



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, JUNE 16, 2026, 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 16TH AGENDA (Page 1)
- 7:08 APPROVAL OF MAY 19TH MINUTES (Page 2)
- 7:10 OPEN TO THE PUBLIC
- 7:15 APRIL 2026 FINANCIALS (Page 6)
- 7:20 REGIONAL COMMITTEE REPORT
- 7:30 EXECUTIVE FINANCE COMMITTEE REPORT
- 7:35 RRPC ANNUAL MEETING
 - FY27 ELECTION OF OFFICERS
 - APPROVE FY27 MEETING SCHEDULE (Page 10)
 - APPROVE FY27 EMPLOYEE HANDBOOK (Page 12)
 - APPROVE FY27 BUDGET (Page 62)
 - APPROVE FY27 WORK PLAN (Page 70)
- 8:35 ADJOURN



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. FINAL PUBLIC HEARING

Chair Black opened the final public hearing at 7:08 PM for the 2026 Rutland Regional Plan. Bourque provided a presentation on the 2026 Rutland Regional Plan. There was no substantive discussion on the plan or map during the hearing. Commissioner Spencer stated his opposition for the plan, including the public hearing process. Ed Bove offered praise for the plan and the RRPC team. The public hearing closed at 7:39 PM.

2. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Black at 7:40 pm.

3. APPROVAL OF May 19th AGENDA

Motion to approve the May 19th agenda with the addition of the Adoption of the 2026 Rutland Regional Plan by Berner. Seconded by Reed. Approved by voice vote.

4. ADOPTION OF THE 2026 RUTLAND REGIONAL PLAN

Motion to adopt the 2026 Rutland Regional Plan by Reed. Seconded by Berner. Spencer requested a roll-call vote. **Approved by 60% majority of the board.** Results are listed below.

TOWN	NAME	
Benson	Cheryl Murray	Y
Brandon	Jack Schneider	Y
Castleton	Liz Mackay	-
Chittenden	Abigail Bradish	-
Clarendon	Brownson Spencer Daniel Pinkowski (alt)	N
Danby	Andrea Stoddard	Y
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	Y
Ira	Bob Kirbach	Y
Killington	Lisa Davis Lewis	-
Mendon	Larry Courcelle	Y

TOWN	NAME	
Rutland City	David Allaire	Y
Rutland Town	Jim Marsh	Y
Shrewsbury	Laura Black	Y
Sudbury	Barbara Somson	Y
Tinmouth	Judy Gilmore	Y
Wallingford	Erika Berner	Y
Wells	Francis Gilman	-
West Haven	Kerry Ellis	-
West Rutland	Leona Minard	Y



RUTLAND REGIONAL PLANNING COMMISSION

Middletown Springs	Steven Harrington	-			
Mount Holly	Jessica Metcalfe	Y			
Mount Tabor			ACI-Natural Resources	Hilary Solomon	-
Pawlet			Ex-Officio- CEDRR	Sarah Pelkey	-
Pittsford	Ann Reed	Y	(60% = 15 VOTES)	YES	16
Poultney	Paul Donaldson	-		NO	1
Proctor	Richard Horner	Y			

5. APPROVAL OF APRIL 21st MINUTES

Motion to approve the April 21st minutes by Reed. SecondED by Berner. Approved by voice vote.

6. OPEN TO THE PUBLIC

No public comment.

7. BYLAW AMENDMENT

The Executive Finance Committee recommended a bylaw amendment of Section 804: Terms of Office, to change the term of office of Treasurer from three consecutive one-year terms to six consecutive one-year terms to improve consistency and continuity and align bylaws with other regional planning commissions. **Motion to amend Section 804: Terms of Office to extend the term limit of Treasurer to six consecutive years by Spencer. Seconded by Reed. Approved by voice vote.**

8. FY27 NOMINATING COMMITTEE

Commissioner Stoddard of Danby, volunteered to Chair the FY27 Nominating Committee. Horner of Proctor, Spencer of Clarendon, and Reed of Pittsford agreed to join the committee in advance of the annual meeting in June.

9. EXECUTIVE FINANCE COMMITTEE REPORT

Chair Black provided the May 11th Executive Finance Committee report. Black highlighted that the Finance Assistant took on more grant billing responsibilities and entries in Quickbooks, including but not limited to invoice preparation and journal entries – all with the Finance Manager’s oversight. Since the current adopted Financial Policy recognizes some of these items as only the Finance Manager’s role, and the



RUTLAND REGIONAL PLANNING COMMISSION

Financial Policy may not be ready for another update until September 2026, the auditor advised that the Executive Director concur with the delegation of duties and that we notify the full board of the changes at the next meeting. For informational purposes only.

10. REGIONAL COMMITTEE REPORT

Committee Chair Berner reported that the committee reviewed Two (2) Section 248 petitions. The first, 26-0677-PET, a petition by Vermont Towers, LLC and Bell Atlantic Mobile Systems, LLC requesting a certificate of public good for the installation of a tower and wireless equipment at 100 Seward Hill Road in East Wallingford.

Berner/Wallingford shared that the town has no objections against the project so the committee agreed to recommend to the full board a letter of support, citing significant regional impact and conformance with the regional plan based on the fact that the tower will extend cellular coverage to East Wallingford and parts of Mount Holly along Route 103. **Motion by Spencer to send a letter of significant regional impact and conformance with the regional plan to the Public Utility Commission for 26-0677-PET. Seconded by Somson. Approved by voice vote.**

The second, 26-0736-PET, a petition by RD1 Solar, LLC requesting a certificate of public good for a 4.975 MW electric generation facility in Fair Haven, Vermont. This project is in proximity to another solar project that was recently approved at the old airfield. This particular project would utilize prime agricultural soils and may also be host to an archaeological site which is currently under consideration. The committee chose to table the discussion of this project until June pending further information.

11. ADJOURN

Chair Black adjourned the meeting at 8:16 pm.

Respectively submitted by Karen Hill

A recording of this meeting can be found at:

www.rutlandrpc.org/board-and-committees-meeting-materials/.

Rutland Regional Planning Commission
Budget vs. Actuals: FY26 P&L
 April 2026

	April 2026 Actual	July 2025-April 2026 Actual	Annual Budget	% of Budget
Income				
402 Local Income		60,068.00	60,068.00	100.00%
403 State Income		681,039.80	716,884.00	95.00%
403.5 VT Dept. of Environmental Cons.	1,974.78	519,904.93	675,432.00	76.97%
404 Vt. Department of Public Safety		32,219.58	43,594.00	73.91%
404B VT Dept. of Buildings and Gen. Services	3,032.35	35,815.96	50,000.00	71.63%
405 VTrans	21,829.85	204,755.91	275,180.00	74.41%
408 Environmental Protection Agency	24,129.31	127,596.25	142,856.00	89.32%
417 U.S. Dept. of Labor	6,550.19	288,487.57	549,097.00	52.54%
419 Local Planning Assistance	10,746.94	126,054.46	199,476.00	63.19%
420 Special Projects	2,811.34	70,122.29	160,951.00	43.57%
421 Miscellaneous Income		809.30	0.00	
430 Interest Income	160.07	3,702.76	3,500.00	105.79%
430.5 CWSP F 22-24 Reimbursement	395.00	395.00	0.00	
490 Local Match.	2,105.77	59,804.04	0.00	
Total Income	\$ 73,735.60	\$ 2,210,775.85	\$ 2,877,038.00	76.84%
Gross Profit	\$ 73,735.60	\$ 2,210,775.85	\$ 2,877,038.00	76.84%
Expenses				
500 Salary	93,349.15	741,606.91	911,457.00	81.36%
Total 501 Fringe	\$ 15,623.24	\$ 243,932.77	\$ 359,582.00	67.84%
522 Contracted Services	24,582.08	735,608.47	1,218,390.00	60.38%
523 Audit/Accounting		16,540.00	27,750.00	59.60%
524.2 Conferences & Trainings-All Exp.	212.56	4,446.08	28,555.00	15.57%
524.3 Trav/Reg/Mileage (Reg Bus)	701.53	8,073.85	15,616.00	51.70%
525 Meeting Expense		6,010.61	13,925.00	43.16%
530 Postage/Shipping	0.00	1,127.06	2,125.00	53.04%
531 Printing/Copying/Ads	346.92	4,844.19	14,978.00	32.34%
535 Marketing and Sponsorship		3,356.37	5,800.00	57.87%
537 Town and Organizational Support		2,613.33	2,000.00	130.67%
540 Supplies	48.00	3,748.55	11,030.00	33.99%
541 Service Contracts	1,199.00	14,914.50	19,800.00	75.33%
545 Subscriptions-Publicat-Software	962.48	24,117.62	34,060.00	70.81%
546 Legal Fees		1,975.00	7,500.00	26.33%
547 Memberships	1,750.00	9,747.00	13,008.00	74.93%
550 Rent & Office Improvements	4,275.00	54,838.33	61,300.00	89.46%
550.1 Office Cleaning		3,400.00	5,200.00	65.38%

551 Telephone/Communication Serv.	888.85	8,874.71	10,800.00	82.17%
552 Electricity		3,282.04	6,000.00	54.70%
553A Grant Disbursements		58,142.71	66,241.00	87.77%
Total 560 Insurance	\$ 923.00	\$ 10,656.85	\$ 11,500.00	92.67%
565 Equipment Purchase		11,833.72	13,505.00	87.62%
580.1 Local Match	2,105.77	59,804.04	0.00	
591 Bank Charges		89.00	0.00	
Total Expenses	\$ 146,967.58	\$ 2,033,583.71	\$ 2,860,122.00	71.10%
Net Operating Income	-\$ 73,231.98	\$ 177,192.14	\$ 16,916.00	
Net Income	-\$ 73,231.98	\$ 177,192.14	\$ 16,916.00	

Monday, Jun 08, 2026 05:56:46 AM GMT-7 - Accrual Basis

Rutland Regional Planning Commission
Balance Sheet
As of April 30, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	358,070.35
101-1 Key Bank Checking	340,734.64
101-1.1 Key Bank Checking - CWSP - F	121,173.12
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	9,951.01
101-3.5 Credit Union of VT Savings	126.38
104 Savings - HFCU	89.92
Total Bank Accounts	\$ 860,115.42
Accounts Receivable	
120 Accounts Receivable	375,696.95
Total Accounts Receivable	\$ 375,696.95
Other Current Assets	
130 Prepaid Insurance	3,526.00
Total Other Current Assets	\$ 3,526.00
Total Current Assets	\$ 1,239,338.37
Fixed Assets	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-25,243.16
160 Leasehold Improvements	30,004.94
161 Accum. Depr. - Lease Imp.	-769.00
163 Website Development	9,965.00
Total Fixed Assets	\$ 34,912.49
Other Assets	
140 Prepaid Expenses	167.84
142 Deferred Pension Outflow	171,161.77
170 Right-of-Use Asset	460,368.00
175 ROU - Accumulated Amortization	-46,037.00
Total Other Assets	\$ 585,660.61
TOTAL ASSETS	\$ 1,859,911.47
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	70,493.69
Total Accounts Payable	\$ 70,493.69
Other Current Liabilities	

202 Payroll Liabilities		-25.44
215 Retirement DC		129.23
219 Deferred Grant Income		196,097.25
222 Retirement DB		4,741.26
225 Net Pension Liability		458,718.00
230 Acc. Annual Leave		30,458.99
240 Accrued Comp Leave		8,660.25
245 Current Portion of Lease Liability		40,906.00
260 Note Payable - Creek Path		10,000.00
Total Other Current Liabilities	\$	749,685.54
Total Current Liabilities	\$	820,179.23
Long-Term Liabilities		
250 Lease Liability		379,844.00
Total Long-Term Liabilities	\$	379,844.00
Total Liabilities	\$	1,200,023.23
Equity		
3900 Fund Balance		392,554.67
392 Res. Fd. Bl. - Creek Path		90,141.43
Net Income		177,192.14
Total Equity	\$	659,888.24
TOTAL LIABILITIES AND EQUITY	\$	1,859,911.47

Monday, Jun 08, 2026 05:51:09 AM GMT-7 - Accrual Basis



RUTLAND REGIONAL PLANNING COMMISSION

FY27 MEETING SCHEDULE

BOARD OF COMMISSIONERS

MONTH	DAY	YEAR	TOPIC
COMMITTEES 6:00 PM		I	FULL BOARD 7:00 PM
JULY	Summer Break		
AUGUST	Summer Break		
SEPTEMBER	TUESDAY 15th	2026	
OCTOBER	TUESDAY 20th	2026	
NOVEMBER	TUESDAY 17th	2026	
<i>DECEMBER</i>	<i>TUESDAY 8th</i>	2026	*Held for audit approval if not done in November.
JANUARY	TUESDAY 19th	2027	
FEBRUARY	TUESDAY 16th	2027	
MARCH	TUESDAY 16th	2027	
APRIL	TUESDAY 20th	2027	
MAY	TUESDAY 18th	2027	
JUNE	TUESDAY 15th	2027	



RUTLAND REGIONAL PLANNING COMMISSION
FY27 MEETING SCHEDULE
EXECUTIVE FINANCE COMMITTEE

MONTH	DAY	YEAR	TOPIC
5:00 PM MEETING TIME			
JULY	Summer Break		
AUGUST	Summer Break		
SEPTEMBER	MONDAY 14th	2026	
OCTOBER	TUESDAY 13th	2026	
NOVEMBER	MONDAY 9th	2026	
DECEMBER	MONDAY 14th	2026	*Held for audit review if not approved in Nov.
JANUARY	MONDAY 11th	2027	
FEBRUARY	MONDAY 8th	2027	
MARCH	MONDAY 8th	2027	
APRIL	MONDAY 12th	2027	
MAY	MONDAY 10th	2027	
JUNE	MONDAY 14th	2027	



HIGHLIGHTED CHANGES FOR FY27

RRPC EMPLOYEE HANDBOOK

1. Added “crime victim status” per attorney. (pages 2, 3, 39 & 40)
2. Added “miscarriage” per attorney. (page 3)
3. Corrected “thirteen” holidays. (page 22)
4. Updated “family member” definition under VPFL per attorney. (page 27)
5. Updated eligibility requirements per attorney. (pages 27-29)
6. Updated notice requirements per attorney. (page 29)
7. Deleted additional notes section per attorney. (page 29)
8. Updated VSFL to “family member” per attorney. (pages 30 & 31)
9. Added “Reserve” under military leave per attorney. (page 31)
10. Removed 15-day limit from military leave per attorney. (page 32)
11. Clarified short-term disability payment for paid parental leave per attorney. (page 33)
12. Added clarifying language to coordination with other policies per attorney. (page 34)
13. Added “discriminatory” to sexual harassment section per attorney. (page 39)

EMPLOYEE HANDBOOK

RUTLAND REGIONAL PLANNING COMMISSION



ADOPTED: ~~JUNE 17, 2025~~ JUNE 16, 2026

EFFECTIVE: JULY 1, ~~2025~~2026

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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.

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, crime victim status, 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, [crime victim status](#), 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, [miscarriage](#), 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 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 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. 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.

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 are not eligible for health coverage.

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 ends if allowed by the plan.

Part-time employees are not eligible for dental coverage.

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

For additional information, please see the Finance Manager.

Parking

Full-time employees have the option to park at the Marble Valley Regional Transit Center through an RRPC account.

Wellness

Full-time employees are entitled to reimbursement of up to \$500 each fiscal year for eligible “wellness” expenses. Employees are reimbursed upon the Executive Director’s approval of the expense(s). All wellness pay-outs are processed through payroll and are subject to taxes and VMERS.

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. Any reimbursement for classes may be taxable income to employees, and they should confer with their accountant.

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 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 that the RRPC is a public organization, and any confidential information may not be disclosed to anyone 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 . 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 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 the request of the RRPC, or upon employees' end of employment. No RRPC material, information or documents should be stored in any personal cloud-based storage.

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

No employee shall create, institute, or change a password for any communication or other computer use without first receiving approval from the 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. 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. 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, “family” includes 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 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.

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 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>. 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>. 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 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 reimbursement allowances can be found using the same GSA tool at <https://www.gsa.gov/travel> – 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 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 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~~thirteen (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.

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 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. If an employee's birthday falls within the last two weeks in June, the employee may take the holiday on any workday in June.

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 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 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.

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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 purpose 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, [miscarriage](#), care for a newborn child or placement of a child in their care for adoption or foster care [within one year of the event](#). 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~~ [or domestic partner](#), children, stepchild, ward, ~~or~~ foster child, [a child to whom the employee stands in loco parentis regardless of legal documentation, an individual to whom the employee stood in loco parentis when the individual was under 18 years of age, or any individual from whom the employee provides caregiving responsibilities similar to those of a parent-child relationship. The employee's or employee's spouse, civil union partner, or domestic partner's](#) parents, ~~or~~ [regardless of whether the relationship to the employee or the employee's spouse or civil union or domestic partner is a biological, foster, adoptive, step relationship, legal guardian or a person who stood in loco parentis, parent in law or an adult child for whom the employee provides care. A grandparent, grandchild, or or sibling of the employee or the employee's spouse or civil union or domestic partner, regardless of whether the relationship to the employee or the employee's spouse or civil union or domestic partner is a biological, foster, adoptive, or step relationship.](#)

Unpaid

VPFL ~~A~~ 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.

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 [or meets the service requirement set forth in](#)

applicable law. 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 VPFL) 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:

- ~~Within one year~~ upon the birth of employee's child;
- ~~Within one year~~ upon the placement of a child for adoption or foster care with employee;
- **Medical attention related to pregnancy, birth, or miscarriage;**
- 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~~ family member as defined under VPFL; 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 ~~family member as defined under VPFL, 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 ~~or employee's family member~~ is an alleged victim ~~of domestic violence, sexual assault or stalking~~, 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;
 - **To recover from injuries or aid in a family member recovering from injuries;**

- [For medical care, counseling, treatment or other care related to domestic violence, stalking, or sexual assault;](#)
- [To participate in safety planning for themselves or for a family member;](#)
- [To relocate or secure safe housing for themselves or for a family member;](#)
- [To respond to a fatality or near fatality related to domestic violence, sexual assault, or stalking, either for themselves or for a family member;](#)
- [To meet with a State’s Attorney or law enforcement officer, either for themselves or for a family member.](#)

“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 polices 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.

[The employee may be required to provide documentation for bereavement leave, safe leave, a qualifying exigency, and if the leave is for a family member, RRPC may request documentation identifying the qualifying family relationship.](#)

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 member to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law family member to other appointments for professional service related to their care and well-being;

- To respond to a medical emergency involving the employee's ~~immediate family~~[family member](#).

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 [for reserve or military training, active duty as a member of the Reserves, or](#) 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 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.
- 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 vacation and sick time is not earned during absence.

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. If the employee also qualifies for short-term disability, RRPC will pay the difference. 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 12-month time frame.
- In the event of an employee who 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.
- Upon termination of the individual's employment at the Commission, the employee not be paid for any unused paid parental leave for which the employee was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the VPFL [or any other leave or approved absence that would also qualify under this policy](#); 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 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, crime victim status, 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 or Discriminatory 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:

- 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, [crime victim status](#), 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 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.



RUTLAND REGIONAL PLANNING COMMISSION
PROPOSED FY 2027 AGENCYWIDE BUDGET
 July 1, 2026 - June 30, 2027

	PROPOSED BUDGET FY 2027	APPROVED BUDGET FY 2026	VARIANCE
REVENUES:			
Local Income	\$60,068	\$60,068	\$0
VT Agency of Commerce & Community Development (Property Transfer Tax)	\$738,391	\$716,884	\$21,507
VT Department of Public Safety	\$0	\$43,594	(\$43,594)
VT Agency of Transportation	\$257,181	\$275,180	(\$17,999)
VT Department of Environmental Conservation	\$634,775	\$675,432	(\$40,657)
U.S. Environmental Protection Agency	\$35,620	\$142,856	(\$107,236)
U.S. Department of Labor	\$462,750	\$549,097	(\$86,347)
VT Department of Buildings and General Services	\$30,910	\$50,000	(\$19,090)
Local Planning Assistance	\$196,043	\$199,476	(\$3,433)
Special Projects	\$204,557	\$160,951	\$43,606
Interest Income	\$3,500	\$3,500	\$0
TOTAL REVENUES	\$2,623,795	\$2,877,038	(\$253,243)
EXPENSES:			
Salaries	\$939,459	\$911,457	\$28,002
Fringe	\$381,996	\$359,582	\$22,414
Contracted Services	\$941,547	\$1,218,390	(\$276,843)
Audit/Accounting	\$34,000	\$27,750	\$6,250
Conferences and Trainings (All Expenses)	\$30,819	\$28,555	\$2,264
Mileage (Regular Business)	\$14,862	\$15,616	(\$754)
Meeting Expense (Regular Business)	\$11,625	\$13,925	(\$2,300)
Postage/Shipping	\$2,260	\$2,125	\$135
Printing	\$15,831	\$14,978	\$853
Marketing and Sponsorship	\$6,050	\$5,800	\$250
Town and Organizational Support	\$2,750	\$2,000	\$750
Supplies	\$11,250	\$11,030	\$220
Service Contracts	\$16,200	\$19,800	(\$3,600)
Subscription/Publication/Software	\$32,650	\$34,060	(\$1,410)
Legal Fees	\$5,000	\$7,500	(\$2,500)
Memberships	\$14,700	\$13,008	\$1,692
Rent & Office Improvements	\$53,455	\$61,300	(\$7,845)
Office Cleaning	\$5,200	\$5,200	\$0
Telephone/Communication Services	\$10,800	\$10,800	\$0
Electricity	\$6,600	\$6,000	\$600
Grant Disbursements	\$62,171	\$66,241	(\$4,070)
Insurance	\$12,250	\$11,500	\$750
Equipment-Purchase	\$10,458	\$13,505	(\$3,047)
TOTAL EXPENSES	\$2,621,933	\$2,860,122	(\$238,189)
SURPLUS/DEFICIT	\$1,862	\$16,916	(\$15,054)

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

NO.	PROGRAM	TASK	NOTES
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff including on-boarding process.	
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	
3	ADMIN	Prepare FY25 Financial and Final Report for VT ACCD.	
4	ADMIN	Conduct financial audit for FY25 and provide board with Audit Summary.	Approved by Board in November 2025.
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 refine and update the RRPC website.	
9	ADMIN	Expand marketing and outreach materials and continue to build our Communications Plan.	Did not develop Communications Plan due to capacity constraints.
10	ADMIN	Prepare at least two (2) municipal training courses.	Held 3 municipal training courses.
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, Brownfields Committee, and Ad Hoc Regional Plan Committees.	
12	ADMIN	Expand Commissioner education, involvement, and on-boarding, including updates to the Commissioner's Handbook.	Did not yet update the Commissioners Handbook.
1	REGIONAL PLANNING	Complete the 2026 Rutland Regional Plan by May 2026, including holding public hearings during adoption process.	Adopted May 19, 2026
2	REGIONAL PLANNING	Complete Draft #4 of the Regional Plan.	

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

3	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee and Board of Commissioners.	
4	REGIONAL PLANNING	Continue routine outreach and communication for Regional Plan, Regional Committee, and Regional Projects.	
5	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	
6	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	
7	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	
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.	
9	REGIONAL PLANNING	Continue to develop the regional housing program; regional housing committee, ADU guide, resource guide.	Did not complete housing work due to lack of funding/capacity.
10	REGIONAL PLANNING	Provide support for the Water System Technical Assistance Program in partnership with VT Bond Bank	
11	REGIONAL PLANNING	Provide support for the Vermont Evaluation of Rural Technical Assistance (VERTA) in partnership with UVM.	
12	REGIONAL PLANNING	Continue to serve as Chair of the Vermont Association of Planning and Development Agencies (VAPDA).	
13	REGIONAL PLANNING	Continue participation in local, regional, and state policies, programs, and working groups through VAPDA.	
14	REGIONAL PLANNING	Continue to serve on the Transportation and Natural Resources VAPDA committees.	
15	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	
16	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

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.	Delayed due to staff turnover. Did complete standard map package.
2	TOWN PLANNING	Provide technical assistance and support for town plans in: Benson, Tinmouth, Pittsford, Castleton, Sudbury, and Rutland City, Wallingford, and West Haven.	Work continues on Pittsford and West Haven.
3	TOWN PLANNING	Provide technical assistance designations and regulations in Fair Haven, Brandon, Proctor, Pittsford, and Mendon.	
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPGs, and studies.	
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 (WCVT EDD).	
2	ECONOMIC DEVELOPMENT	Work with other RPCs and RDCs on administrative support for the WCVT EDD Board.	
3	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	
4	ECONOMIC DEVELOPMENT	Continue to develop Brownfields Program with new sites, area wide master planning, and additional EPA funding.	
5	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	
6	ECONOMIC DEVELOPMENT	Continue to support marketing and development of the Real Rutland Map with CEDRR.	
7	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	
8	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	Only held a few meetings in FY26 due to staff turnover.
9	ECONOMIC DEVELOPMENT	Recruit new businesses, schools, and workforce development partners to the RRWIB.	Limited recruitment due to staff turnover.

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

10	ECONOMIC DEVELOPMENT	Continue to develop the Workforce Development for Rural Communities (WORC) Bridge Program.	
11	ECONOMIC DEVELOPMENT	Expand partnerships with regional school, employers, and workforce development groups for WORC6.	
12	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers through planning and redevelopment.	
13	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	
1	TRANSPORTATION	Complete transportation planning and data collection in the FY25/FY26 TPI work program with VTrans.	
2	TRANSPORTATION	Complete Task 7 - Sidewalk Network Reports	
3	TRANSPORTATION	continue to coordinate the Transportation Advisory Committee (TAC).	
4	TRANSPORTATION	Continue the development of the Regional Mobility Committee and transition of OA&D to MVRTD .	Regional Mobility Committee work paused due to OA&D shift.
5	TRANSPORTATION	Continue support for MVRTD with board participation, bus stop planning, and other transit planning efforts.	
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.	Only one meeting held in FY26.
9	TRANSPORTATION	Provide technical assistance for road safety, infrastructure, pop-up projects, placemaking, and road reclassification.	
10	TRANSPORTATION	Complete Road Erosion Inventory Updates for up to 13 Towns in the Region.	Work continues with plan to complete most towns by FY27.
11	TRANSPORTATION	Assist with updating the transportation section of Town Plans and developing capital or strategic plans.	No capital or strategic plans completed.
12	TRANSPORTATION	Continue development of the D&H Rail Trail Council, including the trail master plan and missing link.	

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

13	TRANSPORTATION	Help create equitable, sustainable, multimodal transportation networks that support land-use planning.	
14	TRANSPORTATION	Support the Rutland City TIF with support for downtown streetscape, accessibility, and multimodal improvements	
1	ENERGY & CLIMATE	Provide technical support to municipalities for the Municipal Energy Resilience Program (MERP).	
2	ENERGY & CLIMATE	Provide MERP grant administration support for Benson, Mt. Tabor, Pawlet, and West Haven.	No longer providing grant administration for Benson.
3	ENERGY & CLIMATE	Assist with enhanced energy plans in Tinmouth, Killington, Middletown Springs, Pawlet, and Poultney.	Delayed due to capacity constraints.
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings and developing regional energy program.	Continuing to develop program with new staff.
6	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including updates to regional and town plans.	Work began on Climate Pilot Communities but EEPS delayed.
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	Expand partnerships and projects within the Addison County portion of South Lake Champlain.	Delayed due to staff turnover.
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.	Delayed due to staff turnover.
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.	Delayed due to staff turnover.

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

9	NATURAL RESOURCES	Work with municipalities on reclassification of wetlands and other important water resources.	No projects identified in FY26.
10	NATURAL RESOURCES	Provide technical assistance on low-impact development and green stormwater infrastructure.	Delayed due to staff turnover.
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	Expand staff with Certified Floodplain Manager credentials.	Delayed due to staff turnover and regional plan development.
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities through the EMPG program and VEM.	No EMPG funds received by VEM.
2	EMERGENCY MANAGEMENT	Update LHMPs in Fair Haven, Middletown Springs, Benson, Rutland City, and Rutland Town.	
3	EMERGENCY MANAGEMENT	Continue to develop the Community Organizations Active in Disaster (COAD) in partnership with VT Dept of Health.	Used State funds to support.
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	No additional projects identified but work ongoing with VEM.
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	No EMPG funds to support this work.
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	Used State funds to support.
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	No EMPG funds to support this work.
8	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	No EMPG funds to support this work.
9	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	No EMPG funds to support this work.
10	EMERGENCY MANAGEMENT	Provide regional coordination for FEMA and state agencies and municipal support during disasters.	No EMPG funds to support this work.

FY26 WORK PLAN ASSESSMENT

COMPLETED
NOT COMPLETED

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.	
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, etc.	
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 four (4) scoping studies and three (3) construction projects.	
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	

FY27 WORK PLAN

JUNE 2026

				Quarter			
				On-Going			
				Q1	Q2	Q3	Q4
NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	ADMIN	Provide organizational management of RRPC budget, programs, office, staff, and policies.	DN, MKS, KH, SLB				
2	ADMIN	Continue development of the RRPC Leadership Team.	DN, MKS, KH, SLB				
3	ADMIN	Prepare FY26 Financial and Final Report for VT ACCD.	DN, MKS				
4	ADMIN	Conduct financial audit for FY26 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	Develop Communications Plan, Public Participation Plan, and expand outreach and educational materials.	ALL STAFF				
10	ADMIN	Conduct Strategic Planning Initiative.	ALL STAFF				
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, and Brownfields Committees.	DN, MKS, SB, WA				
12	ADMIN	Expand Commissioner education, involvement, and on-boarding, including updates to the Commissioner's Handbook.	DN				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	REGIONAL PLANNING	Begin implementation of policies and actions of the 2026 Rutland Regional Plan.	ALL STAFF				
2	REGIONAL PLANNING	Prepare at least two (6) municipal training courses.	ALL STAFF				
3	REGIONAL PLANNING	Update Act 250 and Section 248 review criteria framework based on the 2026 Rutland Regional Plan.	DN				
4	REGIONAL PLANNING	Continue outreach and communication for Regional Plan, Regional Committee, and Regional Projects.	DN				
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				
8	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, in accordance with statute.	DN, SB, WA				
9	REGIONAL PLANNING	Develop a regional housing data dashboard to track new unit development.	DN, NS, SLB				
10	REGIONAL PLANNING	Provide support for the Water System Technical Assistance Program in partnership with VT Bond Bank	SLB, NS				
11	REGIONAL PLANNING	Hold quarterly Selectboard Meetups.	DN, SLB				
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 National Association of Development Organizations (NADO) Board of Directors.	DN				
15	REGIONAL PLANNING	Continue VAPDA government relations committee and coordination with the Rutland County 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 standardize the town planning program and develop tools to support plan development and technical assistance.	DN, SLB, SB, WA				
2	TOWN PLANNING	Provide technical assistance and support for town plans in: Rutland City, West Haven, Pittsford, Rutland Town, Shrewsbury, and Ira.	SB, WA, NS				
3	TOWN PLANNING	Support towns in developing Capital Improvement Plans.	DN, SLB, SB, WA, EP, NS				
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	DN, SB, WA				
6	TOWN PLANNING	Provide technical assistance to municipal planning commissions with bylaws, plans, MPGs, and studies.	ALL STAFF				
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, FH, SLB				
2	ECONOMIC DEVELOPMENT	Work with other RPCs and RDCs on administrative support for the WCVT EDD Board.	DN, FH, SLB				
3	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the EDA, NBRC, USDA-RD, and other programs.	ALL STAFF				
4	ECONOMIC DEVELOPMENT	Continue to develop Brownfields Program with new sites, area wide master planning, and additional EPA funding.	DN				
5	ECONOMIC DEVELOPMENT	Complete Assessments of Lynda Lee, Pittsford Village Farm, Rutland Plywood, and Vermont Farmers Food Center.	DN, NS				
6	ECONOMIC DEVELOPMENT	Coordinate on regional economic development initiatives with CEDRR.	DN, FH, SLB, NS				
8	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	DN, FH				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
9	ECONOMIC DEVELOPMENT	Recruit new businesses, schools, and workforce development partners to the RRWIB.	DN, FH				
10	ECONOMIC DEVELOPMENT	Continue to develop the Workforce Development for Rural Communities (WORC) Bridge Program.	DN, FH, MO, DB				
11	ECONOMIC DEVELOPMENT	Expand partnerships with regional school, employers, and workforce development groups for WORC6.	DN, FH				
12	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers through planning and redevelopment.	ALL STAFF				
13	ECONOMIC DEVELOPMENT	Serve as the Local Development District (LDD) for projects funded through Northern Borders Regional Commission.	DN, MKS, SLB				
1	TRANSPORTATION	Complete transportation planning and data collection in the FY26/FY27 TPI work program with VTrans.	EP, NS, SB, SLB, WA, VP				
2	TRANSPORTATION	Complete Rutland City Safe Routes to School Plan, counter pilot, sidewalk dashboard, and other special projects.	EP, NS, SLB				
3	TRANSPORTATION	Coordinate the Transportation Advisory Committee (TAC).	EP				
4	TRANSPORTATION	Continue the development of the Regional Mobility Committee and support for MVRTD OA&D program.	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	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				
10	TRANSPORTATION	Complete Road Erosion Inventory Updates for up to 13 Towns in the Region.	ALL STAFF				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
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				
2	ENERGY & CLIMATE	Provide MERP grant administration support for Brandon, Poultney, Mt. Tabor, Pawlet, and West Haven.	MO, SB				
3	ENERGY & CLIMATE	Update enhanced energy plans in Chittenden, Killington, Middletown Springs, Pawlet, and Poultney.	SB, WA				
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings and developing regional energy program.	MO, WA				
6	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including climate pilot projects in Pawlet and Wallingford.	MO, SB, WA				
1	NATURAL RESOURCES	Provide support for the South Lake Champlain Clean Water Service Provider and the Basin Water Quality Council.	DB, SLB, DN				
2	NATURAL RESOURCES	Work with partners to develop projects and administer funding for water quality improvement projects.	DB, WA, SLB				
3	NATURAL RESOURCES	Expand partnerships and projects within the Addison County portion of South Lake Champlain.	DB				
4	NATURAL RESOURCES	Continue partnership with Poultney Mettowee Natural Resources Conservation District to grow and expand CWSP.	DB, DN				
5	NATURAL RESOURCES	Promote watershed planning in the region that promotes flood and climate resilience through partnerships.	DN, DB, WA, MO, SLB				
6	NATURAL RESOURCES	Continue to support the Tactical Basin Planning Grant Program, including update of the 2/4 Basin Plan.	DB, WA				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
7	NATURAL RESOURCES	Incorporate water quality, stormwater, and flood resilience language in municipal plans and land use bylaws.	SB, WA, MO				
8	NATURAL RESOURCES	Continue to develop designs for erosion and stormwater protection at Sunset Lake Road.	DN, DB				
9	NATURAL RESOURCES	Continue water quality planning and grant administration for the 604b Water Quality Planning Grant.	MKS, KH, DB				
11	NATURAL RESOURCES	Assist municipalities with flood hazard areas, river corridor bylaws, and Emergency Relief Assistance Fund.	DB, WA, MO				
12	NATURAL RESOURCES	Continue work on the FEMA Flood Bylaws by reviewing and updating bylaws and providing education.	WA, DB, MO				
13	NATURAL RESOURCES	Expand staff with Certified Floodplain Manager credentials.	DB, WA, MO				
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities with VEM, if EMPG funding is made available.	MO				
2	EMERGENCY MANAGEMENT	Update LHMPs in Shrewsbury, Wallingford, Pittsford, Clarendon, Proctor, and Ira.	SLB, MO, KE, NS				
3	EMERGENCY MANAGEMENT	Continue to develop the Rutland Region Disaster Cooperative (RRDC) COAD with VDH.	MO				
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	MO, SLB, DN				
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	MO				
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	MO				
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	MO				
8	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	ALL STAFF				
9	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	ALL STAFF				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
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	Develop new data dashboards and ArcGIS online tools for planners and municipalities.	NS				
3	GIS MAPPING	Assist VCGI, DHCD, Current Use, SEOC, and other local, regional, and state partners.	NS				
4	GIS MAPPING	Provide mapping support for town plans, hazard mitigation plans, feasibility studies, scoping studies, and	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 one (1) scoping studies and three (3) construction projects.	SLB				
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	ALL STAFF				