



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, JUNE 17, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641278 173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

7:00 CALL TO ORDER & INTRODUCTIONS

7:05 APPROVAL OF JUNE 17TH AGENDA (Page 1)

7:07 APPROVAL OF MAY 20TH MINUTES (Page 2)

7:10 OPEN TO THE PUBLIC

7:15 REAL RUTLAND MAP

7:35 APRIL 2025 FINANCIALS (Page 7)

7:45 REGIONAL PLAN REPORT & DRAFT REVIEW (Page 11)

7:55 COMMISSIONER HANDBOOK REVIEW (<https://www.rutlandrpc.org/board-and-committees/>)

8:05 EXECUTIVE/FINANCE COMMITTEE REPORT

8:10 RRPC ANNUAL MEETING

- FY26 BOARD OF COMMISSIONERS ELECTION
- APPROVE FY26 MEETING SCHEDULE (Page 12)
- APPROVE EMPLOYEE HANDBOOK UPDATES (Page 13)
- APPROVE FINANCIAL PROCEDURES UPDATES (Page 63)
- APPROVE FY26 BUDGET (Page 88)
- REVIEW FY25 WORK PLAN ASSESSMENT (Page 92)
- APPROVE FY26 WORK PLAN (Page 100)

9:10 ADJOURN

Questions? Need special accommodation?

Contact: Devon Neary, devon@rutlandrpc.org, or (802) 775-0871.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

May 20, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEsY I Call: 1-8024401368, ID: 641278173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	X
Castleton	Frank Johnson (alt)	X
Chittenden	Abigail Bradish	X
Clarendon	Brownson Spencer	
Danby	Andrea Stoddard	X
Fair Haven	Jason Coupal	X
	Bob Richards (alt)	X
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Will Austin	
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	Linda Lynton	V
Pittsford	Ann Reed (alt)	X
Poultney	Sarah Pelkey	X
Proctor	Richard Horner	X

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	James Marsh	X
Shrewsbury	Laura Black	V
Sudbury	Barbara Somson	
Tinmouth	Judy Gilmore	X
Wallingford	Erika Berner	X
Wells	Heather Thomas	
West Haven	Rod Ethier	
West Rutland	Leona Minard	X
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	
Ex-Officio- CEDRR	Cooper Babbit	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Staff: Devon Neary, Karen Hill



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:02 PM. Introductions were made.

2. APPROVAL OF MAY 20th AGENDA

Motion to approve the May 20th agenda by Allaire Second by Coupal. Approved by voice vote.

3. APPROVAL OF MARCH 18th MINUTES

Motion to approve the April 15th minutes by Reed. Second by Coupal. Approved by voice vote.

4. OPEN TO THE PUBLIC

None present.

5. MARCH 2025 FINANCIAL REPORT

Neary reviewed the March 2025 Financials. RRPC's cash flow projects have us on pace to finish the fiscal year in the black with reserves. Report for informational purposes only.

6. EXECUTIVE DIRECTOR'S REPORT

- a. The RRPC held two municipal training courses for Act 181 on April 16th and 17th with nearly 100 participants from around the Region. For those who missed the training, you can find the presentation and recording on our regional plan webpage, rutlandrpc.org/plan2026
- b. The RRPC held its annual Open Meeting Law Training with the Vermont Secretary of State on Wednesday, May 7th, with nearly 30 participants.
- c. RRPC's energy planner, Jeremy Gildrien, has announced that he will be leaving the RRPC at the end of May. We thank Jeremy for his great work and we wish him well!
- d. The RRPC has hired a new planner and former intern, Sean Beatty. Sean will be doing a mix of planning work, such as town planning and zoning, brownfields, energy, and transportation.
- e. The RRPC is working with UVM's Leahy Institute on the Vermont Evaluation of Rural Technical Assistance (VERTA) on hosting two municipal focus groups in June (one in-person, one hybrid) to discuss technical assistance as it relates to community economic development. The RRPC will be asking up to 15 municipal officials (chosen randomly) from around the region to join the meeting to share their knowledge, experience, and perspective.



RUTLAND REGIONAL PLANNING COMMISSION

- f. The VTrans Bicycle and Pedestrian Program Grants are now available and due July 11, 2025. For more information, please reach out to our transportation planner, Ethan Pepin, and visit: <https://vtrans.vermont.gov/highway/local-projects/bike-ped>.
- g. The RRPC teamed up with CEDRR to help support an exciting new event called Bring Back the Trades Skills Expo at Castleton University on May 20th. The RRPC supported the event through our USDOL Workforce Development for Rural Communities. This was our recruiting event for the first student cohort. Twenty-three hundred (2300) students attended the event with 1,600 pre-registering. Participants came from around the Region and State of Vermont.
- h. The RRPC is bringing on three summer interns this year. Two will be working with Ethan to help update road erosion inventories (13 towns in 2025 and 14 towns in 2026) and one will be assisting with our regional plan engagement and reporting.
- i. Are you getting our monthly RRPC newsletters? They are a great way to learn about program updates, grant opportunities, and training/events. Sign up at rutlandrpc.org.

7. REGIONAL PLAN UPDATE

- a. Drafting Process
 - i. Staff completed work on Task 3 Rev 3 which was submitted on April 18th.
 - ii. Task 4 drafting will kick off in late June/early July.
- b. Review Process
 - i. Task Rev 3 review has been extended through the entire month of May by the steering committee. The Regional Plan Committee will review T3R3 with the full board in full plan layout June 1st.
 - ii. The Board of Commissioners will receive Task 3 Rev 3 in full plan layout prior to the June Board Meeting.
- c. Engagement Strategy
 - i. Staff kicked off Phase 3 Engagement, “Alignment” which will run in May/June and include pop-up tabling throughout the Region. The staff are working on events throughout the month of June to attend to raise awareness of the draft.
 - ii. The Regional Future Land Use Map Engagement with towns is underway. To date staff have met with 25 of the 27 towns. Meetings were productive and we have received great feedback. At the end of Task 3 Engagement we will have had over 200 Regional-Plan-specific, town meetings and/or events to collect data and feedback for the plan.



RUTLAND REGIONAL PLANNING COMMISSION

Neary encouraged the Board to revisit the [Rutland Regional Plan 2026](#) website to review updates, visuals, chapter summaries and to access the Public Feedback Poll which all were encouraged to complete. Included on the site are also resource materials (recordings and documents) from all trainings and events that have taken place, a link to be added to the mailing list, and will soon host information regarding upcoming programming.

d. Plan Layout/Graphic Design

- i. Graphic Design Consultant continues work on the layout and graphic design. The draft plan will be presented in the full layout in June for public and board review.
- ii. Our contracted cartoonist completed a draft of the “Regional Plan Visualized” for Phase 3 engagement.

8. REGIONAL COMMITTEE REPORT

The committee reviewed three applications, the first 25-0518-PET, a discussion regarding the installation of additional hardware on a cell tower at 342 Ballard Farm Road in Wells, Vermont by Bell Atlantic Mobile Systems, LLC. The addition of equipment on this existing tower did not increase the height of the tower and had limited impact at the base of the tower. The committee members raised no concerns regarding the project. The town did not take the opportunity to comment. The comment period on this project closed on April 22nd, and the application has been approved so no action could be taken by the committee as it is outside the comment period.

25-0675-AN and 25-0754-AN were both 60-day advanced notices.

The first by Vertex Towers, LLC, a petition to erect a cellular tower at 1484 Route 4A West in Castleton, Vermont. The tower is intended to improve cellular coverage at the south-end of Lake Bomoseen and increase coverage in the hamlet of Hydeville. The committee had no concerns regarding the project, felt the tower was well sited, virtually eliminating visual impacts, and the company made a conscious effort to ensure their project conformed to Town and Regional plans. The committee members agreed that the project would have a significant positive regional impact, benefiting two towns (Castleton/Fair Haven) and conforms to the current Regional Plan.

Second, the addition of a 10-foot section to an existing tower located at 581 Stewart Road South in Mount Holly, Vermont, to accommodate the addition of equipment to broaden range. The town reviewed the petition and submitted a letter of support for the project with three caveats. The committee found no significant regional impacts as



RUTLAND REGIONAL PLANNING COMMISSION

a tower currently exists on this site and the height addition is below height requirements for illuminated safety beacons.

Motion by Pelkey to send a letter stating significant regional impact and conformance with the regional plan for the Castleton project (25-0675-AN) and no significant regional impact and conformance with the regional plan for the Mount Holly project (25-0754-AN). Second by Allaire. Approved by voice vote.

9. EXECUTIVE FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee Report which met on May 12 without a quorum and again, today, May 20, 2025, to discuss the Parental Leave Policy and forward a recommendation of adoption to the full board as drafted.

10. PARENTAL LEAVE POLICY

Discussion ensued around whether the policy should be broadened to allow employees to use Parental Leave before the birth of their child in cases of medical need. The committee agreed that more information was needed before policy adoption. Motion by Coupal to table the motion until the June meeting. Seconded by Allaire. Approved by voice vote.

11. EX-OFFICIO MEMBERS

No report.

12. COMMISSIONER UPDATE

No report.

13. ADJOURN

Motion to adjourn by Pelkey. Second by Coupal. Adjourned at 7:42 PM.

Respectively submitted by Karen Hill

Rutland Regional Planning Commission
Budget vs. Actuals: FY25 P&L
April 2025

	April Actual	July 2024 - April 2025 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income		645,427.16	679,397.00	95.00%
403.5 VT Dept. of Environmental Cons.	11,717.72	113,230.52	371,052.00	30.52%
403A State Income (Non-Permanent)		9,000.00	10,000.00	90.00%
404 Vt. Department of Public Safety	4,137.60	73,628.88	123,941.00	59.41%
404B VT Dept. of Buildings and Gen. Services	7,923.34	49,223.03	56,028.00	87.85%
405 VTrans	24,159.48	213,469.96	285,512.00	74.77%
407 A U.S. Department of Energy		0.00	15,199.00	0.00%
408 Environmental Protection Agency	5,289.39	100,633.02	201,100.00	50.04%
417 U.S. Dept. of Labor	9,806.70	34,805.88	65,000.00	53.55%
419 Local Planning Assistance	6,428.84	88,701.59	124,840.00	71.05%
420 Special Projects	6,247.94	171,638.36	262,588.00	65.36%
421 Miscellaneous Income		2,207.40	0.00	
430 Interest Income	444.95	4,013.60	2,000.00	200.68%
490 Local Match.		59,845.80	0.00	
554 A Fund Balance Reserve		0.00	18,000.00	0.00%
Total Income	\$ 76,155.96	\$ 1,592,825.20	\$ 2,241,657.00	71.06%
Gross Profit	\$ 76,155.96	\$ 1,592,825.20	\$ 2,241,657.00	71.06%
Expenses				
500 Salary	69,266.36	681,974.68	846,090.00	80.60%
Total 501 Fringe	\$ 18,854.83	\$ 252,697.16	\$ 347,297.00	72.76%
522 Contracted Services	6,091.15	272,187.53	767,684.00	35.46%
523 Audit/Accounting		18,750.00	26,750.00	70.09%
524.2 Conferences & Trainings-All Exp.		5,402.46	19,218.00	28.11%
524.3 Trav/Reg/Mileage (Reg Bus)	509.74	5,356.50	11,754.00	45.57%
525 Meeting Expense	185.42	4,471.83	12,712.00	35.18%
530 Postage/Shipping	10.99	1,016.79	2,401.00	42.35%
531 Printing/Copying/Ads	389.78	4,810.12	12,952.00	37.14%
535 Marketing and Sponsorship		4,732.46	6,350.00	74.53%
537 Town and Organizational Support	122.35	1,243.17	300.00	414.39%
540 Supplies	301.29	3,800.35	8,574.00	44.32%
541 Service Contracts	717.00	8,835.98	14,000.00	63.11%
545 Subscriptions-Publicat-Software	2,344.91	23,084.51	32,212.00	71.66%
546 Legal Fees	175.00	300.00	5,000.00	6.00%
547 Memberships		6,626.00	10,103.00	65.58%

550 Rent & Office Improvements	4,455.00	56,600.17	64,240.00	88.11%
550.1 Office Cleaning		3,300.00	4,680.00	70.51%
551 Telephone/Communication Serv.	873.78	9,282.12	11,220.00	82.73%
552 Electricity	355.17	4,313.55	5,600.00	77.03%
553A Grant Disbursements		10,637.97	0.00	
Total 560 Insurance	\$ 0.00	\$ 7,908.00	\$ 9,250.00	85.49%
565 Equipment Purchase	41.99	9,494.74	18,840.00	50.40%
580.1 Local Match		59,845.80	0.00	
Total Expenses	\$ 104,694.76	\$ 1,456,671.89	\$ 2,237,227.00	65.11%
Net Operating Income	-\$ 28,538.80	\$ 136,153.31	\$ 4,430.00	
Other Income				
486 Restricted Income Creek Path		7,339.13	0.00	
Total Other Income	\$ 0.00	\$ 7,339.13	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path		42,390.25	0.00	
Total Other Expenses	\$ 0.00	\$ 42,390.25	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 35,051.12	\$ 0.00	
Net Income	-\$ 28,538.80	\$ 101,102.19	\$ 4,430.00	

Monday, Jun 09, 2025 05:47:04 AM GMT-7 - Accrual Basis

Rutland Regional Planning Commission
Balance Sheet
As of April 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	316,041.11
101-1 Key Bank Checking	325,924.48
101-1.1 Key Bank Checking - CWSP - F	332,171.61
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	84,951.01
101-3.5 Credit Union of VT Savings	25.15
104 Savings - HFCU	89.68
Total Bank Accounts	\$ 1,089,173.04
Accounts Receivable	
120 Accounts Receivable	269,944.04
121 Due from CWSP to Operating	34,505.36
Total Accounts Receivable	\$ 304,449.40
Other Current Assets	
130 Prepaid Insurance	3,288.50
Total Other Current Assets	\$ 3,288.50
Total Current Assets	\$ 1,396,910.94
Fixed Assets	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-19,726.16
160 Leasehold Improvements	30,004.94
163 Website Development	9,965.00
Total Fixed Assets	\$ 41,198.49
Other Assets	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	157,382.77
170 Right-of-Use Asset	77,954.00
175 ROU - Accumulated Amortization	-38,977.00
Total Other Assets	\$ 196,369.08
TOTAL ASSETS	\$ 1,634,478.51
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	33,432.68
201 Due to Operating from CWSP	34,505.36
Total Accounts Payable	\$ 67,938.04

Other Current Liabilities		
202 Payroll Liabilities		119.18
214 Health Insurance		-649.22
215 Retirement DC		-0.02
219 Deferred Grant Income		454,211.94
220 Vision Plan		-40.38
222 Retirement DB		3,753.91
225 Net Pension Liability		383,628.00
230 Acc. Annual Leave		36,175.53
240 Accrued Comp Leave		14,242.50
241 Deferred Pension Inflow		1,014.00
245 Current Portion of Lease Liability		39,600.00
260 Note Payable - Creek Path		10,000.00
Total Other Current Liabilities	\$	942,055.44
Total Current Liabilities	\$	1,009,993.48
Long-Term Liabilities		
Total Long-Term Liabilities	\$	0.00
Total Liabilities	\$	1,009,993.48
Equity		
3900 Fund Balance		433,241.41
392 Res. Fd. Bl. - Creek Path		90,141.43
Net Income		101,102.19
Total Equity	\$	624,485.03
TOTAL LIABILITIES AND EQUITY	\$	1,634,478.51

Monday, Jun 09, 2025 05:41:50 AM GMT-7 - Accrual Basis



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, JUNE 17, 2025

DRAFTING PROCESS

- Task 4 drafting will kick off in late June and end on July 11th. This will be the last revision to the plan before submission to the Board and LURB in September.

REVIEW PROCESS

- Task 3 Rev 3 review in full layout is now available and will run through June. Please visit the regional plan webpage, rutlandrpc.org/plan2026, to view the plan visualized, chapter summaries, and the complete plan draft.

ENGAGEMENT STRATEGY

- Phase 3 Engagement, “Alignment,” is underway and will run through June, with several pop-up events scheduled throughout the Region.
- Staff have met with all 27 towns for the draft Regional Future Land Use Map. They are collecting feedback and revision requests for towns and making changes to the map, with some follow-up meetings expected. The RRPC plans to have the map finalized in July.

PLAN LAYOUT/GRAPHIC DESIGN

- The plan in full layout is complete, and work continues on graphics, maps, photos, and additional design features.



RUTLAND REGIONAL PLANNING COMMISSION

FY26 MEETING SCHEDULE

BOARD OF COMMISSIONERS

MONTH	DAY	YEAR	TOPIC
COMMITTEES 6 PM FULL BOARD 7 PM			
JULY	TUESDAY 15 TH	2025	REGIONAL PLAN REVIEW
AUGUST	TUESDAY 19 TH	2025	REGIONAL PLAN REVIEW
SEPTEMBER	TUESDAY 16 TH	2025	REGIONAL PLAN DRAFT APPROVAL
OCTOBER	TUESDAY 21 ST	2025	FY26 BUDGET UPDATE
NOVEMBER	TUESDAY 18 TH	2025	TBD
DECEMBER	MONDAY 8 TH	2025	AUDIT APPROVAL / HOLIDAY PARTY
JANUARY	TUESDAY 20 TH	2026	REGIONAL PLAN HEARING
FEBRUARY	TUESDAY 17 TH	2026	TBD
MARCH	TUESDAY 17 TH	2026	TBD
APRIL	TUESDAY 21 ST	2026	REGIONAL PLAN ADOPTION HEARING
MAY	TUESDAY 19 TH	2026	TBD
JUNE	TUESDAY 16 TH	2026	ANNUAL MEETING



HIGHLIGHTED CHANGES FOR FY26

RRPC EMPLOYEE HANDBOOK

1. Bolded “at will” statement per attorney. (Page 2)
2. Removed “with reason” from probationary period per attorney. (Page 4)
3. Added clarifying language to health insurance incentive program. (Page 7)
4. Removed eligibility for part-time employee medical coverage eligibility. (Page 7)
5. Removed eligibility for part-time employee dental coverage eligibility. (Page 8)
6. Updated parking section based on new office location. (Page 9)
7. Increased wellness reimbursement to \$500 and simplified for clarity. (Page 9)
8. Removed Community Service Day. (Page 10)
9. Replaced “relative” with “family” and added definition per attorney. (Page 16)
10. Added clarification to overtime pay eligibility. (Page 19)
11. Added clarifying language for mileage reimbursement criteria. (Page 21)
12. Added a 13th floating birthday holiday. (Page 22)
13. Added work-related injury period per attorney. (Page 26)
14. Added unpaid leave time accruals. (Page 28)
15. Added language prohibiting extension of leave with paid time per attorney. (Page 30)
16. Added additional language regarding military leave per attorney. (Page 32)
17. Added new paid parental leave policy. (Page 33-34)
18. Bolded “sexual harassment” statement per attorney. (Page 39)
19. Added clarifying language for the retaliation section. (Page 41)

RRPC FINANCIAL PROCEDURES

This revision is part one of a two-part update. RRPC will work toward restructuring this policy over the summer months, but would like to include the following changes effective June 17, 2025:

1. Incorporate Finance Assistant Roles throughout the policy.
2. Clarify processes throughout the policy.
3. Clarify mileage reimbursement. (Page 7)
4. Update GSA Web Links. (Page 8)



EMPLOYEE HANDBOOK

RUTLAND REGIONAL PLANNING COMMISSION

ADOPTED: JUNE 18⁷, 202⁴⁵

EFFECTIVE: JULY 1, 202⁴⁵

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SECTION: INTRODUCTION

SUBJECT: PURPOSE

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

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

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

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

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

SUBJECT: MISSION

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

SECTION: EMPLOYMENT

SUBJECT: EMPLOYMENT AT WILL

It is the policy of the RRPC that all employees are employed at the will of the RRPC.

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

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

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

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

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY; REASONABLE ACCOMMODATION; PREGNANCY ACCOMMODATION

The RRPC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, physical or mental condition, age, HIV-related condition, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), or status as a veteran or disabled veteran, or otherwise protected under applicable state law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, training, pay, promotion,

demotion, termination, layoff, recall from layoff, transfer, leaves of absence and other personnel actions such as compensation, benefits, and the RRPC's sponsored training.

The RRPC expressly prohibits any form of workplace harassment or discrimination based or inferred on race, color, national origin, religion, sex, sexual orientation, gender identity, genetic information, place of birth, age, physical or mental condition, age, HIV-related condition, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), or status as a veteran or disabled veteran, or otherwise protected under applicable state law. Improper interference with the ability of RRPC's employees to perform their job duties may result in discipline up to and including discharge.

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

Reasonable Accommodation

The RRPC will offer reasonable accommodation to any employee entitled to accommodation that can be reasonably provided without an undue burden. Any employee desiring accommodation because of a physical or mental condition should confer with the Executive Director. The RRPC will work with the employees to discuss what, if any, accommodation can or should be provided. Such accommodation may not be specifically requested by the employee.

Pregnancy Accommodation

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

SECTION: EMPLOYMENT RELATIONSHIP

SUBJECT: EMPLOYEE CLASSIFICATION

Salary (Exempt)

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

Hourly (Non-Exempt)

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

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

SUBJECT: EMPLOYMENT TYPES

Full-Time

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

Part-time

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

Limited Status Employees

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

SUBJECT: PROBATION PERIOD

All appointments for employment greater than ninety (90) days shall be subject to a probation period of ninety (90) days. This period has been established for new employees to demonstrate their abilities as well as to become adjusted to the RRPC, and for the RRPC to evaluate the new employee. _Also, it affords new employees an opportunity to decide their compatibility with the RRPC. The Executive Director may extend, ~~with reason~~, the probation period. The total

probation period shall not exceed six (6) months. Continuing employment beyond the probation period does not and should not be considered any guarantee of continued employment for any other length of time. Any decision by the RRPC to end employment during the probation period is final, non-reviewable and not subject to grievance. The RRPC may also apply this Probation Period for current employees assigned to a new position within the RRPC.

SUBJECT: HOURS OF WORK AND FLEXIBLE SCHEDULING

Office Hours and Hours of Work

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

Flexible Scheduling

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

Remote Work

From time to time, it may also be appropriate for employees to work remotely. The Executive Director may grant or rescind approval at their sole discretion for flexible working conditions when it is in the best interest of the RRPC, and regardless of however long or short remote work has been performed.

SUBJECT: JOB DESCRIPTIONS

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

SUBJECT: PERFORMANCE EVALUATIONS

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

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

SUBJECT: OUTSIDE EMPLOYMENT; VOLUNTEERING

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

SUBJECT: POLITICAL ACTIVITY

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

SUBJECT: PERSONNEL FILES

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

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

SECTION: BENEFITS

SUBJECT: HEALTH INSURANCE INCENTIVE PROGRAM

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

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

A cash payout will occur monthly that is equal to one-half (1/2) of the employer contribution's monthly premium of the Gold Plan based on the employee's current plan type the employee is enrolled in (i.e. Single, Two-Person, Family, Etc.). Spouse and dependents covered under a separate policy from the employee will not be included as part of the plan type - the incentive is strictly based on the plan type the employee is currently enrolled in. ~~or~~ For new employees, or current employees terminating the RRPC's insurance, the incentive will be based on the last plan type the new or current employee enrolled in. If a new employee is not married and has no dependents, but was previously enrolled in a family plan, the incentive will be based a Single-person plan. All incentive payouts are processed through payroll and are subject to taxes and VMERS, subject to taxes.

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

SUBJECT: OVERVIEW OF BENEFITS

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

Group Medical Insurance Coverage

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

Part-time employees ~~working 22+ hours per week are~~ are not eligible for health coverage. ~~Part-time employees are eligible on the first day of employment. The employer contribution is available on a pro-rated basis. This is handled as a payroll deduction, which can be made pre-tax. The RRPC's contribution towards the premium is determined annually by the Board of Commissioners.~~

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

If eligible, COBRA Coverage/[VIPER Coverage](#) is available upon separation.

Dental Coverage

Full-time employees are entitled to dental insurance. The RRPC pays 100% of the premium. Employees are eligible for coverage on the first day of employment.

If an employee leaves the RRPC, insurance coverage will continue until the last day of the month that employment ~~ended~~[ends](#) if allowed by the plan.

Part-time employees ~~who work 17.5+ hours per week are not~~ eligible for dental coverage. ~~The employee is responsible for 100% of the premium. This is handled as a payroll deduction, which can be made pre-tax.~~

If an employee leaves the RRPC, insurance coverage will continue until the last day of the month that employment ~~ended~~[ends](#) if allowed by the plan.

Short-Term Disability

Employees working 30 or more hours per week are entitled to short-term disability. The RRPC pays 100% of the premium. Employees are ~~eligible~~[eligible on](#) the first day of employment.

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

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

Long-Term Disability

Employees working 30 or more hours per week are entitled to long-term disability. The RRPC pays 100% of the premium. Employees are eligible on the first day of employment.

If an employee leaves the RRPC, insurance coverage will continue until the last day of the month that employment ~~ended~~[ends](#) if allowed by the plan.

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

Group Term Life and Accidental Death and Disability

Employees working 30 or more hours per week are entitled to Personal Life and Accidental Death and Disability. The RRPC pays 100% of the premium. Employees are eligible on the first day of employment.

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

For additional information, please see the Finance Manager.

Vision

Full-time employees are entitled to Vision coverage. Employees are responsible for 100% of the premium. Employees are eligible on the first day of employment. This is handled as a payroll deduction, which can be made pre-tax.

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

For additional information, please see the Finance Manager.

Parking

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

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

Wellness

Full-time employees are entitled to reimbursement of up to \$~~53~~00 each fiscal year for eligible “wellness” expenses. ~~The following is a representative listing of activities, training, and expenses that would be considered eligible expenses. This list is not intended to be all inclusive.~~

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

Employees are reimbursed upon Executive Director's approval of the expense(s). All wellness pay-outs are processed through payroll and are subject to taxes and VMERS.

Community Service Day

~~To encourage community service and active volunteerism in the Rutland Region, full time employees may elect to participate in a Paid Community Service Day. Employees may participate in Community Service projects of up to 7.5 hours of service, located within the Rutland Region, and pre approved by the Executive Director. The allowed 7.5 hours do not need to be used all in one day.~~

SUBJECT: PROFESSIONAL DEVELOPMENT

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

SUBJECT: RETIREMENT BENEFIT

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

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

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

SECTION: HONESTY AND CONDUCT

SUBJECT: GENERAL POLICY

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

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

SUBJECT: CONFIDENTIALITY

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

In performing duties on behalf of the RRPC, employees will utilize and have access to certain information that is critical to the ongoing success of the RRPC. As an employee of the RRPC, employees acknowledge and ~~understand~~understand that the RRPC is a public organization ~~non-profit organization~~, and any confidential information may not be disclosed to anyone

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outside the RRPC, or anyone inside the RRPC who does not have the authority or privilege to such information. Employees also agree that they will not disclose any confidential or sensitive information to anyone while employed at the RRPC or after their employment has ended.

SUBJECT: DISCIPLINE

The employee will notice this handbook and the RRPC in general does not have a formal discipline, progressive discipline or other similar policy. The RRPC handles each employment issue on a case-by-case basis and in its sole discretion in a manner that it believes is fair and equitable ~~to the RRPC and all co-workers~~. Just because a policy (in this handbook or otherwise) or other work request does not state that a violation or failure to follow may result in the immediate end of employment, does not mean that an immediate end of employment cannot occur for any violation of any RRPC policy, reasonable work request or other reason in the sole discretion of the RRPC. Employment at the RRPC is at-will. The RRPC can end employment without any prior warning, counseling or discussion.

SUBJECT: GENERAL OBLIGATIONS

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

SUBJECT: PROBLEM RESOLUTION PROCEDURE

It is the intent of the RRPC to provide employees with a method of seeking resolution to problems and questions by utilizing the existing management channels in the RRPC. A problem is any matter considered by the employee as ground for complaint, including personnel action arising out of pay, discipline, demotion, or suspension. Employees are encouraged to address problems informally and make every effort to resolve problems as they arise. Employees with a problem or question should follow the problem resolution procedure:

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

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

Step 3: If the employee cannot come to a resolution in Step 2, then the employee may submit a written complaint to the Chair of the Executive Finance Committee within ten working days of the Executive Director's response in Step Two. The decision of the Executive Finance Committee shall be final.

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

SUBJECT: ELECTRONIC COMMUNICATIONS AND EQUIPMENT

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

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

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

The communications systems and equipment may not be used to solicit or sell any products of non-organization enterprises or promote commercial ventures, religious or political causes.

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

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

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

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

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

Employees must use extreme caution when opening e-mail attachments received from unknown senders that may contain viruses, e-mail bombs, ransom demands or ransomware, or Trojan horse code.

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

Use of personal devices [i.e. smart phones] and employee's own personal equipment [i.e. home computers or tablets] for work still requires employees to follow all RRPC policies including this policy on Electronic Communications and Equipment. It is important to know that most all RRPC work products and material are considered public records under state and/or federal law meaning the RRPC has an obligation to preserve such material and follow appropriate procedures for any request of such material. Any work-related material stored on personal devices or personal equipment must be stored password protected to employees only or encrypted with access by employees only. Such material must immediately be transferred to RRPC equipment then permanently deleted as soon as the related work is accomplished, immediately upon ~~request~~the request of the RRPC, or upon ~~employees'~~employees' end of employment. No RRPC material, information or documents should be stored in any personal cloud-based storage.

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

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

Unacceptable Use

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

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

SUBJECT: CODE OF CONDUCT AND CONFLICTS OF INTERESTS

RRPC employees are placed in a position of public trust. As public officials, employees are required to work under a code of conduct that ensures that they exercise the RRPC's fiduciary authority solely for the benefit of the public. RRPC employees are to conduct themselves with the highest level of ethical and moral standards under public law in any dealings in which they represent the RRPC. The RRPC has outlined its public responsibility, which assures that employees do not place themselves or the RRPC in any real or perceived position of conflict of interest.

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

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

Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom the RRPC does or may do business. No employee, officer, or agent of the RRPC will solicit gifts, payments for services, favors, entertainment, special accommodations, gratuities, or anything with an associated monetary value or gain from contractors, potential contractors, or parties to sub-agreements. No employee, officer, or agent of the RRPC will accept the same as previously listed in excess of

\$50.00. To avoid the possibility of conflict, the RRPC has some basic guidelines on accepting business gifts.

Accepting Business Courtesies

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

SUBJECT: EMPLOYMENT OF FAMILY

The RRPC wishes to hire the most qualified individuals to fill a position, and to retain valuable employees. ~~Relatives Family~~ of employees will be interviewed and treated in the same manner as any other candidate for a given position, ~~and relatives of family will not conduct interviews of family members.- Relatives will not interview other relatives. Relatives Family~~ will be considered for employment if there is no management reporting relationships or potential conflicts of interest between the two relatives. As used in this policy, “~~relatives family~~” includes ~~not only family, but those who reside with the employee anyone living with the employee or in the same household or for whom the employee has parental or family responsibilities.~~

SUBJECT: REPORTING FRAUD AND MISCONDUCT

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

SUBJECT: REPRESENTING THE RRPC

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

SUBJECT: SECURITY AWARENESS AND ACCEPTABLE USE POLICY

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

Security of Proprietary & Confidential Information

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

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

SUBJECT: SOCIAL MEDIA

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

- Employees cannot post financial, confidential, business sensitive, or proprietary information about the RRPC or any of its customers, vendors or business partners.
- Employees cannot infringe on copyrights or trademarks of the RRPC or other Organizations.
- RRPC employees should be aware that they are responsible for the content they post and conduct themselves professionally, respectfully, and avoid negative comments or false information.
- Employees shall consider confidentiality, conflicts of interest, harassment, discrimination, and other relevant policies when using social media.

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

SUBJECT: SPEAKING TO MEMBERS OF THE MEDIA

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

SUBJECT: TRAVELING ON RRPC BUSINESS

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

Employees must provide a copy of their current driver's license and insurance card, which will be kept on file at the RRPC. The employee is responsible for providing updated copies when these documents expire.

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

SECTION: COMPENSATION

SUBJECT: OVERTIME PAY – (HOURLY EMPLOYEES)

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

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

SUBJECT: PAY DAY

Employees are paid on a bi-weekly basis.

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

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

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

The RRPC encourages direct deposit for pay purposes for exempt and non-exempt employees. Employees must complete the required documentation in the RRPC's HR and Payroll software as well as hard copies in the office.

SUBJECT: BONUSES AND MERIT INCREASES

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

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

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

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

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

Grant funding or other business requirements may allow exempt employees, on a quarterly basis, to receive pay for any hours accumulated above 37.5 hours at the Executive Director's discretion. All accumulated hours [through June 30th](#) will be paid to employees during the last payroll of the fiscal year. Upon voluntary or involuntary termination from employment with the RRPC, compensation will be granted for any unused portion of time off remaining. All such payouts will be at the employee's current rate of pay.

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SUBJECT: EXPENSES

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

Mileage

RRPC employees using their automobile for RRPC business shall be reimbursed at the current U.S. Government rate for mileage, tolls, and parking fees. Reimbursements will be based on the following criteria:

1. The RRPC is ALWAYS the home base for calculating mileage.
2. If at the office, staff will be reimbursed for travel FROM office to destination and TO office from destination. If the destination is on normal commute from home to office/from office to home, mileage will not be reimbursed.
3. If at home/remote, above rules apply UNLESS mileage FROM home/remote to destination and TO home/remote from destination is SHORTER than FROM/TO RRPC- then staff will be reimbursed for ACTUAL distance traveled.

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

If a work activity falls on the weekend the same mileage guidelines above apply – the RRPC is always the home base when calculating mileage - the only exceptions are listed above. If a receipt cannot be obtained for parking and tolls paid, the RRPC will reimburse the employee at a minimum of \$2.00 per day. Employees must clearly document the fees in their Direct Expense Report.

Meals, Lodging, Incidental Expenses

Employees on official RRPC business, either in-state or out-of-state, shall receive meal and incidental (M&IE) allowances on a per diem basis following the GSA guidelines. Calculations will be based off the date range of travel and location of event. The tool for calculating Meals and Incidental Expense allowances for more than one day is found at <https://www.gsa.gov/travel>~~http://www.gsa.gov/portal/category/26429~~. If any meal is supplied while on business travel, employees must deduct that meal from their travel reimbursement request.

Employees shall submit a direct expense form along with a printout from <https://www.gsa.gov/travel>~~http://www.gsa.gov/portal/category/26429~~. The printout must include the dates of ~~travel~~travel, and the location traveled to. Receipts are not required for meal and incidental (M&IE) allowances, and staff are encouraged to submit their direct expense form before leaving for the event. Employees cannot use their company credit card for these expenses. The first and last ~~day~~days of travel are only eligible for 75% of the total M&IE, as per

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GSA guidelines. In addition, employees must also submit the grantor's reimbursement guidelines if applicable. Please see Finance Manager for further details.

One Day Travel – “According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from employee's official station if it is longer than 12 hours. Please see FTR §301-11.101.” (*Employees must stay within the GSA Guidelines and follow the process noted above to receive reimbursement*).

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

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

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

Other

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

Employees cannot provide ~~a~~[tips](#) on food for a meeting, more than 20% before tax. Employees may be invoiced for meetings or organizational expenses where receipts are not provided.

SECTION: HOLIDAYS/VACATION

SUBJECT: HOLIDAYS

Eligible employees are provided twelve (~~12~~[13](#)) paid holidays each year. Full-time hourly and salary employees shall be compensated for holidays as though the employee has worked their normal workday.

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

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

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

New Year's Day	Fourth of July	Thanksgiving Day
Martin Luther King Day	Labor Day	Friday after Thanksgiving
President's Day	Indigenous People's Peoples' Day	Christmas Eve
Memorial Day	Veterans Day	Christmas Day

The RRPC provides an additional paid holiday to celebrate each employee's birthday. This floating holiday may be taken on any workday within two weeks before or after the employee's birthday.

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

SUBJECT: VACATION

Eligibility

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

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

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

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

Rate of Pay

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

Vacation Accrual

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

Schedule

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

Carry Over/Pay Out

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

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

Scheduling Vacations

Every effort is made to accommodate employees' request for time off. However, there may be instances where it may not be possible due to workload and scheduling considerations. Vacation time of 1 week or longer should be scheduled a minimum of 30 days in advance. All requests of 1 week or longer must be submitted to the Executive Director via email or in writing. Vacation time must be recorded on the employees' Outlook Calendar in advance of taking time off. To be respectful ~~for~~^{of} all employees' time off, you should not expect to be able to take the same time off every year although the RRPC will attempt to accommodate such requests.

Voluntary or Involuntary Termination

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



SECTION: LEAVES OF ABSENCE/LOST TIME

SUBJECT: ACCIDENTS - ON THE JOB

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

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

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

The Executive Director, Assistant Director, Office Manager or another team member will assist the employee to receive medical attention for the injury at the RRPC's designated provider, Occupational Health Partners, LLC. —[Occupational Health Partners, LLC is located at 9 Commons Street, Rutland, Vermont 05701 and their phone number is 802-779-4443.](#) If Occupational Health Partners is unavailable, the injured employee should be taken to the emergency room at Rutland Regional Medical Center, or any other provider chosen.

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

Transitional Work

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

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

Length of Absence and Return to Work

Employees out of work for a work-related injury may or may not be kept on active employment status or have their position held open for them, ~~for up to 2 years of date of injury.~~ all subject to requirements under the laws.

Requirements of Employee While Out from Work

Employees are required to call the Executive Director immediately if there is a change in their status and ability to work. Failure to do this could jeopardize their insurance coverage. Employees are expected to return to work on their designated return to work date, with or without a reminder from the RRPC. Employees who do not return to work on their designated date may be considered to have voluntarily resigned from employment.

Benefits

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

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

SUBJECT: CIVIL AND JURY DUTY

Voting

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

Jury Duty or Subpoenas

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

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

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

SUBJECT: VERMONT PARENTAL AND FAMILY LEAVE (VPFL)

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

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

Unpaid

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

Employees on unpaid leave do not accrue vacation or sick time during the period of their unpaid absence. Accrual of these benefits will resume once the employee returns to paid status.

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Eligibility For VPFL, Military Leave, and Alleged Crime Victims and Relief from Stalking or Abuse

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

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

- Upon the birth of employee's child;
- Upon the placement of a child for adoption or foster care with employee;
- When employees are needed to care for a spouse, civil union partner, child (restricted to children under age 18 unless incapable of self-care because of physical or mental disability) or parent who has a serious health condition; or
- When employees are unable to perform at least one of the essential functions of their position because of their own serious health condition;
- In situations of qualifying exigency to be with employee's spouse, parent or child if they are a service member on active duty or have an impending call to active duty in support of a contingency operation, such as:
 - Short-notice deployment
 - Military events and related activities
 - Childcare and school activities
 - Financial and legal arrangements
 - Counseling
 - Rest and recuperation

- Post-deployment activities, and
- Additional activities where the employer and the employee agree to the leave
- For the care of an injured service member if the service member is employee's spouse, child, parent or "next of kin." This type of leave can be elected once to be taken for up to 26 weeks in a 12-month period;
- For a criminal proceeding when the employee is an alleged victim, and the employee has a right or obligation to appear at the proceeding;
- For a relief from abuse hearing pursuant to law;
- For a hearing concerning an order against stalking or sexual assault pursuant to law;
- For relief from abuse, neglect or exploitation hearing pursuant to law.

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

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

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

Notice Requirements

When the need for leave is foreseeable, employees should provide at least 30 days prior notice and make efforts to schedule leave so as not to disrupt the organization's operation where possible. If the employee is not able to provide 30 days' notice, they must notify the Executive Director as soon as possible of the need/intention to take leave. Do not assume the RRPC will know enough information without you sharing to believe you may be entitled to worker compensation, family or medical leave or other excused reason to be absent from work. The RRPC will determine and advise the employee of all eligibility determinations as well as provide all notifications. Medical certification information should be returned directly to the RRPC. Failure to provide an accurate and completed physician's statement will result in a denial or delay in your eligibility. Periodic reports of the employee's status may be required during the leave period.

Additional Notes

If both spouses are employed by the RRPC, they are limited to a combined total of 26 weeks in a "single 12-month period".

Employee Responsibility

1. An employee who intends to take leave should make their intentions known by contacting the Executive Director 30 days in advance or as soon as practical.
2. Employees approved for intermittent absences must follow the regular procedure for calling out of work and contact the Executive Director to record each absence. Intermittent leave is subject to periodic review and can be adjusted or denied if a burden on the RRPC.
3. An employee may use PTO time while taking leave. The employee must follow the standard procedure for submitting a PTO request. [An employee cannot extend a leave by using PTO or other time off.](#)
4. Employees may be required to provide a certification and periodic recertification supporting the need for leave. Failure to provide sufficient information to determine if the leave may qualify and the anticipated timing and duration of the leave may cause the request to be denied. Employees must inform the Executive Director if the requested leave is for a reason for which leave was previously taken or certified.
5. Employees who have regular payroll deductions such as for medical, dental and vision insurance must make arrangements to continue these deductions while on leave.
6. In order to return to work from an approved leave due to the employee's own serious health condition, the employee may be required to provide a release or "Return to Work Authorization" certification form from the employee's health care provider stating the employee is able to resume the major and essential functions of their job. This form would also list any restrictions and/or reduced schedule requirements for the employee.
7. An employee out for an extended period using sick, unpaid or other leaves of absence may be required to furnish a return-to-work authorization from their health provider.

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

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

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

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- To respond to a medical emergency involving the employee's immediate family.

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

Employees on unpaid leave do not accrue vacation or sick time during the period of their unpaid absence. Accrual of these benefits will resume once the employee returns to paid status.

Eligibility

Employees who have worked an average of 30 hours per week and have been employed for at least 12 months are eligible under the provisions of VERMONT SHORT TERM FAMILY LEAVE ("VSFL").

Notice

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

SECTION: VERMONT STATE GENERAL ASSEMBLY LEAVE

Employees that are elected to the Vermont State General Assembly shall be entitled to a temporary or partial leave of absence for the purpose of allowing such employee to perform any official duty in connection with his or her elected office, in accordance with 21 VSA §496. Such leave of absence shall not cause loss of job status, seniority, or the right to participate in insurance and other employee benefits during the leave of absence.

SECTION: MILITARY LEAVE

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

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

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

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

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

Employee Benefits while on Military Leave

- The RRPC will continue medical, dental care and vision coverage for 24 months, unless the employee elects to use benefits offered by the Military. After 24 months the employee and qualified dependents are eligible for continuation of coverage under COBRA.
- Group Term Life and Accidental Death and Disability, Short- and Long-Term Disability, and VMERS and 457b Retirement payroll deductions will be reinstated upon return to work in accordance with plan eligibility guidelines.
- ~~PTO-Vacation~~ time earned but not taken will be included on the paycheck following submission of military orders. [Hours accumulated beyond the normal work week for salaried \(Exempt\) employees that have not been taken will also be included on the paycheck following submission of military orders.](#) Time in the military is counted as service, but [PTO-vacation and sick time](#) is not earned during absence.

~~A duly qualified member of the Reserves or the National Guard shall be entitled to up to 15 days in any calendar year for military drills, training or other temporary duty or deployment. If entitled to such leave employees should provide as much notice as possible. Employees who are members of the U.S. Armed Forces Reserve or National Guard are entitled to up to 15 days of military leave per calendar year for required training, drills, or other temporary duty. This leave will be unpaid and will not impact the accrual of vacation, sick leave, or eligibility for bonuses and other benefits; these will continue as if the employee were not on leave. The RRPC may request a copy of the official military orders or training notification.~~

SUBJECT: PAID PARENTAL LEAVE POLICY

Purpose/Objective

The RRPC will provide up to 4 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Vermont Parental and Family Leave (VPFL) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children occurring on or after May 21, 2025.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Commission for at least 12 months as a full-time employee (the 12 months do not need to be consecutive).
- Be a full-time, regular employee (part-time or limited-status employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 4 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Paid parental leave will be subject to all usual wage and benefit withholdings.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 126-month time frame.
- In the event of a female employee who herself has given birth, the 4 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth, so long as the short term disability and paid parental leave do not extend beyond 12 months from the birth or placement of the child.
- ~~Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.~~
- Upon termination of the individual's employment at the Commission, he or she will the employee not be paid for any unused paid parental leave for which he or she the employee was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the VPFL; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care will be counted toward the 12 weeks of available VPFL leave per rolling 12-month period. All other requirements and provisions under the VPFL will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the VPFL or this policy exceed 12 weeks during the 12-month VPFL period. Please refer to the Vermont Parental and Family Leave policy for further guidance on the VPFL.

SUBJECT: PAID PERSONAL TIME

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

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

number of potential workdays (Monday-Friday) in the payroll period) - personal time, sick time or vacation pay, are not considered as hours worked.

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

SUBJECT: SICK TIME

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

Sick leave may be accumulated up to sixty (60) days. If an employee runs out of sick leave, they may use vacation time.

If employees are sick and unable to work, they must call or text the Executive Director to inform the Executive Director of the employee's inability to work, the reason for the employee's absence and employee's expected time of return.

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

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

Sick leave days earned shall only be paid to employees for workdays absent because of illness or injury to themselves or their immediate family or household members. An employee out for an extended period using sick, unpaid or other leaves of absence may be required to furnish a return-to-work authorization from their health provider.

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

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

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

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

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

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

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

SUBJECT: UNPAID LEAVE OF ABSENCE

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

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

An approved Unpaid Leave of Absence represents a period away from work during which the employee is eligible though not guaranteed to be re-employed in a position for at least equal

status but be paid commensurate for the position they return to and for which the employee is qualified, provided such a position exists. There is no guarantee that the position an employee left to take a personal leave of absence will be unfilled or be available when the employee is ready to return to work. Subject to applicable law, if no such position exists, the employee will be reconsidered for employment in openings as they occur and for which they are qualified.

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

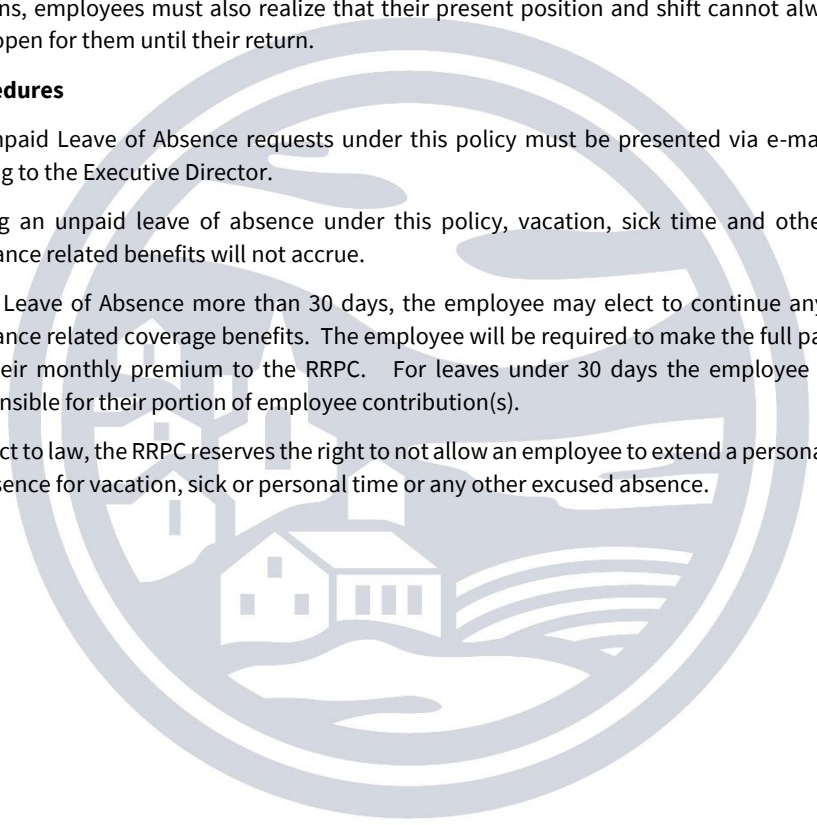
Procedures

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

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

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

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



SECTION: WORKPLACE HEALTH AND SAFETY

SUBJECT: COMMITMENT TO SAFETY

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

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

SUBJECT: DRUG AND ALCOHOL-FREE ENVIRONMENT

The use, and being under the influence of alcoholic beverages, marijuana or controlled or illegal drugs (including drugs not prescribed to the employee), is not allowed at the RRPC's property or during work hours unless a specially designated event. The RRPC understands the RRPC and its employees frequently attend or present at events where alcohol is served; consumption of alcohol must be moderated and not reflect poorly on the RRPC; use of controlled or illegal substances or marijuana is prohibited. The RRPC will take appropriate disciplinary action, up to and including, immediate termination against any employee who during work hours or work-related events if the RRPC suspects of being under the influence of alcohol, marijuana or controlled or illegal drugs, or consuming such substances contrary to this policy. If employees are medically prescribed marijuana, they can talk to the Executive Director about an accommodating schedule. The RRPC's "property" includes the offices at 16 Evelyn Street in Rutland and all other RRPC related buildings, parking facilities, vehicles and grounds, and use of personal vehicles for work-related reasons. Being "under the influence" is not intended to be a legal term or definition, this refers to the use of alcoholic beverages, marijuana or controlled or illegal drugs during work or to any condition that would affect the quality of employee's work and/or the safety and wellbeing of the RRPC's employees.

SUBJECT: EMERGENCY EVACUATION

In the event that it is necessary to evacuate the Evelyn Street offices, employees will use the closest stairs and meet at the Bennington Rutland Opportunity Council (BROC) parking lot across the street. For additional information, please see the Emergency Management Planner and Applicable Standard Operating Procedure. Employees who are off-site are expected to review the evacuation procedure at their location.

SUBJECT: FIREARMS & WEAPONS

Firearms or weapons are not allowed in the RRPC's buildings, at off-property employee events, or on employee's person. Employees must remove any firearms in their personal vehicle before allowing any other person in it for work -related reasons.

SUBJECT: PROHIBITING HARASSMENT

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

Discrimination or harassment, including sexual harassment, of applicants and employees on the basis of sex, race, color, national origin, sexual orientation, ancestry, protected hairstyles (such as braids, cornrows, locs, twists, Bontu knots, afros, wigs, headwraps and other head coverings), place of birth, gender identity, physical or mental condition, ethnicity, age, religion, or any other legally protected characteristic is unacceptable and unlawful.

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

Sexual Harassment

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

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

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

Sexual harassment does not need to be severe or pervasive to be unlawful.

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

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- Jokes, graphics, cartoons, derogatory expressions, emails, letters, websites or comments of a sexual nature;
- Repeated sexual flirtations when an employee has said they are not interested;
- Continued or repeated verbal abuse or name calling of a sexual nature;
- Degrading comments about an individual's appearance.

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

Other Harassment/Violence in the Workplace

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

This includes but is not limited to:

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

Complaint Procedure

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

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

The following complaint procedure has been established:

- Any employee who feels that they have been the subject of harassment is encouraged to directly inform the offending person or persons that the conduct must stop. If the employee does not wish to communicate directly with the person(s) or the conduct does not stop, then they should bring the matter to the immediate attention of the Executive Director or the Finance Manager, whoever the employee is more comfortable.

If the employee is uncomfortable reporting, then they should report to the Chair of the Board.

- Co-workers are encouraged and the Executive Director, Assistant Director, and any Supervisor is required to report incidents or patterns of possible harassment to the Chair of the Board.
- The employee is asked to keep notes of the incident(s) and the names of people who witnessed or were told of the harassment and may be required to submit those notes and/or a written version of the concern.
- Upon receipt of the complaint, the Executive Director or Human Resources consultant will conduct a confidential investigation including interviewing the employees involved. All employees are required to cooperate with an investigation into harassment. The RRPC will strive for but cannot guarantee total confidentiality in the investigation of the complaint.
- The Executive Director or Human Resources consultant will report the results of the investigation directly to the Chair of the Board. The Executive Director, or if appropriate the Board Chair, will have a responsibility for determining if any disciplinary action is appropriate up to and including termination of employment of the offending employee.

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

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

Retaliation

It is unlawful and against the RRPC policy for an employee, guest, vendor or anyone else to retaliate against an employee of the RRPC for having filed a complaint, or having cooperated or participated in an investigation of a complaint. Any retaliation is unlawful and is strictly prohibited by this policy. It is unlawful and strictly against RRPC policy for any employee, guest, vendor, or other individual to retaliate against an RRPC employee for filing a complaint or for cooperating with or participating in the investigation of a complaint. Any form of retaliation is strictly prohibited and will not be tolerated.

SUBJECT: USE OF TOBACCO

The RRPC is a smoke free workplace. Tobacco products include cigarettes, e-cigarettes, cigars, pipe tobacco, vaping ([whether tobacco or not](#)) and chewing tobacco (loose or in a pouch) is prohibited in all enclosed indoor places of publicly owned buildings and offices where the RRPC may work, including the offices at 16 Evelyn Street.

Use of tobacco products and vaping ([whether tobacco or not](#)) is prohibited inside the offices at 16 Evelyn Street or any building or vehicle, during any RRPC event except where designated, or in any personal vehicle being used for the RRPC's business with other employees, guests, community members or vendors in the vehicle. Tobacco use is only allowed in designated smoking areas, or inside one's personal vehicle without any others for RRPC business. General upkeep and housekeeping of the designated smoking area is the responsibility of those using it.

If employees fail to adhere to this policy, they will be subject to disciplinary action, up to and including, immediate termination of employment.

SUBJECT: WHISTLE BLOWER POLICY

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

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

SECTION: SEPARATION


SUBJECT: VOLUNTARY

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

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

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

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FINANCIAL PROCEDURES

RUTLAND REGIONAL PLANNING COMMISSION

ADOPTED ~~AND EFFECTIVE~~and Effective: June-JUNE 2017,
2023⁵

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

BANKING

Bank transactions are handled by the Finance Manager, Executive Director, [Finance Assistant](#) or Office Manager. Deposits are primarily made by the Finance Manager, [Finance Assistant](#) or Office Manager with the Executive Director as back-up.

Authorized Signers

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

Transfers

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

Account Signatories

The Executive Director and Office Manager [or Finance Assistant will](#) review and approve all bank reconciliations completed by Finance Manager. Journal entries are presented to the Executive Director for review and approval. The Finance Manager, [Finance Assistant](#) and Office Manager are not signers on any account.

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

Online access to RRPC's primary checking account and credit card accounts is established to review information on the accounts only. Online access will not be used to complete transactions.

The Executive Director or his designee will be the only staff members authorized to initiate stop payments.

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

Fiscal Operating Period

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

Annual Budget Approval

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

Fiscal Reporting and Review

Financial Statements are reviewed by the Executive Finance Committee and Board of Commissioners at their regularly scheduled meetings. This includes the Profit and Loss Budget Comparison, Balance Sheet and Accounts Receivable (the Board does not review the A/R report).

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

FINANCIAL STATEMENTS

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

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

All month-end accounting entries and financial statements are prepared in time for both the regularly scheduled Executive Finance Committee and Board meetings each month. The Financials reflect the prior month's revenues and expenses. (i.e., April Financials are reviewed in June).

The Finance Manager prepares and retains the financial statements for the entirety of the fiscal year. Due to revenue changes throughout the year, the Finance Manager creates periodic internal budget updates and cash flow projections which are discussed and reviewed with the Executive

Director. Other financial statements or financial information will be provided and/or presented to the Board of Commissioners and/or the Executive Finance Committee upon request.

ACCOUNTS

The Finance manager monitors account balances to ensure the \$250,000.00 FDIC/NCUA thresholds have not been exceeded at financial institutions, with the exception of Key Bank. RRPC has a collateralization agreement in place with Key Bank that allows accounts to go above the \$250,000 threshold with no maximum.

Checking Account/Thresholds

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

Business High-Yield Account

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

Savings Account (Business Primary Share)

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

DEPOSITS

- Unless otherwise instructed, and with the exception of the Clean Water Service Provider Formula Funds, all deposits will be made to the primary checking account. The process used for deposits is as follows:
- RRPC mail is opened by an organizational designee of the Executive Director. This designee must be person other than the Finance Manager. In most cases the Office Manager will process mail received by the organization.
- The Office Manager or designee opens the mail and logs any checks on a receivables list (Finance Manager ~~is able to view the receivables list; but does not log the receivable~~has viewing access only), checks are scanned to the share file and endorsed for deposit.

- After checks are opened and processed, they are given to the Finance Manager to process the deposit [with copies of the checks](#).
- The Finance Manager prepares the deposit ticket, ~~and~~ makes [a copy to be filed with the check copies](#) ~~copies of the deposit ticket along with checks~~.
- Finance Manager enters the deposit into Quickbooks Online ensuring that the revenue is coded to the appropriate Class (grant/agreement).
- ~~The Finance Manager prepares the deposit ticket, makes copies of the deposit ticket along with checks.~~
- Once processed the Office Manager, [Finance Assistant](#), -Finance Manager or Executive Director deposit checks into the appropriate checking account. [This is typically completed by the Office Manager](#).
- The bank deposit receipt, retention of check payment stub, photocopy of the check and photocopy of the deposit ticket are filed in the fiscal year's Bank Statements folder and are attached to the appropriate bank statement and reconciliation report at the end of -each month.
- No less than monthly, the Finance Manager logs into the Vermont Vendor Portal on the State of Vermont's website to print the reports that reflect the payments electronically deposited into RRPC's appropriate checking account. These payments are entered into Quickbooks Online and then the reports are attached to the appropriate bank statement and reconciliation report.
- The Executive Director reviews and approves bank statements, check logs, and reconciliation reports (all bank and electronic deposits are attached for review).
- If checks are not deposited promptly at the bank, they are stored in a secure, locked location.

ACCOUNTS PAYABLE

All Invoices (mailed, hand delivered or received electronically) will be forwarded to the Office Manager (or Executive Director Designee) to be date stamped at the time of receipt. The Office Manager will distribute invoices for coding to the appropriate coder. [If an invoice is received by the coder electronically, the coder will date stamp and code the invoice before submitting it to the Finance Assistant for processing. All invoices once coded, will be forwarded to the Finance Assistant for processing with the Office Manager as back-up.](#)

General Operational Invoices

The Executive Director, the [Finance Assistant](#), the -Office Manager, or alternate Executive Director designee (excluding the Finance Manager), will process and code all general operational procurement invoices for payment [\(unless it is an expense overseen by the Finance Manager\)](#).

These include but are not limited to utilities, office supplies, pantry supplies, insurance, retirement bills, software licenses, and other reoccurring office expenses. Customary, routine supply purchases totaling \$500 or greater must be approved in writing or via e-mail by the Executive Director.

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Grant/Project Invoices

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

Other

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

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

Setting up new Grant Billing Codes the Accounting Systems

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

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

[Finance Assistant or Office Manager](#) forwards invoices to Executive Director for review and approval prior to entering invoices into Quickbooks Online. The Executive Director approves payment by initialing invoice and returns back to [Finance Assistant or Office Manager](#). [This process is typically always performed electronically.](#)

Coded Invoices [are inputted into Quickbooks Online by the Finance Assistant or Office Manager or Finance Manager's designee.](#) [are forwarded to the Finance Manager or their designee for input into Quickbooks Online.](#)

Entering Invoices into Quickbooks Online

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

- Vendor invoices are entered into Quickbooks Online by the Finance Assistant or Office Manager or Finance Manager's designee ~~by the Finance Manager or their designee~~ and applied to the grant (customer job and class) using the coded information on the invoice. If the ~~Finance Assistant or Office Manager or Finance Manager's designee~~ Finance Manager or their designee finds a coding error, corrections will be made by the Finance Assistant or Office Manager or Finance Manager's designee ~~the Finance Manager or their designee~~. Corrections are noted on the invoice. The Finance Assistant or Office Manager or Finance Manager's designee ~~Finance Manager or their designee~~ ensures that all coded invoices match what has been entered into Quickbooks Online.
- The Finance Manager ~~Finance Manager or their designee~~ ensures that the expense is recorded in the proper timeframe. The Finance Assistant or Office Manager or Finance Manager's designee ~~Finance Manager or their designee~~ enters the bill date as the date the bill was entered into the system. As Grant billing is based on bill dates, utilizing the date the invoice is entered into Quickbooks Online, eliminates incidents of duplicate billing.

Exception

- When invoices are received after the end of the grant term but are expensed during the grant term, they are to be entered into the system utilizing the expense date (or utilizing a date within the last month of the grant billing period) to ensure the expense is captured for reporting and reimbursement. Vendor invoices are paid by the Finance Manager via Quickbooks Online out of the operating account with the exception of the Clean Water Service Provider Formula Funds which may be paid out of the of CWSP Key Bank account, and checks are generated by Quickbooks Online. If a coding error is found during the payment process, the Finance Manager makes the correction and notes the change on the back-up. If the Finance Manager finds an error with how the bill was entered in Quickbooks Online, the Finance Manager will make the correction in Quickbooks Online during this step.
- Checks with support documentation are forwarded to the Executive Director or authorized signer for approval and signing. The Executive Director or authorized signer's signature indicates approval of expenses and coding.

Expense Threshold

Checks \$5,000.00 and greater require a second signature. The Finance Manager or their designee is responsible for obtaining a second signature from an authorized board member (Chair, Vice Chair, Secretary/Treasurer).

- Invoiced payments may be executed online or paid over the phone. If the Finance Manager finds a coding error for these payments, the Executive Director will sign off on any coding changes.

- ~~Before checks are mailed, the Office Manager completes a second review ensuring the invoice codes match what was entered in Quickbooks Online.~~
- ~~-When RRPC process payments by Check, the Office Manager (or other designee of the ED) will mail checks or make payments in-person. The Office Manager scans the invoice into Quickbooks Online and files the check stubs with the invoice in the payment folders by month and fiscal year. If applicable, copies will also be placed in the appropriate contract files.~~
- ~~Voided checks must be defaced and retained.~~
- ~~No checks may be written to cash.~~
- ~~Blank checks are to be stored in a locked safe.~~
- ~~For capitalized purchases on the depreciation schedule, copies of invoices will be maintained in a fixed assets file and recorded in the asset database. The payment source is also tracked in the asset database.~~

Employee Mileage – RRPC employees using their automobile for RRPC business shall be reimbursed at the current U.S. Government rate for mileage, tolls, and parking fees. Reimbursements will be based on the following criteria:

1. The RRPC is ALWAYS the home base for calculating mileage.
 2. If at the office, staff will be reimbursed for travel FROM office to destination and TO office from destination. If the destination is on normal commute from home to office/from office to home, mileage will not be reimbursed.
 3. If at home/remote, above rules apply UNLESS mileage FROM home/remote to destination and TO home/remote from destination is SHORTER than FROM/TO RRPC- then staff will be reimbursed for ACTUAL distance traveled.
- ~~RRPC employees using their automobile for RRPC business shall be reimbursed at the current U.S. Government rate for mileage plus tolls and parking fees. Mileage reimbursement will exclude distance commuting to the office or its equivalent if leaving/returning to home. RRPC is always the home base when calculating mileage- the only exception is when staff leave (from) or return to home and it is a shorter distance than calculating mileage from RRPC. If a work related activity is on the commute to RRPC or on the employee's way home, mileage will not be reimbursed. If employees work a 7.5 hour day, go home for a period of time, and later attend a night meeting, mileage will be calculated based on leaving/returning to employee's home. If a receipt cannot be obtained for parking and tolls paid, the RRPC will reimburse the employee at a minimum of \$2.00 per day. Employees must clearly document the fees in their Direct Expense Report.~~
 - If a work activity falls on the weekend the same mileage guidelines above apply- the RRPC is always the home base when calculating mileage- the only exceptions are listed above. If a receipt cannot be obtained for parking and tolls paid, the RRPC will reimburse

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[the employee at a minimum of \\$2.00 per day. Employees must clearly document the fees in their Direct Expense Report.](#)

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- Employees on Organizational business, either in-state or out-of-state, shall receive meal and incidental (M&IE) allowances on a per diem basis following the GSA guidelines. Calculations will be based off the date range of travel and location of event. The tool for calculating Meals and Incidental Expense allowances for more than one day is found at <https://www.gsa.gov/travel><http://www.gsa.gov/portal/category/26429>. If any meal is supplied while on business travel, employees must deduct that meal from their travel reimbursement request.
- Employees must submit a direct expense form along with a printout from <https://www.gsa.gov/travel><http://www.gsa.gov/portal/category/26429>. The printout must include the dates of travel and the location traveled to. Receipts are not required [for meal and incidental \(M&IE\) allowances](#), and staff are encouraged to submit their direct expense form before leaving for the event. Employees cannot use their company credit card for these expenses. The first and last ~~day~~days of travel are only eligible for 75% of the total M&IE, as per GSA guidelines. In addition, employees must also submit the grantor's reimbursement guidelines if applicable. Please see Finance Manager for further details.
- One Day Travel – “According to the Federal Travel Regulation (FTR), travelers are entitled to 75% of the prescribed meals and incidental expenses for one day travel away from employee's official station if it is longer than 12 hours. Please see FTR §301-11.101.” (*Employees must stay within the GSA Guidelines and follow the process noted above to receive reimbursement*).
- Lodging rates [and travel-related](#) and reimbursement allowances can be found using the same GSA tool at <https://www.gsa.gov/travel><http://www.gsa.gov/portal/category/26429> – a printout must be attached to an expense form or company credit card statement and include the dates of travel, the location traveled to and also note if the event was at the lodging facility. Expenses for lodging, airfare, ground transportation, and any other travel-related expenses require receipts and employees are encouraged to use their company credit card.
- Employees may be invoiced for any expenses that do not fall within the allowed amounts per GSA and where receipts are not provided.
- Meals, lodging and incidental expenses generally require prior approval from the Executive Director [not necessarily amount but incurrence].

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Other

- Routine and reasonable work-related expenses will be reimbursed with submission of itemized receipts with prior approval from the Executive Director.
- Employees cannot provide [a-tips](#) on food for a meeting, more than 20% before tax. Employees may be invoiced for meetings or organizational expenses where receipts are not provided.

FEDERAL AWARDS

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

Subrecipient Monitoring

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

Charging Costs to Federal Awards

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

Segregating Unallowable from Allowable Costs

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

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Accounting personnel shall be familiar with the allowability of costs provisions of OMB 2 CFR Part 200, "Subpart E – Cost Principles".
3. No costs shall be charged directly to any Federal award until the cost has been determined to be allowable under the terms of the award and/or OMB 2 CFR Part 200.
4. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to

charges that were originally charged to a Federal award or to activity associated with a Federal award. The reduction in expenditure shall be reflected in the year in which the credit is received (i.e., if the purchase that results from the credit took place in a prior period, the prior period shall not be amended for the credit.)

Criteria for Allowability

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

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the organization, or the performance of the award.
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, Federal and state laws and regulations, and the terms and conditions of the award.
 - c. Whether the individuals concerned acted with prudence in the circumstances.
 - d. Consistency with established policies and procedures of the RRPC, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award.
 - b. The cost benefits both the Federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the RRPC, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMB 2 CFR Part 200 or the Federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.
7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Cost Sharing and Matching

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

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

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

General Procedures

Outlays for Federal grant programs are tracked by RRPC's accounting system. Outlays and Federal grant budgets are continuously monitored and reconciled. Drawdowns of Federal cash are limited to the needs of the Federal Grant. Payments related to Federal assistance agreements to subrecipients and contractors shall be made as soon as reasonably possible following receipt of Federal cash. [Subrecipients and contractors may be paid prior to the receipt of Federal cash if cash flows allow.](#)

Required Reports

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

Required Certifications

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

The certification must read as follows:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

Reporting Systems

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

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

~~INVOICES~~Invoices

The following procedures apply:

- Invoices are recorded in QuickBooks Online with the proper date and amount verified by the Finance Manager. Refer to the process outlined on Page 6 under “Entering Invoices into Quickbooks Online”.
- ~~The Office Administrator completes a second review to ensure the coding entered in Quickbooks Online matches the invoice coding prior to payments being mailed.~~
- All supporting documentation, required by the agreement, for staff charges (electronic timesheets or time reports), direct or other pass-through charges are gathered, copied, and attached to the invoice by the Finance Manager or their designee.
- Invoice and attachments are reviewed and approved by the Executive Director (and/or a second signer when applicable).
- The Finance Manager or their designee retains a hard or electronic copy of the invoice in the appropriate physical or electronic contract folder.
- The Finance Manager or appropriate staff person sends the invoice in the desired format.

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Monthly Processing

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

- Electronic Timesheets in Quickbooks Time are completed bi-weekly by all employees based on the Payroll Schedule provided annually by the [Office Manager/Finance Manager or their designee](#). The Finance Manager reviews the time entered by employees to ensure accuracy and completeness. If there is a missing or incorrect Class, the Finance Manager typically asks the staff member to correct the omission or the Finance Manager may update the Class based on the Job that was entered by the employee depending on deadline. If a change is made in Quickbooks Time by the Finance Manager, the Finance Manager enters a note of the change and Quickbooks Time automatically e-mails the note to the employee as well as the Executive Director. [The Executive Director may also make any changes to an employee's timesheet in Quickbooks Time.](#) After the Finance Manager's review and [Executive Director's](#) approval of time off, the Executive Director reviews each timesheet and approves. The Finance Manager is the back-up for approving [leave and](#) timesheets when the Executive Director is unavailable.
- Once the Timesheets are approved, the Finance Manager exports the approved time to GUSTO, RRPC's payroll and HR software. The Finance Manager processes Payroll in GUSTO no later than every other Wednesday and employees are paid the following Friday.
- Payroll journal entries are completed by the Finance Manager [or their designee](#) in Quickbooks Online after payrolls are submitted. All payroll items are posted to Indirect and the Executive Director reviews and initials the journal entry.
- While GUSTO tracks employee leave balances, the Finance Manager [or their designee](#) manages a separate spreadsheet to confirm accuracy and provide monthly comp. time balances to employees which GUSTO is unable to track.
- Vacation and comp. time payouts as well as health incentive payments are processed as off-cycle payrolls in GUSTO [under Gross Earnings](#) with the approval of the Executive Director.
- Certified expense reports are collected from employees and approved by the Executive Director. The Executive Director's expense report is also approved by an officer/signer.
- All bank statements are reconciled in QuickBooks Online by the Finance Manager. Bank Statements and reconciliations reports are reviewed by Executive Director and Office Manager [or Office Assistant](#) and filed by the Finance Manager.
- Finance Manager [or their designee](#) completes month end Journal Entries which are required that may include (not limited to): accrued leave and comp. time, program expense allocations, printing, postage, Rutland Creek Path, deferred grant revenue, in-kind

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and local match. Year-end journal entries [completed by the Finance Manager or their designee](#) may include (but not limited to): Prepaid Expenses, Deferred Income, Rutland Creek Path, VMERS (by the auditor) and Depreciation (by the auditor). The Finance Manager confirms revenue and expenses are recorded in the correct fiscal years. Journal entries are reviewed and approved by the Executive Director.

- A Profit & Loss Statement against the annual budget, balance sheet and accounts receivable aging summary report are prepared by the Finance Manager, reviewed by the Executive Director, and presented to the Executive Finance Committee. The Profit & Loss Statement against the annual budget and balance sheet are presented to the Board following the Executive Finance Committee's review.
- The Finance Manager updates the internal contract status sheet no less than quarterly. This report shows grant balances, billing due dates, grant/agreement terms, grant amounts, indicates grant lead and reflects match balances. Staff can request grant balances and/or other monthly financial or custom reports to be used as support tools while managing their projects upon request.
- Contractual financial reports/billing, which may be monthly, quarterly, annually, or as required, are prepared by the Finance Manager [or their designee](#), and reviewed, approved and signed by the Executive Director. The program lead and Executive Director are copied on all billing submissions. [The reports in Quickbooks Time and Quickbooks Online are used for calculating the billings.](#) Grant balances and expenditures are reviewed and reconciled throughout the term of the grant to ensure that granting agencies have not been overcharged and that all expenses have been billed.
- Approved contractual financial reports are then submitted monthly, quarterly, annually, or as required by the Finance Manager [or their designee](#) to the receiving party in the desired format.

PAYROLL

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

- [The Finance Manager](#) processes payroll at least two business days prior to pay day. The Executive Director is the back-up for processing payroll. Timesheets must be completed by Employees in Quickbooks Time by 10:00 a.m. on Monday of a payroll week. Time is recorded to appropriate grant/leave by employee. Employees can access the Billing Codes Document in the Staff Resource Folder to confirm billing accuracy. The codes listed in the Billing Codes document will correspond to the Billing Codes in Quickbooks Time (and Quickbooks Online). All expenses (Time or Direct) should use the same billing codes reflected in the Billing Codes document. The Finance Manager reviews the time entered by employees to ensure accuracy and completeness. If there is a missing or incorrect Class,

the Finance Manager typically asks the staff member to correct the omission or the Finance Manager may update the Class based on the Job that was entered by the employee depending on deadline. If a change is made in Quickbooks Time by the Finance Manager, the Finance Manager enters a note of the change and Quickbooks Time automatically e-mails the note to the employee as well as the Executive Director. The Executive Director may also make any changes to an employee's timesheet in Quickbooks Time. After the Finance Manager's review and Executive Director's approval of time off, the Executive Director reviews each timesheet and approves. The Finance Manager is the back-up for approving leave and timesheets when the Executive Director is unavailable.

- ~~After the Finance Manager's review of employee hours and billing codes, the Finance Manager or Executive Director approves Time Off. Once completed, the Executive Director reviews and approves all time sheets. The Finance Manager is the back-up to approve timesheets when the Executive Director is unavailable.~~ After the Executive Director's approval, the Finance Manager exports the timesheets from Quickbooks Time to GUSTO. The Finance Manager then prints out all timesheets in Quickbooks Time and reviews each paycheck breakdown to confirm leave time, salary, and all deductions are accurately reflected in GUSTO before submitting payroll. After the payroll has been submitted, the Finance Manager prints out the Cash Requirements Summary, Full Summary and Employee Paystubs to file with the payroll binder. These reports are also used to complete the payroll journal entries by the Finance Manager or their designee once payroll has been submitted.
- If there is a change to be made after the payroll has been submitted, the employee must e-mail the Executive Director and copy the Finance Manager regarding the error. If approved, the Executive Director or their Designee will unapprove the employee's timesheet in Quickbooks Time and the Executive Director (or their designee), Finance Manager or staff member will make the necessary change and typically add a note in the system. Once the change has been completed, the Executive Director or their Designee will reapprove the timesheet. All changes must be correctly reflected in Quickbooks Time for billing accuracy.
- Paystubs, all payroll history, forms, etc. can be accessed by employees by logging into their GUSTO account.
- GUSTO handles all federal and state taxes and reporting with the exception of Vermont Department of Labor's C-101 Form which is completed online by the Finance Manager on a quarterly basis and then e-mailed to appropriate person at Vermont League of Cities and Towns. Reporting by GUSTO is archived in the Software and the Finance Manager or Office Managertheir designee files the Quarterly C-101 appropriately.
- The Finance Manager pays (but not limited to) the health insurance, VMERS and Vision insurance when due reducing the RRPC expense by employee contributions (liabilities on

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the balance sheet), making sure the expense is captured in the correct period of time and fiscal year.

- At the end of each calendar year, GUSTO processes RRPC's W2's, W3 and State of Vermont Year-end documents with the exception Form C-101 which is submitted online by the Finance Manager. RRPC- will process ~~and distribute~~ its 1099's. Quickbooks Online will submit the 1096 and distribute the 1099's, and 1096. The Finance Manager will run a vendor detail report in Quickbooks Online ensuring that a 1099 is sent to all appropriate vendors. Items processed by GUSTO will be archived in GUSTO for reference and items processed by the Finance Manager will be filed appropriately.
- All tax documents will be distributed within time periods defined by law.

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

- Employee sets up Quickbooks Time and GUSTO accounts.
- Vermont Department of Labor New Hire Reporting is completed by GUSTO
- The federal I-9 form is completed by Employee online in GUSTO. Employee also completes hard copy to be filed in I-9 binder at RRPC.
- Offer letter is referenced for position title, type of employment, salary or hourly rate and start date and filed by Finance Manager or their designee or Office Manager in GUSTO and in RRPC employee file.
- Upon hire, Federal and State W-4 is completed by Employee online in GUSTO. Employee also completes hard copies to be filed in employee file at RRPC. Any future withholding changes are completed by the Finance Manager. Employees must submit Finance Manager with an executed hard copy for input into GUSTO, by employees via their online GUSTO account and may provide the Finance Manager with a hard copy.
- When applicable, the employee completes benefit enrollment forms. Payroll reduction agreements are signed, which are referenced for voluntary payroll deductions. Relevant employee information is entered into online portals and GUSTO. Updates are performed as needed. All documents are filed in GUSTO and employee file.
- All new hire documents that are completed online in GUSTO, are also completed in a hard copy. All new hire documents will be filed in employee hard copy file or electronic file as well as scanned to GUSTO by the Finance Manager or their designee. The Finance Manager or Office Manager confirms that the information on the hard copies received matches the information entered by employees in GUSTO. All hard copies are filed in employee file, scanned into GUSTO, and saved to the network by the Finance Manager or Office Manager
- In the event of a termination, an employee dismissal process is completed in RRPC's payroll and HR software, GUSTO, and then employee's personnel file is updated

accordingly. RRPC's End of Employment checklist is also followed to collect hardware, cancel benefits, etc.

EQUIPMENT/ASSET INVENTORY

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

SAFEGUARDING ASSETS/INTERNAL CONTROLS/ACCOUNTING PROCEDURES

- The Executive Director shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the board are carried out.
- The Executive Director and Executive Finance Committee shall provide fiscal oversight in the safeguarding of the assets of the Commission.
- A proper filing system is maintained for all financial records. The QuickBooks Online accounting software is stored securely in the cloud. The system is password protected – the Finance Manager, [Finance Assistant](#), Executive Director and Office Manager have access to Quickbooks Online.
- Quickbooks Desktop is also used to complete the financial activities for Rutland Region Workforce Investment Board. Quickbooks Desktop was the accounting and payroll software for Rutland Regional Planning Commission (RRPC) until December 31, 2021. RRPC can still access historical payroll activity through Quickbooks Desktop if needed.
- The Organization works to utilize excess cash in interest-bearing accounts when reasonable and possible unless otherwise specified by a granting agency. Deposits in account are via check or made electronically.

- Bank statements are promptly reconciled on a monthly basis by the Finance Manager. Executive Director and Office Manager [or Finance Assistant](#) reviews and initials.
- Inventory records contain description, serial numbers, date of receipt and valuation.
- Appropriate and applicable insurance and bonding requested by granting agencies are maintained. The Secretary/Treasurer shall be bonded for the faithful performance of the duties of the office if and when so voted by the Commission in an amount to be determined and approved by the Commission. The premiums for such a bond shall be paid from Commission funds.
- Authorized signatures are: Executive Director, Chairman, Vice Chairman and Secretary/Treasurer. Signature cards are reviewed by the Finance Manager yearly after election of officers to ensure accuracy.
- The Executive Director and Finance Manager have access to review credit card activity online.

CREDIT CARD

- Executive Director approves issuance of company credit card. The Finance Manager prepares the required documentation for the financial institution and submits it online.
- RRPC credit cards may be issued to employees at the Executive Director's discretion and Limits are determined by the Executive Director.
- Finance Manager maintains records of all credit cards. The Finance Manager will maintain a list of credit card holders and their limits.
- Receipts for purchases must be attached to the employee's credit card statement with the coding process completed (detailed in the Accounts Payable section). Employees must follow the instructions on the internal Credit Card Expense Form to be submitted with their credit card statement for processing. All expenses over \$100 must accompany documentation with the Executive Director's prior approval.
- Employees may be invoiced for any expenses where receipts are not provided.
- Authorized users are responsible for the card's protection and custody and shall immediately notify the Executive Director and/or Finance Manager, credit card company or bank if the credit card is lost or stolen.
- A cardholder may not use the card for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances. Employees may be subject to disciplinary action for misuse of credit card.
- See additional RRPC Credit Card Policy.

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PAYROLL/PERSONNEL CONTROLS

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

- The Executive Director, ~~and~~ Finance Manager ~~and their designee~~ have control of personnel files.
- Changes in salary levels or bonuses are recommended by the Executive Director, reviewed by the Executive Finance Committee, and included in budget for approval. Changes to salary levels or bonuses may be made by the Executive Director for employees during the fiscal year if financial status allows. Changes to salary levels or bonuses for the Executive Director may be made by the Executive Finance Committee during the fiscal year ~~if~~ financial status allows.
- Timesheets are reviewed and approved by the Executive Director (Finance Manager is back-up) – detailed procedures are included in this document.

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RECORD RETENTION POLICIES

Permanent Archive

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

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

Seven Year Retention

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

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

Five Year Retention

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

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

Three Year Retention

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

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

GRANT ADMINISTRATION PROCESS

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

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

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

Billings

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

CLEAN WATER SERVICE PROVIDER (CWSP) RULES

§ 39-303. Subgrants and Subcontracts.

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

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

- (1) Establishment and coordination of the BWQC;

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

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

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

§ 39-305. Operating Procedures.

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

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

§ 39-306. Fiscal Management.

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

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

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

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

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

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

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

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

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

other similar projects. Use of leftover funds is subject to applicable provisions of Subchapters 3, 4, 5, and 6 of this Rule.

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

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

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



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



GRANT/CONTRACT REVIEW AND SIGNING

Executive Director delivers draft contract to Staff Lead

1. Staff Lead Review

Grant Name _____
Grant Funding Source _____ Grant Term _____
Staff Lead _____ Other Staff _____
Additional Comments _____
Staff Lead Signature _____ Date _____

Staff Lead delivers draft contract to Finance Manager

2. Finance Manager Review

Edits/Comments

Finance Manager Signature _____ Date _____



Finance Manager delivers draft contract to Executive Director



3. Executive Director Review

Edits/Comments

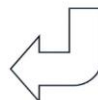
Executive Director Signature _____ Date _____

Executive Director delivers signed grant contract to Staff Lead

4. Staff Lead Submission and File Management

- I. Staff Lead emails or mails the signed grant to the funding agency and Executive Director
- II. Staff Lead provides a signed hard copy of the contract to the Finance Manager. All originals of any document must be provided to the Finance Manager.
- III. Staff Lead saves a scanned pdf to the RRPC Network.

Staff Lead Signature _____ Date _____





FY26 BUDGET HIGHLIGHTS

GENERAL

The RRPC is proposing a realistic but conservative FY26 budget that reflects a cautious and responsible approach to financial planning. The budget includes only revenues that are considered secured, eliminating any projected revenues that are not guaranteed. Expenses have also been budgeted conservatively, ensuring that the organization remains financially stable even in the face of potential federal funding challenges. The budget includes a projected end-of-year revenue balance of nearly \$17,000, which will serve as a buffer against any unexpected losses in revenue. The RRPC is prepared to bring an FY26 budget update to the board in Q2, once the federal budget has been passed.

REVENUE

1. Budget increased by \$635,381 from RRPC's FY25 Budget.
2. Town Dues under Local Income increased from \$27,000 in FY25 to \$60,068 in FY26 following Board approved formula-based restructuring in FY25.
3. VT ACCD (Property Transfer Tax) Revenue increased by 3%.
4. No ACCD Non-Permanent State Funds included in the FY26 Budget.
5. Public Safety revenue has decreased due to the balance of the Mount Tabor Scoping Study being less than what was budgeted in FY 25 and not budgeting for EMPG grant in FY25 (federal fiscal year).
6. VT Agency of Transportation TPI program did not increase for FY26.
7. The Dept. of Environmental Conservation revenue has increased as more project spending is expected for the South Lake Champlain Clean Water Service Provider (CWSP).
8. US Environmental Protection Agency Brownfields Program decreased in FY26 as work continues on several projects under the multi-year grant. RRPC plans to spend down 75% to apply for additional funds in the Fall of 2025.
9. US Department of Energy EECBG grant cancelled. No revenue expected.
10. US Department of Labor WORC 6 grant increased significantly as the first program cohort will start under the multi-year grant.
11. VT Department of Buildings and General Services decreased slightly as work under the Municipal Energy Resiliency Program (MERP) shifts to grant administration.

12. Local Planning Assistance increased by nearly \$75,000 as the RRPC was contracted by towns for MERP grant administration, municipal project management, town plans and zoning bylaws, energy planning, and local hazard mitigation plans.
13. Special Projects were reduced but continue to support CPRG, VAPDA website and chair, FEMA flood bylaws, TOD, WQ ANR, Bond Bank Water System, Benson DIBG, and MTAP Benson and Pawlet.
14. Fund Balance Reserve is zero as there are no VAPDA assessments projected for FY26.
15. Interest income increased to reflect current earnings.

EXPENSES

1. RRPC's FY25 Budget includes 11 full-time employees, two part-time employees, and three interns. The RRPC is fully staffed. All full-time employees will receive increases.
2. The employer portion of Health Insurance premiums continues to be 100% of a Gold 1 Plan for FY26. The budget includes the projected plan type for each employee...Single, Two-Person, Family, etc.
3. The Health Incentive Benefit is unchanged from FY25.
4. Contracted Services have increased by more than \$450,000 compared to FY 25's Budget, largely due to South Lake Champlain CWSP and WORC6. This also includes funding for a consultant-led strategic planning retreat planned for FY26.
5. Conferences and Training have increased by more than \$9,000, as more staff are expected to attend conferences and trainings.
6. Service contracts increased as IT support costs and services increased in FY26.
7. Legal Fees were increased slightly to support attorney review and general legal support.
8. Rent and Office Improvements decreased slightly but included some office improvements, including creating an additional office out of one large office, painting, and making light improvements.
9. Grant Distributions increased as the RRPC serves as the pass-through entity for all RPCs working under the water quality 604b program.
10. Insurance increased to support new cybersecurity insurance.



RUTLAND REGIONAL PLANNING COMMISSION
PROPOSED FY 2026 AGENCYWIDE BUDGET
July 1, 2025 - June 30, 2026

	PROPOSED BUDGET	APPROVED BUDGET	VARIANCE
	FY 2026	FY 2025	
REVENUES:			
Local Income	\$60,068	\$27,000	\$33,068
VT Agency of Commerce & Community Development (Property Transfer Tax)	\$716,884	\$679,397	\$37,487
VT Agency of Commerce & Community Development (Non-Permanent State Funds)	\$0	\$10,000	(\$10,000)
VT Department of Public Safety	\$43,594	\$123,941	(\$80,347)
VT Agency of Transportation	\$275,180	\$285,512	(\$10,332)
VT Department of Environmental Conservation	\$675,432	\$371,052	\$304,380
U.S. Environmental Protection Agency	\$142,856	\$201,100	(\$58,244)
U.S. Department of Energy	\$0	\$15,199	(\$15,199)
U.S. Department of Labor	\$549,097	\$65,000	\$484,097
VT Department of Buildings and General Services	\$50,000	\$56,028	(\$6,028)
Local Planning Assistance	\$199,476	\$124,840	\$74,636
Special Projects	\$160,951	\$262,588	(\$101,637)
Fund Balance Reserve	\$0	\$18,000	(\$18,000)
Interest Income	\$3,500	\$2,000	\$1,500
TOTAL REVENUES	\$2,877,038	\$2,241,657	\$635,381
EXPENSES:			
Salaries	\$911,457	\$846,090	\$65,367
Fringe	\$359,582	\$347,297	\$12,285
Contracted Services	\$1,218,390	\$767,684	\$450,706
Audit/Accounting	\$27,750	\$26,750	\$1,000
Conferences and Trainings (All Expenses)	\$28,555	\$19,218	\$9,337
Mileage (Regular Business)	\$15,616	\$11,754	\$3,862
Meeting Expense (Regular Business)	\$13,925	\$12,712	\$1,213
Postage/Shipping	\$2,125	\$2,401	(\$276)
Printing	\$14,978	\$12,952	\$2,026
Marketing and Sponsorship	\$5,800	\$6,350	(\$550)
Town and Organizational Support	\$2,000	\$300	\$1,700
Supplies	\$11,030	\$8,574	\$2,456
Service Contracts	\$19,800	\$14,000	\$5,800
Subscription/Publication/Software	\$34,060	\$32,212	\$1,848
Legal Fees	\$7,500	\$5,000	\$2,500
Memberships	\$13,008	\$10,103	\$2,905
Rent & Office Improvements	\$61,300	\$64,240	(\$2,940)
Office Cleaning	\$5,200	\$4,680	\$520
Telephone/Communication Services	\$10,800	\$11,220	(\$420)
Electricity	\$6,000	\$5,600	\$400
Grant Disbursements	\$66,241	\$0	\$66,241
Insurance	\$11,500	\$9,250	\$2,250
Equipment-Purchase	\$13,505	\$18,840	(\$5,335)
TOTAL EXPENSES	\$2,860,122	\$2,237,227	\$622,895
SURPLUS/DEFICIT	\$16,916	\$4,430	\$12,486

FY25 WORK PLAN ASSESSMENT

			COMPLETED
			NOT COMPLETED
NO.	PROGRAM	TASK	NOTES
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff.	
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	
3	ADMIN	Prepare FY24 Financial and Final Report for VT ACCD.	
4	ADMIN	Conduct financial audit for FY24 and provide board with Audit Summary.	
5	ADMIN	Conduct annual staff performance reviews.	
6	ADMIN	Promote staff enhancement by promoting internships, team meetings, professional development, and participation on committees and working groups.	
7	ADMIN	Continue to develop and refine the RRPC website.	
8	ADMIN	Complete office relocation to 16 Evelyn Street.	
9	ADMIN	Expand marketing and outreach materials such as RRPC newsletter, website, social media, front porch forum, etc.	
10	ADMIN	Prepare at least two (2) municipal training courses.	
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, and Ad Hoc Regional Plan Committees.	
12	ADMIN	Expand Commissioner involvement and education including development of a Commissioner's Handbook.	Completed at end of FY25 and will be updated for FY26.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
13	ADMIN	Organize staff retreat with an organizational focus on visioning and strategic planning.	Pushed to FY26 due to Regional Plan and Budget.
1	REGIONAL PLANNING	Continue work on 2026 Rutland Regional Plan	
1A	REGIONAL PLANNING	Complete Draft #1 and #2 of the Regional Plan.	
1B	REGIONAL PLANNING	Conduct Phase 2 Public Engagement.	
1C	REGIONAL PLANNING	Develop process to update the Regional Future Land Use Map and Regional Housing Targets.	
1D	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee.	
1E	REGIONAL PLANNING	Continue routine outreach and communication.	
2	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	
3	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	
4	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	
5	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, with assistance from Community Committee, in accordance with 24 V.S.A. §4345a, §4345 and §4352.	
6	REGIONAL PLANNING	Continue to develop the regional housing program.	One-time funding in FY24/FY25.
6A	REGIONAL PLANNING	Establish a Regional Housing Committee or Council.	Will continue to evaluate need and feasibility of this effort.
6B	REGIONAL PLANNING	Continue to update the Regional Housing Resource Guide.	
6C	REGIONAL PLANNING	Continue to support Homes 4 All Toolkit, Regional Housing Resource Guide, and Housing Developer Expo.	Housing Developer Expo was attempted with Rutland City.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
7	REGIONAL PLANNING	Continue participation in local, regional, and state policies and with VAPDA.	Became Chair of VAPDA.
8	REGIONAL PLANNING	Continue to serve on the Transportation, Emergency Management, and Water Quality VAPDA committees.	
9	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	
10	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	
1	TOWN PLANNING	Design a new town planning program with a standardized approach including education and outreach materials to support town plan updates for all 27 towns.	Available on our website.
2	TOWN PLANNING	Provide technical assistance and support to towns with plans expiring in 2024 and 2025: Benson, Clarendon, Fair Haven, Middletown Springs, Tinmouth, and Wells.	Still working with Benson, MTS, and Tinmouth.
3	TOWN PLANNING	Provide technical assistance for Bylaw Modernization Grants in Mendon, Pittsford, Brandon, and Poultney.	Still working with Mendon and Pittsford.
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	
5	TOWN PLANNING	Provide technical assistance for designation renewals in Fair Haven, Brandon, and Clarendon.	Still working with Fair Haven on Downtown Designation.
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPG, and studies.	Assisted with 3 successful MPG applications.
7	TOWN PLANNING	Help municipalities apply for state or federal funding and provide project management and administrative services.	
1	ECONOMIC DEVELOPMENT	Continue organizational support for West Central Vermont Economic Development District (EDD).	
1A	ECONOMIC DEVELOPMENT	Work with CVRPC on a planning grant from the EDD for board organizational and project planning support.	Grant was cancelled by EDA.
1B	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	Not yet available due to EDA.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
1C	ECONOMIC DEVELOPMENT	Work with our regional partner, CEDRR, to staff the EDD board and recruit a regional board member.	On-going.
2	ECONOMIC DEVELOPMENT	Continue to support the former Berwick hotel site with applications for clean-up funding	
2A	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, Zion Growers, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	
2B	ECONOMIC DEVELOPMENT	Continue to develop the Brownfields Steering Committee.	
3	ECONOMIC DEVELOPMENT	Continue to develop Phase III of the Rutland Asset Mapping Project (RAMP).	Now in partnership with CEDRR and Real Rutland.
4	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	
5	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	
5A	ECONOMIC DEVELOPMENT	Facilitate bimonthly RRWIB meetings and expand board membership.	
5B	ECONOMIC DEVELOPMENT	Apply for the Work 6 grant to fund new programs for three years.	Grant awarded to RRPC.
5C	ECONOMIC DEVELOPMENT	Develop partnerships with regional school, employers, and workforce development groups.	
6	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers.	
7	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	
1	TRANSPORTATION	Complete transportation planning and data collection in the FY24 and FY25 TPI work program with VTrans.	
2	TRANSPORTATION	Develop work scope and implement the special initiative: bicycle and pedestrian planning.	Ongoing into FY26.
3	TRANSPORTATION	Continue to coordinate the Transportation Advisory Committee (TAC).	

FY25 WORK PLAN ASSESSMENT

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

FY25 WORK PLAN ASSESSMENT

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

FY25 WORK PLAN ASSESSMENT

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

FY25 WORK PLAN ASSESSMENT

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

FY26 WORK PLAN

JUNE 2025

				Quarter			
				On-Going			
				Q1	Q2	Q3	Q4
NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff including on-boarding process.	DN, MKS, KH, AMB				
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	DN, MKS, KH, AMB				
3	ADMIN	Prepare FY25 Financial and Final Report for VT ACCD.	DN, MKS, KH, AMB				
4	ADMIN	Conduct financial audit for FY25 and provide board with Audit Summary.	DN, MKS, AMB				
5	ADMIN	Conduct annual staff performance reviews.	DN				
6	ADMIN	Promote staff enhancement by promoting internships, team meetings, professional development, and participation on committees and working groups.	ALL STAFF				
7	ADMIN	Continue to refine and update the RRPC website.	ALL STAFF				
9	ADMIN	Expand marketing and outreach materials and continue to build our Communications Plan.	ALL STAFF				
10	ADMIN	Prepare at least two (2) municipal training courses.	DN, LS				
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, Brownfields Committee, and Ad Hoc Regional Plan Committees.	DN, MKS, SB, LS				
12	ADMIN	Expand Commissioner education, involvement, and on-boarding, including updates to the Commissioner's Handbook.	DN				

FY26 WORK PLAN

JUNE 2025

NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	REGIONAL PLANNING	Complete the 2026 Rutland Regional Plan by May 2026, including holding public hearings during adoption process.	ALL STAFF				
2	REGIONAL PLANNING	Complete Draft #4 of the Regional Plan.	ALL STAFF				
3	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee and Board of Commissioners.	DN, SLB				
4	REGIONAL PLANNING	Continue routine outreach and communication for Regional Plan, Regional Committee, and Regional Projects.	DN, SLB, KH				
5	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	ALL STAFF				
6	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	ALL STAFF				
7	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	DN, SB, LS				
8	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, with assistance from Community Committee, in accordance with 24 V.S.A. §4345a, §4345 and §4352.	DN, LS				
9	REGIONAL PLANNING	Continue to develop the regional housing program; regional housing committee, ADU guide, resource guide.	DN, NS, LS				
10	REGIONAL PLANNING	Provide support for the Water System Technical Assistance Program in partnership with VT Bond Bank	SLB				
11	REGIONAL PLANNING	Provide support for the Vermont Evaluation of Rural Technical Assistance (VERTA) in partnership with UVM.	DN				
12	REGIONAL PLANNING	Continue to serve as Chair of the Vermont Association of Planning and Development Agencies (VAPDA).	DN				
13	REGIONAL PLANNING	Continue participation in local, regional, and state policies, programs, and working groups through VAPDA.	DN				
14	REGIONAL PLANNING	Continue to serve on the Transportation and Natural Resources VAPDA committees.	DN				
15	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	DN				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
16	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	DN				
1	TOWN PLANNING	Continue to implement new town planning program with a standardized approach including education and outreach materials to support town plan updates for all 27 towns.	DN, LS, SB				
2	TOWN PLANNING	Provide technical assistance and support for town plans in: Benson, Tinmouth, Pittsford, Castleton, Sudbury, and Rutland City, Wallingford, and West Haven.	LS, SB, DN, MO				
3	TOWN PLANNING	Provide technical assistance designations and regulations in Fair Haven, Brandon, Proctor, Pittsford, and Mendon.	LS, SB, NS				
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	LS, DN, SB				
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPGs, and studies.	LS, DN, SB				
7	TOWN PLANNING	Help municipalities apply for state or federal funding and provide project management and administrative services.	ALL STAFF				
1	ECONOMIC DEVELOPMENT	Continue organizational support for West Central Vermont Economic Development District (WCVT EDD).	DN, SB, KE				
2	ECONOMIC DEVELOPMENT	Work with other RPCs and RDCs on administrative support for the WCVT EDD Board.	DN, SB, KE				
3	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	DN, SB, KE				
4	ECONOMIC DEVELOPMENT	Continue to develop Brownfields Program with new sites, area wide master planning, and additional EPA funding.	DN, SB, LS				
5	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	DN, SB, LS				
6	ECONOMIC DEVELOPMENT	Continue to support marketing and development of the Real Rutland Map with CEDRR.	NS, KE				
7	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	DN, SB, SLB				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
8	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	KE				
9	ECONOMIC DEVELOPMENT	Recruit new businesses, schools, and workforce development partners to the RRWIB.	KE				
10	ECONOMIC DEVELOPMENT	Continue to develop the Workforce Development for Rural Communities (WORC) Bridge Program.	KE				
11	ECONOMIC DEVELOPMENT	Expand partnerships with regional school, employers, and workforce development groups for WORC6.	KE				
12	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers through planning and redevelopment.	ALL STAFF				
13	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	ALL STAFF				
1	TRANSPORTATION	Complete transportation planning and data collection in the FY25/FY26 TPI work program with VTrans.	EP, NS, SB, SLB, DN, VP				
2	TRANSPORTATION	Complete Task 7 - Sidewalk Network Reports	EP				
3	TRANSPORTATION	continue to coordinate the Transportation Advisory Committee (TAC).	EP				
4	TRANSPORTATION	Continue the development of the Regional Mobility Committee and transition of OA&D to MVRTD .	EP, DN				
5	TRANSPORTATION	Continue support for MVRTD with board participation, bus stop planning, and other transit planning efforts.	EP, DN				
6	TRANSPORTATION	Provide technical support and project management for Rutland City Transit Oriented Development (TOD) Plan.	EP				
7	TRANSPORTATION	Continue data collection including sidewalk inventory, culvert inventory, and traffic and bicycle/pedestrian counts.	EP, NS, SB, VP				
8	TRANSPORTATION	Provide technical assistance to road commissions and hold quarterly Road Foreman Meetings.	EP, NS, VP, SB				
9	TRANSPORTATION	Provide technical assistance for road safety, infrastructure, pop-up projects, placemaking, and road reclassification.	EP				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
10	TRANSPORTATION	Complete Road Erosion Inventory Updates for up to 13 Towns in the Region.	ALL STAFF				
11	TRANSPORTATION	Assist with updating the transportation section of Town Plans and developing capital or strategic plans.	EP				
12	TRANSPORTATION	Continue development of the D&H Rail Trail Council, including the trail master plan and missing link.	NS				
13	TRANSPORTATION	Help create equitable, sustainable, multimodal transportation networks that support land-use planning.	EP, DN				
14	TRANSPORTATION	Support the Rutland City TIF with support for downtown streetscape, accessibility, and multimodal improvements	EP, DN				
1	ENERGY & CLIMATE	Provide technical support to municipalities for the Municipal Energy Resilience Program (MERP).	MO, SB, BP				
2	ENERGY & CLIMATE	Provide MERP grant administration support for Benson, Mt. Tabor, Pawlet, and West Haven.	MO, SB, BP				
3	ENERGY & CLIMATE	Assist with updates to enhanced energy plans in Tinmouth, Killington, Middletown Springs, Pawlet, and Poultney.	SB, LS, BP				
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings and developing regional energy program.	MO, SB				
6	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including updates to regional and town plans.	MO, SB, BP				
1	NATURAL RESOURCES	Provide support for the South Lake Champlain Clean Water Service Provider and the Basin Water Quality Council.	BP, MO				
2	NATURAL RESOURCES	Work with partners to develop projects and administer funding for water quality improvement projects.	BP				
3	NATURAL RESOURCES	Expand partnerships and projects within the Addison County portion of South Lake Champlain.	BP				
4	NATURAL RESOURCES	Continue partnership with Poultney Mettowee Natural Resources Conservation District to grow and expand CWSP.	BP				
5	NATURAL RESOURCES	Promote watershed planning in the region that promotes flood and climate resilience through partnerships.	BP				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
6	NATURAL RESOURCES	Assist the VTDEC in providing technical assistance to landowners under the 3-Acre Stormwater Permit Program.	BP				
7	NATURAL RESOURCES	Incorporate water quality, stormwater, and flood resilience language in municipal plans and land use bylaws.	BP, MO, LS				
8	NATURAL RESOURCES	Continue to develop designs for erosion and stormwater protection at Sunset Lake Road.	BP				
9	NATURAL RESOURCES	Work with municipalities on reclassification of wetlands and other important water resources.	BP				
10	NATURAL RESOURCES	Provide technical assistance on low-impact development and green stormwater infrastructure.	BP				
11	NATURAL RESOURCES	Assist municipalities with flood hazard areas, river corridor bylaws, and Emergency Relief Assistance Fund.	LS, BP, MO				
12	NATURAL RESOURCES	Continue work on the FEMA Flood Bylaws by reviewing and updating bylaws and providing education.	LS, MO				
13	NATURAL RESOURCES	Expand staff with Certified Floodplain Manager credentials.	LS, MO				
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities through the EMPG program and VEM.	MO				
2	EMERGENCY MANAGEMENT	Update LHMPs in Fair Haven, Middletown Springs, Benson, Rutland City, and Rutland Town.	SLB, MO, KE, NS				
3	EMERGENCY MANAGEMENT	Continue to develop the Community Organizations Active in Disaster (COAD) in partnership with VT Dept of Health.	MO				
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	MO				
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	MO				
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	MO				
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	MO				

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JUNE 2025

NO.	PROGRAM	TASK	STAFF	TIMELINE			
8	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	MO, NS, SB				
9	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	ALL STAFF				
10	EMERGENCY MANAGEMENT	Provide regional coordination for FEMA and state agencies and municipal support during disasters.	MO				
1	GIS MAPPING	Provide municipalities, state agencies and regional groups with mapping and data analysis in support of various projects, such as municipal plan and bylaw development, infrastructure, transportation, and all other program areas.	NS				
2	GIS MAPPING	Assist with mapping, data visualization, and graphic design for Regional Plan update.	NS				
3	GIS MAPPING	Assist VCGI, DHCD, Current Use, SEOC, and other local, regional, and state partners.	NS				
4	GIS MAPPING	Develop updated maps to be included in the 2026 Rutland Regional Plan.	NS				
5	GIS MAPPING	Develop new basemaps and standardized processes for town planning, transportation, emergency management,	NS				
1	MUNICIPAL PROJECT MANAGEMENT	Continue to provide project management services to VTrans, FEMA, and other state/federal funded projects.	SLB				
2	MUNICIPAL PROJECT MANAGEMENT	Provide project management services to four (4) scoping studies and three (3) construction projects.	SLB				
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	SLB				