



PERSONNEL POLICY MANUAL

Adopted: <date>

WELCOME LETTER

Welcome to the Central Vermont Regional Planning Commission!

We are pleased that you want to work for our team. You were hired because we feel you will be a positive addition to our quality program and we are confident that you will enjoy working with our highly professional staff.

We want you to find your work rewarding and stimulating. Our wish is to create a work environment that develops and advances your skills. We hope that you will have a long-term relationship with our organization.

Central Vermont Regional Planning Commission (CVRPC) can achieve such success only through quality staff. The Commission and staff are a team, working together with Central Vermont's municipalities and stakeholders to plan for the future well being of the region.

The Board respects the opinions of staff members. We acknowledge that staff are the experts in the field and we welcome and value your input.

This manual provides an overview of our personnel benefits, programs and policies. After reading the material, please feel free to talk to us if you have any questions.

Thank you and once again welcome to our team!

Chair of the Central Vermont Regional Planning Commission

CVRPC Executive Director

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
PERSONNEL POLICY MANUAL**

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Central Vermont Regional Planning Commission *Personnel Policy Manual*. It is my responsibility to read it and be familiar with these policies and to conduct myself in accordance with these policies.

These policies and the provisions contained herein do not constitute a contract of employment in whole or in part.

This manual may be changed, amended, or supplemented at any time, without without notice, and such changes will supersede these policies, although it is the policy of CVRPC to confer with staff in advance of any changes.

CVRPC reserves the right to add, amend or delete any benefits or policy stated herein, except as otherwise committed to by formal agreement.

Employee Signature

Date

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Comment [J1]: Need to find out what the state law is that addresses this.

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CENTRAL VERMONT REGIONAL PLANNING COMMISSION PERSONNEL POLICY MANUAL

INTRODUCTION

Purpose

This document summarizes the human resources policies and procedures that apply to all employees of the Central Vermont Regional Planning Commission (CVRPC). These policies highlight the programs developed to benefit employees and outline employee opportunities and responsibilities.

These *Personnel Policies*, and the provisions herein, do not constitute a contract of employment in whole or in part. CVRPC reserves the right to add, amend or delete any benefits or policies described herein, except as otherwise committed to by formal written agreement.

These policies apply to all regular full-time, part-time, probationary and, in some cases, temporary employees. Temporary employees and on-premises contractor employees are subject to the standards of conduct as outlined in this manual.

These *Personnel Policies* do not constitute a contract, expressed or implied. They do not guarantee employment with the CVRPC for any specific duration. Although we hope that your employment relationship with CVRPC will be long-term, each employee is an employee-at-will. This means that either you or the RPC may terminate this relationship at any time, for any reason, with or without cause or notice.

Upon their adoption, these personnel policies supersede any and all past personnel policies or other employee understandings or standards, written or verbal, expressed or implied.

Authority to Adopt and Amend

The CVRPC Personnel Policy Manual may be amended at the discretion of the Executive Committee, and shall be reviewed annually to assure that these policies are inline with current and practical procedures. Before action by the Executive Committee, proposed changes to this Manual will be provided to employees through the Executive. Upon adoption by the Executive Committee, these policies supersede all others previously in effect. Each employee will need to sign an Employee Acknowledgment Form upon receipt of the changes.

Administration of Policies

CVRPC delegates administration of these policies to the Executive Director. Policies directly related to the Executive Director are administered by the Executive Committee.

Severability

If any provision of this Personnel Policy Manual or the application hereof to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the personnel policies in this manual. For this purpose, these personnel policies are severable.

EMPLOYMENT

Equal Opportunity Employer

CVRPC is committed to providing fair and equal opportunity for employment and advancement to all employees and potential employees at CVRPC. All employment decisions shall be made on the basis of qualifications, merit and competence. Employment practices shall not be influenced nor affected by an individual's race, color, religion, ancestry, gender, gender identity, sexual orientation, age, marital status, national origin, place of birth, veteran status, handicap status, genetic testing results, physical or mental disability, HIV status, or any other characteristic protected by state or federal law.

Any member of CVRPC staff found to be engaged in any type of unlawful discrimination will be subject to disciplinary action. Any member of the organization may raise concerns related to employment opportunity or perceived acts of discrimination at any time, in strict confidence and without fear of reprisal, to the Executive Director. If the Executive Director is the subject of any discrimination claim, the employee may raise concerns directly to the Chair of CVRPC.

Employee Classifications

Employee classifications are determined under the Fair Labor Standards Act. The classifications most relevant to CVRPC are "exempt" and "nonexempt." There are other classifications.

Exempt Employees – "Exempt Employees" are those employees who independently perform technical, professional or administrative functions, working the hours necessary to fulfill the requirements of their positions and to complete all assigned tasks, and who are not covered by the Fair Labor Standards Act overtime pay provisions.

Comment [J2]: Need to check that job descriptions meet the definition of exempt.

Nonexempt Employees – "Nonexempt Employees" are those employees whose duties are clerical, paraprofessional or support in nature and who are required by the Fair Labor Standards Act to be paid overtime at a rate of one and one-half times their regular pay for all hours worked beyond the standard work week. The Executive Director must approve any overtime.

The Executive Director is responsible for determining whether an employee is considered "exempt" or "nonexempt" under the Fair Labor Standards Act.

Employment Categories

Regular Full-Time Employees – Regular full-time Employees are employees who usually work at least thirty-seven and one half (37½) hours per week. Regular full-time employees are subject to all CVRPC's policies and receive all benefits provided by CVRPC, subject to the eligibility requirements and other terms and conditions of the various benefit plans.

Comment [J3]: This is typical, but some RPCs are 40 hours. Some RPCs consider 30-40 hr to be full-time; the reduced hours are helpful for employees with kids and pre-retirees.

Alternate version: Regular full-time employees are employees who have successfully completed the probationary period, are not classified as Temporary, and work the standard office hours of at least 30 hours per week.

Comment [J4]: Alternate text here and below reflect option for full-time being less than 37.5 hours but still more than part-time. This would help employees with small children or transitioning to retirement. Most RPCs do not do this.

Regular Part-Time Employees – Regular part-time employees are employees who usually work less than the normal 37½ hour week. Regular part-time employees are subject to all CVRPC policies. Regular part-time employees who work twenty (20) or more hours per week receive the benefits provided by CVRPC on a pro-rated basis, subject to the eligibility requirements and other terms and conditions of the various benefit plans. Regular part-time employees who work fewer than 20 hours per week do not receive benefits.

Alternate version: Regular part-time employees are employees who have successfully completed the probationary period, are not classified as Temporary, and who are regularly scheduled to work less than 30 hours per week. They are eligible for other benefits offered by CVRPC at the discretion of the Executive director, subject to the terms, conditions and limitations of each benefit program.

Temporary Employees – Employees who are an interim replacement, an intern, a temporary supplement to the work force or to assist in the completion of a specific project are considered temporary employees. A temporary employee may be either full-time or part-time. Assignments in this category are of a limited duration, usually less than a year and continued employment beyond any initially stated period does not imply a change in employment status. At the discretion of the Executive Director, a temporary employee may be eligible to receive all or a portion of the benefit package subject to the terms, conditions and limitations of each benefit program.

Employment Authority

Executive Director – The Executive Committee, is responsible for reviewing applications for the position of Executive Director. The Executive Committee shall appoint a Search Committee to screen applicants and recommend a limited number of qualified candidates to the Executive Committee. The Search Committee may include members who are not on the Executive Committee, such as other Commissioners, representatives from key partner organizations, or staff. The Executive Committee shall review the applications and recommend a qualified candidate for approval and action by the Commission.

Comment [J5]: This is not current policy. Should a search committee be required and not just optional?

Staff – Authority to employ all other staff shall be delegated to the Executive Director, within the number of positions and budget approved by the Executive Committee.

Job Opportunity

It is the goal of CVRPC to establish a system through which eligible employees may investigate, apply and be considered for job opportunities within the organization.

Comment [J6]: Not in current policy.

Employment Procedures

Executive Director – The Executive Committee, or its appointed Search Committee, shall advertise, receive written applications, and interview selected applicants. The Executive Committee shall receive written and verbal comments or recommendation. The Executive Committee shall make the final recommendation for the position to the full Commission, approval by which shall be required. Conditions of employment, salary, benefits and any perquisites shall be established by the Executive Committee and may differ from those provided to other staff members.

Staff – All vacancies for new positions, not filled by promotion or recall from layoff, will be circulated within the Commission and simultaneously posted and advertised. The Executive Director will post and advertise the position, receive written applications, solicit references, at least one of which is from a previous employer. The Executive Director shall conduct a personal interview with as many qualified applicants and he or she deems necessary, at which time other pertinent documents may be requested or offered. The Executive Director may delegate employment screening to specific project directors, but must approve selections prior to hiring.

Offer of Employment

Offers of employment shall be in writing from the Executive Director. Offers of employment for the Executive Director position shall be in writing from the CVRPC Chair. Written employment offers shall include the beginning date of employment, starting salary, general job description and any other pertinent information. These *Personnel Policies* will be a part of all employment agreements, and a copy will be enclosed in the offer of employment letter.

Written acceptance of the offer and terms of employment must be on file, along with a completed IRS W-4 form and any other required forms before the employee is paid. Proof of citizenship or legal immigration status is required of all new Commission employees, in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

Probationary Period

Newly hired employees for regular full-time, regular part-time or temporary employment for over one year shall be considered probationary until they have successfully completed ninety (90) days of work from the start date of employment. During this probationary period, the Executive Director may terminate an employee's employment anytime for any reason with no avenue for appeal. The Executive Committee shall exercise this procedure for the Executive Director.

Comment [J7]: 90 days is current policy. Other RPCs range from no probationary period to 6 months.

No later than one month prior to the end of the probationary period, the Executive Director will prepare a "preliminary written evaluation of the performance of the new employee and will provide this written evaluation to the employee. In addition, the Executive Director will meet with the employee to discuss the evaluation, including recommendations towards improving the employee's performance, where appropriate, at the end of this probationary period. The date of this meeting shall be recorded and the employee shall sign a copy of the evaluation and attest that they have reviewed the "preliminary written evaluation." One copy of the evaluation shall be given to the employee and one copy shall be placed in the employee's personnel file.

A final written evaluation shall be prepared at the end of the probationary period and shall be provided to the employee. In addition, the Executive Director shall meet with the employee within two weeks prior to the end of the period. The date of this meeting shall be recorded and the employee shall sign a copy of the evaluation and attest that they have reviewed the "final written evaluation." One copy of the evaluation shall be given to the employee and one copy placed in the employee's personnel file. The Executive Directory shall indicate on the written evaluation whether the employee has successfully completed the probationary period and shall rate their overall performance as excellent, very good, satisfactory, needs improvement or unsatisfactory. Employees who receive a rating of excellent very good or satisfactory have successfully completed the initial probationary period.

Comment [J8]: This is not current policy, but is good practice. Alternatively, just indicate that a written, initial evaluation will be conducted at the completion of the probation period.

Job Descriptions and Salary Ranges

CVRPC's job title and salary structure is defined by the necessary level of training and experience and the general duties and responsibilities assigned to the positions within the category.

The Executive Committee, in consultation with the Executive Director, shall adopt job descriptions and salary ranges for all staff positions with the Commission. The adopted job descriptions and salary ranges will be used in staff hiring and evaluation procedures.

Comment [J9]: This would be a new section for CVRPC and would be good practice. A few RPCs discuss having job descriptions and salary ranges. CCRPC includes the descriptions and current salary ranges in the appendix to the personnel manual. CVRPC's current job descriptions are not consistent and systematic across the organization. I don't know whether we have established salary ranges.

The Executive committee should review the job descriptions and salary ranges for all positions every two years. Failure to review every two years will not impact the validity of the job descriptions.

Employees may request a re-evaluation of their position's job description and/or salary range prior to their annual review.

GENERAL WORK CONDITIONS

Work Hours

The office will be open to the public for business from 8:30 am to 5:00 pm, Mondays through Fridays, with the exception of designated holidays.

Regular work hours consist of a 37½-hour workweek, 7½ hours per day, Monday through Friday.

Each staff member may work a flexible schedule between the hours of 8:00 am and 6:00 pm that will allow for the completion of their workday hours. However, all employees are expected to be at work during the core hours of 9:00 am to 4:00 pm unless other arrangements have been made between an employee and the Executive Director. The Executive Director may require a staff member to attend meetings and events scheduled at times other than CVRPC office hours and at locations other than at the CVRPC office.

Comment [J10]: CVRPC policy doesn't currently allow for flex schedules .

The workweek shall be defined to begin at 12:01 am on Saturday and end at midnight on the next consecutive Saturday.

Flexible Scheduling

Comment [J11]: Not currently in policy.

An effort will be made to accommodate employee needs for flexible scheduling. The 37½-hour work week includes time worked at the CVRPC offices, time spent at work-related meetings and activities outside the CVRPC offices, travel to and from said meetings and activities, and, as provided for herein, approved time worked at home. With the approval of the Executive Director, and provided the arrangement does not negatively impact job performance or place undue burdens on other CVRPC employees, an employee may work one full day per week from a home office. Notwithstanding any special work schedule arrangement as described herein, employees may be required to work extra hours to ensure satisfactory completion of their assigned tasks.

Reporting Absences

Employees should report their absence from work due to illness or injury to either the Executive Director or the Business Manager. This shall be done at the start of a regularly scheduled workday, but not later than 9:00 am if physically possible. Failure to report within this period, unless there are extenuating circumstances, can be considered justification for disallowing paid leave for that day. In the event of such circumstances, the employee, family member, or other person should notify the Executive Director as soon as possible.

Comment [J12]: Would 10 am be okay?

Lunch Break

Employees are entitled to one hour per day for lunch, generally between 11:30 and 1:30 pm. The Executive Director may require lunch periods to be scheduled so that adequate personnel are on

duty throughout the normal office hours. All employees are encouraged to take their lunch break. The lunch period is not part of the working day for which employees are paid.

Time Sheets

CVRPC timesheets provide the ability to exclusively and precisely record time for each project and administrative activity. Time will be recorded and allocated to every project and administrative activity exactly as it occurs. Timesheet records for the basis of project cost tracking for staff time.

Timesheets shall be prepared in accordance with the following guidelines:

1. Time is recorded on a CVRPC-approved timesheet;
2. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties);
3. Compensated absences (holidays, vacation, bereavement, etc.) should be clearly identified as such;
4. Timesheets are submitted each pay period (every two weeks);
5. Timesheets shall be signed by the employee prior to submission;
6. Completed timesheets are reviewed and approved by the Executive Director. The Executive Director's timesheet is reviewed and approved by the Chair.

Comment [J13]: Is this the right frequency?

Compensatory Time and Overtime

Due to the nature of CVRPC's activities, meetings often required outside of normal business hours. Employees will be expected to participate in such meetings as assigned. Compensatory time is time worked in excess of the standard 37½ hour workweek. Under the Federal Fair Labor Standards Act, treatment of compensatory time differs for non-exempt and exempt employees.

Non-Exempt Employees

Employees classified as non-exempt shall receive 1½ hours compensatory time for each hour worked in excess of 37½ in any one workweek in lieu of overtime pay. Employees required to work more than 7½ hours on a given day may be required to work less than 7½ hours on another day during the same week to avoid working an excess of 37½ hours during one week. Under the Fair Labor Standards Act, compensatory time can be accumulated up to 240 hours.

Any compensatory time balance on the books as of the final pay period of the fiscal year will be paid to the non-exempt employee at his or her current rate of pay. An employee leaving the employment of CVRPC shall be reimbursed for any unused compensatory hours remaining at the employee's current rate of pay at the time of separation. Compensatory time may be taken at any time subject to the advance approval of the Executive Director.

Comment [J14]: Not current policy, but avoids having comp/overtime costs accrue from year to year. Alternative is to just allow accrual up to 240 hours.

Comment [J15]: Less complicated than current policy.

Exempt Employees

CVRPC may require professional, administrative and executive employees in positions classified as exempt to work longer days or workweeks than normal. The salary paid to an exempt employee compensates the employees for all hours worked (including at meetings held other than during regular business hours and any necessary hours over 75 per pay period). However, exempt employees who work hours beyond the minimum work days and workweeks are eligible

Comment [J16]: What is the pay period?

for compensatory time in order to treat such situations equitably and to recognize the work, commitment and dedication of employees who put in such extended hours.

An exempt employee may take off an equivalent amount of compensatory time for extra time worked, and must take compensatory time within 60 days of when it is earned. The employee should inform the Executive Director when taking any compensatory time, and must inform the Executive Director when taking more than four hours of compensatory time.

Comment [J17]: Some RPC say one month.

CVRPC shall not convert compensatory time to any other type of leave or cash equivalent for exempt employees. When an exempt employee is resigns or is terminated, any remaining compensatory time is lost without reimbursement.

Travel and Expenses

Comment [J18]: This section is expanded to be more comprehensive and explicit.

Except for routine trips within the state, all travel must be approved in advance by the Executive Director. When on authorized business, employees will be reimbursed for necessary and reasonable expenses incurred for travel, accommodations, parking, tolls, meals and other incidentals.

Employees on CVRPC business will be reimbursed for use of a privately-owned automobile at the rate set annually as appropriate by the State of Vermont. Requests for reimbursement of travel costs must be accompanied by a daily trip mileage record.

CVRPC will pay the reasonable actual cost of lodging and auto rental based on meeting location and convention room rates, plus the actual cost of transportation, taxi fares, telephone calls and similar items incidental to and necessary for the performance of official business while in travel status. Lowest cost alternatives (government or corporate rates) always need to be pursued when making travel arrangements before committing to non-discounted rates and fares.

Meal costs incurred by employees for travel overnight or longer, conducting CVRPC business, whether in-state or out of state, will be reimbursed at the per diem rate prescribed by the US OMB for that region. For travel shorter than overnight, meals will be reimbursed at actual cost, within allowable rates periodically determined by the Executive Director in consultation with the Executive Committee.

Comment [J19]: Current policy is \$5 breakfast, \$10 lunch and \$15 dinner or \$30/day. Staff comments indicate that current rates are low. Setting rates outside of the manual allows for easier review and periodic adjustment, as with mileage rates.

All expense reports, with appropriate receipts or expense documentation, shall be submitted at least monthly, by the fifth of the month, to the Executive Director for approval prior to payment. A CVRPC officer will approve the expense reports of the Executive Director.

Accommodation for Disabilities

Comment [J20]: New section. But it is the law and it would be good to be explicit.

In accordance with federal guidelines of the Americans with Disabilities Act (ADA), CVRPC will make reasonable accommodations where possible to enable an individual with a disability to perform the essential functions of the job.

Telephone Calls

Comment [J21]: Expands on current policy.

To the extent possible, CVRPC's telephones should be used for professional purposes only. Some personal calls during business hours may be necessary, but should be kept to a minimum. If an employee must make a long distance call, the employee shall either use a calling card or reimburse CVRPC for the cost of the call.

Personal Mail and Packages

Comment [J22]: New section.

Opening and routing mail requires staff time, so employees should limit the amount of personal mail coming to the office. All mail and packages, including personal mail, delivered to CVRPC's address may be opened and routed to the addressee. Furthermore, all mail and packages received at CVRPC are subject to state and federal laws.

Computer Use

Comment [J23]: Expands on mere privacy statement.

CVRPC provides the computer network, personal computers, electronic mail and other communications devices for business use. All communications and information transmitted by, received from, or stored in these systems are the property of CVRPC and, as such, are intended to be used for job-related purposes only.

Employees shall exercise good judgment and will conduct themselves according to existing policies and procedures while using the Internet and e-mail. Generally, during working hours, employees shall use the Internet and e-mail only for business purposes. Employees may use Internet access and e-mail for personal use but these activities must be done on their own time and kept to a minimum.

The Internet is to be used for business purposes only. Employees with Internet access are expressly prohibited from accessing viewing, downloading or printing pornographic or other sexually explicit materials. The e-mail system is not to be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations or other non-job-related solicitations. The e-mail system is not to be used to create any offensive or disruptive messages.

CVRPC may access and disclose all data or messages stored on its systems or sent over its electronic mail system. CVRPC reserves the right to monitor communication and data at any time, with or without notice. No confidentiality should be assumed, regardless of the content and nature of the message, although certain correspondence may be confidential under state and federal law.

Dress Code

Comment [J24]: New section.

CVRPC's standard of dress is business-casual. Employee's manner of dress shall be commensurate with his/her responsibilities and compatible with community standards for equivalent positions in the private and public sector. Employees are asked to use discretion and judgment in their choice of attire.

CVRPC believes that personal cleanliness and appearance reflects on CVRPC when employees are representing CVRPC. If the Executive Director believes that an employee has not met the dress code requirements, or if an outside complaint has been made that the Executive Director deems valid, the Executive Director will inform the employee informally of the violation. Continued warning may be grounds for disciplinary action. If an employee disagrees with the Executive Director's judgment, the employee is entitled to pursue the Grievance Procedure.

HOLIDAYS AND LEAVES

Holidays

CVRPC observes the following 12 paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day (third Monday in February), Town Meeting Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day.

Any legal holiday which falls on a Saturday will be observed on the preceding Friday. Any legal holiday which falls on a Sunday will be observed on the following Monday. The annual holiday schedule will be posted in advance.

Accumulated sick leave shall not be used to extend a holiday.

Employees may work on a scheduled CVRPC holiday, and take the time off on a regular workday, only when approved in advance by the Executive Director.

Unused holidays are not paid upon termination.

Comment [J25]: 12 holidays. Other RPCs vary from 9 to 13; the median is 12 days. ACRPC offers 6 set holidays and 6 personal holidays.

Vacation Leave

CVRPC believes that paid vacation leave is important to the well-being and continued productivity of employees. Employees in certain job categories are entitled to vacation benefits.

The amount of vacation leave to which employees are entitled is based on the length of service schedule as shown below. Earned vacation leave in excess of the maximum allowable accumulation is forfeited.

<u>Years of Service</u>	<u>Vacation Earned</u>	<u>Maximum Accumulation</u>
<u>0 to 3 years</u>	<u>10 days/year</u>	<u>20 days</u>
<u>3+ to 8 years</u>	<u>15 days/year</u>	<u>25 days</u>
<u>8+ years</u>	<u>20 days/year</u>	<u>35 days</u>

Regular part-time employees who work more than 20 hours per week are entitled to a proportionate amount of vacation, in accordance with the following schedule.

<u>Hours Worked Per Week</u>	<u>Vacation Earned</u>
<u>20 – 29 hr/week inclusive</u>	<u>50% of full-time vacation, based on years of service</u>
<u>30-35 hr/week inclusive</u>	<u>75% of full-time vacation, based on years of service</u>

Comment [J27]: ED reports that staff think this is low. For RPCs that don't combine vacation and sick time, the median 1st year vacation is 10 days and mean is 10.25. The median vacation after 2 years is 11 days and mean is 12.5 days. It may be most appropriate to look at this in conjunction with holidays, sick time and personal time.

Vacation time is earned monthly, starting from the date the employee commences work, however, vacation leave may not be taken until after six (6) months of service. Vacation time may not be taken prior to being earned. Vacation leave ceases to accrue during unpaid leaves of absence.

Comment [J28]: This differs from the 60 day probation period.

Request for vacation leave should be submitted in writing to the Executive Director at least one week in advance for approval. Permission will be granted or denied based on factors including the current and anticipated workload and staffing requirements, however, every effort will be

made to accommodate employee requests. The maximum amount of vacation that may be taken consecutively is two weeks; if there is a need to take more than two weeks consecutively, special permission may be requested from the Executive Director.

Holidays, as observed, are not counted as vacation leave. If an observed holiday falls within the vacation period, the vacation may be extended one day.

Upon termination, employees will be paid for accrued but unused vacation, up to the maximum accumulation amount. Terminal vacation pay shall be paid as a lump sum with the final payment for active service.

Comment [J29]: Why do it this way?

Sick Leave

Paid sick leave may be used for illness or medical/dental appointments for the employee, and for illness or death of the employee's spouse children, parents and siblings.

Regular full-time employees shall accrue sick leave at the rate of one day (or 7.5 hours) per month, and can accumulate sick leave to a maximum of forty-five (45) days. Regular part-time employees shall accrue sick leave at a rate of one-half (½) day per month and can accumulate a maximum of twenty-four (24) days. No paid sick leave will be granted to employees whose regular working schedule is less than twenty (20) hours per week. Sick leave ceases to accrue during unpaid leaves of absence.

A physician's statement may be required for extended or frequent illness, if requested by the Executive Director for staff or by the Chair for the Executive Director. Should the length of leave exceed accrued sick leave, accrued paid vacation days may be used. If an absence exceeds available paid leave, the employee may request an unpaid leave of absence.

There is no payment to the employee at termination for accrued sick leave.

Personal Days

Up to two personal days off may be approved by the Executive Director for regular full- and part-time employees. Personal time is available at the beginning or each fiscal year and, if not needed, is lost at the end of the fiscal year. Unused personal time is not paid to the employee upon termination.

Comment [J30]: No personal days in current policy. Do we want to offer? 5 RPCs offer personal days.

Family and Parental Leave

An employee who has continuously worked for CVRPC for at least 12 months, shall be entitled to take unpaid leave for a period not to exceed 12 weeks during any 12 month period under the following circumstances.

Comment [J31]: Current policy says 90 days. Other RPCs typically say 12 weeks.

1. For parental leave: during the employee's pregnancy and following the birth of an employee's child, or within a year following the initial placement of a child 16 years of age or younger with the employee for the purpose of adoption.
2. For family leave: for the serious illness of the employee or the employee's child, stepchild or ward of the employee who lives with the employee, foster child, parent, spouse/civil union partner or parent of the employee's spouse/civil union partner.

Comment [J32]: Current policy doesn't discuss family leave although family leave is in the heading.

CVRPC may require the employee to substitute any or all of the available accrued paid leave (vacation and sick leave) instead of taking family or parental leave on an unpaid basis. Use of accrued paid leave shall not extend the family or parental leave.

If the parental or family leave is foreseeable, the employee must give reasonable notice to the Executive Director of the intent to take leave. This allows CVRPC to make arrangements for staff replacements. Notice shall include the date the leave is expected to commence and the estimated duration of the leave. If the leave is not foreseeable, the employee must still give notice as soon as he or she is aware of the need to take it. If the requested leave is due to a serious health condition of the employee or family member, CVRPC may require the employee to provide medical certification so support the leave request.

In the case of leave taken for a medical emergency, the employee may also be required to provide medical information during the leave, along with periodic updates on the employee's status and intent to return to work. An employee may return from leave earlier than estimated upon Executive Director's approval.

Employees taking family or parental leave do not accrue any vacation or sick time while on leave. An employee shall be entitled to maintain group health insurance coverage during the leave. Employees requesting leave are responsible for paying their portion of the insurance premium contributions during the period of the leave. Note that if an employee fails to pay his or her portion of the premium for more than 30 days, the health care coverage may lapse.

Upon return from parental or family leave, an employee shall be offered the same or comparable job at the same level of compensation, employment benefits, and seniority existing on the day the leave began. This shall not apply if, prior to requesting leave, the employee had been given notice or had given notice that the employment would terminate. This shall also not apply if CVRPC can demonstrate by clear and convincing evidence that:

1. During the period of leave, the employee's job would have been terminated or the employee laid off for reasons unrelated to the leave or the condition for which the leave was granted; or
2. The employee performed unique services and hiring a permanent replacement during the leave, after giving reasonable notice to the employee of intent to do so, was the only alternative available to CVRPC to prevent substantial and grievous economic injury to CVRPC's operation.

Except for serious illness of the employee, an employee who does not return to employment with CVRPC shall repay to CVRPC the value of any compensation paid to or on behalf of the employee during the leave, except payments for accrued paid leave.

Bereavement Leave

Comment [J33]: Not in current policy.

Regular full-time employees shall be granted three (3) paid days of leave for bereavement purposes. Regular part-time employees will receive bereavement leave proportionate to the time they actually work. Paid bereavement leave shall be granted only for the immediate family (partner, spouse, child, parent, brother sister or grandparent) of the employee or the employee's partner/spouse.

Leave of Absence

A leave of absence, without pay, may be granted for a definite time period, not to exceed six months, to meet the personal or special needs of full- and part-time employees. Approval of leave will be arranged through the Executive Director and requires the approval of the Executive Committee. While on unpaid leave, all vacation and sick leave credits cease to accrue, as do any other benefits paid by CVRPC. The employee may continue health insurance coverage through

CVRPC while on unpaid leave of absence, however, the employee must pay CVRPC for the full insurance premium on the first of the month. If the employee has not arranged to return after the leave of absence has expired, the position will not be held open.

Military Leave

CVRPC grants leaves for uniformed service in accordance with applicable federal and state law and provides certain benefits to these employees. A regular employee requiring time off for uniformed service is to immediately notify the Executive Director. If an employee is unable to provide notice prior to leaving for uniformed service, then a family member should notify the Executive Director as soon as practical.

Employees who are members of an active Armed Force Reserve Training unit or National Guard and must serve a tour of active duty each year will be granted the necessary time off, but not immediately preceding or following the employee's vacation period. The employee must provide the Executive Director a completed US Department of Labor Form BVRRR-603, requesting leave of absence for that purpose. Such leave will be granted provided that the employee provides the Executive Director with evidence of the "Ordered Tour of Duty" as soon as possible after receipt of such order.

With the approval of the Executive Director, employees who are required to take a two week military tour of duty have the option of taking their tour of duty as a regular paid vacation or of taking their tour of duty without pay as an unpaid leave of absence, and scheduling their regular earned vacation later.

Jury Duty

CVRPC recognizes that serving as a juror is a civic duty, and will provide paid leave for jury duty under the following procedures:

1. Upon receipt, the employee shall present the subpoena or other document that gives instructions to report for jury empanelment. A copy shall be retained for the personnel file.
2. Upon selection for jury duty, the employee shall verbally notify the Executive Director or designee.
3. The employee shall report for jury duty as instructed by the court. If the employee is released from jury service during normal working hours, the employee shall be required to be at work when practical.
4. At the end of jury service and upon receipt of the check for such service, the employee shall show either the check or check stub to the Executive Director or designee.
5. CVRPC shall compute the gross amount the employee would have received for work performed while on jury duty. CVRPC shall then deduct the amount received from court, and draw a check on the adjusted gross less appropriate taxes on the adjusted gross for the employee.

There may be cases where an employee's extended absence would seriously affect the operating efficiency of CVRPC. In such instances, if the Executive Director deems it necessary to request that an employee be excused from jury duty, the Executive Director will write a letter to the presiding judge or court clerk requesting that the employee be excused from jury duty of that his or her assignment be postponed.

Comment [J34]: Need to look up what the requirements actually are. This section is expanded, largely based on CCRPC.

Comment [J35]: Expands on current policy.

COMPENSATION

Compensation

The salary ranges for each position shall be as approved by the Executive Committee. The Executive Director should periodically review compensation offered by peer organizations and other relevant factors in recommending revisions of the salary ranges for consideration by the Executive Committee. The salary ranges for each authorized position will be maintained in Appendix A.

Comment [J36]: This is a new section which follows CCRPC.

Comment [J37]: Committee should discuss the merits of having salary ranges for generic position levels. Look at CCRPC personnel manual Appendix A for salary ranges and Appendix B for generic job descriptions.

The Executive Committee will determine the compensation of the Executive Director. The Executive Director shall make all other decisions regarding individual salary adjustments within the approved salary pool budget and salary range for each position. The Executive Director shall report decisions regarding salary adjustments to the Executive Committee.

Pay Periods

Employees shall be paid every two weeks on Friday. Wages may be deposited into the employee's bank account through direct deposit. Please see the Business Manager to set up these arrangements.

Comment [J38]: Is this the right day?

Salary Adjustments

As part of the annual budgeting process, the Executive Director will recommend to the Executive Committee a pool for staff salary increases, considering the results of annual staff performance evaluations and other budget considerations.

Comment [J39]: This is a major expansion on current policy. Current policy discusses performance reviews and salary adjustments in the same section. There are benefits to discussing them separately. CCRPC changed performance evaluations to calendar year. This allows appropriate salary increases (e.g., for excellent performance, promotions or equity) to be factored into budgeting for the next fiscal year.

Salary adjustments for each employee are not guaranteed. Any increases in employee salaries or bonuses will be primarily based upon employee performance as determined by the performance evaluation. Adjustments up or down in the salary range may also be a factor in determining individual employee salary increases. The Executive Director may also consider market competitiveness in making appropriate individual salary adjustments. Discussions regarding any significant salary increase or promotion will be included in the annual evaluation process.

BENEFITS

Health Insurance

Dental Insurance

Group Life Insurance

Disability Insurance

Retirement Plan

Conferences, Courses, Training

Professional Memberships

PERFORMANCE EVALUATIONS

Executive Director Performance Evaluation

Staff Performance Evaluation

Personnel Files

EMPLOYEE CONDUCT

Conflict of Interest

Employee Conduct

Political Activity

Outside Employment

TOBACCO, ALCOHOL, SUBSTANCE ABUSE

Smoke-free Workplace

Alcohol Use

Substance Abuse

DISCRIMINATION, SEXUAL HARASSMENT, WORKPLACE VIOLENCE

Discrimination

Sexual Harassment

Workplace Violence

DISCIPLINARY ACTIONS

RESIGNATION AND TERMINATION

Resignation

Dismissal

Staff Reductions

Exit Interviews

GRIEVANCE PROCEDURES

PRIVACY AND CONFIDENTIALITY

WORKPLACE SAFETY

Workplace Health and Safety

Workers Compensation