed up to the GSA meal breakdowns. Please see Finance Manager for details. If any meal is supplied while on business travel, employees may not seek reimbursement for that meal. Employees cannot provide a tip on a meal while on business travel, or for a meeting, for more than 20%.~~

- ~~• Employees on Organizational business, either in-state or out-of-state, shall receive meal and incidental (M&IE) allowances on a per diem basis following the GSA guidelines. Calculations will be based off the date range of travel and location of event. The tool for calculating Meals and Incidental Expense allowances for more than one day is found at <http://www.gsa.gov/portal/category/26429>. If any meal is supplied while on business travel, employees must deduct that meal from their travel reimbursement request.~~
- ~~• Employees must submit an expense report or employee's company credit card statement with itemized receipts, expense coding and descriptions to receive reimbursement on a monthly basis. Employees must attach a GSA printout based on the dates of travel and the location traveled to with the meal breakdowns and lodging amounts shown. As noted above, breakfast, lunch and dinner are reimbursed separately. The first and last day of travel are reimbursed at 75%, as per GSA guidelines. In addition, employees must also submit the grantor's reimbursement guidelines if applicable. Please see Finance Manager for further details.~~
- ~~• Employees must submit a direct expense form along with a printout from <http://www.gsa.gov/portal/category/26429>. The printout must include the dates of travel and the location traveled to. Receipts are not required and staff are encouraged to submit their direct expense form before leaving for the event. Employees cannot use their company credit card for these expenses. The first and last day of travel are only eligible for 75% of the total M&IE, as per GSA guidelines. In addition, employees must also submit the grantor's reimbursement guidelines if applicable. Please see Finance Manager for further details.~~
- ~~• One Day Travel —“According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from employee's official station if it is longer than 12 hours. Please see FTR §301-11.101.” (Employees must stay within the reimbursement guidelines on the GSA website with the exception of breakfast, lunch and dinner reimbursed separately; employees must also follow the reimbursement process noted above). If the expenses are being paid by a grantor with specific reimbursement guidelines, employees must follow the grant guidelines first. The difference of meal reimbursements can be reimbursed up to the GSA meal breakdowns. Please see Finance Manager for details. If any meal is supplied while on business travel, employees may not seek reimbursement for that meal. Employees~~

cannot provide a tip on a meal while on business travel, or for a meeting, for more than 20%.

- One Day Travel – “According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from employee’s official station if it is longer than 12 hours. Please see FTR §301-11.101.” (Employees must stay within the GSA Guidelines and follow the process noted above to receive reimbursement).
- Lodging rates and reimbursement allowances can be found using the same GSA tool at <http://www.gsa.gov/portal/category/26429> – a printout must be attached to an expense form or company credit card statement and include the dates of travel, the location traveled to and also note if the event was at the lodging facility. Expenses for lodging, airfare, ground transportation, and any other travel-related expenses require receipts and employees are encouraged to use their company credit card.
- Employees may be invoiced for any expenses that do not fall within the allowed amounts per GSA and where receipts are not provided.
- Meals, lodging and incidental expenses generally require prior approval from the Executive Director [not necessarily amount but incurrence].
- ~~Routine and reasonable work related expenses will be reimbursed with submission of itemized receipts with prior approval from the Executive Director.~~
- Other
- Routine and reasonable work-related expenses will be reimbursed with submission of itemized receipts with prior approval from the Executive Director.
- Employees cannot provide a tip on food for a meeting, more than 20% before tax. Employees may be invoiced for meeting or organizational expenses where receipts are not provided.

FEDERAL AWARDS

RRPC will follow the United States Office of Management and Budget (OMB) 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. These requirements replace any previous OMB guidance or rules regarding the administration of federal awards under this section or any other section of this document.

Subrecipient Monitoring

Subrecipient Monitoring and Management, Part 200.330 of 2 CFR, describes the rules for monitoring and managing subrecipients and contractors. The RRPC shall comply with the rules and requirements as set out in this part. RRPC also has a Subrecipient Monitoring Procedure Policy.

Charging Costs to Federal Awards

It is the policy of the RRPC that only costs that are reasonable, allowable and allocable to a Federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Segregating Unallowable From Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each federal award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Accounting personnel shall be familiar with the allowability of costs provisions of OMB 2 CFR Part 200, "Subpart E – Cost Principles".
3. No costs shall be charged directly to any Federal award until the cost has been determined to be allowable under the terms of the award and/or OMB 2 CFR Part 200.
4. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to a Federal award or to activity associated with a Federal award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e. if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit.)

Criteria for Allowability

It is the policy of the RRPC that all costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a Federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the organization, or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;

- d. Consistency with established policies and procedures of the RRPC, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a Federal award;
 - b. The cost benefits both the Federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the RRPC, but, where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMB 2 CFR Part 200 or the Federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Cost Sharing and Matching

It is the policy of RRPC to value contributed services that are to be used to meet a cost sharing or matching requirement at their fair market values at the time of contribution, unless award documents or Federal agency regulations identify specific values to be used. Claim contributions as meeting a cost sharing or matching requirement of a Federal award only if all of the following criteria are met:

1. They are verifiable from records.
2. They are not included as contributions for any other federally assisted project or program.
3. They are necessary and reasonable for proper and efficient accomplishment of project or program objectives.
4. They are allowable under OMB 2 CFR Part 200.
5. They are not paid by the Federal government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
6. They are provided for in the approved budget when required by the Federal awarding agency.
7. They conform to all provisions of OMB 2 CFR Part 200.

8. In the case of donated space, the space is subject to an independent appraisal or market survey to establish its value.

It is the policy of RRPC to require volunteers to document and account for their contributed time.

General Procedures

Outlays for Federal grant programs are tracked by RRPC's accounting system. Outlays and Federal grant budgets are continuously monitored and reconciled. Drawdowns of Federal cash are limited to the needs of the Federal Grant. Payments related to Federal assistance agreements to subrecipients and contractors shall be made as soon as reasonably possible following receipt of Federal cash.

Required Reports

Periodic reports must be submitted to the Federal authorities. These reports are submitted on forms provided by the authorities as required.

Required Certifications

According to OMB 2 CFR Part 200.415, Required Certifications, all annual fiscal reports and any invoices requesting payment or reimbursement must include a certification signed by an official who is authorized to legally bind the non-Federal entity.

Reporting Systems

Federal award recipients are required to register and update information in the System for Award Management (SAM). RRPC will maintain its SAM registration annually, and update information as needed. The Finance Manager will be responsible for maintaining current and accurate SAM registration.

The Federal Funding Accountability and Transparency Act (FFATA) requires prime awardees to report information on their subrecipients receiving \$25,000 or more in federal funds in the Federal Funding Accountability & Transparency Act Subaward Reporting System (FSRS). RRPC will report information on subrecipients receiving \$25,000 or more of federal funds in FSRS. The Finance Manager will report subrecipient information into FSRS as necessary.

INVOICES

The following procedures apply:

- Invoices are recorded in QuickBooks Online with the proper date and amount verified by the Finance Manager. The Office Administrator completes a second review to ensure the

coding entered in Quickbooks Online matches the invoice coding prior to payments being mailed.

- All supporting documentation, required by the agreement, for staff charges (electronic timesheets or time reports), direct or other pass-through charges are gathered, copied, and attached to the invoice by the Finance Manager.
- Invoice and attachments are reviewed and approved by the Executive Director (and/or a second signer when applicable).
- The Finance Manager retains a hard or electronic copy of the invoice in the appropriate physical or electronic contract folder.
- The Finance Manager or appropriate staff person sends the invoice in the desired format.

Monthly Processing

The following information is collected monthly in order to complete month-end processing and invoicing:

- Electronic Timesheets in Quickbooks Time are completed bi-weekly by all employees based on the Payroll Schedule provided annually by the Office ~~Administrator~~ Manager. The Finance Manager reviews the time entered by employees to ensure accuracy and completeness. If there is a missing or incorrect Class, the Finance Manager typically asks the staff member to correct the omission or the Finance Manager may update the Class based on the Job that was entered by the employee depending on deadline. If a change is made in Quickbooks Time by Finance Manager, the Finance Manager enters a note of the change and Quickbooks Time automatically e-mails the note to the employee as well as the Executive Director. After the Finance Manager's review and approval of time off, the Executive Director reviews each timesheet and approves. The Finance Manager is the back-up for approving timesheets when the Executive Director is unavailable.
- Once Timesheets are approved, Finance Manager exports the approved time to GUSTO, RRPC's payroll and HR software. Finance Manager processes Payroll in GUSTO no later than every other Wednesday and employees are paid the following Friday.
- Payroll journal entries are completed by the Finance Manager in Quickbooks Online after payrolls are submitted. All payroll items are posted to Indirect and the Executive Director reviews and initials the journal entry.
- ~~Finance Manager completes the review and allocation of program expenses via journal entries on a monthly basis—a process provided by auditor in 2022. Both Quickbooks Time and GUSTO reports may be required for this process. The goal of this process is to~~

~~accurately reflect the total expenses per grant on the Profit and Loss in Quickbooks Online, including leave and indirect. This will result in a time savings while billing.~~

- While GUSTO tracks employee leave balances, the Finance Manager manages a separate spreadsheet to confirm accuracy and provide monthly comp. time balances to employees which GUSTO is unable to track.
- Vacation and comp. time payouts as well as health incentive payments are processed as off-cycle payrolls in GUSTO with approval of Executive Director.
- Certified expense reports are collected from employees and approved by Executive Director. The Executive Director's expense report is also approved by an officer/signer.
- All bank statements are reconciled in QuickBooks Online by Finance Manager. Bank Statements and reconciliations reports are reviewed by Executive Director and Office Administrator Manager and filed by the Finance Manager.
- Finance Manager completes month end Journal Entries which are required- that may include (not limited to): accrued leave and comp. time, program expense allocations, printing, postage, Rutland Creek Path, deferred grant revenue, -and- in-kind and local match. Year-end journal entries may include (but not limited to): Prepaid Expenses, Deferred Income, Rutland Creek Path, VMERS (by the auditor) and Depreciation (by the auditor). Finance Manager confirms revenue and expenses are recorded in the correct fiscal years. Journal entries are reviewed and approved by the Executive Director.
- A Profit & Loss Statement against annual budget, balance sheet and accounts receivable aging summary report are prepared by the Finance Manager, ~~approved~~ reviewed by the Executive Director, and presented to the Executive Finance Committee. The Profit & Loss Statement against annual budget and balance sheet are presented to the Board following the Executive Finance Committee's review.
- The Finance Manager updates the internal contract status sheet no less than quarterly. This report shows grant balances, billing due dates, grant/agreement terms, grant amounts, indicates grant lead and reflects match balances. Staff can request grant balances and/or other monthly financial ~~-or~~ custom reports to be used as support tools while managing their projects upon request.
- Contractual financial reports/billing, which may be monthly, quarterly, annually or as required, are prepared by the Finance Manager and reviewed, approved and signed by the Executive Director. The program lead and Executive Director are copied on all billing submissions. Grant balances and expenditures are ~~continually being~~ reviewed and reconciled throughout the term of the grant to ensure that granting agencies have not been overcharged and that all expenses have been billed.
- Approved contractual financial reports are then submitted monthly, quarterly, annually or as required by the Finance Manager to the receiving party in the desired format.

PAYROLL

Employees are paid on a bi-weekly basis via direct deposit, a term of employment.

- The Finance Manager processes payroll at least two business days prior to pay day. The Executive Director is the back-up for processing payroll. Timesheets must be completed by Employees in Quickbooks Time by 10:00 a.m. on Monday of a payroll week. Time is recorded to appropriate grant/leave by employee. Employees can access the Billing Codes Document in the Staff Resource Folder to confirm billing accuracy. The codes listed in the Billing Codes document will correspond to the Billing Codes in Quickbooks Time (and Quickbooks Online). All expenses (Time or Direct) should use the same billing codes reflected in the Billing Codes document. The Finance Manager reviews the time entered by employees to ensure accuracy and completeness. If there is a missing or incorrect Class, the Finance Manager typically asks the staff member to correct the omission or the Finance Manager may update the Class based on the Job that was entered by the employee depending on deadline. If a change is made in Quickbooks Time by Finance Manager, the Finance Manager enters a note of the change and Quickbooks Time automatically e-mails the note to the employee as well as the Executive Director. After the Finance Manager's review of employee hours and billing codes, Finance Manager or Executive Director approves Time Off. Once completed, the Executive Director reviews and approves all timesheets. The Finance Manager is the back-up to approve timesheets when the Executive Director is unavailable. After the Executive Director's approval, the Finance Manager exports the timesheets from Quickbooks Time to GUSTO. The Finance Manager then prints out all timesheets in Quickbooks Time and reviews each paycheck breakdown to confirm leave time, salary, and all deductions are accurately reflected in GUSTO before submitting payroll. After payroll has been submitted, the Finance Manager prints out the Cash Requirements Summary, Full Summary and Employee Paystubs to file with the payroll binder. These reports are also used to complete the payroll journal entries by the Finance Manager once payroll has been submitted.
- If there is a change to be made after payroll has been submitted, the employee must e-mail the Executive Director and copy the Finance Manager regarding the error. If approved, the Executive Director or their Designee will unapprove the employee's timesheet in Quickbooks Time and the Executive Director, Finance Manager or staff member will make the necessary change and typically add a note in the system. Once the change has been completed, the Executive Director or their Designee will reapprove the timesheet. All changes must be correctly reflected in Quickbooks Time as well as the monthly allocation journal entry and spreadsheet for billing accuracy.

- Paystubs, all payroll history, forms, etc. can be accessed by employees by logging into their GUSTO account.
- GUSTO handles all federal and state taxes and reporting with the exception of Vermont Department of Labor's C-101 Form which is completed online by the Finance Manager on a quarterly basis and then e-mailed to appropriate person at Vermont League of Cities and Towns. Reporting by GUSTO is archived in the Software and the Finance Manager or Office ~~Administrator~~ Manager files the Quarterly C-101 appropriately.
- The Finance Manager pays (but not limited to) the health insurance, VMERS and Vision insurance when due reducing the RRPC expense by employee contributions (liabilities on the balance sheet) making sure the expense is captured in the correct period of time and fiscal year.
- At the end of each calendar year, GUSTO processes RRPC's W2's, W3 and State of Vermont Year-end documents with the exception Form C-101 which is submitted online by the Finance Manager. ~~GUSTO RRPC will also process and distribute RRPC's its~~ 1099's and 1096. The Finance Manager will run a vendor detail report in Quickbooks Online ensuring that ~~GUSTO a sends a~~ 1099 is sent to all appropriate vendors. ~~A 1096 is not required if 1099's are submitted by GUSTO.~~ Items processed by GUSTO will be archived in GUSTO for reference and items processed by the Finance Manager will be filed appropriately.
- All tax documents will be distributed within time periods defined by law.

In the event of a new hire, RRPC's New Hire Checklist is followed including but not limited to:

- Employee sets up Quickbooks Time and GUSTO accounts.
- Vermont Department of Labor New Hire Reporting is completed by GUSTO
- The federal I-9 form is completed by Employee online in GUSTO. Employee also completes hard copy to be filed in I-9 binder at RRPC.
- Offer letter is referenced for position title, type of employment, salary or hourly rate and start date and filed by Finance Manager or Office ~~Administrator~~ Manager in GUSTO and in RRPC employee file
- Upon hire, Federal and State W-4 is completed by Employee online in GUSTO. Employee also completes hard copies to be filed in employee file at RRPC. Any future withholding changes are completed by employee ~~Employee makes any changes to withholdings~~ via their online GUSTO account ~~but and may provide~~s Finance Manager with a hard copy. as well for employee file.
- When applicable, employee completes benefit enrollment forms. Payroll reduction agreements are signed, which are referenced for voluntary payroll deductions. Relevant employee information is entered into online portals and GUSTO. Updates are performed as needed. All documents are filed in GUSTO and employee file.

- All new hire documents that are completed online in GUSTO, are also completed in a hard copy. Finance Manager or Office Administrator/Manager confirms that the information on the hard copies received match the information entered by employee in GUSTO. ~~All hard copies are filed in employee file and scanned into GUSTO by Finance Manager or Office Administrator.~~ All hard copies are filed in employee file, scanned into GUSTO, and saved to the network by the Finance Manager or Office Manager
- In the event of a termination, an employee dismissal process is completed in RRPC's payroll and HR software, GUSTO, and then ~~employee's~~ personnel file is updated accordingly. RRPC's End of Employment check-list is also followed to collect hardware, cancel benefits, etc.

EQUIPMENT/ASSET INVENTORY

- When equipment for the organization is purchased, it shall be entered into the Asset Inventory database.
- Copies of equipment receipts will be kept in the hard copy or electronic Asset Inventory folder.
- When equipment is discarded, it shall be removed from the current Asset Inventory database.
- The RRPC capitalizes any ~~equipment-asset~~ purchase of \$5,000 or greater. Equipment purchased for less than \$5,000 is expensed at the time of purchase. Capital equipment is listed on a depreciation schedule, which is updated at the close of each fiscal year.
- Procedures for the purchase of equipment on behalf of a State and/or federal agency is described in RRPC's Procurement Procedure Policy.

SAFEGUARDING ASSETS/INTERNAL CONTROLS/ACCOUNTING PROCEDURES

- The Executive Director shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the board are carried out.
- The Executive Director and Executive Finance Committee shall provide fiscal oversight in the safeguarding of the assets of the Commission.
- A proper filing system is maintained for all financial records. The QuickBooks Online accounting software is stored securely in the cloud. The system is password protected – the Finance Manager, Executive Director and Office Administrator/Manager have access to Quickbooks Online.
- Quickbooks Desktop is also used to complete the financial activities for Rutland Region Workforce Investment Board. Quickbooks Desktop was the accounting and payroll

software for Rutland Regional Planning Commission (RRPC) until December 31, 2021. RRPC can still access historical payroll activity through Quickbooks Desktop if needed.

- ~~• All excess cash is kept in an interest-bearing account unless otherwise specified by a granting agency. Deposits in account are by check or electronically.~~
- ~~• The Organization works to utilize excess cash in interest-bearing accounts when reasonable and possible unless otherwise specified by a granting agency. Deposits in account are by check or electronically.~~
- Bank statements are promptly reconciled on a monthly basis by the Finance Manager. Executive Director and Office Administrator Manager reviews and initials.
- Inventory records contain description, serial numbers, date of receipt and valuation.
- Appropriate and applicable insurance and bonding requested by granting agencies are maintained. The Secretary/Treasurer shall be bonded for the faithful performance of the duties of the office if and when so voted by the Commission in an amount to be determined and approved by the Commission. The premiums for such a bond shall be paid from Commission funds.
- Authorized signatures are: Executive Director, Chairman, Vice Chairman and Secretary/Treasurer. Signature cards are reviewed by the Finance Manager yearly after election of officers to ensure accuracy.
- The Executive Director and Finance Manager have access to review credit card activity online.

CREDIT CARD

- Executive Director approves issuance of company credit card. Finance Manager prepares the required documentation for the ~~Executive Director to bring to the~~ financial institution and submits online.
- RRPC credit cards may be issued to employees at the Executive Director's discretion and Limits are determined by the Executive Director.
- Finance Manager maintains records of all credit cards. Finance Manager will maintain a list of credit card holders and their limits.
- Receipts for purchases must be attached to employee's credit card statement with the coding process completed (detailed in the Accounts Payable section). Employees must follow the instructions on the internal Credit Card Expense Form to be submitted with their credit card statement for processing. All expenses over \$100 must accompany documentation with the Executive Director's prior approval. The employee then passes to the Office Administrator for review. Monthly reconciliation of credit card statements is executed by the Office Administrator and reviewed by the Finance Manager. Executive

~~Director approves prior to check preparation. Finance Manager enters the invoices into Quickbooks Online and generates the check for Executive Director's signature, and second signer if applicable. Once signed, Office Administrator mails or drops payment off to financial institution.~~

- Employees may be invoiced for any expenses where receipts are not provided.
- Authorized users are responsible for the card's protection and custody and shall immediately notify the Executive Director and/or Finance Manager, credit card company or bank if the credit card is lost or stolen.
- A cardholder may not use the card for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances. Employees may be subject to disciplinary action for misuse of credit card.
- See additional RRPC Credit Card Policy.

PAYROLL/PERSONNEL CONTROLS

Personnel files are maintained for all employees. This file contains information such as personnel evaluations, documents required by law, and payroll and benefit information. The file and its contents are property of RRPC. If staff are currently employed and wish to look at their personnel file, they should make arrangements with the Finance Director.

- Executive Director ~~and Finance Manager have has~~ control of personnel files. ~~regarding performance documents. Finance Manager has control of personnel files with employee onboarding forms such as payroll deductions, hire letters, emergency contacts, etc. The Executive Director also has access to these files.~~
- Changes in salary levels or bonuses are recommended by the Executive Director, reviewed by the Executive Finance Committee and included in budget for approval. Changes to salary levels or bonuses may be made by the Executive Director for employees during the fiscal year if financial status allows. Changes to salary levels or bonuses for the Executive Director may be made by the Executive Finance Committee during the fiscal year of financial status allows.
- Timesheets are reviewed and approved by the Executive Director (Finance Manager is back-up) – detailed procedures are included in this document.

RECORD RETENTION POLICIES

Permanent Archive

The following documents will be retained permanently. They will be archived upon reaching obsolescence, expiration, supersession, completion or closure:

- Audit Reports
- Financial Statements (Year End)
- Charts of Accounts
- Insurance Records
- Leases
- Legal Correspondence
- Minutes and Bylaws
- Annual Reports

Seven Year Retention

The following documents will be retained for seven years after which time they will be destroyed unless otherwise noted.

- Accident Reports and Claims (settled cases)
- Accounts Payable Records
- Accounts Receivable Records
- Payroll Records and Related Documents
- Personnel Files (after release of employee)
- Contracts (after expiration)
- Employee Withholding Statements
- Tax Returns and Work Papers
- Time Sheets

Five Year Retention

The following documents will be retained for five years after which time they will be destroyed unless otherwise noted.

- Bank Statements and Reconciliation
- Fixed Assets Records (life of item)
- Invoices
- Insurance Records

Three Year Retention

The following documents will be retained for three years after which time they will be destroyed unless otherwise noted.

- Employment applications
- Bids
- Budgets
- Correspondence (general)
- Decisions (contract selection)
- Insurance Policies (Expired)
- Miscellaneous Internal Reports
- Petty Cash Vouchers
- Policies and Procedures (then archived)

GRANT ADMINISTRATION PROCESS

The Grant/Contract Review and Signing process is completed for all agreements – the process can be found in Attachment 1 of this document. The Executive Director signs all contracts, grants and agreements for the organization. The project lead, finance manager and executive director review all agreements.

The Program Lead will carry out the deliverables in the agreement by the deadlines noted.

Insurance requirements will be met - Certificate of Insurances will be provided to grantor and kept in the grant file.

Billings

- The indirect rate is established at the end of each fiscal year and submitted for approval to Vermont Agency of Transportation. Indirect Rate Proposals are provided to State and Federal grantors where applicable.
- All rates for services are calculated based on approved salaries/leave cost, fringe and indirect rate by the Finance Manager. Rates for Services are provided to State and federal grantors where applicable.
- All billings for services are approved by the Executive Director. Finance Manager prepares all billings and invoices as established in each contract or as directed – detailed procedures are included in this document.

CLEAN WATER SERVICE PROVIDER (CWSP) RULES

§ 39-303. Subgrants and Subcontracts.

(a) Subgrant Guidance, Requirements. The CWSP shall timely adopt guidance for subgrants, consistent with the Secretary's guidance pursuant to § 39-304(e), that establishes a policy for how the CWSP will issue subgrants to other organizations in the basin, giving due consideration to the expertise of those organizations and other requirements for the administration of the grant program. The subgrant guidance shall include a policy and procedures for subgrantees and subcontractors for certification of debarment status and for Certificate of Good Standing requirements, including how the CWSP will audit these requirements.

(b) The following responsibilities and activities shall not be subgranted, subcontracted, or otherwise delegated by a CWSP:

- (1) Establishment and coordination of the BWQC;
- (2) Financial management and oversight of CWSP activities, including procurement decisions, grant and contract signing and oversight, invoice approval, and task order approval;
- (3) Administrative oversight and approval of technical implementation services regardless of whether those services are provided directly by the CWSP or by a subgrantee or subcontractor;
- (4) Certification and submission of reports; and
- (5) Responsibility for compliance with all laws, regulations, nutrient reduction assignments, and guidance applicable to CWSPs.

(c) Secretary approval is required for any assignment of CWSP rights or benefits and delegation of any CWSP duties to another entity.

(d) A CWSP may only pay a subcontractor if the CWSP approves and accepts the work performed.

§ 39-305. Operating Procedures.

(e) review and approve the CWSP budget and monitor the CWSP's financial status.

(i) have a statement of its policies and procedures for disposal of assets and debts and obligations in the event of dissolution, including the return to the Agency of any assets and property directly obtained with Agency funds, as allowed by law.,

§ 39-306. Fiscal Management.

(c) Audit. Annually, the entity serving as a CWSP shall provide the Agency an independent financial and programmatic audit of the entity. The audit shall show all CWSP activities as a separate fund from the entity's other activities. The audit shall be performed by an independent public accountant in accordance with all applicable laws, regulations, policies, and procedures.

(d) Monitoring of Billing and Expenditures. The CWSP shall follow generally accepted accounting principles (GAAP) in developing its financial statements and shall only provide financial statements prepared in accordance with GAAP.

(e) Payments to the CWSP. Specific payment provisions shall be governed by the terms of the Formula Grant. The CWSP shall bill the State in accordance with the payment provisions established by the Secretary.

(f) Internal Controls. The CWSP shall have an adequate Internal Controls Policy that includes, at a minimum:

- (1) separation of duties for financial activities (paying invoices, approval to pay invoices, check issuance, reconciliation);
- (2) an electronic accounting system;
- (3) a process to regularly monitor budgeted vs. actual expenditures, to ensure accounts are not overspent or underspent;
- (4) a system to track staff time spent on grants and projects;
- (5) written procurement procedures that indicate which individuals are authorized to initiate a purchase request, the flow of documents, and the requested levels of approvals for procurement decisions; and
- (6) internal control procedures for written accounting, financial reporting, and personnel policies that detail separation of duties, approvals/authorizations, and safeguarding of assets.

The Policy shall be subject to Agency review and subject to a Corrective Action Plan if deemed inadequate. Annually, the Agency will evaluate CWSP compliance with the Internal Controls Policy as part of its annual review. The CWSP shall also be subject to Agency risk assessment every three years.

(k) Investment of CWSP funds. The CWSP shall deposit all funds into an accessible interest-bearing checking or savings account and monitor the interest earned. Funds may not be otherwise invested, such as in bonds, stocks, Certificates of Deposit, or any other non-approved manner, and shall be used only for allowed uses pursuant to the Formula Grant. Failure to comply with this provision is ground for immediate removal of assignment.

(l) Insurance for deposits. Funds deposited at financial institutions for any account shall be insured against failure of the financial institution by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA). Deposits that exceed the insurance limit of the FDIC/NCUA coverage shall be otherwise insured by the CWSP.

(m) Leftover funds. Pursuant to 10 V.S.A. § 924(d), if a CWSP achieves its pollutant reduction goal or five-year target and has excess grant funding available, the CWSP may carry those funds forward into the next program year for the following uses: for other eligible projects; for operation and maintenance responsibilities for existing constructed projects; for projects within the basin that are required by federal or State law; or, for other work that improves water quality within the geographic area of the basin, including protecting river corridors, aquatic species passage, and other similar projects. Use of leftover funds is subject to applicable provisions of Subchapters 3, 4, 5, and 6 of this Rule.

(p) CWSPs are not precluded from receiving funds from sources other than the Formula Grant to further improve water quality.

§ 39-404. Risk of Clean Water Project Loss.

(b) When a completed project was appropriately designed, installed, operated, and maintained, but inspection reveals lack of performance due to damage or unforeseen factors, not from negligence or intentional acts of others: The CWSP may use the Water Quality Restoration Formula Grant to rehabilitate the project, but will not receive continuing payment for operation and maintenance of the project for ongoing pollution reduction, unless that project is rehabilitated. Risk reserve and leftover funds are also allowed for rehabilitation if such funds are available.

ATTACHMENT 1 – This Template will be updated on an ongoing basis.



GRANT/CONTRACT REVIEW AND SIGNING

Executive Director delivers draft contract to Staff Lead

1. Staff Lead Review

Grant Name _____

Grant Funding Source _____ Grant Term _____

Staff Lead _____ Other Staff _____

Additional Comments _____

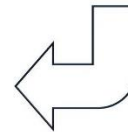
Staff Lead Signature _____ Date _____

Staff Lead delivers draft contract to Finance Manager

2. Finance Manager Review

Edits/Comments

Finance Manager Signature _____ Date _____



Finance Manager delivers draft contract to Executive Director



3. Executive Director Review

Edits/Comments

Executive Director Signature _____ Date _____

Executive Director delivers signed grant contract to Staff Lead

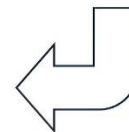
4. Staff Lead Submission and File Management

I. Staff Lead emails or mails the signed grant to the funding agency and Executive Director

II. Staff Lead provides a signed hard copy of the contract to the Finance Manager. All originals of any document must be provided to the Finance Manager.

III. Staff Lead saves a scanned pdf to the RRPC Network.

Staff Lead Signature _____ Date _____



CREDIT CARD POLICY
RUTLAND REGIONAL PLANNING COMMISSION
ADOPTED: June 20, 2023

All employee purchases, whether submitted for reimbursement or purchased with RRPC funds, including RRPC credit card purchases, must include a receipt or other appropriate documentation. ~~_, without exception.~~ [Employees may be invoiced for any expenses where receipts are not provided.](#) Employee purchases of \$100 or more require prior approval from the Executive Director either in writing or via e-mail.

Customary, routine supplies may be purchased by the Finance Manager [or Office Manager](#). Customary, routine supply purchases totaling \$500 or greater must be approved in writing or via e-mail by the Executive Director.

RRPC credit cards may be issued to employees at the Executive Director's discretion. [Finance Manager will maintain a list of credit card holders and their limits.](#) Employee credit cards may be revoked at any time at the Executive Director's discretion. RRPC credit cards will not be used for personal charges. Deliberate use of RRPC credit cards for ~~non-work/non-work-~~ related charges will result in immediate revocation.

[See RRPC Financial Procedures for credit card purchasing processes.](#)

