



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, JUNE 18, 2024, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:05 APPROVAL OF JUNE 18th AGENDA
- 7:07 APPROVAL OF MAY 21st MINUTES
- 7:10 OPEN TO PUBLIC
- 7:15 APRIL 2024 FINANCIALS
- 7:20 REGIONAL COMMITTEE REPORT
- 7:25 TRANSPORTATION ADVISORY COMMITTEE REPORT
- 7:30 EXECUTIVE DIRECTORS REPORT
- 7:35 EXECUTIVE/FINANCE COMMITTEE REPORT
- 7:40 RRPC ANNUAL MEETING
 - FY25 BOARD OF COMISSIONERS ELECTION
 - APPROVE FY25 BYLAWS
 - APPROVE FY25 HANDBOOK
 - APPROVE FY25 WORK PLAN
 - APPROVE FY25 BUDGET
- 8:40 AREA WIDE CITIZENS
- 8:45 EX-OFFICIO MEMBERS
- 8:50 COMMISSIONER ROUNDTABLE
- 9:00 ADJOURN

Questions? Need special accommodations?
Contact: Devon Neary at devon@rutlandrpc.org or (802) 775-0871.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MAY 21, 2024, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBedSy | Call: 1-802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	X
Castleton	Liz Mackay	X
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	
Danby	Michelle Bushee	
Fair Haven	Jason Coupal	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Will Austin	V
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	John Sabotka	
Pittsford	Donna Wilson	V
Poultney	Sarah Pelkey	V
Proctor	Judy Frazier	V

TOWN	NAME	
Rutland City	Michael Doenges	X
Rutland Town	David Rosenblum	X
Shrewsbury	Laura Black	V
Sudbury	Barbara Somson	V
Tinmouth	Robert Lloyd	
Wallingford	Erika Berner	X
Wells	Don Preuss	
West Haven	Rod Ethier	
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	V
Ex-Officio- CEDRR	Cooper Babbit	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Guests: VAPDA Executive Directors: Peter Gregory (TRORC), Jason Rasmussen (MARC) **VELCO:** Shana Louiselle, Luke Looman **VTDEC:** Madeline Russell, Gianna Petito, Terry Purcell **Other:** Heather Thomas



RUTLAND REGIONAL PLANNING COMMISSION

Staff: Devon Neary, Mary Kay Skaza, Karen Hill, Logan Solomon, Rob Boucher, Courtney Moore, Maggie O'Brien (V)

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:00pm. Introductions were made.

2. APPROVAL OF May 21st AGENDA

Motion by Courcelle to approve the agenda with the following corrections (agenda date: 5/21/24 and minutes date: 4/16/24). Second by Doenges. Approved by voice vote.

3. APPROVAL OF April 16th MINUTES

Motion to approve the April 16, 2024, minutes by Gibbs. Second by Rosenblum. Approved by voice vote.

4. OPEN TO PUBLIC

None present.

5. VELCO PRESENTATION

VELCO presented the findings of the 2024 VT Long-Range Transmission Plan. VELCO is seeking input on the plan that may include transmission infrastructure upgrades and renewable energy generation in the Rutland Region.

6. VTDEC PRESENTATION

Maddeline Russell from Vermont Department of Environmental Conservation (VTDEC) presented on the 3-Acre Permit Obtainment Assistance Program. The POA Program offers funding assistance for eligible 3-acre sites pursuing 3-acre permit obtainment. The awards are up to \$49,999 with up to \$30,000 for engineering expenses and \$19,999 for permit review fees. There are currently 89 properties subject to the 3-acre permit in Rutland County with only 9 POA applications. The VTDEC is asking eligible entities to reach out for more information and to apply before the September 30, 2024, deadline.

7. REGIONAL PLAN UPDATE

Neary provided an update on the review of Task 2 Revision 1 drafting, introduced the Phase 1 public engagement report and shared that the staff are developing a strategy for Phase 2 engagement. Phase two will be launched after July 1.

8. REGIONAL PLAN PRESENTATION

Interns Courtney Moore and Robert Boucher presented the Regional Plan Draft Engagement Report, "Phase 1: Learn and Assess". The interns also presented the results of the 2026 Regional Plan Public Survey. Those results and the report will be available online. Neary thanked Boucher and Moore for their hard work and contributions throughout last semester.



RUTLAND REGIONAL PLANNING COMMISSION

9. MARCH 2024 FINANCIALS

Mary Kay Skaza reviewed the March 2024 Financials. Report for informational purposes only.

10. EXECUTIVE DIRECTORS REPORT

June marks the annual meeting of the RRPC Board of Commissioners. We will be electing officers, reviewing, and approving updates to policies and procedures, and reviewing the FY25 RRPC Work Plan and Budget.

RRPC is co-hosting a housing developer event with Bennington Regional Commission and Department of Housing and Community Development on June 11th at the Hub CoWorks. This networking, training, and resource-sharing event will focus on implementing the Homes for All Toolkit to help attract more housing development to Southwestern Vermont.

RRPC is co-hosting an Open Meeting Law Training with the Secretary of State's Office on June 26th at the RRPC Office on Merchants Row. The training is open to the public and geared to local government officials. Please help spread the word to your town's board and committees and sign up/submit questions using the online form.

Director Gregory from Two-Rivers Ottauquechee Regional Planning Commission and Director Rassmussen from Mount Ascutney Regional Commission will be present at the May meeting for the RPC peer evaluation. This will kick-off the strategy planning/review effort by VAPDA.

Vermont Emergency Management has nearly \$90M of Hazard Management Grant Program funds. The potential eligible projects include flood-vulnerable buyout and structural elevations; natural resource projects such as floodplain restorations or dam removals; infrastructure projects such as upsizing bridges or culverts; floodproofing of municipal or commercial buildings; and road relocation, road elevations, or soil stabilization. Projects require no match and there is project development assistance in the form of scoping, engineering, and cost/benefit analysis from VEM. The pre-application is due June 21st so contact Maggie O'Brien for more information right away.

Our interns Robert Boucher from Castleton University and Courtney Moore from Vermont Law and Graduate School have completed their internship at the RRPC. Special thanks to them and all the great work completed during the spring semester.

Legislative Updates:

S.55 Open Meeting Law: passed by legislature.

H.875 Municipal Code of Ethics: passed by legislature.

H.687 Act 250 Reform: passed by legislature

11. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary reported that the committee met on May 13, 2024, formed the nominating committee, but took no other significant action at this meeting. The nominating committee includes Jack Schneider, Sarah Pelkey, and Judy Frazier.



RUTLAND REGIONAL PLANNING COMMISSION

12. REGIONAL COMMITTEE REPORT

Chair Berner provided the Regional Committee report. The committee reviewed two S.248 45-day notices. The first, a 20MW solar project located at 1020 Sheldon Road in Fair Haven, was reviewed last month with the committee requesting information from the Town. Neary reached out to the town and reported that the town had not taken a position and did not feel like they had standing without an active enhanced energy plan and substantial deference with the PUC. The second, a 125-kW solar project at SolarFest in Brandon, was supported by the committee. Commissioner Schneider reported that this was a preferred site in the Brandon Enhanced Energy Plan and had broad support from the town. **Motion by Pelkey to issue a letter to the PUC stating conformance with the regional plan and no significant regional impacts. Second by Rosenblum. Approved by voice vote.**

The committee also reviewed three Act 250 applications: the demolition of former College of Saint Joseph dormitories by Casella Waste Systems; the construction of a storage building at the Rutland Airport; and a subdivision for 14 single family residences by Mountainside Properties in Killington. No action was taken for any project.

13. COMMUNITY COMMITTEE REPORT

No report.

14. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

The TAC met with District 1 & 3 Administrator Christopher Taft, who got the chance to meet and hear from TAC members, as well as presenting to the TAC district grants for paving, structures and emergency repairs. There is no May meeting.

15. AREA WIDE CITIZENS

No report.

16. EX-OFFICIO MEMBERS

No report.

17. COMMISSIONER ROUNDTABLE

No report.

18. ADJOURN

Motion to adjourn by Rosenblum. Second by Doenges. Adjourned the meeting at 8:44 pm.

Respectively submitted by Karen Hill

Rutland Regional Planning Commission
Budget vs. Actuals: FY24 P&L
 April 2024

	April 2024 Actual	July 2023 - April 2024 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income		574,826.36	576,373.00	99.73%
403.5 VT Dept. of Environmental Cons.	6,408.40	138,630.16	975,484.00	14.21%
403A State Income (Non-Permanent)	1,360.57	66,003.77	103,853.00	63.55%
404 Vt. Department of Public Safety	7,240.56	52,200.40	58,840.00	88.72%
404B VT Dept. of Buildings and Gen. Services	9,750.78	60,057.36	70,774.00	84.86%
405 VTrans	20,930.46	172,235.46	261,957.00	65.75%
408 Environmental Protection Agency	3,031.07	11,399.28	65,050.00	17.52%
419 Local Planning Assistance	2,109.62	39,068.99	81,055.00	48.20%
420 Special Projects	-26,630.24	88,003.04	302,739.00	29.07%
421 Miscellaneous Income		5.45	0.00	
430 Interest Income	472.17	4,457.95	800.00	557.24%
490 Local Match.		59,560.00	0.00	
Total Income	\$ 24,673.39	\$ 1,293,448.22	\$ 2,523,925.00	51.25%
Gross Profit	\$ 24,673.39	\$ 1,293,448.22	\$ 2,523,925.00	51.25%
Expenses				
500 Salary	62,407.97	609,408.24	731,698.00	83.29%
Total 501 Fringe	\$ 16,771.40	\$ 219,573.54	\$ 317,603.00	69.13%
522 Contracted Services	5,370.00	39,178.78	1,071,812.00	3.66%
523 Audit/Accounting		15,300.00	22,400.00	68.30%
524.2 Conferences & Trainings-All Exp.	372.70	16,328.07	28,027.00	58.26%
524.3 Trav/Reg/Mileage (Reg Bus)	647.63	6,502.03	13,415.00	48.47%
525 Meeting Expense	1,418.37	4,803.93	13,973.00	34.38%
530 Postage/Shipping	616.40	2,085.12	3,475.00	60.00%
531 Printing/Copying/Ads	1,200.90	6,122.55	12,810.00	47.80%
535 Marketing and Sponsorship	546.77	5,279.25	11,200.00	47.14%
537 Town and Organizational Support	103.33	1,459.64	2,500.00	58.39%
540 Supplies	321.07	5,695.68	10,974.00	51.90%
541 Service Contracts	2,650.00	8,994.45	9,000.00	99.94%
545 Subscriptions-Publicat-Software	2,542.70	23,788.49	32,392.00	73.44%
546 Legal Fees		475.00	7,250.00	6.55%
547 Memberships		6,731.00	10,512.00	64.03%
550 Rent & Office Improvements	4,057.36	39,598.12	72,000.00	55.00%
550.1 Office Cleaning		3,150.00	4,680.00	67.31%
551 Telephone/Communication Serv.	845.01	8,276.82	9,520.00	86.94%
552 Electricity	387.77	2,985.70	3,800.00	78.57%
553A Grant Disbursements		57,212.55	74,061.00	77.25%
Total 560 Insurance	\$ 425.00	\$ 8,658.00	\$ 9,800.00	88.35%
565 Equipment Purchase	-5.06	15,914.56	23,500.00	67.72%
580.1 Local Match		59,560.00	0.00	
Total Expenses	\$ 100,679.32	\$ 1,167,081.52	\$ 2,496,402.00	46.75%
Net Operating Income	-\$ 76,005.93	\$ 126,366.70	\$ 27,523.00	
Other Income				
486 Restricted Income Creek Path		33,600.00	0.00	
Total Other Income	\$ 0.00	\$ 33,600.00	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path		114,864.00	0.00	
Total Other Expenses	\$ 0.00	\$ 114,864.00	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 81,264.00	\$ 0.00	
Net Income	-\$ 76,005.93	\$ 45,102.70	\$ 27,523.00	

Rutland Regional Planning Commission
Balance Sheet
As of April 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	304,742.71
101-1 Key Bank Checking	324,648.78
101-1.1 Key Bank Checking - CWSP - F	328,830.84
101-2 Bank of Bennington	74,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.15
104 Savings - HFCU	89.44
Total Bank Accounts	\$ 1,218,257.93
Accounts Receivable	
120 Accounts Receivable	203,176.17
121 Due from CWSP to Operating	27,379.72
Total Accounts Receivable	\$ 230,555.89
Other Current Assets	
130 Prepaid Insurance	3,560.50
Total Other Current Assets	\$ 3,560.50
Total Current Assets	\$ 1,452,374.32
Fixed Assets	
150 Maps & Equipment	17,746.96
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
Total Fixed Assets	\$ 31,926.75
Other Assets	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	146,461.77
170 Right-of-Use Asset	68,578.76
175 ROU - Accumulated Amortization	-2,543.61
Total Other Assets	\$ 212,506.23
TOTAL ASSETS	\$ 1,696,807.30
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	20,637.33
201 Due to Operating from CWSP	27,379.72
Total Accounts Payable	\$ 48,017.05
Other Current Liabilities	
202 Payroll Liabilities	197.13
219 Deferred Grant Income	543,196.62
220 Vision Plan	9.76
222 Retirement DB	3,217.59
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	30,881.01
239 Accrued Expenses	996.00
240 Accrued Comp Leave	6,182.02
241 Deferred Pension Inflow	2,028.00
245 Current Portion of Lease Liability	31,543.00
260 Note Payable - Creek Path	10,000.00
Total Other Current Liabilities	\$ 955,278.13
Total Current Liabilities	\$ 1,003,295.18
Long-Term Liabilities	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
Total Long-Term Liabilities	\$ 34,492.15
Total Liabilities	\$ 1,037,787.33
Equity	
3900 Fund Balance	488,724.72
392 Res. Fd. Bl. - Creek Path	125,192.55
Net Income	45,102.70
Total Equity	\$ 659,019.97
TOTAL LIABILITIES AND EQUITY	\$ 1,696,807.30



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, JUNE 10, 2024, 5:00 PM

MEETING DETAILS

LOCATION

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

In-Person: The Opera House, 67 Merchants Row, Rutland, VT 05701

ATTENDANCE

Committee: Erika Berner, Bob Gibbs, Laura Black, and Larry Courcelle

Other: Devon Neary and Mary Kay Skaza

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Berner at 5:04 PM.

APPROVAL OF JUNE 10TH AGENDA

Motion by Courcelle to approve the June 10th Agenda. Second by Gibbs. Approved by voice vote.

APPROVAL OF MAY 13TH MINUTES

Motion by Gibbs to approve the May 13th Minutes. Second by Courcelle. Approved by voice vote.

OPEN TO PUBLIC

None present.

APRIL 2024 FINANCIALS

Mary Kay Skaza provided the April 2024 financials. For informational purposes only.

EXECUTIVE DIRECTORS REPORT

Devon was voted to be the next Chair of Vermont Association and Planning and Development Agencies (VAPDA). This will be a substantial lift but also allow the RRPC to have a prominent voice in statewide planning and development funding, initiatives, and policies.

The RRPC move to 16 Evelyn Street is going well. Karen Hill has been working hard to line up our vendors to ensure a smooth transition with limited interruptions. The physical move is planned for June 20/21. The full staff will be in the new office by the 26th.

The RRPC Open Meeting Law Training on June 26th will be held at 16 Evelyn Street. There are currently more than 60 people registered for the event.



RUTLAND REGIONAL PLANNING COMMISSION

JUNE BOARD OF COMMISSIONERS AGENDA

The Executive Committee reviewed the FY25 Nominating Committee, FY25 Work Plan, FY25 Budget, FY25 Employee Benefits, and updates to the RRPC Bylaws and Employee Handbook. Skaza and Neary provided an overview of the various elements and answered questions from the Committee. **Motion by Black to direct the Executive Director to investigate paternity/maternity paid leave benefits and provide a recommendation to the Executive Committee in September. Second by Gibbs. Approved by voice vote.**

Motion by Black to recommend to the full board approval of the FY25 Budget and Work Plan and the proposed updates to the RRPC Bylaws and Employee Handbook. Second by Courcelle. Approved by voice vote.

EXECUTIVE SESSION

Motion by Berner to enter into executive session after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage due to labor relations agreements with employees. Second by Gibbs. The Executive Finance Committee entered into executive session at 7:10PM and left the executive session at 7:41PM.

ADJOURN

Adjourned at 7:42PM.

Respectively submitted by Devon Neary



HIGHLIGHTED CHANGES FOR FY25

RRPC BYLAWS

1. Changed “Area-wide Citizen Interests” to “Regional Partners”. (Page 2)
2. Changed nomination committee from “April” to “Prior to June”. (Page 3)
3. Added allowing Chair to temporarily fill open committee chair positions. (Page 4)
4. Removed “Secretary” from “Secretary/Treasurer” role. (Page 4)
5. Added “protected hairstyles” to equal opportunity policy. (Page 5)
6. Added that commissioners “shall serve on one standing committee”. (Page 6)
7. Removed Chair appointment of members of standing committees. (Page 6)
8. Removed “immediate past Chair” position on Executive Finance Committee. (Page 7)

RRPC EMPLOYEE HANDBOOK

1. Added “protected hairstyles” to equal opportunity policy. (Page 2)
2. Updated “work from home” to “remote work”. (Page 5)
3. Updated the health insurance incentive to be based on “Gold Plan”. (Page 7)
4. Added clarifying language to community service day. (Page 9)
5. Updated acknowledgement of employee handbook. (Page 11)
6. Updated “Problem Resolution Procedure” by removing “Appeal/Grievance Policy” based on recommendation from Attorney. (Page 12-14)
7. Removed redundant “Outside Employment/Volunteering” section that also exists on Page 6. (Page 17)
8. Updated “Social Media” section based on recommendation from Attorney. (Page 19)
9. Updated “non-exempt (hourly)” based on changes to federal rules. (Page 21)
10. Added clarifying language for the “mileage” reimbursement section. (Page 23)
11. Added new accommodations to holidays. (Page 26)
12. Added clarifying language to “return to work” section. (Page 29)
13. Added new language for court subpoenas in “Jury Duty” section. (Page 30)
14. Added additional “victim” language to “VPFL” section based on recommendation from Attorney. (Page 30-31)
15. Updated “Sexual Harassment” section based on changes to federal rules. (Page 39-41)



BYLAWS

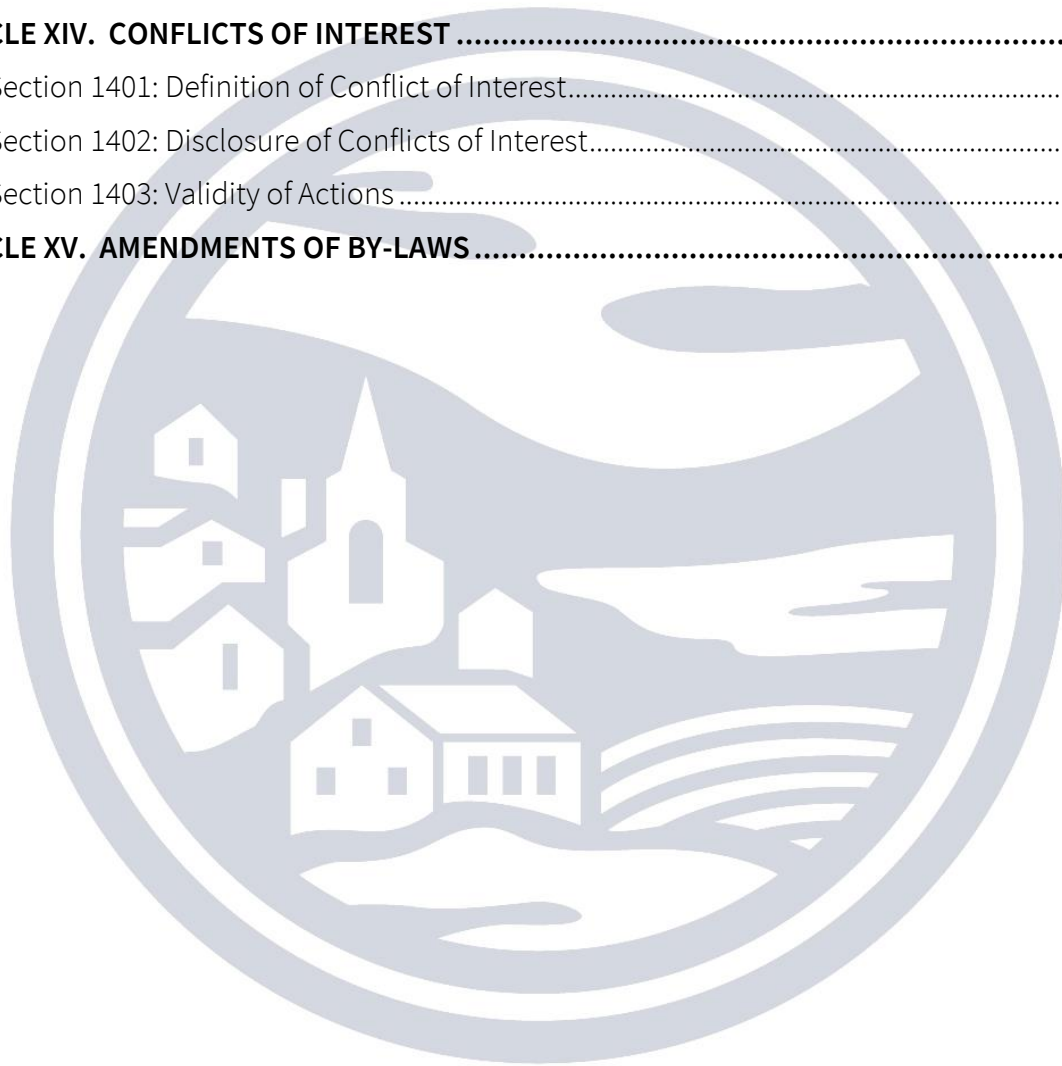
RUTLAND REGIONAL PLANNING COMMISSION

**EFFECTIVE: ~~October 17, 2023~~
June 18, 2024**

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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 ~~2018~~, 2023~~4~~.

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 ~~June~~July-1, of the previous 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 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~~ Regional Partners

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

The Executive Committee may identify regional partners~~areas of interest~~ and request an organization to select an individual to represent that regional partner~~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~~ Regional Partner Votes

~~Area-wide Citizen Interest~~ Regional Partner 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

~~In April of each year, Prior to the June Annual Meeting,~~ the Chair shall appoint a Nominating Committee made up of three (3) Commissioners. The Nominating Committee will prepare a slate of nominations for all officers, standing committee chairs and vice-chairs, and the at-large member of the Executive Finance Committee. This slate of nominations will be presented at the annual meeting in June. Candidates shall be Regular Commissioners and may be nominated from the floor.

Section 803: Nominations and Election

The officers of the Commission and standing committee chairs and vice-chairs shall officially be elected at the June meeting of the Board of Commissioners. The 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. If no candidates are selected, the Chair of the Commission may serve temporarily until filled or until the next annual election. 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 over regular and special meetings of the Commission and the Executive/Finance ~~Committee, and~~ 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 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 condition, age, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), 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.

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 available to the public.

Section 1105: Quorum

The presence 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, 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 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).

All Commissioners shall serve on at least one standing committee. This does not apply to TAC, as TAC operates under a separate by-law.

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

~~. Annually, the Chair shall appoint members of standing committees subject to confirmation by the Board at the June annual meeting. This does not apply to TAC, as TAC operates under a separate by-law.~~

Section 1202: Membership

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 Chair of the standing or ad hoc committees.

The Chair of the Commission 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. Community and Regional committee chairs and vice-chairs, elected at the June annual meeting, 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 Annual Work 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 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 [RRPC 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.

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.

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. 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 an amendment shall be voted on at the next regular meeting of the Board of Commissioners.



EMPLOYEE HANDBOOK

RUTLAND REGIONAL PLANNING COMMISSION

ADOPTED: ~~June 20, 2027~~2023/1/2024

Adopted: June 18, 2024

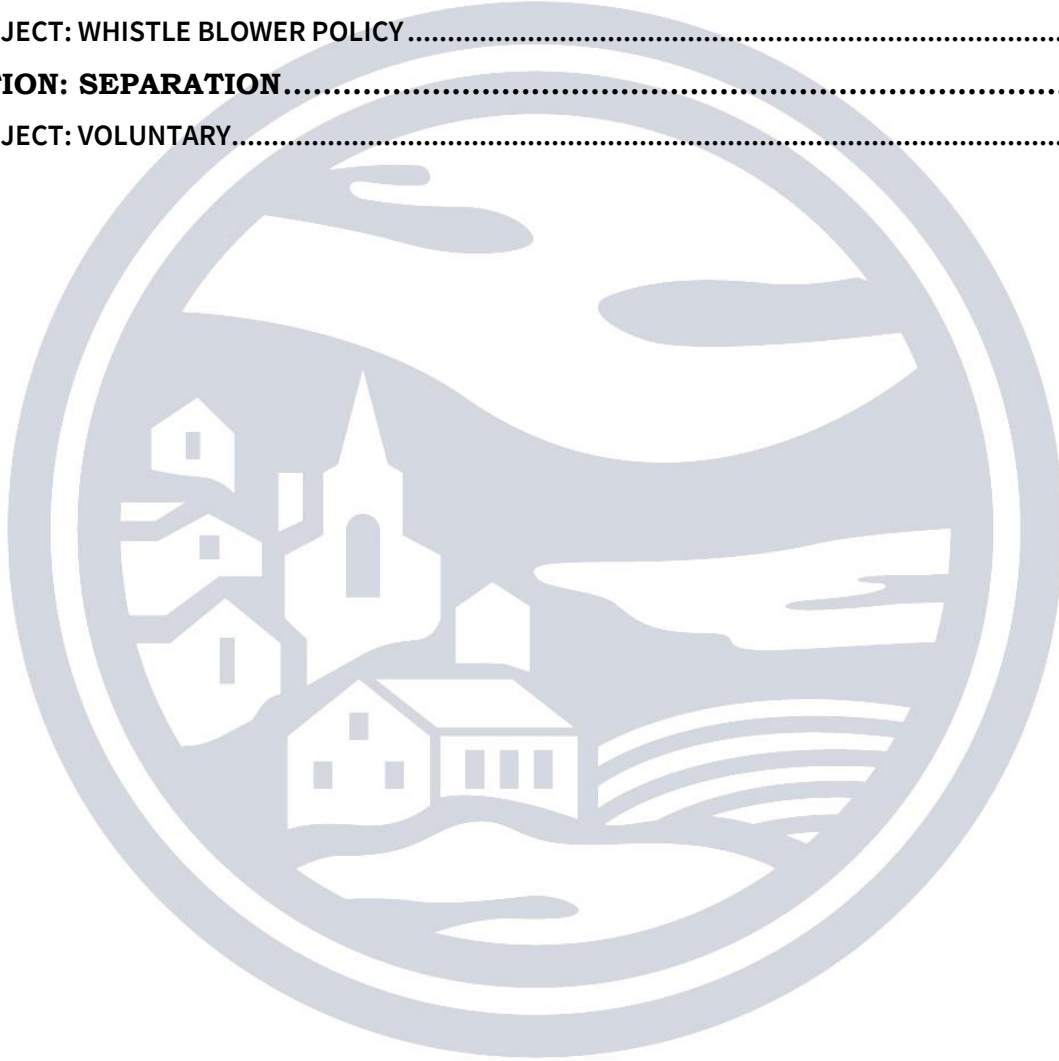
Effective: July 1, 2024

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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 employees to extend courtesy and consideration, cooperation, and mutual support in working with fellow employees, community members, vendors, and visitors to fulfill the goals of the Organization. This is fundamental to the Organization's success.

This handbook is designed to provide helpful information to employees as a guideline. It is not to be construed as an employment contract of any kind, but to acquaint 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 or precedent. 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 adopted by the Board of Commissioners at a duly warned meeting.

Employees will be advised of any changes through standard communication channels. Employees should speak to the Executive Director about any questions they have about the employee handbook, their job responsibilities, or any other aspect of employment.

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 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.

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 or an at-will relationship. 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 condition, age, HIV-related condition, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), 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, pay, 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 condition, age, HIV-related condition, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), 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 accommodation to any employee entitled to accommodations that can be reasonably provided: without an undue burden. Any employee desiring accommodation 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 or post pregnancy related conditions. Employees shall speak with the Finance 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 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 PERIOD

All appointments for employment -greater than ninety (90) days shall be subject to a probation 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~~reason, the probation period. The total probation period shall not exceed six (6) months. Continuing employment beyond the probation 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 probation period is final, non-reviewable and not subject to grievance. RRPC may also apply this Probation 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.

Remote Work~~Work from Home~~

From time to time, it may also be appropriate for employees to work ~~remotely~~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, and regardless of however long or short remote work has been performed.

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~~relate~~ 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 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 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 are currently employed and wish to look at their personnel file, they should make arrangements with the Finance Manager.

The employee is responsible for notifying the Finance 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 that is equal to one-half (1/2) of the employer contribution's monthly premium of the ~~Gold Platinum~~ Plan based on the employee's current plan type the employee is enrolled in (i.e. Single, Two-Person, Family, Etc.) or for new employees, or current employees terminating RRPC's insurance, the last plan type the new or current employee participated/enrolled in. If a new employee is not married and has no dependents, but was previously enrolled in a family plan, the incentive will be based a Single-person plan-, subject to taxes. -

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 employees have any questions, they should refer to their policy or ask the Finance Manager.

Group Medical Insurance Coverage

Medical insurance is offered through the VT Health Exchange and may be offered from time to time at different levels of benefits. 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 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 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 first day 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 first day 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 regarding claims for STD are made by RRPC's STD insurance carrier, not RRPC. [For additional information, please see the Finance Manager.](#)

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~~eligible on the first day of ~~t~~ 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 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~~eligible on the first day of ~~t~~ 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~~eligible on the first day of employment. 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.

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. [Employees may participate in](#) Community Service projects ~~must be at least up to~~ 7.5 hours of service, located within the Rutland Region, and pre-approved by the Executive Director. [The allowed 7.5 hours do not need to be used all in one day.](#)

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.

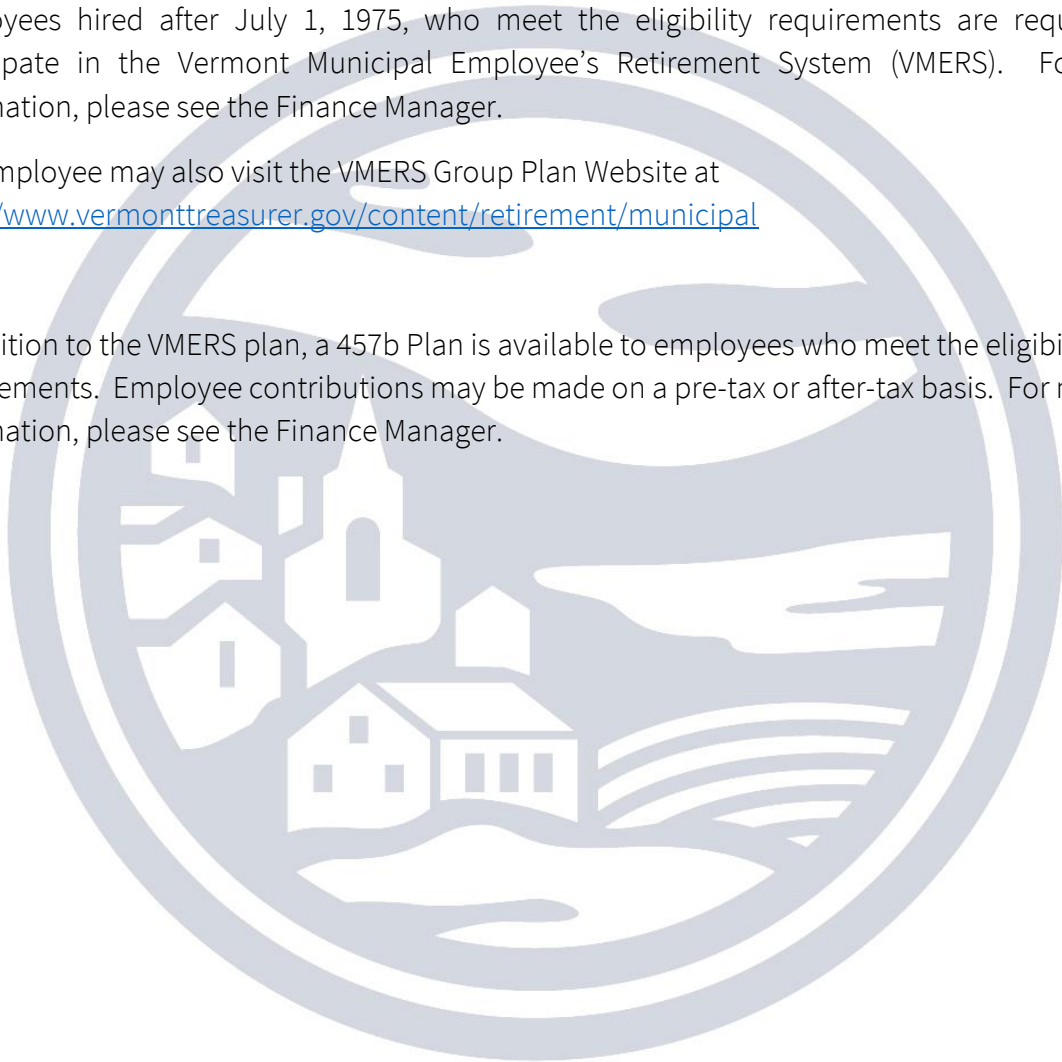
SUBJECT: RETIREMENT BENEFIT

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>

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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 employees may learn about directly or indirectly through 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, employees will utilize and have access to certain information that is critical to the ongoing success of the Organization. As an employee of RRPC, By signing the handbook agreement, 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. Employees also agree that they will not disclose any confidential or sensitive information to anyone while employed at the Organization or after 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 or other reason in the sole discretion of RRPC. Employment at the RRPC is at-will. The Organization can end employment without any prior warning, counseling or discussion.

SUBJECT: GENERAL OBLIGATIONS

Every employee shall fulfill, their ~~the~~ duties and responsibilities of the employee's position. The employee shall, during their hours of duty, be subject to such other laws, rules and regulations that pertain thereto and devote 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/~~APPEAL~~/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. A problem is any matter considered by the employee as ground for complaint, including personnel action arising out of pay, discipline, demotion, or suspension. Employees are encouraged to address problems informally and make every effort to resolve problems as they arise. Employees with a problem or question should follow the problem resolution procedure:

Step 1: Discuss the problem directly with the affected parties.

Step 2: If the affected parties cannot come to a resolution in Step 1, then discuss the problem with the Executive Director as soon as possible.

Step 3: If the employee cannot come to a resolution in Step 2, then 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. The decision of the Executive Finance Committee shall be final.

Employees will participate in their annual performance evaluations therefore this policy does not apply to employee evaluations. The problem resolution procedure does not apply to employee dismissals.

~~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. 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.~~

~~Employees will participate in their evaluations therefore this policy does not apply to employee evaluations, it is anticipated those discussions will occur during that process.~~

A. Appeal/Grievance Policy

~~It is the intent of the Commission to address grievances informally; staff 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 pay, 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 can be requested as an interim step. The Chair of the Executive Finance Committee will 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. desktops, 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 employees should not have any expectation of privacy. The Organization may periodically review use of these systems with or without notice to [employees, and 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, 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 ~~15c~~ communication ~~nsans~~ 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. or use or comment that falsely or by inference represents or comments on the Organization and its Mission.

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 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.

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.

Employees are prohibited from accessing files or retrieving any stored information unless authorized to do so. 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 employee's own personal equipment [i.e. home computers or tablets] for work still requires 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 employees only or encrypted with access by employees only. Such material must -immediately be transferred to RRPC equipment then permanently deleted as soon as the related work is accomplished. immediately upon request of RRPC, or-and upon 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 electronic communications 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, employees are required to work under a code of conduct that ensures that they exercise 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 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 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 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 their role as an employee, the employee should not participate or use 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, the employee shall state, on the record, the nature of 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 [samethe same](#) as previously listed in excess of \$50.00. To avoid the possibility of conflict, 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 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 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. 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 employees witness or become aware of acts of fraud, misconduct, harassment, or inappropriate behavior of any kind, 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, employees may be involved in business meetings, seminars, forums, or trade shows. As a representative of the Organization, it is expected that employees will present themselves in a professional manner that is consistent with the Organization’s values and principles. While attending these functions, employees are expected to conduct 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, or their designee, 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 including two-step authentication for electronic mail. When traveling for business, special care must be exercised.
- All business equipment employees use that is connected to the Organization Internet/Organization Network-related systems, whether owned by employees or the Organization, shall be continually executing approved virus-scanning software with a current virus database.

SUBJECT: SOCIAL MEDIA

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

- Employees cannot post financial, confidential, sensitive business sensitive, or proprietary information about the Organization or any of its customers, vendors or business partners.
- Employees cannot infringe on copyrights or trademarks of the Organization or other Organizations. Employees cannot use business or trademark protected images without permission and shall remember to cite where they saw information if it's not their own.
- Organization employees should ~~shall~~ be aware that they are responsible for the content they post, and conduct themselves professionally, respectfully, and avoid negative comments or false information, and that information remains in cyberspace forever. Employees shall use privacy settings when appropriate and shall remember, the Internet is immediate, and nothing posted is ever truly private, nor does it expire.
- Employees shall consider confidentiality, conflicts of interest, harassment, discrimination, and other relevant policies when using social media.
- ~~Employees shall speak respectfully about the Organization's current, former, and potential customers, vendors, employees, business partners and competitors.~~
- ~~Employees shall beware of comments that could reflect poorly on themselves and the Organization. Employees shall not post misleading or false facts, obscenities, slurs or personal attacks that can damage the Organization's reputation or that are in violation of Organization policy. Social media sites 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 employees post to personal networking sites and are speaking about job-related content or about the Organization, employees shall identify 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 respectful of others. Employees should think of what they say online in the same way as statements they might make to the media, or emails 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 employees see unfavorable opinions, negative comments or criticism about themselves or the Organization from other Organization employees, vendors or business partners, employees are asked to 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 employees have any questions about this policy or a specific posting out on the web, employees shall 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 the Organization properly engages this asset, if employees receive a media inquiry on a RRPC matter, employees must inform the reporter that it is RRPC's protocol for all press requests to go through the Executive Director. If employees receive such a request, 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 employees would like to publicize RRPC activities in the media, 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.

~~Employees are required to provide a copy of their current driver's license and insurance card, which will be kept on file at RRPC.~~Employees must 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.~~The employee is responsible for providing 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 non-exempt (hourly) 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 eligible for overtime must get approval from the Executive Director prior to 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 required 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.~~ Exempt employees must 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 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 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

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. If an employee travels to/from someplace other than the office and that distance is shorter than their normal commute to the office, they shall not get reimbursed. If that travel is longer, the employee shall get reimbursed the difference between the normal commute and the distance traveled.

If a work activity falls on a weekend the same mileage guidelines [above apply – RRPC is always the home base when calculating mileage - the only exceptions are listed above. is when staff leave \(from\) or return to home and it is a shorter distance than calculating mileage from RRPC. At that time, mileage would be calculated based on the shorter distance. 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 in their Direct Expense Report.

~~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 on Organizational business, either in-state or out-of-state, shall receive meal and incidental (M&I) 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 on Organizational business, either in-state or out-of-state, shall receive meal and incidental (M&I) 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 . If any meal is supplied while on business travel, employees must deduct that meal from their travel reimbursement request.~~

Employees shall 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&I, 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&I, 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 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].

Other

Routine and reasonable work-related expenses will be reimbursed with submission of itemized receipts with prior approval [for the expense](#) from the Executive Director.

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

SECTION: HOLIDAYS/VACATION

SUBJECT: HOLIDAYS

Eligible employees are ~~provided twelve~~[provided twelve](#) (12) paid holidays each year. Full-time hourly and salary employees shall be compensated for holidays as though the employee has worked 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 another 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 after Thanksgiving
President’s Day	Indigenous People’s Day	Christmas Eve
Memorial Day	Veterans Day	Christmas Day

Employees who wish to be accommodated by switching a paid holiday[s] for a different religious or other protected category based holiday should speak with the Executive Director.

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 current 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. Employees should understand, however, that if their employment with the Organization ends for any reason prior to the time that they have accumulated the number of vacation days taken, they will be responsible for reimbursing the Organization for the amount of used, but unaccrued vacation time. As an employee of RRPC, it ~~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.

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 employee's request. Pay-out requests are within the discretion of the Executive Director.

Scheduling Vacations

Every effort is made to accommodate [employee's/employees'](#) 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 employees Outlook Calendar in advance of taking time off. To be respectful for all employees' time off, you should not expect to be able to take the same time off every year although RRPC will attempt to accommodate such requests.

Voluntary or Involuntary Termination

Upon voluntary or involuntary termination from employment with RRPC, employees will be paid for any unused portion of vacation leave remaining at 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, [Assistant Director, Office Manager or another team member](#) will assist the employee to receive medical attention for the injury at [RRPC's designated provider](#), Occupational Health Partners. If Occupational Health Partners is unavailable, the injured employee should be taken to the emergency room at RRMC 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 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. [Employees are expected to return to work on their designated return to work date, with or without reminder of RRPC. Employees who do not return to work on their designated date may be considered to have voluntarily resigned from employment.](#)

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 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 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, employees should have sufficient time outside working hours to vote. If for any ~~reason~~,~~reason~~ employees think this won't be the case, they should contact the Executive Director to discuss scheduling accommodations.

Jury Duty ~~or~~ ~~S~~subpoenas

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).

Similarly, any employee who is subpoenaed to appear in court on a matter of sexual or domestic abuse or related matters, or an employee who has to be in court for purposes of seeking such relief, will be granted unpaid leave to do so, and at their own choice can use vacation or other paid absence to be paid during that time.

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~~~~condition~~, making the employee eligible for family leave. A VPFL leave of absence may also be granted during employee's own pregnancy, care for a newborn child or placement of a child in their care for adoption or foster care. VPFL leave is similar to what is known as FMLA leave under federal ~~law~~~~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~~~~stepchild~~, 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 employees choose to use accumulated paid time off such as vacation or sick time. Employees are responsible for timely informing RRPC that they want to use paid time off (and indicate which paid time off) while out on leave.

Eligibility For VPFL And Military Leave , and for alleged crime victims and relief from stalking or abuse

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 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 employee's child;
- Upon the placement of a child for adoption or foster care with employee;
- When 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 employees are unable to perform at least one of the essential functions of their position because of their own serious health condition;
- In situations of qualifying exigency to be with employee's spouse, parent or child if they are a 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 agree to the leave
- For the care of an injured service member if the service member is 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;

- For a criminal proceeding when the employee is an alleged victim and the employee has a right or obligation to appear at the proceeding;
- For a relief from abuse hearing pursuant to law;
- For a hearing concerning an order against stalking or sexual assault pursuant to law;
- For relief from abuse, neglect or exploitation hearing pursuant to law.

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

Any employee with any question about their eligibility for such leave should ask to meet with the Finance Manager.

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

Notice Requirements

When the need for leave is foreseeable, employees should provide at least 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 the Executive Director as soon as possible of the need/intention to take leave. Do not assume RRPC will know enough information without you sharing to believe you may be entitled to worker compensation, family or medical leave or other excused reason to be absent from work. 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”.

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 may cause the 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.
7. An employee out for an extended period using sick, unpaid or other leaves of absence may be required to furnish a return-to-work authorization from their health provider.

~~6.8.~~

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 employees to take Vermont Short-term Family Leave ("VSFL") 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"), VERMONT SHORT TERM FAMILY LEAVE ("VSFL").

Notice

Employees shall make a reasonable attempt to schedule appointments, for which short-term leave is available, outside 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, employee’s position or its equivalent will be held up to five years to the extent the position still exists.

In the event that employee is called to active duty, employee shall notify the Executive Director immediately. In addition, employee must submit a copy of their military orders placing 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 business 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 employee is a full, flex or part time

employee on the day 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 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 employee's first day of hire. Unused personal leave will expire at the end of each fiscal year. Personal time must be recorded on 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 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, they may use vacation time.

If employees are sick and unable to work, they must call or text the Executive Director to inform Executive Director of employee's inability to work, the reason for employee's absence and 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 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 themselves or their immediate family or household members. An employee out for an extended period using sick, unpaid or other leaves of absence may be required to furnish a return-to-work authorization from 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 per fiscal year. Employees can carry over a maximum of 37.5 hours to be used on this policy. Employees must be employed one year to be eligible for this leave (unless employee was previously employed by the Organization and asked to leave without voluntarily leaving). Examples of reasons an employee may use their sick leave for Vermont's Earned Sick Time Leave purposes include: (1) 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 employee's parent, grandparent, spouse or parent-in-law to an appointment related to their long-term care, (4) to arrange for social or legal services or obtaining medical care or counseling for employee's own or 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 employees are using Earned Sick time, this is 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 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 they return to and for which the 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 return.

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 their monthly premium to the Organization. For leaves under 30 days the employee will be responsible for 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

Employee safety on the job is of the greatest importance and, as such, RRPC takes safety very seriously. 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 employees observe an unsafe act or condition in their workplace, it is 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 the Organization's stated safety rules, or failure to report an incident will result in appropriate disciplinary action, up to and including immediate 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. 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 RRPC suspects of being under the influence of alcohol, marijuana or controlled or illegal drugs, or consuming such substances contrary to this policy. If employees are medically prescribed marijuana, they can talk to the Executive Director about an accommodating schedule. The Organization's "property" includes the offices [in the Opera House 16 Evelyn Street](#) 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 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 [Evenly Street offices](#) ~~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 information, 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 the Organization's buildings, at off-property employee events, or on employee's person. Employees must remove any firearms in their personal vehicle before allowing any other person in it for work-related reasons.

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, [protected hairstyles \(such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings\)](#), 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 [discriminatory or](#) 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, requests 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.
- Sexual harassment does not need to be severe or pervasive to be unlawful.

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, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), 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 they have 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) or the conduct does not stop, then they should bring the matter to the immediate attention of the Executive Director or the Finance Manager, whoever the employee is more comfortable. If the employe is uncomfortable reporting to either then they should report to the Chair of the Board.
- 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.

~~Retaliation- it is unlawful and against RRPC policy for an employee having filed a complaint, or having cooperated or participated in an investigation of a complaint is unlawful and is strictly prohibited by this policy.~~

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~~
- ~~U.S. Equal Employment Opportunity Commission, 1 Congress Street 15 New Sudbury Street, Room 475, Boston, MA 02114 02203-0506; Telephone: (617 800) 565-3200 669-4000~~

- [You may also contact the State of Vermont Attorney General’s Office, 109 State Street, Montpelier, VT 05609-1001 \(888-745-9195 \(Toll Free VT\) or 802-828-3657; ago.civilrights@vermont.gov. If you work for an employer with at least 15 employees, you may also contact the Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 \(617-565-3196\). You may also contact the Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633-6301 \(800-416-2010 \(Toll Free VT\) or 802- 828-2480; human.rights@vermont.gov\) if you work for a Vermont State Agency](#)

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 offices at 16 Evelyn Street.](#)

Use of tobacco products and vaping is prohibited inside the [Opera House offices at 16 Evelyn Street](#) 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 employees fail to adhere to this policy, 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 their employment with RRPC shall be deemed to be terminated in good standing if they give at least 2 (two) weeks’ notice in writing to the Executive Director of 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, [sick](#) 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.



FY25 WORK PLAN

JUNE 2024

Quarter				
On-Going				
	Q1	Q2	Q3	Q4

NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff.	DN, MS, KH				
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	DN, MS, KH				
3	ADMIN	Prepare FY24 Financial and Final Report for VT ACCD.	DN, MS				
4	ADMIN	Conduct financial audit for FY24 and provide board with Audit Summary.	DN, MS				
5	ADMIN	Conduct annual staff performance reviews.	DN, MS				
6	ADMIN	Promote staff enhancement by promoting internships, team meetings, professional development, and participation on committees and working groups.	DN, MS, ALL STAFF				
7	ADMIN	Continue to develop and refine the RRPC website.	DN, KH, ALL STAFF				
8	ADMIN	Complete office relocation to 16 Evelyn Street.	ALL STAFF				
9	ADMIN	Expand marketing and outreach materials such as RRPC newsletter, website, social media, front porch forum, etc.	DN, KH, ALL STAFF				
10	ADMIN	Prepare at least two (2) municipal training courses.	DN, LS				
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, and Ad Hoc Regional Plan Committees.	DN, MS, SB, LS				
12	ADMIN	Expand Commissioner involvement and education including development of a Commissioner's Handbook.	DN				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
13	ADMIN	Organize staff retreat with an organizational focus on visioning and strategic planning.	DN, MS, KH				
1	REGIONAL PLANNING	Continue work on 2026 Rutland Regional Plan	ALL STAFF				
1A	REGIONAL PLANNING	Complete Draft #1 and #2 of the Regional Plan.	ALL STAFF				
1B	REGIONAL PLANNING	Conduct Phase 2 Public Engagement.	ALL STAFF				
1C	REGIONAL PLANNING	Develop process to update the Regional Future Land Use Map and Regional Housing Targets.	LS, DN, SB				
1D	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee.	DN, SB				
1E	REGIONAL PLANNING	Continue routine outreach and communication.	DN, SB, KH				
2	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	ALL STAFF				
3	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	ALL STAFF				
4	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	DN, JG, LS				
5	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, with assistance from Community Committee, in accordance with 24 V.S.A. §4345a, §4345 and §4352.	DN, LS				
6	REGIONAL PLANNING	Continue to develop the regional housing program.	DN, LS				
6A	REGIONAL PLANNING	Establish a Regional Housing Committee or Council.	DN, LS				
6B	REGIONAL PLANNING	Continue to update the Regional Housing Resource Guide.	DN, LS				
6C	REGIONAL PLANNING	Continue to support Homes 4 All Toolkit, Regional Housing Resource Guide, and Housing Developer Expo.	LS				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
7	REGIONAL PLANNING	Continue participation in local, regional, and state policies and with VAPDA.	DN				
8	REGIONAL PLANNING	Continue to serve on the Transportation, Emergency Management, and Water Quality VAPDA committees.	DN				
9	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	DN				
10	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	DN, GP				
1	TOWN PLANNING	Design a new town planning program with a standardized approach including education and outreach materials to support town plan updates for all 27 towns.	DN, LS, NS				
2	TOWN PLANNING	Provide technical assistance and support to towns with plans expiring in 2024 and 2025: Benson, Clarendon, Fair Haven, Middletown Springs, Tinmouth, and Wells.	LS, GP, NS				
3	TOWN PLANNING	Provide technical assistance for Bylaw Modernization Grants in Mendon, Pittsford, Brandon, and Poultney.	LS, GP, NS				
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	LS, GP, NS, DN				
5	TOWN PLANNING	Provide technical assistance for designation renewals in Fair Haven, Brandon, and Clarendon.	LS, NS				
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPGs, and studies.	LS				
7	TOWN PLANNING	Help municipalities apply for state or federal funding and provide project management and administrative services.	LS, GP, NS, DN				
1	ECONOMIC DEVELOPMENT	Continue organizational support for West Central Vermont Economic Development District (EDD).	GP, DN				
1A	ECONOMIC DEVELOPMENT	Work with CVRPC on a planning grant from the EDD for board organizational and project planning support.	GP				
1B	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	GP, DN				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
1C	ECONOMIC DEVELOPMENT	Work with our regional partner, CEDRR, to staff the EDD board and recruit a regional board member.	DN, GP				
2	ECONOMIC DEVELOPMENT	Continue to support the former Berwick hotel site with applications for clean-up funding	GP, DN				
2A	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, Zion Growers, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	GP				
2B	ECONOMIC DEVELOPMENT	Continue to develop the Brownfields Steering Committee.	GP, DN				
3	ECONOMIC DEVELOPMENT	Continue to develop Phase III of the Rutland Asset Mapping Project (RAMP).	GP, NS				
4	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	GP, DN				
5	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	GP, DN				
5A	ECONOMIC DEVELOPMENT	Facilitate bimonthly RRWIB meetings and expand board membership.	GP				
5B	ECONOMIC DEVELOPMENT	Apply for the Work 6 grant to fund new programs for three years.	GP				
5C	ECONOMIC DEVELOPMENT	Develop partnerships with regional school, employers, and workforce development groups.	GP				
6	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers.	GP, LS, NS, EP, DN				
7	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	ALL STAFF				
1	TRANSPORTATION	Complete transportation planning and data collection in the FY24 and FY25 TPI work program with VTrans.	EP, NS, JG, SB, VP				
2	TRANSPORTATION	Develop work scope and implement the special initiative: bicycle and pedestrian planning.	EP, NS				
3	TRANSPORTATION	continue to coordinate the Transportation Advisory Committee (TAC).	EP				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
4	TRANSPORTATION	Continue support for the OA&D Committee and development of the Regional Mobility Committee.	EP, NS, JG				
5	TRANSPORTATION	Continue support for MVRTD with board participation, bus stop planning, route analysis, and microtransit pilot.	EP, DN, NS				
6	TRANSPORTATION	Provide technical support and project management for Rutland City Transit Oriented Development (TOD) Plan.	EP				
7	TRANSPORTATION	Continue data collection including sidewalk inventory, culvert inventory, and traffic and bicycle/pedestrian counts.	EP, NS, VP				
8	TRANSPORTATION	Provide technical assistance to road commissions and hold quarterly Road Foreman Meetings.	EP, JG, NS				
9	TRANSPORTATION	Provide technical assistance for road safety, infrastructure, pop-up projects, placemaking, and road reclassification.	EP				
10	TRANSPORTATION	Establish the Walk Bike Council of the Rutland Region.	EP, NS, JG				
11	TRANSPORTATION	Assist with updating the transportation section of Town Plans and developing capital or strategic plans.	EP				
12	TRANSPORTATION	Continue development of the D&H Rail Trail Council.	NS				
13	TRANSPORTATION	Help create equitable, sustainable, multimodal transportation networks that support land-use planning.	EP, DN				
1	ENERGY & CLIMATE	Provide technical support to municipalities for the Municipal Energy Resilience Program (MERP).	JG, BP, MO				
2	ENERGY & CLIMATE	Assist with updates to enhanced energy plans in Tinmouth, Pittsford, Killington, and Middletown Springs.	JG				
3	ENERGY & CLIMATE	Implement the Energy Efficiency Community Block Grant (EECBG) for the regional thermal heating network pilot.	JG				
4	ENERGY & CLIMATE	continue to develop the Regional Enhanced Energy Plan, including data from the Renewable Energy Standard.	JG				
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings.	JG				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
6	ENERGY & CLIMATE	Implement Municipal Vulnerability Index (MVI) including municipal guides/profiles and trainings	SB, MO, BP				
7	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including updates to regional and town plans.	JG, BP				
1	NATURAL RESOURCES	Provide support for the South Lake Champlain Clean Water Service Provider and the Basin Water Quality Council.	BP				
2	NATURAL RESOURCES	Work with partners to develop projects and administer funding for water quality improvement projects.	BP, MO				
3	NATURAL RESOURCES	Build capacity within land and watershed partners to develop projects for CWSP.	BP				
4	NATURAL RESOURCES	Continue partnership with Poultney Mettowee Natural Resources Conservation District to grow and expand CWSP.	BP				
5	NATURAL RESOURCES	Promote watershed planning in the region that promotes flood and climate resilience through partnerships.	BP, MO				
6	NATURAL RESOURCES	Assist the VTDEC in providing technical assistance to landowners under the 3-Acre Stormwater Permit Program.	BP				
7	NATURAL RESOURCES	Incorporate water quality, stormwater, and flood resilience language in municipal plans and land use bylaws.	BP, MO, LS, GP				
8	NATURAL RESOURCES	Continue to develop designs for erosion and stormwater protection at Sunset Lake Road.	BP				
9	NATURAL RESOURCES	Work with municipalities on reclassification of wetlands and other important water resources.	BP				
10	NATURAL RESOURCES	Provide technical assistance on low-impact development and green stormwater infrastructure.	BP				
11	NATURAL RESOURCES	Assist municipalities with flood hazard areas, river corridor bylaws, and Emergency Relief Assistance Fund.	LS, BP, MO, SB				
12	NATURAL RESOURCES	Continue work on the FEMA Flood Bylaws by reviewing and updating bylaws and providing education.	LS, BP				
13	NATURAL RESOURCES	Assist municipalities to manage and address road erosion for the Municipal Roads General Permit (MRGP).	EP, SB, NS, VP				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities through the EMPG program and VEM.	MO				
2	EMERGENCY MANAGEMENT	Update LHMPs in Fair Haven, Middletown Springs, Benson, Rutland City, and Rutland Town.	SB, MO, GP, NS				
3	EMERGENCY MANAGEMENT	Provide technical assistance and outreach to all towns to complete updates to LEMPs.	MO, GP				
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	MO				
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	MO				
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	MO				
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	MO				
8	EMERGENCY MANAGEMENT	Assist municipalities to reduce their cost burden in the State Emergency Relief and Assistance Fund (ERAF).	MO, SB				
9	EMERGENCY MANAGEMENT	Work with municipalities on reclassification of wetlands and other important water resources.	BP				
10	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	MO, NS, SB				
11	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	ALL STAFF				
12	EMERGENCY MANAGEMENT	Provide regional coordination for FEMA and state agencies and municipal support during disasters.	MO				
1	GIS MAPPING	Provide municipalities, state agencies and regional groups with mapping and data analysis in support of various projects, such as municipal plan and bylaw development, infrastructure, transportation, and all other program areas.	NS				
2	GIS MAPPING	Assist with mapping, data visualization, and graphic design for Regional Plan update.	NS				

FY25 WORK PLAN

JUNE 2024

NO.	PROGRAM	TASK	STAFF	TIMELINE			
3	GIS MAPPING	Assist VCGI, DHCD, Current Use, SEOC, and other local, regional, and state partners.	NS				
4	GIS MAPPING	Develop updated maps to be included in the 2026 Rutland Regional Plan.	NS				
5	GIS MAPPING	Develop new basemaps and standardized processes for town planning, transportation, emergency management,	NS				
1	MUNICIPAL PROJECT MANAGEMENT	Continue to provide project management services to VTTrans, FEMA, and other state/federal funded projects.	SB				
2	MUNICIPAL PROJECT MANAGEMENT	Provide project management services to five (5) scoping studies and five (5) construction projects.	SB				
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	SB				



FY25 BUDGET HIGHLIGHTS

REVENUE

1. Budget decreased roughly \$488,000 from RRPC's FY24 Budget primarily due to projected CWSP direct expenses in FY25.
2. Town Dues under Local Income remain level. A Town Dues calculation restructure is anticipated for FY26.
3. Includes a 3% increase in the ACCD Property Tax Transfer revenue.
4. There are no ACCD Non-Permanent State Funds included in the FY25 Budget. The balance of APRA and Pandemic Response funds were expended in FY24.
5. Public Safety revenue has increased this year with the addition of the Mount Tabor Scoping Study (\$67,600) and Local Hazard Mitigation Plan (LHMP) (\$10,000) revenue. \$66,000 of the Mount Tabor Scoping Study revenue will be spent on contracted services.
6. Includes a 3% increase in the VTrans revenue.
7. The Dept. of Environmental Conservation revenue has decreased more than \$600,000 compared to FY24's Budget primarily due to lower CWSP projected costs in FY25. FY24 will end significantly under budget due to lower project costs than projected. The project costs are direct expenses and do not impact the RRPC's bottom line.
8. EPA Brownfields revenue is roughly \$136,000 higher in FY25. However, contracted services were budgeted at \$50,000 in FY24 and \$178,000 in FY25.
9. A new grant from the U.S. Dept. of Energy increases the FY25 Budget by roughly \$17,000. \$10,000 of this revenue will be used for contracted services.
10. Revenue from Buildings and General Services is roughly \$22,000 lower than FY24. This grant runs through 6/30/2028. We may be able to capture additional revenue from this grant in FY25 if needed.
11. Local Planning Assistance revenue has increased by roughly \$45,500 in FY25. MPM revenue will decrease, LHMP revenue will increase, and we have new EEP and RAMP revenue in FY25.
12. Special Projects revenue is roughly \$88,000 lower than the FY24 Budget. RRPC has new revenue in FY25; but no longer has VDH revenue. Municipal Technical Assistance and WIB revenue will be down as well. RRPC is hoping to be awarded a grant in FY25 for most of its WIB-related work which is not included in the FY25 Budget.
13. Staff are seeking to use \$18,000 from RRPC's Fund Balance Reserve for VAPDA special assessment invoicing – Housing Targets work by VHFA and a VAPDA Study by NADO.

EXPENSES

1. RRPC's FY25 Budget includes 11 full-time employees, 1 part-time employee and reduced hours for internships. The RRPC is fully staffed. All full-time employees will receive increases.
2. The employer portion of Health Insurance premiums went from 92% of a Platinum Policy in FY24 to 100% of a Gold Policy in FY25. The budget includes the projected plan type for each employee...Single, Two-Person, Family, etc. Health insurance premiums increased by >13% in 2024 and are expected to increase again in 2025.
3. The Health Incentive Benefit is unchanged from FY24, except it will be based on a Gold Plan in FY25 vs. the Platinum in FY24. The FY25 benefit will be a monthly cash pay-out that is equal to 50% of the employer contribution's monthly premium of the Gold Plan based on the employee's current plan type the employee is enrolled in...Single, Two-Person, Family, etc.
4. Contracted Services has decreased more than \$390,000 compared to FY24's Budget primarily due to a decrease in CWSP projected expenses in FY25. Other programs will have large increases in Contracted Services compared to FY24 such as the EPA Brownfields and Mount Tabor Scoping Study agreements.
5. Conferences and Trainings have decreased more than \$15,000 in FY25. Staff participated in several conferences and training courses in FY24.
6. The Marketing and Sponsorship line has decreased more than \$6,000 compared to the FY24 Budget largely due to the reduced costs associated with the Regional Plan.
7. Rent and Office improvements have decreased by more than \$7,000 when compared to the FY24 Budget. While Rent is increasing in FY25, last year's budget included a \$25,000 office renovation.
8. The Equipment line has decreased more than \$10,000 compared to the FY24 budget. The RRPC completed office and technology upgrades in FY23 and FY24.

RUTLAND REGIONAL PLANNING COMMISSION
UPDATED FY 2025 AGENCYWIDE BUDGET
 July 1, 2024 - June 30, 2025

PROPOSED BUDGET
FY 2025

REVENUES:

Local Income	\$27,000
VT Agency of Commerce & Community Development (Property Transfer Tax)	\$593,664
VT Department of Public Safety	\$134,741
VT Agency of Transportation	\$276,530
VT Department of Environmental Conservation	\$375,254
U.S. Environmental Protection Agency	\$201,100
U.S. Department of Energy	\$17,316
VT Department of Buildings and General Services	\$48,911
Local Planning Assistance	\$126,669
Special Projects	\$214,692
Fund Balance Reserve	\$18,000
Interest Income	\$2,000

TOTAL REVENUES

\$2,035,877

EXPENSES:

Salaries	\$769,482
Fringe	\$326,852
Contracted Services	\$680,306
Audit/Accounting	\$23,750
Conferences and Trainings (All Expenses)	\$12,218
Mileage (Regular Business)	\$11,667
Meeting Expense (Regular Business)	\$11,649
Postage/Shipping	\$2,400
Printing	\$12,730
Marketing and Sponsorship	\$4,850
Town and Organizational Support	\$2,000
Supplies	\$8,574
Service Contracts	\$10,500
Subscription/Publication/Software	\$31,741
Legal Fees	\$5,000
Memberships	\$10,103
Rent & Office Improvements	\$64,240
Office Cleaning	\$4,680
Telephone/Communication Services	\$11,220
Electricity	\$6,500
Insurance	\$9,250
Equipment-Purchase	\$12,840

TOTAL EXPENSES

\$2,032,552

SURPLUS/DEFICIT

\$3,325
