



## **EXECUTIVE COMMITTEE**

Special Meeting

**July 10, 2018 at 6:45 pm**

Central VT Chamber of Commerce Conference Room, 963 Paine Turnpike North, Berlin

**Page** **AGENDA**

**6:45<sup>1</sup> Adjustments to the Agenda**

**Public Comment**

**2 6:50 Contract/Agreement Authorization** (to be provided when available)<sup>2</sup>

a) VT Agency of Commerce and Community Development – FY19 Municipal and Regional Planning

**4 6:55 Policies & Procedures** (enclosed)<sup>2</sup>

a) Personnel Policy Manual – Adopt revisions

**7:00 Adjourn**

**Next Meeting: August 6, 2018**

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<sup>1</sup> All times are approximate unless otherwise advertised



## MEMO

Date: July 9, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Contract/Agreement Approvals

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✕ **ACTION REQUESTED:** Authorize the Executive Director to sign the grant agreements and contracts valued at more than \$25,000.

### GRANTS & SERVICE AGREEMENTS

(Contracts and agreements valued at more than \$25,000)

#### VT Agency of Commerce and Community Development (ACCD) - Municipal and Regional Planning

✕ **ACTION REQUESTED:** Authorize the Executive Director to sign the FY19 Municipal and Regional Planning grant agreement with the VT Agency of Commerce and Community Development.

**Scope of Work:** Provides funding to carry out RPC duties and optional duties described in 24 V.S.A. Chapter 117. Generally, the scope of work includes:

- maintaining the Regional Plan,
- participating in Act 250 and Section 248 project review,
- assisting municipalities to prepare and maintain plans, studies, bylaws, applications for designation and other implementation activities,
- carrying out statutory duties related to municipal plan approval and municipal consultation,
- providing training for municipalities, support statewide initiatives identified by ACCD, and
- work on statutory duties as determined by regional priorities.

The agreement also includes Year 3 funding to provide municipal assistance for the Statewide Parcel Mapping Program.

**Funding:**

Grant Amount: \$275,308 (\$273,217 state funds and \$2,091 federal funds for parcel map assistance)

Match Amount: None required.

**Performance Period:** 07/01/18 – 06/30/19

**Staff:** All staff perform work under this program. Primary staff are land use, GIS, and the Executive Director.



## MEMO

Date: July 2, 2018

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Personnel Policy Manual Update

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**✕ ACTION REQUESTED:** Adopt the Personnel Policy Manual update.

### Policy Issue

As discussed at the July 2 Executive Committee meeting, CVRPC is required to make changes to its Personnel Policy Manual to comply with the terms and conditions of the Inclusive Coordinated Transportation Partnership Project grant.

Reports about employee convictions for criminal drug violations must be made in writing by the employee to CVRPC and by CVRPC to the appropriate federal agency providing grant or contract support of the employee's position. These changes are included in red, underlined text in Section 10. Alcohol and Drug Free Workplace.

### Other Policy Updates

Three other technical corrections/updates are recommended for the policy:

- The word "they" was inserted in line 22 of the paragraph after the *in writing* correction.
- Appendix A, Summary Description of Benefits, was updated for dental insurance premium values as of July 1, 2018. This action does not require Committee adoption because this appendices were designed to be updated as needed.
- The date of the Personnel Policy Manual was updated for the date of expected policy adoption, July 10, 2018.

Excerpted pages of the policy showing these updates are included with the meeting package.

CVRPC's Personnel Policy Manual, adopted January 2, 2018, is available online at <http://centralvtplanning.org/about/operating-policies/>.

- 1 • Abide by all traffic laws;
- 2 • Refrain from operating a vehicle while conducting CVRPC business and while under the
- 3 influence of alcohol or drugs; and
- 4 • Immediately report to the Executive Director all accidents that occur in the course of CVRPC
- 5 business, regardless of the extent of damage or lack of injuries.

6 CVRPC is not responsible for any traffic violations or parking tickets acquired by violation of  
7 city ordinance, state or federal laws regarding your driving habits and operation of your motor  
8 vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while  
9 conducting business for CVRPC.

### 10 **9.3 Reporting Accidents/Vehicle Accidents**

11 All job-related injuries, illnesses, and accidents must be reported immediately to the Executive  
12 Director, and, in turn, to CVRPC's Workers Compensation carrier. This includes any vehicular  
13 accidents that occur while conducting business on behalf of CVRPC during business hours.  
14 Depending on the severity of the injury, a written report may be required providing details and  
15 the nature of the injury. On-the-job injuries requiring medical attention are to be promptly  
16 reported to the Executive Director.

17 It is preferred that first aid be administered by authorized personnel only. If injured on the job,  
18 CVRPC will use the best means possible to provide transportation to the hospital.

19 Employees who are involved in a vehicular accident involving a personal vehicle while  
20 conducting CVRPC business must attempt to obtain the names, addresses and telephone numbers  
21 of all people involved, including witnesses. Any damage or injuries will be reported to the  
22 Executive Director.

### 23 **9.4 Workers Compensation**

24 CVRPC has Workers' Compensation Insurance for all employees. Employees who suffer an  
25 injury or occupational disease arising out of, and in the course of, employment are entitled to  
26 payment of medical services for treatment for that injury or illness, in accordance with applicable  
27 state laws. To expedite the receipt of benefits, employees must report any absences or accidents  
28 immediately. Proper paperwork must be filled out to process a claim.

## 29 **10.0 ALCOHOL AND DRUG FREE WORKPLACE**

30 CVRPC is committed to providing a safe, healthy and efficient working environmental for all  
31 employees, and the people the organization serves. To help achieve this goal, employees are  
32 prohibited from:

- 33 • Reporting to work under the influence, or appearing to be under the influence of alcohol or
- 34 non-prescribed drugs to any degree, at any time, on CVRPC property or while performing
- 35 work for CVRPC;
- 36 • Abusing inhalants or prescription drugs on CVRPC property or while performing work for
- 37 CVRPC;
- 38 • Unlawfully using, selling, dispensing, distributing, possessing, or manufacturing alcohol,
- 39 illegal drugs, controlled substances, or narcotics on CVRPC premises or property, or while
- 40 performing work on behalf of CVRPC; and



- Off-premises/off-duty abuse of alcohol and prescription/over-the-counter drugs, as well as the possession, use or sale of illegal drugs, when these activities adversely affect job performance, job safety, or CVRPC's reputation in the community.

The legal and proper use of prescription and over-the-counter medication is permitted during work hours if it does not impair an employee's ability to perform the essential functions of his/her job effectively and in a safe manner.

CVRPC reserves the right to search and inspect all areas of the workplace and its premises for the maintenance of safe and healthy workplace. CVRPC reserves the right to conduct drug tests in accordance with federal and state laws.

Violations of this policy will result in disciplinary action, which, at CVRPC's discretion and depending on the severity of the violation, may range from required participation and successful completion in a rehabilitation program to termination of employment. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against a staff member who violates this policy.

In accordance with the Drug Free Workplace Act, as a condition of employment, staff must notify the Executive Director in writing within five (5) days of a conviction for any criminal drug violation occurring in the workplace. Failure to do so will result in immediate termination of employment. CVRPC, in turn, will, as required by law, report such convictions in writing within ten (10) days of our learning of the conviction to the appropriate federal agency providing grant or contract support of the employee's position.

There may be CVRPC-sponsored, management approved occasions where alcoholic beverages will be served. Management must authorize these occasions in advance, and they will be the only exception to this policy.

The Executive Director is responsible for the overall and day-to-day administration of this policy, as well as communication of the terms of this policy to employees and applicants. Any contact with law enforcement under this policy is also the responsibility of the Executive Director. In the case of this policy applying to the Executive Director, responsibility for administration of the policy rests with the Executive Committee.

## 11.0 RESOLVING WORKPLACE PROBLEMS

### 11.1 Open Door Policy

CVRPC has adopted an open door policy for all employees. The purpose of this open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with their supervisor or the Executive Director at any time about any topic.

Whether you have a problem, a complaint, a suggestion, or an observation, CVRPC wants to hear from you. By listening to you, CVRPC is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

#### Responsibilities Under an Open Door Policy

CVRPC wants to enable each employee to identify, address and resolve work concerns. If an employee is unable, or uncertain of how, to resolve a work concern on their own, the employee has a responsibility to address the concern with their supervisor or the Executive Director.

## APPENDIX A

**Central Vermont Regional Planning Commission  
Summary Description of Benefits\***

*Updated ~~03/27~~ 07/02/18*

Eligibility for these benefits is outlined in CVRPC's Personnel Policies. CVRPC reserves the right to change, delete or amend these plans or CVRPC's contributions at any time. The Executive Committee approves any changes to employee benefits.

**Health Insurance**

CVRPC offers full choice of plans available through Blue Cross Blue Shield of Vermont (BCBSVT). A description of plans are available at <http://info.healthconnect.vermont.gov/healthplans>.

CVRPC contributes premium amounts equal to 100% of the premium for the Standard Silver Consumer Directed Health Plan (CDHP) for employees and family members. The value of this benefit is:

Single	Couple	Parent + Child(ren)	Family
\$6,857.76	\$13,715.52	\$13,235.52	\$19,270.32

If an employee elects another BCBSVT plan, the employee will pay the difference in premium through payroll deduction.

Employees participating in high deductible health plans may elect to establish a health savings account as allowed by the Internal Revenue Service, and may contribute funds through pre-tax payroll deductions at the employee's expense.

Employees are responsible for paying 100% of any deductibles and co-pay amounts required by individual plans.

Should a regular, full time employee elect not to receive health insurance coverage through CVRPC, CVRPC will make a cash payment equal to one-half the annual CVRPC insurance contribution value to the employee, subject to taxes, through regular payroll contributions.

**Dental Insurance**

CVRPC offers dental insurance through Northeast Delta Dental's Group B2 program. A description of the plan is available upon request.

CVRPC pays 100% of the premium for employees and family members. The value of this benefit is:

Single	Couple	Family
<del>\$431.62</del> 419.52	<del>\$812.52</del> 789.60	<del>\$1,436.28</del> 1,395.84

Employees are responsible for paying 100% of any deductibles and co-pay amounts required by individual plans.

**1 Retirement**

2 CVRPC provides a Simplified Employer Pension (SEP) Plan. CVRPC contributes 5% of the  
3 annual salary for each full-time employee. Contributions are made quarterly. Full-time  
4 employees are eligible for the pension plan following one full year of employment.

5 Employee can chose to contribute additional funds to their SEP through payroll deduction or  
6 independent direct contribution by the employee as of July 1, 2016.

**7 Life Insurance**

8 CVRPC provides life insurance of \$50,000 per employee for full-time employees under a group  
9 plan. CVRPC pays 100% of the premium.

**10 Disability Insurance**

11 CVRPC offers full-time employees a group short-term disability insurance plan and a long-term  
12 disability insurance plan. Regular part-time employees working at least 30 hours per week may  
13 also be eligible for disability coverage, subject to the requirements of the plan.

14 CVRPC provides short and long-term disability insurance of up to \$500 per week depending on  
15 an employee's salary. CVRPC pays 100% of the premium.

**16 Remuneration Benefit**

17 Remuneration benefits related to compensatory time, holiday, sick and vacation time are outlined  
18 in CVRPC's Personnel Policies.

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20 \*Any ambiguity, conflict or inconsistency between the description of benefits in the main body of  
21 this Personnel Policy Manual or benefit plan policy and this Appendix shall be resolved according  
22 to the following order of precedence: a) benefit plan policy, b) CVRPC Personnel Policy Manual  
23 main body text, and c) Appendix A.

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25 *Adopted: September 6, 2016*

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