

AGENDA

EXECUTIVE COMMITTEE MEETING

Wednesday, February 27, 2019
 6:00 PM
 RPC Conference Room
 156 Water St., Exeter, NH

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- | | | | | |
|----|------|--|-------------------------|-------------------------------|
| 1. | 6:00 | Call to Order | B. Kravitz,
Chair | |
| 2. | 6:05 | Minutes of January 23, 2019 Motion | | Attachment 1 |
| 3. | 6:10 | Financial Report
a) Monthly Report for January
b) RPC Dashboard January/February | T. Roache | Attachment 2
Attachment 2A |
| 4. | 6:25 | New Business
a) Personnel Policy Updates Motion
b) Legislative Committee Report
c) Nominating Committee Discussion | T. Roache
B. Kravitz | Attachment 3 |
| 5. | 6:45 | Old Business
a) Executive Committee Vacancy
b) Electricity Aggregation Roll Out
c) March RPC Meeting | T. Roache | Attachment 4 |
| 6. | 7:00 | Other Business | | |
| 7. | 7:05 | Public comment/Adjourn | | |

MINUTES

Rockingham Planning Commission Executive Committee

January 23, 2019
RPC Office, Exeter, NH

Committee Members Present: B. Kravitz (Chairman); R. McDermott (Vice Chair); G. Coppelman (Secretary); P. Wilson (Past Chair); M. Turell (Treasurer); T. Moore, A. Davis, L. Cushman, M. McAndrews, C. McCarthy (Members at Large);

Guests: Sheryl Burke & Alyssa Simard (Melanson Heath)

Staff: T. Roach (Executive Director); D. Walker (Assistant Director); A. Pettengill (Business Manager)

1. **Call to Order:** Chairman Kravitz called the meeting to order at 4:30 p.m. and introductions were made.

2. **Minutes of October 24, 2018**

Turell moved to approve the Minutes of October 24, 2018 as presented; Coppelman seconded.
SO VOTED. (2 abstentions)

3. **Financial Report**

Roache noted that both revenue and expenses are tracking below the 50% calendar position, however the budget overall is showing a positive balance of \$38,264 and bank balances are staying consistent month to month. He reviewed staff activity within several projects.

4. **New Business**

- a) FY 2018 Audit: Sheryl Stephens Burke & Alyssa Simard, Melanson Heath

Burke thanked Roache and Pettengill for their help during the audit process. She stated that this is considered a clean and unmodified financial statement. She continued by reviewing the Financial Statements page by page noting that pages 9 and 10 present the Government Wide financials which include All assets and current and longtime liabilities. She noted this page also includes the Net Pension Liability which is the liability associated with the NH Retirement System as required in the recent GASB 68 requirements. She also explained the Net OPEB liability is another required liability which is used to indicate older retirees

participating in the NHRS health plan and will not affect the RPC unless a retiree is using the RPC health insurance.

She noted that the RPC net position changed in a positive \$28,078 in FY 18 with a positive Fund Balance of \$53,170. Burke continued with the Single Audit Report which is only required when you reach \$750,000 in federal funds and is a more specific accounting of compliance issues such as allowable costs, management, and reporting of federal funds. There were no compliance issues found. This report will be uploaded to the federal website once it is approved. Kravitz asked if you were to remove the net pension liability what the RPC financial status would be and Burke replied it would be net positive.

*Moore moved to approve the FY 2018 Financial Statements and Single Audit Report as presented; Turell seconded. **SO VOTED.***

- b) Communications Update: Roach stated that the Communications Committee will be meeting soon to address an update to the RPC website, the RPC logo issue, brochure, services brochure and the use of publicinput.com survey services. He also noted that there will be a commissioner orientation sometime late in February. He stated he has plans to visit the following communities: Seabrook February 4th ; North Hampton February 11th; Rye February 25th
- c) Staffing Update: Roache noted the RPC has contracted with Jill Longval to work on the Household Hazardous Waste contract and to work on other projects such as electricity aggregation. He also noted he has a job ad ready to go for a part time Admin/Social Media person and discussed the ongoing issues in spending down the UPWP as it relates to other transportation projects that will be taking large amounts of transportation staff time.

5. Old Business

- a) Executive Committee Vacancy: Roache suggested that the Committee ask Gwen English or Lang Plumer or Don Hawkins to fill the vacancy. General consensus was Roache to ask those members.
 - b) Feedback on January Commission meeting Recycle presentation: Discussion was positive on the presentation and Roache noted it will be on RPC website for anyone to view or download. Discussion followed on regional opportunities for recycling.
 - c) February RPC/MPO Meeting: Walker noted that the Transportation Improvement Program and the 2045 Long Range Transportation Plan are currently in their 30 day public comment period and in order to stay in clean air conformity standards, the timeframe for approval was accelerated. This will allow projects on hold to stay in the STIP and TIP. February commission/mpo meeting to be held at Kingston Public Library at 7 p.m. on February 13th. There may be a staff presentation as well. Kravitz suggested the Hampton Beach Commission.
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6. Other Business

Moore noted that the FY 20 budget will be looked at soon and he would suggest allocating \$5-10,000 for Regional Master Planning and specifically a “regional housing needs assessment”. Discussion followed on possible funding sources.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Annette Pettengill
Recording Secretary

**Rockingham Planning Commission
Financial Statement
Budget vs. Actual
January 2019**

	January 2019	YTD FY 19	FY 19 Budget Amendment #1	Balance	% Budget
RESOURCES					
Federal Contracts	\$ -	\$ -	\$ -	\$ -	
Grants	\$ -	\$ -	\$ -	\$ -	
Local Dues	\$ 156,596	\$ 156,596	\$ 156,595	\$ (1)	100.0%
Other Income	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
Local Planning Contracts	\$ 36,827	\$ 150,086	\$ 134,433	\$ (15,653)	111.6%
State Contracts	\$ 90,671	\$ 382,792	\$ 954,422	\$ 571,630	40.1%
Total RESOURCES	\$ 127,498	\$ 689,474	\$ 1,247,450	\$ 557,976	55.3%
EXPENSES					
Newspaper/Media	\$ -	\$ -	\$ 2,500	\$ 2,500	0.0%
Contracted Printing	\$ -	\$ 50	\$ 4,400	\$ 4,350	1.1%
Contracted Services	\$ 4,400	\$ 88,418	\$ 282,842	\$ 194,424	31.3%
Total Salaries	\$ 65,416	\$ 355,748	\$ 596,790	\$ 241,042	59.6%
Travel	\$ 592	\$ 3,188	\$ 9,000	\$ 5,812	35.4%
Reconciliation Discrepancies	\$ (1)	\$ -	\$ -	\$ 1	
Payroll Processing Fees	\$ 44	\$ 243	\$ 500	\$ 257	48.6%
Janitorial	\$ -	\$ 900	\$ 2,300	\$ 1,400	39.1%
Accounting	\$ -	\$ -	\$ 300	\$ 300	0.0%
Audit	\$ 2,500	\$ 8,500	\$ 11,000	\$ 2,500	77.3%
Bank & Service Charges	\$ -	\$ 254	\$ 350	\$ 96	72.6%
**Dues & Subscriptions	\$ 1,114	\$ 11,058	\$ 22,600	\$ 11,542	48.9%
Employee Co Contrib of Benefits	\$ -	\$ -	\$ -	\$ -	
C Deferred Comp 457	\$ 2,908	\$ 15,753	\$ 25,965	\$ 10,212	60.7%
C Dental Insurance	\$ 881	\$ 4,525	\$ 5,766	\$ 1,241	78.5%
C Health Ins.	\$ 5,342	\$ 27,535	\$ 45,283	\$ 17,748	60.8%
C Life Insurance	\$ 104	\$ 553	\$ 1,080	\$ 527	51.2%
C LTD Insurance	\$ 156	\$ 832	\$ 1,345	\$ 513	61.9%
C NH Retirement 414E	\$ 4,475	\$ 23,467	\$ 39,447	\$ 15,980	59.5%
C STD Insurance	\$ 103	\$ 551	\$ 1,075	\$ 524	51.3%
**Equipment	\$ -	\$ 3,761	\$ 5,000	\$ 1,239	75.2%
**Equipment & Software Maint.	\$ 1,212	\$ 5,857	\$ 17,000	\$ 11,143	34.5%
General Insurance	\$ 294	\$ 1,773	\$ 5,209	\$ 3,436	34.0%
Misc	\$ (1,090)	\$ (2,171)	\$ 2,000	\$ 4,171	-108.6%
**Office Supplies	\$ 356	\$ 3,877	\$ 10,000	\$ 6,123	38.8%
Payroll Expenses (C Portion)					
P/R Taxes - Other	\$ 4,881	\$ 26,570	\$ 44,736	\$ 18,166	59.4%
SUTA	\$ 500	\$ 500	\$ 1,000	\$ 500	50.0%
**Postage	\$ -	\$ 471	\$ 1,000	\$ 529	47.1%
Rent	\$ 4,243	\$ 29,701	\$ 50,100	\$ 20,399	59.3%
Telephone & Internet	\$ 337	\$ 2,422	\$ 5,000	\$ 2,578	48.4%
**Training & Workshops	\$ -	\$ 2,100	\$ 5,000	\$ 2,900	42.0%
Utilities	\$ 728	\$ 3,575	\$ 7,100	\$ 3,525	50.4%
Total EXPENSES	\$ 99,494	\$ 620,010	\$ 1,205,688	\$ 585,678	51.4%
	\$ 28,004	\$ 69,464			
Unobligated Funds			\$ 41,762	\$ 41,762	
Fund Balance Accrual	\$ -		\$ -	\$ -	
			\$ -	\$ -	
Balance	\$ 28,004	\$ 69,464	\$ 1,247,450	\$ 627,440	

NOTE: Jan 31st is 58% through the fiscal year

** Direct & Indirect

Last Statement - January 31, 2019		January February	
Bank Checking		Staff Presentations / Activities	
Beginning Balance	\$101,402.00	North Hampton Selectmen Visit	
Deposits	68,368.00	Sandown Selectmen Visit	
Payments	102,130.00	SELT Meeting	
Ending Balance	\$67,640.00	Legislative Hearings Senate Environment and Natural Resources	
Other Accounts		Antioch University climate change engagement webinar	
Line of credit (\$30,000) activated?	\$0.00	Stratham Safe Routes To Schools Presentation	
Holding Account Beginning	\$16,644.00	Meeting with Congressman Pappas	
Holding Account Ending	\$21,645.00		
Performance targets		Current Performance January-February	
Operating Expenses In Reserve	3 months	Operating Expenses In Reserve	< 1 month
rpc-nh.org -- Sessions	1500	rpc-nh.org -- Sessions	731 (-11.3%)
rpc-nh.org -- Users	1000	rpc-nh.org -- Users	942 (+15.7%)
Twitter Followers	300	Twitter Followers	298(+1)
Facebook Likes	250	Facebook Engagement	2008 (+382%)people reached with 449 (+144%) engagements
		Social Media Narrative: Areas with highest engagement included info about town meeting process PSA (over 900 people reached), Transportation Plan public hearings, announcements about trainings/workshops, sea-level rise related info/photos, advertising Hampton Cable Survey (434 people reached), and advertising PT outreach position. 61 views (Rising Cost of Recycling Presentation)	
November 2018 Target Revenue	58%	December 2018 Revenue	55.3%
November 2018 Target Expenses	58%	December 2018 Expenses	51.1%
Budget Narrative			
Bank Balance/Cash on hand:	Cash balances remain at a minimum level. We have less than one month of operating expenses on hand. Cash flow has improved but remains a challenge.		
Payables and Receivables:	Remains current to be paid/received within 30 days.		
FY19 Working Budget:	Current working budget as amended in September with additional revenue from grant applications		
FY19 Working Budget			
Funding Sources		Expenses	
Local Dues	\$ 156,595.00	Salaries	\$ 584,790.00
State and Federal Contracts	\$954,422.00	Contracted Services	\$ 281,842.00
Grants	\$ -	Legal Services	\$ 1,000.00
Local Planning Contracts	\$ 134,433.00	Travel & Expenses	\$ 9,000.00
Other Income	\$ 2,000.00	Bank Service Charge	\$ 350.00
		Taxes-Payroll	\$ 44,736.00
		Unemployment Insurance	\$ 1,000.00
		Health Insurance	\$ 45,283.00
		Health Stipend	\$ 12,000.00
		Dental Insurance	\$ 5,766.00
		Life & Disability Insurance	\$ 3,500.00
		Retirement - 457 Plan	\$ 25,965.00
		Retirement - NHRS	\$ 39,447.00
		General Insurance	\$ 5,209.00
		Rent	\$ 50,100.00
		Janitorial	\$ 2,300.00
		Telephone & Internet	\$ 5,000.00
		Office Supply and Events	\$ 10,000.00
		Postage	\$ 1,000.00
		Audit	\$ 11,000.00
		Utilities	\$ 7,100.00
		Contract Printing	\$ 4,400.00
		Newspaper and Media	\$ 2,500.00
		Equipment and Software Maintenance	\$ 17,000.00
		Dues & Subscriptions	\$ 22,600.00
		Training, Workshops, Conf.	\$ 5,000.00
		Accounting	\$ 300.00
		Payroll Processing	\$ 500.00
		Miscellaneous	\$ 2,000.00
		Equipment Purchases	\$ 5,000.00
Working Budget	\$1,247,450.00	Total Expenses	\$1,205,688.00
		Potential Reserve	\$41,762.00
		Delta	\$0.00

Potential New Revenue	
NOAA PSM Coastal Corridor Study ~\$ 80,000	
National Science Foundation SC3 ~\$10,000	
NHDES Sourcewater RDWP ~ \$10,000	Awarded!
Atkinson MS4 Services ~ \$5,000	
Newington Masterplan ~ \$12,000	Awarded!
Hampton Master Plan ~ \$15,000	
Rye Bike Pedestrian Infrastructure ~ \$3,000	Awarded!
National Science Foundation SC3 ~ \$75,000	

TABLE OF CONTENTS

SECTION	PAGE
Introduction	P-1
Article I General Office Operations.....	P-1
A. Office Hours	P-1
B. Work Hours	P-1
C. Storm Days.....	P-1
D. Record Keeping.....	P-1
E. Conduct of Employees	P-2
F. Conflict of Interest	P-2
G. Honoraria, Gifts, Etc.....	P-2
H. Business Expenses	P-2
I. Telephone Use	P-3
J. Smoking	P-4
K. Drug-Free Workplace	P-4
L. Equal Employment Opportunity.....	P-4
M. Harassment	P-4
N. Workplace Safety	P-4
Article II Employee Recruitment and Termination	P-5
A. Recruitment.....	P-5
B. Termination of Employment	P-5
C. Disciplinary Action	P-5
D. Appeals	P-6
Article III Position Classification, Description and Salary Grades.....	P-7
A. Position Classifications.....	P-7
B. Position Description and Qualifications	P-7
C. Employment Classifications	P-12
D. Overtime	P-12
E. Salary Schedule	P-13
F. Telecommuting.....	P-13
Article IV Performance.....	P-13
Article V Benefits	P-14
A. Leave.....	P-14
B. Insurance.....	P-18
C. Retirement Accounts	P-18
D. Education	P-19
E. Flexible Benefit Plan Options	P-20
F. Family Medical Leave Act (FMLA).....	P-
G. Disability & Pregnancy Leave Policy.....	P-
Article VI Appeal	P-20
Article VII Amendments	P-20

Appendices:

- A. Drug-Free Workplace Policy..... P-21
- B. Smoke-Free Policy P-22

Adopted August 18, 1993; Amended July 13, 1994; January 17, 1996; January 1, 1997; November 12, 1997; May 13, 1998; July 9, 1996; September 8, 1999; September 8, 1999; December 30, 1999; September 10, 2003; January 2011; July 9, 2014; [February , 2019](#).

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PERSONNEL POLICIES

INTRODUCTION

The Rockingham Planning Commission operates under the provisions of RSA 36:45-48, as amended as delineated by Executive Order No. 82-7 of 1982 and amendments thereto. Functional and administration staff operations of the Commission are headed by an Executive Director, who is the Commission's chief administrative officer.

These Personnel Policies are not an expressed or implied contract of employment guaranteeing employment for any specific duration, but rather an overview of working rules and benefits which can be changed at the discretion of the Commission. Nothing in this document should be interpreted to contradict the Commission's employment-at-will policy permitting that any position may be reduced or eliminated due to changes or reductions in the availability of federal, state or local funding. (Adopted 12/30/99)

ARTICLE I General Office Operations

- A. Office Hours: The office will be opened no later than 8:00 a.m. and not close before 5:00 p.m. including the lunch period.
- B. Work Hours: The number of working hours will be 40 per week, not including a lunch break. The Commission allows for a flexible work schedule. Upon approval of the Executive Director, the normal starting time for employees can range from 7:00 a.m. to 10:00 a.m. With the exception of lunch periods and the use of leave time, all full-time employees must be on the job during the core time, which is 10:00 a.m. to 3:30 p.m., Monday through Friday.
- C. Storm Days: Whenever inclement weather causes hazardous driving conditions, the Executive Director shall be authorized to close the office or modify operating hours. Employees are eligible to use this closure policy only if they are present (or scheduled to be present) as part of their normal work hours.
- D. Record Keeping: It is the responsibility of each employee to carefully and correctly prepare and submit a daily time record on a form and in a manner prescribed by the Executive Director and to maintain other records as required, including expense sheets and night meeting time.

The Commission shall take all responsible steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on each pay day. In the event that there is an error in the amount of pay, or in any scheduled deduction, the employee should bring the discrepancy to the attention of the Business Manager promptly so the corrections can be made as quickly as possible. (Adopted 12/30/99)

In the event that a paycheck is lost or stolen, the employee should notify the Business Manager immediately who will attempt to place a stop-payment order on the check. If the stop-payment order is successful, another paycheck will be issued. The Commission does not assume responsibility for lost or stolen paychecks and if the agency is unable to stop payment on a check, the employee alone is responsible for any loss of income that may result. (Adopted 12/30/99)

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E. Conduct of Employees:

1. All employees shall conduct themselves in a professional and responsible manner while performing Commission business so as not to discredit the agency.
2. No employee of the Commission may engage in any outside employment to provide planning or related services without expressed written consent of the Executive Director. Such requests are discouraged, but may be permitted at the discretion of the Executive Director if he or she determines that all of the following conditions are true:
 - a) that all such outside employment, including the scope and length of employment and any changes herein, is fully disclosed;
 - b) that the proposed employment will not cause a conflict of interest, or the appearance of same, with the Commission, its member communities or other public or private entities with which it maintains a business relationship; and
 - c) that the proposed employment will cause no detrimental effect on the employee's job performance, availability or ability to fully carryout their responsibilities as an employee of the Rockingham Planning Commission..

All such requests shall be submitted in writing and shall address each of the above conditions. Denial of a request to engage in such outside employment may be appealed to the Personnel Committee. (Adopted 09/30/03)

F. Conflict of Interest: No employee may participate in external activities which may constitute actual or potential conflict of interest as determined by the Executive Committee.

G. Honoraria, Gifts, Etc.: Employees will not accept gifts of cash, goods or services from contractors or other attending or with potential to, influence the decisions of the Commission or its staff. Honoraria or other financial rewards to services rendered, within the scope of the employee's work for the Commission, will be turned over to the Commission treasurer. This shall not be deemed to preclude the acceptance of a meal from an organization before which a staff member may be speaking and attempting to influence on behalf of the Commission, such as a fraternal organization, public interest groups, etc.

H. Business Expenses:

1. *Food and Lodging* – Employees will be reimbursed for food and lodging expenses away from home or the office as a result of night meetings or out-of-town commitments which extend through mealtime and/or under the following conditions:
 - a) The expense must be incurred on Commission business.
 - b) Lunch may be charged only if a work commitment keeps you away from Exeter; or you attend a lunch meeting as part of work.
 - c) Supper may be charged if you attend a supper meeting as part of work; or you live outside Exeter and choose to stay at the office instead of going home prior to a night meeting.

- d) The amount must be reasonably related to average food and lodging cost levels currently prevailing in the immediate area or the meal limit set by the Executive Committee at the time.
- e) Expenses to be incurred outside of the region must have the prior approval of the Executive Director or Assistant Director.
- f) Expenses, vouchers, duly approved by the Executive or Assistant Directors, must be submitted before reimbursement is made. Vouchers must be signed by the employee and must show the date, the expense that was incurred and the nature of the expense. All vouchers must be accompanied by receipts for all expenditures.

2. *Conferences* – Attendance at professional conferences involving expenses of not more than one thousand dollars and within the adopted line item budget may be authorized by the Executive Director. Requests involving expenses in excess of this amount must be authorized by the Executive Committee. Vouchers for reimbursement for all conferences must conform to standard policies. **(Adopted 07/09/14)**

3. *Transportation* – Mileage for Commission business shall be paid for travel beyond that which is considered a normal daily commute and at the rate per mile established by the Commission's Executive Committee. For night meetings, if any employee chooses to return home prior to attending a night meeting, the agency will reimburse employees for travel from their home to the night meeting and back. However, if an employee chooses to remain in Exeter and charge the agency for supper, the employee may be reimbursed only for round trip mileage from Exeter to the night meeting and back. If the employee does not travel back to Exeter on the trip home from a night meeting, only the mileage in excess of the normal daily commute may be charged. All expense vouchers must be approved by the Executive or Assistant Director.

NOTE: Employees residing in Exeter may not, as a rule, be reimbursed for meal costs while in Exeter prior to a night meeting. There are; however, some situations that would warrant meal reimbursement for employees who reside in Exeter. Since the above-state policy does not cover these situations, employees should consult with the Executive or Assistant Director prior to charging supper.

4. *Other Expenses* – Employees are reimbursed for "other" expenses incurred on behalf of the Commission on approval of the Executive Director and submission of detailed vouchers and accompanying receipts. Any employees receiving parking tickets, traffic ticket or traffic violation while on bona fide Commission business is personally responsible for the fine. **(Adopted 12/30/99)**

I. Telephone, Internet and Equipment Use: Each employee shall keep personal calls, internet usage and any use of office equipment while at work to a minimum. The Executive Director may require that records be kept and submitted for personal long-distance telephone calls, internet and copier/printer usage for appropriate reimbursement. Excessive personal use shall be subject to disciplinary action if uncorrected.

J. Smoking: Smoking is not permitted within the RPC offices.

K. Drug-Free Workplace: The RPC has adopted a policy to comply with the Drug-Free Workplace Act of 1988. This policy is included as Appendix A.

- L. Equal Employment Opportunity: It is the Commission's policy to comply with all federal and state laws and regulations with regard to the hiring, compensation, assignment, advancement, access to benefits and severance of employees. Under no circumstances whatsoever will the Commission discriminate in employment opportunity on the basis of race, religion, ethnic background, national origin, sex, age, marital status, sexual orientation, disability or any other characteristic prohibited by law. Reasonable accommodations will be made for qualified individuals with disabilities except where it would cause undue hardship to the operations of the Commission. **(Adopted 12/30/99)**

The statement "An Equal Opportunity Employer" or "EOE" shall be included in all recruitment advertisements and solicitations; and minority candidate shall be encouraged to apply.

- M. Harassment: The Commission is committed to providing a work environment that is free of employee harassment or intimidation of any kind. Actions, words, jokes, displays or comments based on an individual's race, religion, ethnic background, national origin, sex, age, sexual orientation, disability or any other personal characteristics that is demeaning to another employee will not be tolerated. **(Adopted 12/30/99)**

Sexual harassment, both subtle and overt, is illegal and condemned by the Commission. Any unwelcome behavior, advances, request for sexual favors, suggestive jokes or displays, or any other verbal or physical conduct of a sexual nature is prohibited. Any suggestion, implicit or explicit, that submission to unwanted personal or sexual conduct is a component or the basis of any employment decisions will not be condoned.

Any employee who believes that he or she is the target of any form of harassment is encouraged to inform the offending party that such conduct is objectionable and must stop. If direct communication is either ineffective or inappropriate given the circumstances, the employee should report the situation to the Executive Director. If the Executive Director is the offending party, the employee should report the situation to the Chairman of the Commission. Victims of harassment may also seek assistance from the NH Commission for Human Rights. All complaints of employee harassment will be handled in a confidential manner and without fear or reprisal. Any employee found to be engaging in any type of employee harassment will be subject to disciplinary action up to and including termination of employment.

- N. Workplace Safety: The Commission is committed to providing a safe work environment that is free of physical and occupational hazards. All employees are expected to exhibit safe behavior at all times, to exercise active concern in the course of their work to prevent injuries to themselves and their coworkers and to take immediate steps to the extent possible to remedy any unsafe condition. All potentially hazardous or unsafe circumstances should be reported to the Executive Director immediately. **(Adopted 12/30/99)**

The Commission has a Health and Safety Plan which includes operating procedures and goals for maintaining workplace safety (Section II of this Handbook). All employees shall review this plan and adhere to its recommendations.

ARTICLE II Employee Recruitment and Termination

Recruitment, termination and supervision of employees is the responsibility of the Executive Director. Employment by the Commission is "at will" for all employees.

- A. **Recruitment:** It is the Commission's policy to conform with all Federal and State laws in the hiring of employees, including, but not limited to: Equal Employment Opportunity (Executive Order 11246, as amended), Affirmative Action, American's with Disabilities Act and Title VI and VII of the Civil Rights Act of 1976.

New employees are hired on a six-month probationary basis. Upon completion of the probationary period, if job performance is judged to be satisfactory, upon the approval of the Executive Director, the employee will be granted permanent status.

- B. **Termination of Employment:** The duration of employment is determined by the policies and the financial necessities of the Commission as well as by the Executive Director. Termination of employment is defined as:

1. *Voluntary Resignation* – When an employee initiates the termination by submitting a letter of resignation. At least two weeks' notice of resignation is required. Professional courtesy asks that employees give as much notice as possible to minimize disruption to the RPC's activities. Unused vacation time will be paid as a severance only if at least two weeks' notice is given.
2. *Release* – When employment is discontinued because of the termination or abolishment of a job or project.
3. *Dismissal* – When an employee's services are deemed unsatisfactory, or his/her actions are harmful to the Commission's operations. Grounds for dismissal include unprofessional conduct, disregard for office procedures and personnel policies, or refusal or inability to follow reasonable direction or to complete high quality work in a timely fashion. At the discretion of the Executive Director, a dismissed employee may be given two weeks' notice or two weeks' severance pay and a written discretion of the basis for dismissal.

- C. **Disciplinary Action:** The Executive Director and the Assistant Director are responsible for the management and proper personal conduct of employees of the RPC and as such may apply disciplinary action for the following reasons:

1. Neglect of duties;
2. Violation of personnel policies;
3. Conducting oneself in an unprofessional manner;
4. Improper use of position or authority for personal profit or advantage;
5. Misappropriation or unauthorized use of RPC funds, equipment or property;
6. Possession or use of a controlled substance while on the job;
7. Taking actions that might endanger the health, safety or welfare of others;
8. Other similar misconduct.

Disciplinary action can include one or more of the following: 1) oral reprimand; 2) written reprimand; 3) suspension without pay; or 4) termination. All disciplinary action shall be recorded in the employee's file. Oral reprimands shall be removed from an employee's file after one year and written reprimands removed after two years, provided that no further

disciplinary action has occurred during that time. All disciplinary action, other than oral reprimands, shall be reported to the Executive Committee at its next regular meeting.

1. *Oral Reprimand* – Whenever work habits, attitude, productivity or personal conduct of an employee are deficient, the Executive Director and Assistant Director should point out deficiencies and advise the employee how to improve.
2. *Written Reprimand* – Written reprimands shall include the date and nature of the offense. A copy of the reprimand will be placed in the employee's personnel file and a copy will be given to the employee as soon as possible after the offense. Such reprimand will be considered in the preparation of the employee's annual evaluation and in assessing eligibility for merit pay increases.
3. *Suspension Without Pay* – The decision to suspend an employee without pay shall be made by the Executive Director, based on the severity of the offense and the past performance of the employee. The suspension shall be for a period not to exceed five working days. Suspensions can be for disciplinary reasons or for the purpose of conducting an investigation of charges which if substantiated, could result in dismissal. Such suspension shall be reported to the Executive Committee within 24 hours. If the charges are found to be false and the employee is reinstated, the employee shall be paid for the period of suspension and all personnel records will be cleared.
4. *Termination* – Termination of employment is covered in Section II-B-3, above.

D. Appeals Process: (Adopted 12/30/99)

Any decision made by the Executive Director in the implementation of these personnel policies, or in the general management and operation of the agency may be appealed. Employees are encouraged to first discuss any problems or concerns with the Executive Director on an informal basis prior to making a formal appeal. The appeal process is progressive in nature and follows three steps outlined below. Personnel and Executive Committees may utilize non-public sessions in conducting this process as need if in accordance with RSA 91-A:3.

1. *Written Appeal to the Executive Director:* The employee shall notify the Executive Director of his/her intent to formally appeal a decision, action or policy and set forth the reasons for the appeal in writing. Within one week, the Executive Director shall respond to the employee as appropriate and document the appeal and any decision in writing.
2. *Written Appeal to the Executive Committee:* If the employee is not satisfied by the decision of the Executive Director, he/she may transmit in writing to the Executive Committee the reasons for furtherance of the appeal. The Executive Committee will take appropriate action and respond to the employee in writing within two weeks. If necessary, the Executive Committee may convene a special meeting to meet this deadline.
3. *Hearing Before the Executive Committee:* The employee may seek further redress through a personal hearing before the Executive Committee by written request. If warranted, such a hearing may be granted within two weeks of receipt of the
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request. The Executive Director shall be available for the hearing and the decision of the Executive Committee shall be rendered in writing within one week of the hearing's conclusion.

Appeals shall be made within 30 days after the aggrieved action occurs. Employee complaints considered in the judgment of the Executive Committee to be frivolous, trivial or malicious shall be subject to disciplinary action up to and including termination of employment. All actions of the Executive Committee regarding appeals are final.

ARTICLE III Position Classification, Description and Salary Grades

A. Position Classifications: All full-time and regular and special part-time employment positions maintained by the Commission are classified by category and position according to function, qualifications and performance as follows:

	MANAGEMENT AND ADMINISTRATION	SALARY GRADES
1.	Position: Executive Director	7
	Assistant Director	6
	Business Manager	4
	Office Administrator	3
2.	LAND USE PLANNING	
	Position: Senior Planner	4
	Regional Planner	3
	Assistant Planner	2
3.	TRANSPORTATION PLANNING	
	Position: Transportation Program Manager	5
	Senior Transportation Planner	4
	Transportation Planner	3
	Assistant Transportation Planner	2
	Transportation Analyst	2
4.	SUPPORT	
	Position: Planning Technician (Non-Exempt)	1
	GIS Systems Manager	3
	Secretary (Non-Exempt)	1

B. Position Description and Qualifications:

For each of the positions listed below, the job requirements include attendance at night meetings and possession of a valid motor vehicle driver's license or otherwise possess the means for independent travel to out-of-office meetings as may be required.

1. *Management and Administration*

- a) Executive Director: The Executive Director is the chief administrative officer and is responsible for overall management and direction of Commission operations. Specific duties include: 1) hiring, supervising, evaluating and releasing Employees; 2) direction of daily office operations and function; 3) ensuring commission administrative compliance with all grants and contracts and with related Federal and State regulations; 4) preparation and management of the budget; 5) act as the spokesperson for the Commission; 6) managing the work of the Executive Committee and other sub-communities; 7) informing the Commission on regional planning issues; and 8) carrying out Commission directives and policies. Unless otherwise specified, minimum qualifications are a Master's Degree in planning or related field and five (5) years of professional experience, two or more which are in an administrative position.
- b) Assistant Director: The Assistant Director is responsible to the Executive Director to assist in the overall management of agency operations and to assume the responsibilities of the Executive Director in his or her absence. The Assistant Director maintains a working knowledge of budgeting, accounting and contract management, detail of Commission operations and performs program management, personnel management planning duties and such other assignments made by the Executive Director. Minimum qualifications are a Bachelor's degree in planning or a related field and four (4) year professional experience, A Master's Degree is highly favored and may substitute for up to one (1) year of required experience.
- c) Business Manager: The Business Manager is responsible for maintaining and monitoring the Commission's financial, accounting, personnel, benefits management and grants management systems. This position requires working knowledge of lease agreements, labor laws, grant requirements and audit requirements. This position provides administrative support to the Executive and Assistant Directors and others as assigned and is responsible for ordering supplies, word processing and supervising clerical staff when necessary. In addition, this position is responsible for organizing and recording of Commission meetings, updating agency handbook and major equipment purchases and may have other duties as assigned by the Director. Job skills required include proficiency with general accounting procedures, cost allocation methods, automated accounting systems, budget and cash flow tracking and benefits management. Additional job skills include typing 50 wpm, dictation, minute taking, composing correspondence and knowledge of proper grammar, spelling and punctuation and business document formats. Also required is the ability to effectively use word processing database, spreadsheet and network software. Job requirements include the ability to lift boxes, files and the like.

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Minimum qualifications include an Associate Degree in related field and three (3) year of progressive business experience.

- d) Office Administrator: The Office Administrator is responsible for managing the general administrative functions of the office to include managing the flow of communications and providing administrative support to RPC staff as assigned. The position maintains the office calendar and an internal 'calendar tracking system" for projects and correspondence other than those financial in nature. In addition, this position is responsible for file maintenance, administrative database management, organization and recording of transportation committee meetings, internal staff meetings and others as assigned; maintains reference library and RPC responsibilities as a State Data Center/Census Affiliate; and prepares a newsletter and mails a variety of informational materials, as well as other duties as assigned. Job skills required including typing 50 wpm, dictation, minute taking, composing correspondence, file maintenance and knowledge of proper grammar, spelling, punctuation and business document formats. Also, required is the ability to effectively use word processing database, spreadsheets and network software. Job requirements include an Associates' Degree in Business Administration or related field and three (3) years of progressive administrative experience.

2. *Land Use Planning*

- a) Senior Planner: The Senior Planner is responsible for initiating, coordinating and carrying out planning projects within one or more program areas. The Senior Planner is expected to supervise the work of other planning and support personnel when appropriate and be capable of performing general planning tasks required or Regional and Assistant Planners. A Senior Planner must have extensive work experience related to job responsibilities. Minimum qualifications are a Bachelor's Degree in planning or closely related field and four (4) years of experience. A Master's Degree is highly preferred and may substitute for up to one (1) year of experience.
- b) Regional Planner: A Regional Planner is responsible for the research and preparation of regional and community planning documents, including community plans, capital improvement programs, land use regulations and other project-specific documents. Areas of responsibility may include planning related work on one or more of the following: water/natural resources, solid waste, hazard mitigation, transportation, GIS, land use regulation, public education, impact assessment, circuit-rider planning.

Minimum qualifications for this position include a Bachelor's Degree in planning or closely related field and two (2) years of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

- c) Assistant Planner: An Assistant Planner is responsible for assisting Regional and Senior Planners in implementing planning projects and in all phases of planning work, including research, analysis and writing. Minimum

qualifications are a Bachelor's Degree in planning or closely related field and one (1) year of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

3. *Transportation Planning*

- a) Transportation Program Manager: The Transportation Program Manager is a member of the agency management team and is responsible for overseeing all aspects of the MPO transportation planning program. Under administrative and policy direction from the Executive Director, the purpose of the position is to perform highly responsibly work assisting in the management of the Transportation Planning functions of the Metropolitan Planning Organization for the Rockingham Planning Commission. The Transportation Program Manager works with considerable independence in the performance of regularly assigned duties; is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing general transportation planning tasks required of the other transportation planners. Direct responsibilities include the development, maintenance and monitoring of the Unified Planning Work Program, recommending staffing assignments, within the Transportation Program, monitoring the program budget and the preparation of core MPO documents (including the Long Range Plan, Transportation Improvement Program, Annual List of Obligated Projects, MPO Performance Reports, Air Quality Conformity and Financial Constraints Documents, the MPO Prospectus). In addition, the Transportation Program Manager will work closely with the Assistant Director and the Senior Land Use Planners to coordinate and implement land use-transportation projects. (02/09/11)
- b) Senior Transportation Planner: The Senior Transportation Planner is responsible for initiating, coordinating and carrying out transportation planning projects within one or more program areas. The Senior Transportation Planner is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing general transportation planning tasks required of Transportation Planners and Assistant Transportation Planners. A Senior Transportation Planner must have extensive work experience related to job responsibilities. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and four (4) years experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.
- c) Transportation Planner: A Transportation Planer is responsible for the research and preparation of local and regional transportation planning documents and other project-specific documents. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Areas of responsibility may include MPO transportation planning related work on one or more of the following: general highway planning, transit planning, data collection and analysis, modeling, air quality assessment, traffic impact analysis, highway capacity analysis and other transportation

projects. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and two (2) year experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

- d) Transportation Analyst: A Transportation Analyst is responsible for collecting, managing and analyzing transportation systems data, primarily for use by other transportation planning staff. Data collection responsibilities may include traffic system inventories, etc. Position is also responsible for managing and utilization of the computerized travel demand model and for developing, maintaining and utilization GIS data layers necessary to support transportation planning projects. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Minimum qualifications are a Bachelor's Degree in transportation planning, engineering, geography or other technical discipline, demonstrated proficiency in data management and analysis and two (2) years experience.

4. *Support*

- a) GIS System Manager: Assists the planning and administrative staff in carrying out project responsibilities. Principally, these areas include: GIS mapping and cartography, GIS implementation and management, computer system management, graphics production, database management and publication and other planning related assistance as assigned. Ability to understand mapping and GIS analysis needs for projects, to compose effective map products, to manage and manipulate GIS data, to manage and prioritize multiple projects and to supervise interns as required. Qualifications include a Bachelor's Degree in geography, planning, computer, GIS or related field and demonstrated skills in the required disciplines.
- b) Planning Technician: Assist the planning and administrative staff by performing necessary work tasks. These areas include manual cartography, graphics, photo interpretation, traffic counting, research and other duties as assigned. Qualifications will be set based on specific requirements of the tasks to be assigned; however, will ordinarily include a degree from a technical college or an Associates Degree in a related field.
- c) Secretary: The Secretary is responsible for assisting Planning and Administrative staff in the preparation of documents and reports, in word processing, editing, copying and filing. Other duties include telephone and office reception, library maintenance, committee minutes and transcription, file maintenance and other duties as assigned. In the absence of the Business Manager, the Secretary will perform necessary office management functions. Minimum qualifications include one (1) year of secretarial experience.

C. Employment Classifications:

At the time of hire, employees are classified as a Full-Time Employee, a Regular Part-Time Employee, or a Temporary Employee and are informed as to whether they qualify for overtime pay. Unless otherwise specified in these Policies or as required by law, the benefits described in these Policies apply only to Full-Time Employees. All other policies described in these Personnel Policies apply to all employees, with the exception of certain wage, salary and time off limitations. If you are unsure of which job classification into which your position fits, please ask the Executive Director.

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1. *Full-Time:* Individuals who are regularly scheduled to work 32 or more hours per week in an established position.
2. *Regular Part-Time:* Employees who are scheduled to work on an ongoing basis less than 32 hours per week, but 20 hours a week or more shall be considered regular part-time employees. Compensation shall be set at an hourly rate within the range established for that position. Fringe benefits for regular part-time employees are as written in Article V, except that all such benefits shall be provided that accrued on a pro-rate basis, proportionate with hours worked.
3. *Temporary:* Individuals who are hired for specific periods of time or for the completion of a specific project, regardless of the number of hours scheduled to work, provided such employee is anticipated to have a duration less than 12 months and less than 35 hours per week. From time to time the commission, at its discretion, may employ temporary employees. Temporary employees shall not be entitled to benefits afforded to other full-time employees as described in Section V, of the Personnel Policies, except those that are required by law. Such employees shall be compensated at an hourly rate appropriate for the position and in accordance with all applicable State and Federal laws. Travel and meal and other eligible expenses shall be paid in accordance with established policies. (Adopted 07/09/14)
4. *Non-Exempt and Exempt Employees:* All employees will be classified as either "exempt" or "non-exempt". Exempt employees are paid on a salary basis and their duties and responsibilities allow them to be considered exempt from the overtime requirements of the Fair Labor Standards Act ("FLSA"). Exempt employees are not eligible to receive overtime pay. Non-exempt employees do not meet the requirements necessary to be considered exempt from the overtime provisions of the FLSA. Therefore, these employees are eligible for overtime pay in accordance with the FLSA and Commission policy as set forth in section D. below. Upon hiring, employees are told whether they are classified as exempt or non-exempt from the overtime provisions of the FLSA. Employee questions concerning exempt or non-exempt classification under the FLSA should be addressed to the Business Manager or Executive Director.

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D. Overtime:

Non-exempt employees are compensated for each hour worked in excess of forty (40) hours in any week or eight (8) hours in any day by receiving compensation at 1.5 times their normal rate for each overtime hour worked.

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E. Salary Schedule:

A salary schedule indicating an approved range of salary compensation for each salary grade shall be approved by the Executive Committee and periodically adjusted by the Executive Director based on the Consumer Price Index or other relevant factors, including but not limited to data about salary levels at comparable agencies. Employee salaries shall be maintained at a level that is generally competitive with those of other planning commissions in the State. (Adopted 12/30/99; Amended 07/09/14)

F. Telecommuting: (Adopted 12/30/99)

The Commission encourages telecommuting on a limited basis to reduce driving time and promote efficiency. Support employees are not eligible for telecommuting with the exception of days when the office is closed due to hazardous driving or other conditions. Telecommuting is a mutually agreed upon work setting alternative between the telecommuter and the Executive Director. It is not a universal employee benefit, but a voluntary management/employee work arrangement that can be terminated at any time by either party. As the RPC is a public agency that provides service to member communities, telecommuting must be designed and limited so as to not inhibit staff accessibility by citizens.

Telecommuting will be agreed upon by the Executive Director and employee so as to not interfere with the work schedule and productivity of the employees. Telecommuters must have appropriate facilities and work spaces at their remote work site. The telecommuter should be accessible to other Commission Employees by telephone and should post the number of their site on the office sign-out board. ↓

Long distance calls from the telecommuting site will be charged in the manner described by the Business Manager. Reimbursement for call charges will be made at the equivalent rate which would have applied if the call originated in the office. When Commission equipment or supplies are provided to the telecommuter, the employee is responsible for seeing that the equipment and supplies are properly used and the equipment is returned in similar condition as received. All such equipment and supplies remain the property of the RPC.

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ARTICLE IV Performance

Performance of all Employees will be reviewed annual by the Executive Director, who will inform the Executive Committee of unsatisfactory performance evaluation and steps taken to address them, including dismissal. Interim performance reviews shall be conducted as deemed necessary by the Executive Director.

The Executive Director's performance will be reviewed annually by the Personnel Committee and/or the Executive Committee.

ARTICLE V Benefits

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A. Leave

1. *Holidays:* Full-time and Regular Part-time employees are entitled to the paid holidays listed below, provided that they employee normally works on that day. For nonexempt employees, holiday pay will be paid at the straight time hourly rate and will be pro-rated for employees that regularly work fewer than eight (8) hours on

that day. Temporary employees are not entitled to paid holidays. The following are recognized paid holidays:

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New Year's Day	Columbus Day
President's Day	Veteran's Day
Civil Rights Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Personal Day
Labor Day	

For holidays observed on different date by different units of government, the Executive Director shall determine which date to observe. When a holiday falls on a Saturday or Sunday, the following Monday or preceding Friday will be observed as the holiday.

2. *Vacation:* Excluding Regular and Part-time Employees and Temporary Employees, all Employees accrue vacation time in accordance with the following schedule:

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Years of Continuous Employment	Vacation Time
1 year	10 days (2 weeks), 1 day/month
2 years	11 days (2 weeks + 1 day)
3 years	12 days (2 weeks + 2 days)
4 years	13 days (2 weeks + 3 days)
5 years	14 days (2 weeks + 4 days)
6 years	15 days (3 weeks)
7 years	16 days (3 weeks + 1 day)
8 years	18 days (2 weeks + 3 days)
9 years	19 days (3 weeks + 4 days)
10 years	20 days (4 weeks)

Vacation time earned in accordance with the schedule above may be accrued up to the maximum of 160 hours. No more than three (3) weeks of vacation may be taken at any one time without approval of the Executive Committee. All other requests for vacation leave are subject to approval of the Executive Director or Assistant Director and should be coordinated in advance in order to avoid conflicts with work duties. Regular Part-time and Temporary Employees, are not entitled to paid vacation time. (Amended 09/10/03)

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3. *Flex-time for Exempt Employees:* Exempt employees, including professional employees, will be eligible to earn Flex-time, as described herein, for time spent at night meetings in the form of hour-for-hour (covering time worked at such meetings) Flex-time. Flex-time is offered in recognition that regular attendance at night meetings is a common requirement of planning positions at the RPC, adding significantly to hours regularly worked and therefore deserving of recognition. Accordingly, Exempt employees attending at night meetings will receive Flex-time as follows:

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- a) Flex-time is not available for time worked outside normal working hours unless associated with a night meeting or unless that work is required due to special circumstance and authorized by the Executive Director.
- b) Flex-time may only be taken in the form of paid time off from regular working hours and not in the form of additional pay.
- c) Flex-time may not accumulate beyond the period of 90 days from the last working day of the month in which it was earned. Unused Flex-time time will be forfeited after such 90 day period if not used within such time.
- d) An Employee who terminates employment (voluntarily or involuntarily) shall forfeit any accrued unused Flex-time, regardless of how long such time has been accrued for.
- e) Under no circumstances shall an employee be compensated for accrued unused Flex-time.

4. *Sick Leave:* The Commission provides paid sick leave to all Full-time and Part-time Employees, Sick leave for Regular Part-time employees shall be allotted proportionately with hours worked. Temporary employees are not entitled to any paid sick days. Sick leave will be granted at the rate of one day per month and accrued to a maximum of 45 days.

Sick leave may be utilized for the following reasons:

- a) Absence due to personal illness or injury, including any required waiting period prior to being eligible for disability leave.
- b) Medical or dental appointments for employees or dependents.
- c) Illness or injury in the employee's immediate family.
- d) Death in employee's family of up to three days. ('Family' in this context means, parents, grandparents, siblings, spouse, children and comparable relatives of one's spouse)
- e) Maternity leave:
 - 1) Up to twenty days of sick leave may be used after short-term disability leave is exhausted.
- f) Paternity leave (up to twenty days).

Under no circumstances are employees compensated for unused sick leave.

5. *Special Leave*

- a) Military Leave

Employees who voluntarily or involuntarily serve in the United States armed forces or National Guard (collectively referred to as "uniformed services") will be provided leave of absence for such service or training in connection with such service in accordance with the federal Uniformed Services Employment and Reemployment Rights Act ("USERRA"). Military leaves of absence will be unpaid, unless otherwise required by law. Employees may elect to take part of, or all of, their accrued

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vacation time with pay during their military leave of absence, but are not required to do so.

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- 1) Notice of Leave Request: An employee needing time away from work for service or training in the uniformed services should make the Executive Director aware of the need for leave as soon as the employees receives the written or verbal orders. It is requested that notice should be provided at least 30 days before the leave begins where it is at all possible to do so.

An employee's request for leave may include reasonable time off to get personal business in order prior to commencing service in the uniformed services. Reasonable time off will be decided by the Executive Director based on a case by case basis.

- 2) Health Coverage: If a military leave lasts less than 31 days, the employee's health insurance will be continued and the employee will pay his/her regular contribution for the cost of healthcare insurance. Payment for insurance for less than 31 days leave, may be paid in advance or upon return through payroll deductions.

If a military leave lasts 31 days or more, then the employee's health insurance coverage will cease and the employee will be eligible to elect to continue his or her health insurance coverage at his or her own expense for up to 24 months, in accordance with USERRA. The cost for continuation coverage will be the full cost of the premium and a 2% administrative fee may also be charged.

When the employee returns to work, he or she will be reinstated to the health insurance benefit with no waiting period, even is coverage terminated during the leave.

- 3) Pension: Upon reemployment the employee is treated as if there was no break in service for participating, vesting and accrual purposes. If applicable, the employee may elect to make up any missed contributions or elective deferrals, but is not required to do so.
- 4) Re-instatement: Employees wishing to be reinstated following military leave should promptly notify the Executive Director of their desire to be reinstated. If the leave is for service of less than 31 days, then the employee should return to work on the first full regularly scheduled work day following completion of service, allowing for 24 hours of rest and time for safe transportation back from the service. If the service lasts 31 to 180 days, then the employee should notify the Executive Director of the desire for reinstatement within 14 days of completing service. If the military leave lasts more than 180 days, then the employee should notify

the Executive Director of the desire for reinstatement within 90 days of completing service.

The Commission will reinstate eligible employees promptly. Eligibility for reemployment will be determined with reference to USERRA and its implementing regulations. Employees seeking reinstatement may be asked to provide documentation of the timeliness of the reinstatement request, the total time spent in services and/or a statement that the reason for separation or dismissal from service is not disqualifying.

Employees cannot waive their reemployment rights in advance of being released from uniformed service.

- 5) Disabled Service Members: If a returning employee was disabled or a disability was aggravated during uniformed service, the Commission will make reasonable accommodations as required by law and efforts to keep the employee become qualified to perform the duties of his or her reemployment position.
- 6) Statement Against Discrimination and Retaliation: The Commission will not discriminate in hiring, employment, reemployment or any benefits of employment against any individual because of that individual's service in the United States uniformed services. The Commission also will not tolerate any retaliation against any individuals because of their service in the uniformed services or their engagement in any other activities protected under USERRA.

Questions regarding this policy should be directed to the Executive Director.

- b) Jury Duty. Employees called to jury duty are paid the difference between their daily salary and their pay as jury members. If dismissed more than three hours before the end of their regular workday, the employee must return to work.
- c) Leave Without Pay. Leave without pay may be granted by the Executive Committee. If, however, the leave request is for 30 days or less, the Executive Director may grant such leave. During any leave without pay unless otherwise provided for by law or these Policies, the employee is responsible for all costs of insurance benefits if they are to be continued and holiday, vacation and sick time accruals are suspended.

B. Insurance

Insurance benefits are provided by the agency to full time employees working 32 hours or more as outlined below. For full descriptions, terms, benefits, conditions and any continuation privileges, refer to the applicable policy.

1. *Hospitalization/Medical Insurance: (Amended 05/13/98)*

- a) For those employees that participate in the RPC program, the Commission pays a predetermined percentage rate of the premium of single or family

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membership in the health insurance program approved by the Commission.
(Amended May 2013)

- b) For those employees that do not participate in the RPC program, the Commission will provide monetary compensation to the employee in an amount determined by the Executive Committee. Any employee that chooses not to participate in the RPC health insurance program must prove to the satisfaction of the Executive Director that said employee has adequate and appropriate health insurance coverage from an alternative source.

2. *Dental Insurance:* The Commission pays a predetermined percentage rate of the premium of single or family membership in the dental insurance program approved by the Commission.
3. *Life Insurance:* The Commission pays 100% of the life insurance premium on all full-time employees in the benefits amount of their annual salary. Increased levels of insurance can be purchased by the employee; however, any cost attributed to additional coverage above the employer paid benefit must be paid 100% by the employee. Insurance terminates at employee termination, retirement or age 75; whichever comes first. (Amended 05/13/98)
4. *Short-Term and Long-Term Disability Insurance:* The Commission pays 100% for short-term disability premium provided at a rate of 50% of basic weekly earnings to a maximum of \$300; long-term disability provided at a rate of 60% of basic monthly earnings with a maximum benefit of \$3,500. (Maternity leave is covered under the short-term disability package.)
5. *Worker's Compensation:* Coverage is provided by the Commission as required by law.
6. *Social Security & Medicare:* Deductions are made from employee's salary and matched by the Commission in accordance with Federal law.

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C. Retirement Accounts: (Amended 05/13/98; 02/00; 06/28/00; 07/01/03; 10/24/07)

1. *NH Retirement System (NHRS)*

The RPC is part of the New Hampshire Retirement System, a public employee pension plan that provides retirement, disability and death benefit protection to its members. This is a defined benefit plan which offers a secure lifetime pension. The amount of annual benefit upon retirement is based on salary and length of service and not on the contributions paid into the system.

All employees hired after July 21, 2003, working 35 hours or more, are required to join NHRS in accordance with NHRS rules. Employee contributions equaling a percentage of gross salary are made via payroll deductions. The Commission shall contribute the employer share to the NHRS at the rate and in the manner required by the NHRS and applicable state law. The required employee and Commission shares, which may differ, are established by NHRS and state law and may periodically change based on investment returns and actuarial factors. Vesting of

the employee contribution is immediate; vesting of the employer contributions occurs at 10 years of service per NHRS regulation. Retirement planning and consultation for participants in this program is available through NHRS.

2. *457b Plan*

Employees hired prior to July 1, 2003, have the option of joining the NHRS as described above or participating in the RPC 457b Plan is a non-qualified retirement plan in which investments are mutual fund investments subject o fluctuations in the market. Employees may choose to contribute to both the NHRS and the 457b plans simultaneously; however, the RPC is only required to contribute an employer match to the NHRS. Vesting and contributions are at the discretion of the RPC.

The 457b Plan is available subject to the following criteria and limitations:

- a) Participation by employees is voluntary.
- b) For each calendar year, the Commission will make monthly matching contributions to each eligible 457b account equal to the employer's salary reduction contributions, up to a limit established by the RPC of the employee's gross salary compensation for the calendar year.
- c) Employees may contribute to the plan through salary reduction up to the maximum pre calendar year as designated by the IRS. In no case; however, will the Commission's contribution exceed the contribution limit approved by the Commission.
- d) Employees may discontinue or modify salary reduction elections semi-annually; at the beginning of each calendar year and the beginning of the seventh month.

Upon termination of the employment, all contributions to the Plan by the Commission will cease.

D. Education

Requests by a full-time employee for Commission assistance in taking educational or professional development courses related to the individual's work responsibilities may be submitted in writing to the Executive Director for action by the Executive Committee. Payments by the Commission are contingent on the successful completion of each course.

E. Flexible Benefit Plan Option

The Commission offers the option to all full-time employees to participate in a flexible benefits plan, which is a "cafeteria" plan under Section 125 of the Internal Revenue Code. Under the plan, an employee may choose to use before-tax salary income to pay for some benefit choices. The three parts of the plan are described below:

1. *Before-tax Premiums:* This allows an employee to use before-tax dollars to pay their share of the premiums for the employer sponsored eligible group insurance plans.
2. *Health Care Reimbursement Plan:* This allows an employee to contribute before-tax dollars into an account to provide reimbursement for a wide variety of health care expenses that are not reimbursed by health insurance.
3. *Dependent Care Reimbursement Plan:* This allows an employee to contribute before-tax dollars into an account to provide reimbursement of dependent daycare expenses.

F. FAMILY MEDICAL LEAVE ACT (FMLA)

The RPC is a Political Subdivision of the State of NH and is therefore a public agency covered employer under the FMLA law. Under the Family and Medical Leave Act ("FMLA"), eligible employees may take an unpaid leave of absence and be restored to the same or an equivalent position upon their return to work for any of the following reasons:

(1) The birth of the employee's child and to care for the newborn child (leave must be taken within twelve (12) months of the birth of the child);

(2) The placement of a child with the employee for adoption or foster care, and in order to care for the placed child (leave must be taken within twelve (12) months of adoption or placement of the child);

(3) The serious health condition of a spouse (the term "spouse" shall include same sex spouse), parent, minor child, or adult child when the adult child is incapable of self-care and the employee is needed for such care ("covered family members");

(4) The employee's own serious health condition that renders the employee unable to perform his or her job;

(5) A "qualifying exigency" (as defined in the Department of Labor Regulations) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the United States Armed Forces in support of a contingency operation as a member of the National Guard or Reserves;

(6) The employee is a spouse, son, daughter, parent, or next of kin of a "covered service member" (as defined in the Department of Labor Regulations, which includes National Guard, Reserves and Regular Armed Forces) who has a serious injury or illness and the employee is needed to care for such person.

Eligibility Requirements:

To be eligible for FMLA leave, an employee must satisfy both of the following conditions: The employee must have worked for the Commission for at least twelve (12) months, and must have performed at least 1,250 hours of work in twelve (12) months prior to a leave request.

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Leave Entitlement:

If an employee takes FMLA leave for a reason stated in paragraphs (1)-(5), above, the employee is entitled to up to twelve (12) work weeks of unpaid leave during a twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks the employee has available upon the beginning of a FMLA leave will be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee used four weeks beginning February 1, 2019, four weeks beginning June 1, 2019, and four weeks beginning December 1, 2019, the employee would not be entitled to any additional leave until February 1, 2020. Beginning on February 1, 2020, the employee would be entitled to four weeks of leave; on June 1, 2020, the employee would be entitled to four additional weeks; and so on.

If an employee takes FMLA leave for the reason stated in paragraph (6), above, the employee may take up to 26 weeks of unpaid FMLA leave within a single 12-month period. This 12-month period begins on the first day of leave.

An employee who takes FMLA leave for a reason stated in paragraph (6), above, will be limited to a combined total of 26 work weeks of leave for any FMLA-qualifying reason during the single 12-month period. The leave entitlement described in paragraph (6) above is to be applied on a per-covered-service member, per injury basis such that an eligible employee may be entitled to take more than one period of 26 work weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious illness or injury, except that no more than 26 work weeks of leave may be taken within any single 12-month period.

Qualifying Exigency: A Qualifying Exigency under paragraph (5) above must be one of the following:

- a. short-notice deployment;
- b. military events and activities;
- c. child care and school activities;
- d. financial and legal arrangements;
- e. counseling;
- f. rest and recuperation;
- g. post-deployment activities; or
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

a) A “son or daughter of a covered service member” means the covered service member’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

b) A “parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

c) Under the FMLA, a “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

d) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(k).

Tracking FMLA Leave:

When an eligible employee requests any leave of absence that qualifies under the FMLA, the Commission has the right to designate such leave as FMLA leave. For example, if an eligible employee suffers a work related injury that qualifies as a serious health condition, the Commission has the right to designate any time away from work as FMLA leave. In such circumstances, the Commission will provide the employee with the same notifications as though the employee had specifically requested FMLA leave.

Intermittent and Reduced Schedule Leave:

Under some circumstances, employees may take FMLA leaves of absences intermittently (in separate blocks of time due to a single FMLA qualifying reason) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday). Certification will be required to show that an intermittent or a reduced schedule leave is a medical necessity for leaves under paragraphs (3), (4), and (6), above. Other documentation or certification may be required to show that such an intermittent or a reduced schedule leave

is necessary in the case of a leave of a “qualified exigency” under paragraph (5), above.

If FMLA leave is for birth and care, or placement for adoption or foster care, as described in paragraphs (1) and (2), above, use of intermittent leave is subject to the Commission's approval. When an employee takes intermittent or reduced schedule leave, time spent working will not be counted against the employee's FMLA entitlement.

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

While an employee is on intermittent or reduced schedule FMLA leave, the Commission may temporarily transfer the employee to an available alternate position that better accommodates the employee's recurring leave and that has equivalent pay and benefits.

Employees who take intermittent leave for a planned medical treatment have an obligation to make a “reasonable effort” to schedule the treatment so as not to disrupt unduly the Commission's operations.

Status Of Employee Benefits:

Employees are required to use any accrued, unused sick and vacation time during FMLA leave unless the FMLA leave is otherwise paid through workers' compensation benefits, short-term disability benefits, or other benefits. The substitution of paid leave time for unpaid leave time does not extend the FMLA leave period. Also, the employee's FMLA leave may run concurrently with other types of leave.

During an approved FMLA leave, the Commission will maintain the employee's health benefits under the same terms and conditions applicable to employees not on leave.

If paid leave is substituted for unpaid FMLA leave, the Commission will deduct the employee's portion of the health plan premium as a regular payroll deduction.

If an employee's leave is unpaid, or is paid through workers' compensation, short-term disability benefits, or other benefits not provided through the Commission's payroll system, the employee must pay his or her portion of the premium by making arrangements with the Executive Director.

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

If an employee elects not to return to work at the end of the leave, the employee will be required to reimburse the Commission for the cost of the premiums paid by the Commission for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control. If the FMLA leave is for a condition that is covered under the

Commission's short or long term disability insurance, covered employees may apply for benefit coverage.

Benefit entitlements based on length of service will be preserved at the level earned as of the commencement of the leave, but will not accrue further during the leave period. For example, an employee on leave will not accrue additional sick/personal days.

Requesting Leave:

Employees must complete the appropriate FMLA leave request forms. These forms are available from the Executive Director.

If an employee's need for leave is foreseeable, such as for the birth of a child or planned medical treatment, you must give the Executive Director thirty (30) days' prior written notice. In cases of planned medical treatment, please make efforts to schedule the treatment to avoid disrupting the Commission's operations.

If the need for leave is not foreseeable, the employee must give notice to their supervisor as soon as practicable (generally, either the same day or the next business day of learning the employee's need for leave) and the employee must comply with all the Commission's policies regarding absences from work. Failure to provide such notice may be grounds for delaying the leave. If the employee is unable to notify the Executive Director of his/her need for leave personally because of illness, the employee should ask someone else to call on his or her behalf.

Medical Certifications:

If an employee is requesting leave because of the employee's serious health condition, a covered family member's serious health condition, or for the serious injury or illness of a covered service member, the employee must provide a medical certification from the appropriate health care provider. It is an employee's responsibility to provide a complete and sufficient certification. Please obtain a medical certification form from the Executive Director for the health care provider to use. If possible, the employee should provide the medical certification before the leave begins. If that is not possible, the employee must provide the medical certification within fifteen (15) days of requesting leave. If the employee does not provide the required medical certification in a timely manner, the employee's leave may be delayed. If you do not provide the certification at all, the Commission will not be able to determine whether you are eligible for FMLA leave and your leave will be denied. The Commission reserves the right to authenticate or clarify any medical certification if necessary.

In the case of an employee's own serious health condition, or that of a family member's serious health condition, the Commission at its expense, may require an examination by a second health care provider designated by the Commission. If the second health care provider's opinion conflicts with the original medical certification, the Commission, at its expense, may require a third health care provider agreed upon by the employee and the Commission to conduct an examination and provide a final and binding opinion.

The Commission may also require subsequent medical recertification. Failure to provide requested re-certifications within fifteen (15) days may result in delay of further leave.

Certifications for a Qualifying Exigency:

Employees who request a leave for a “qualifying exigency” arising from an immediate family member’s call to active duty or impending call or order to active duty will be required to provide a copy of the family member’s active duty orders or other documentation issued by the military indicating the member is on active duty or call to active duty status in support of a contingency operation. Other documentation certifying the exigency necessitating the leave will also be required.

Confirmation of Familial Relationship:

Employees requesting a leave of absence based on a familial relationship (e.g. leaves under paragraphs (3), (5) and (6)), may be required to provide reasonable documentation or statement of family relationship. This documentation may take many forms, including but not limited to a child’s birth certificate, a court document, etc.

Reporting While On Leave:

If an employee takes leave because of his or her own serious health condition, to care for a covered family member with a serious health condition, to care for a covered service member with a serious illness or injury, or for a qualifying exigency, the employee must contact the Executive Director on a regular basis to provide updates about the status of the need for leave (e.g. the medical condition of the employee or the individual for whom the employee is caring, or other circumstances necessitating leave) and the employee’s intention to return to work. In addition, the employee must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change or are extended or initially were unknown.

No Work While On Leave:

The taking of another job (including self-employment) while on FMLA leave or any other authorized leave may lead to disciplinary action, up to and including discharge.

Returning To Work:

At the end of an authorized FMLA leave, the employee will be reinstated to his or her original position or an equivalent position. However, certain highly compensated employees or “key employees” may be denied restoration to their prior or equivalent position if keeping the job open for the employee would result in substantial economic injury to the Commission. Key employees are those employees who are among the highest paid ten percent of employees within 75 miles of the worksite. If an employee takes leave because of his or her own serious health condition, the employee will not be reinstated until the employee provides a fitness for duty certificate from his or her health care provider confirming that the employee is medically able to resume work and perform the essential functions of his or her job. The return-to-work medical certification forms are available from the Executive Director. The Commission reserves the right to clarify and authenticate such certification.

Coordination with Pregnancy Related (Maternity) Leave:

As stated in the Disability & Pregnancy Related Leave policy, the Commission provides female employees with a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, and related medical conditions. If an employee is also eligible for FMLA leave, the employee's FMLA leave and Disability & Pregnancy Related Leave will run concurrently. Please refer to the Commission's Disability & Pregnancy Related Leave policy for more information. For purposes of coordinating FMLA and pregnancy related leaves (aka maternity leaves), maternity disability leave will be treated in the same manner as the FMLA leave of absence described in paragraph (4) above. Maternity disability leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work. If a maternity disability leave is for the number of available FMLA leave weeks or less, the employee may take additional FMLA leave pursuant to paragraph (1) or (2) after the end of the disability period, not to exceed the number of remaining available leave weeks and will be reinstated in accordance with this FMLA policy. If a maternity disability leave exceeds the number of available FMLA leave weeks, then reinstatement will be governed by the Disability & Pregnancy Related Leave policy.

Coordination with Other Commission Policies; Reference to FMLA And Federal Regulations:

The FMLA and the FMLA Federal regulations issued by the U.S. Department of Labor contain many limitations and qualifications for entitlement and governance of FMLA leave not stated herein. The terms of the FMLA and the FMLA federal regulations are incorporated herein and will be applied in all instances of requested or designated FMLA leave. Should a conflict arise between this policy and the FMLA and/or the FMLA Federal regulations, the FMLA and/or FMLA federal regulations shall govern. Any questions relative to FMLA leaves, including eligibility requirements, should be directed to the Executive Director.

G. Disability & Pregnancy Related Leave policy

The Commission recognizes that during pregnancy and after, some pregnant women may have special needs. With this in mind the Commission will accommodate these needs as defined below.

Eligibility

Female employees, either full time or part time, who are temporarily physically "disabled" resulting from pregnancy, childbirth or related medical conditions are eligible for the benefits provided under this policy. The term "disability" or "disabled" in this circumstance means the employee cannot perform the essential functions of her job due to pregnancy. In order to be classified as "disabled", the employee must be classified as "disabled" by her healthcare provider. Medical verification of the disability is required to receive eligibility under this policy.

Duration of Leave

Should your physician deem you temporarily disabled due to pregnancy, childbirth or related medical condition your leave will extend until your physician states that such disability has ended and you are able to return to work. The Commission complies with all Federal and State laws governing pregnancy leave. Because this policy covers medical disability leave only, it is not available for the care of newborn, adoptive or foster child, or for child rearing although you may have rights under FMLA (see Family & Medical Leave Policy for details).

Deleted: FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. Employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:¶

- ¶ For the birth and care of the newborn child of an employee;¶
- ¶ For placement with the employee of a child for adoption or foster care;¶
- ¶ To care for an immediate family member (spouse, child, parent) with a serious health condition; or ¶
- ¶ To take medical leave when the employee is unable to work because of a serious health condition.¶

¶ Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, or an average of 24 hours per week over the course of a year, and lastly must work at a location where the employer has at least 50 employees within 75 miles of the worksite. ¶

¶ Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours of work. Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

Compensation During Pregnancy Disability Leave

Pregnancy Disability Leave will be unpaid except for the following vehicle by which eligible employees may receive compensation during leave:

- Sick Time
- Vacation time
- Disability Insurance, if applicable.

Health Benefits During Leave

Your health benefits will continue while you are on pregnancy disability leave for the period of time that you are receiving compensation from the Commission and the Commission is able to deduct your standard benefits contributions. Should you move to an unpaid status you will continue to have the same health benefits available to you while on pregnancy-related disability leave. However in order to maintain those benefits you must write a monthly check to the Commission for your portion of the benefit contributions. Monthly checks should be directed to the attention of the Commission Administrator.

Transfer Rights

If you are pregnant and request a transfer, you may be eligible to transfer from your current position to a less strenuous or duties if such transfer is due to your pregnancy; and you provide a certification from your health care provider that such transfer is medically advisable; and the Commission can reasonably accommodate such a transfer without undue hardship.

If it is foreseeable that it would be medically advisable for you to take intermittent leave or leave on a reduced schedule based on your medical needs, the Commission may require you to transfer temporarily to an available alternative position that has equivalent pay and benefits, so long as you are qualified for the position, and the position better accommodates recurring periods of leave.

You will be reinstated to your regular job or comparable position when your health care provider certified that there is no further need for such transfer, intermittent leave or leave on a reduced work schedule due to your pregnancy.

Returning From Pregnancy Disability Leave

You will return to the Commission with no less seniority than when your leave began. If you return to work at the end of a pregnancy disability leave you will be reinstated to your former position, unless the position no longer exists due to legitimate business reasons, such as a reduction in force or job abolishment. If your former position does not exist, you will be reinstated to an equivalent position if you are able to perform the essential functions of the job, unless such position is unavailable.

You will be required to provide the Commission with a "fitness for duty" certification from your doctor stating that you are released to return to work and indicating any work restrictions you may have. You will not be permitted to return to work until you have provided this certification to the Executive Director.

If you do not return to work after your leave has ended, and have not contacted your supervisor at the end of your leave, the Commission will assume that you have resigned and your employment may be subject to termination unless you are eligible for some other legally mandated leave. In addition, your employment will be subject to termination after a pregnancy disability leave if you accept other employment during your leave, or you perform services for another employer during your leave without the Commission's express written permission.

ARTICLE VI Appeal

It is recognized that in some areas these policies will require interpretation. Such interpretation is the responsibility of the Executive Director. An appeal from any personnel decision, including dismissal, may be made to the Commission.

ARTICLE VII Amendments

The RPC Personnel Policies may be amended by affirmative vote at any duly noticed meeting of the Commission at which a quorum is present.

APPENDIX A

NOTICE TO EMPLOYEES

RE: Drug-Free Workplace Act of 1988

Date of Notice: February 22, 1989

The Drug-Free Workplace Act of 1988 requires that all employers recipient of Federal Grants take steps to ensure they maintain a drug-free workplace.

One step requires the notification of employees regarding the use or distribution of controlled substances and the consequences of same. The following shall serve as this notice:

By policy of the Rockingham Planning Commission, the unlawful manufacturing, distributing, dispensing, possessing, or using a controlled substance in the workplace is prohibited. Any employee who violates this policy shall be subject to the following actions:

- 1) Suspension of regular employment status to probationary status;
- 2) Mandatory enrollment in an approved drug counseling/rehabilitation program at employee expense;
- 3) Upon completion of said program, a special employee evaluation will be performed to assess rehabilitation and required future employee performance relative to the identified drug problem;
- 4) Renewal of regular employment status after six months probation, provided non re-occurrence of the drug related problem has occurred;
- 5) Termination of employment if: a) the employee refuses to enter a drug counseling/rehabilitation program as stipulated in #2 above; b) the employee violates the Commission Drug Policy again within the probationary period.

APPENDIX b
NOTICE TO EMPLOYEES

RE: No Smoking on Premises

Date of Notice: April 29, 1987

By policy of the Rockingham Planning Commission, smoking on the premises is prohibited.

Enforcement and appeals will be the responsibility of the Executive Director.

Rockingham Region Electricity Supply Aggregation

2019 Timeline and Procedures

February 2019—initial discussions with municipalities and schools to 1) gauge interest and 2) determine which utility supplies their municipal/school buildings

March 6, 2019, 10:00AM—informational meeting at Rockingham Planning Commission, issue MOU and information packets to municipalities & schools

April 5, 2019—signed MOUs are due to Rockingham Planning Commission (RPC)

April 8-July 26, 2019—RPC gathers electricity usage data and Hill Energy Services prepares RFP

July 29, 2019—RPC issues RFP to all electricity suppliers registered with the Public Utilities Commission

August 14, 2019, 12:00PM—deadline for vendor questions

August 16, 2019, 5:00PM—answers to vendor questions posted

September 4, 2019, 12:00PM—proposal due to Rockingham Planning Commission

September 11, 2019, 10:00AM—aggregation members meet at Rockingham Planning Commission to review proposals and select winning bidder

September 11-20, 2019—legal review and contract negotiations

September 25, 2019—contract execution

November 2019—contracts begins