



NASHUA REGIONAL PLANNING COMMISSION

PERSONNEL POLICIES

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NRPC PERSONNEL POLICIES

1.0 INTRODUCTION

The policies, procedures and benefits described in the Personnel Policies do not represent terms or conditions of employment for the Nashua Regional Planning Commission. They are designed to provide employees with guidelines and information about working conditions, and benefits and policies affecting employment. The Personnel Policies describes many of the responsibilities of employment at NRPC and outlines the programs developed by NRPC for its employees, but is not an offer of employment and does not create an employment contract. All employees shall receive a copy of these Personnel Policies upon commencement of employment and shall read and comply with all provisions contained herein. The intent of these Personnel Policies is to ensure the fair and equitable treatment of all employees. Except where otherwise indicated, the Executive Director is the sole approving or authorizing official for the purpose of carrying out the provisions of this document.

No set of written policies can anticipate every circumstance or question about employment. These Personnel Policies shall serve to guide the conduct of sound management practices of the agency but not to obstruct the necessary personnel decision-making authority of the Executive Director. The only recognized deviations from these policies are those authorized by the Executive Director, or in his/her absence, the Assistant Director and the Executive Committee. As NRPC and the environment in which it functions continue to grow and change, the need may arise, and NRPC reserves the right at its discretion to revise, supplement, rescind or eliminate any policies, procedures or benefits described in this document.

Employment "at will"

These Personnel Policies are not an expressed or implied contract of employment guaranteeing employment for any specific duration, but are rather an overview of working rules and benefits which can be changed at the discretion of the NRPC. Nothing in this document should be interpreted to contradict NRPC's employment-at-will policy permitting both the employee and the agency to terminate the relationship for any reason at any time, with or without cause. Since the NRPC must rely on the availability of federal, state and local government funds to operate, any position may be reduced or eliminated due to changes or reductions in funding. An employee occupying a position known to be temporary shall be so informed upon hiring.

This handbook supersedes all other previous handbooks or policies created, maintained or distributed by NRPC.

2.0 AGENCY ENVIRONMENT

2.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the NRPC's policy to comply with all federal and state laws and regulations with regard to the hiring, compensation, assignment, advancement, access to benefits and severance of employees. Under no circumstances whatsoever will NRPC discriminate in employment opportunity on the basis of race, religion, ethnic background, national origin, sex, age, marital status, civil union status, sexual orientation, physical or mental disability, membership in the uniformed services, or any other characteristic protected by law. The statement, "NRPC is an Equal Opportunity Employer" shall be included in all recruitment advertisements and solicitations; and minority candidates shall be encouraged to apply.

Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment. Any employee may raise concerns related to employment opportunity or perceived acts of discrimination at any time in strict confidence and without fear of reprisal.

2.2 EMPLOYEE NON-HARASSMENT POLICY

NRPC is committed to providing a work environment that is free of employee harassment or intimidation of any kind on any basis including, but not limited to race, age, religion, sex, marital status, national origin, sexual orientation, civil union status, veteran status, physical or mental disability, and/or any other category protected by applicable state law.

Harassment is defined as unwelcome verbal, nonverbal or physical conduct based on sex, age, race, physical or mental disability, national origin, and/or religion (including but not limited to any comments, epithets, slurs, jokes, written or graphic materials, sexual advances, or requests for sexual favors) when:

- a. Submission to the conduct is made either an explicit or implicit condition of employment;
- b. Submission or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- c. The harassment interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Actions, words, jokes, displays or comments based on an individual's race, religion, ethnic background, national origin, sex, age, sexual orientation, civil union status, veteran status, physical or mental disability or any other personal characteristic that are demeaning to another employee will not be tolerated.

Sexual harassment, both subtle and overt, is illegal and condemned by the NRPC. While it is not possible to list all of the circumstances that may constitute unlawful harassment, any unwelcome

behavior, advances, requests for sexual favors, suggestive jokes or displays, or any other verbal or physical conduct of a sexual nature is prohibited. Any suggestion, implicit or explicit, that submission to unwanted personal or sexual conduct is a component or the basis of any employment decisions will not be condoned.

Any employee who believes that he or she is the target of any form of harassment should immediately report the matter to their direct supervisor or the Executive Director so that NRPC can investigate all such reports promptly and confidentially. If the Executive Director is the offending party, the employee should report the situation to one or more members of the Executive Committee. Victims of harassment may also seek assistance from the NH Commission for Human Rights. All complaints of employee harassment will be handled in a confidential manner and without fear of reprisal.

Any employee found to be engaging in any type of employee harassment is subject to disciplinary action up to and including termination of employment.

2.3 SMOKING

In keeping with NRPC's intent to provide a safe and healthful work environment, all smoking is prohibited throughout the workplace. This policy applies equally to all employees, clients, constituents and visitors.

2.4 SOLICITATION

In an effort to ensure a productive and harmonious work environment, persons not employed by the NRPC may not solicit, or distribute literature, in the workplace at any time for any purpose.

NRPC recognizes that employees may have interests in events, causes and organizations outside the workplace. However, employees may not solicit support or donations and/or distribute literature concerning these interests during working hours. The offering of material for sale is prohibited without the prior approval of the Executive Director. All approved messages will be posted by the Executive Director.

2.5 DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the possession, distribution, manufacture, sale or use of controlled substances in the workplace is prohibited.

2.6 WORKPLACE SAFETY

NRPC is committed to providing a safe work environment that is free of physical and occupational hazards. All employees are expected to exhibit safe behavior at all times, to exercise active concern in the course of their work to prevent injuries to themselves and to their coworkers, and to take immediate steps to the extent possible to remedy any unsafe condition. All potentially hazardous or unsafe circumstances should be reported to the Executive Director immediately.

In the event of an incident or emergency, all employees are expected to exercise sound judgment and to act appropriately based upon the circumstances. For minor personal injuries, first aid should be administered and medical attention should be sought immediately. In the event of fire, the office should be evacuated immediately unless extinguishing the fire can be achieved without risk of injury. If there is any doubt about the seriousness of any unsafe event, accident, condition or injury, employees should call 911.

All employees are required to wear seatbelts while operating or riding in any vehicle while on agency business. In addition, passengers in vehicles operated by staff in the conduct of agency business are also required to wear seatbelts.

2.7 AMERICANS WITH DISABILITIES ACT POLICY

NRPC is committed to providing equal employment opportunities to qualified individuals with disabilities, which includes providing reasonable accommodations to qualified applicants to allow them to apply for a job vacancy, and to qualified employees to allow them to perform essential job duties.

Employees generally have the responsibility to notify NRPC of the need for an accommodation of any physical or mental disability which substantially limits a major life activity. Employees can notify NRPC of the need for accommodation by submitting a request in writing to the Executive Director. When appropriate, NRPC may need employee's permission to obtain additional information from employee's physician or other medical professional to document that you have a disability and to assist us in any functional limitations for which a reasonable accommodation may be needed. All medical information will be treated as confidential in accordance with the Americans with Disabilities Act.

NRPC will take all requests for accommodation seriously and will determine whether the applicant is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee to perform the essential functions of the job without imposing an undue hardship on NRPC or other employees.

3.0 AGENCY OPERATIONS

3.1 MANAGEMENT AND SUPERVISION

The Executive Director is responsible for the management and administration of the NRPC, and he/she is the sole approving authority for the purposes of carrying out these Personnel Policies, except where otherwise indicated. The Executive Director has the responsibility of hiring, maintaining and terminating all other employees of the NRPC and to fill positions authorized by the resources allocated in the annual operating budget.

Activities of the staff undertaken to meet the responsibilities of the work program are under the general supervision of the Executive Director, who will assign new projects and work assignments. All projects in the work program will be assigned to one of four broad categories: Land Use/Environment, Transportation, GIS/Information Management, and Economic Development/Municipal Management. Land Use/Environment projects will be managed by the Land Use Coordinator. The MPO Coordinator will manage transportation projects. GIS/Information Management projects will be managed by the GIS Manager. Economic Development/Municipal Management projects will be managed by the Executive Director.

It is the responsibility of each manager and coordinator to supervise progress of subordinate staff in the areas of:

- Provision of training and sharing of expertise.
- Reviewing work products subject to the final review and approval of the Executive Director.
- Coordinating staff assigned to specific projects.
- Monitoring deadlines.
- Monitoring the amount of time expended on projects.
- Identify grant-funding opportunities.
- Report problems and deficiencies to the Executive Director.

The managers shall constitute a management team, which will meet every other week to monitor progress on various projects

3.2 PERFORMANCE EVALUATIONS

Each employee is entitled to a performance review by the Executive Director on an annual basis in accordance with the Employee Evaluation Manual adopted by the Commission.

3.3 WORKING HOURS

All regular full time employees are expected to work 40 hours per week, with one half hour of lunch on any day in which the employee has worked over 5 hours. All exempt employees are expected to work any additional hours necessary to fulfill the requirements of their positions and

to complete all assigned tasks. The Executive Director, in accordance with these policies must approve any departures from either the standard or assigned working hours, including compensatory time and overtime, if applicable. Work schedules may be changed from time to time at the discretion of the Executive Director to meet the varying demands on the agency. Any such changes will be announced as far in advance as practicable.

3.4 FLEXIBLE HOURS

The nature of professional planning requires attendance at numerous evening meetings. As a result of this, NRPC shall enable a "flexible hours" program available to all full-time employees. Under this arrangement, planners may develop weekly schedules that are outside of the normal office hours, subject to the approval of the Executive Director.

Flexible hours shall be determined through the submission of a flex time schedule, which is to be submitted to the Executive Director for the forthcoming six month period. In determining the schedule, the Executive Director will consider the following: 1) at least four employees must be scheduled to work in the office during regular office hours; 2) administrative staff shall be scheduled to work during normal office hours; 3) conflicts in desired hours are to be determined by one's tenure and rank in the organization; 4) schedules will be arranged so as to not interfere with the work schedule and productivity of other staff. Flexible hours shall not interfere with an employee's work requirements, as there may be circumstances where the employee will be expected to attend meetings and perform work functions that are outside of their scheduled work hours. Employees participating in a flexible hours schedule are expected to attend any scheduled staff meetings. The flex time schedule shall be modified on a six month basis, or may be modified at the discretion of the Executive Director when there are changes to the work program.

3.5 TELECOMMUTING WORK OPTION

Definition of Telecommuting

Telecommuting is the use of telephones, and computers to enable an employee to work outside of the traditional workplace for a specified and regular number of days a week.

A. Telecommuting Guiding Principles

- Telecommuting is an alternative method for meeting the needs of our customers, our office and our employees;
- Telecommuting increases employee productivity and is an inducement to for the agency to attract and retain high quality staff;
- Telecommuting requires effective, supportive and ongoing communication by the employee with the public, other employees, and their supervisors;

- Telecommuting has a positive impact on the environment by reducing employee vehicle miles traveled with corresponding reduction in use of gasoline and reduction of air pollution;
- Telecommuting is a privilege that employees may earn and lose (based on their work performance and demonstrated ability to successfully work independently, etc.). It may be refused to individuals or terminated at any time;

B. Work Option Description

Full time employees that use this work option shall be in the office a minimum of 3 days/week while part-time employees shall be in the office for a minimum of 2 days/week. Writing, reading, telephoning, data analysis, word processing, and data entry are all tasks amenable to a Telecommuting work option.

C. Eligibility

The following factors will be used to decide whether Telecommuting is an option for those employees interested in participating in this work option.

- Does the employee have clearly defined tasks that can be accomplished off-site?
- Can the results and/or productivity be effectively measured without supervisor oversight?
- Can the present level of customer service be maintained or improved through Telecommuting?
- Is the current level of interaction with the public and employees minimal or can it be scheduled to permit Telecommuting?
- Can the needs of the job that may not be met from an off-site location be easily and fairly be reassigned?
- Can Telecommuting be accomplished through low-cost or no cost to the employer?

Employees that have a rating of below expectations on their annual performance evaluations are not eligible to participate in Telecommuting.

D. Telecommuting Criteria

As telecommuting forms a special employee-supervisor relationship, when an employee requests to use the Telecommuting work option the following traits and skills will be considered.

Employee	Supervisor
well organized	strong communication skills
independent and self-motivated	manage by results not monitoring hours worked
positive attitude towards Telecommuting	delegates work easily
high level of job productivity and knowledge	trusts employee's work ethic
requires minimal level of supervision	
comfortable with the idea of working alone	
strong time management skills	

Prior to initiating the Telecommuting work option the employee will sign the NRPC Telecommuting Agreement (see Appendix C) and submit it for approval. The supervisor will periodically meet with the telecommuter, and other staff as appropriate (e.g., support staff, etc.), to evaluate the Telecommuting experience and make improvements as needed.

E. Dependent Care

Telecommuting is not a substitute for dependent care. Telecommuters must make dependent care arrangements, as they are required when working in the Office, to permit concentration on work assignments off-site.

F. Telecommuting Equipment

- **Phones:** Employees that telecommute will provide their own telephone. NRPC will provide a phone card for long distance calls. The employee will actively monitor voicemail and respond to calls in a timely fashion. Employees will be responsible for appropriate messages recorded for incoming calls.
- **Computer and modem:** Employees are responsible for providing their own computer. NRPC will provide specialized software if needed.
- **Office furniture:** Employees are responsible for providing ergonomically correct furniture and will maintain a clean, safe, and dedicated workspace.
- **Supplies:** NRPC will provide office supplies consistent with non-telecommuters.

3.6 WEATHER EMERGENCIES

On those rare circumstances when major roadways in the region are closed as determined by the Executive Director, the NRPC office will be considered closed. In other circumstances, it is up to each individual employee to determine their own capacity to arrive to work safely. Should an employee determine that he or she cannot make it to the office due to weather conditions, he/she may delay arrival time upon notification to the office. Available leave time may be charged. The employee may utilize an Off-Site Work Arrangement for the day, if applicable, and subject to the approval of the Executive Director.

3.7 TIME SHEETS

Weekly time sheets, on a form and in a manner prescribed by the Executive Director, are to be kept by each employee with work program activities recorded to the nearest one-half hour. Meetings and other assigned duties outside of the standard office hours as well as leave time used should also be included. Time sheets must be submitted to the Executive Assistant by the end of each workweek. Inappropriate or inaccurate recording of time will not be tolerated and will result in disciplinary action up to and including termination.

3.8 REIMBURSEMENT FOR EXPENSES

Employees will be reimbursed for expenses incurred on behalf of the NRPC or in fulfilling the requirements of their positions. Employees who must use their personal automobiles in the conduct of their duties will be reimbursed for such costs as tolls and parking fees; and a mileage allowance will be granted in an amount to be determined by the Executive Director. Costs for travel, meals and/or lodging expenses incurred by an employee on NRPC business out of the region must have prior approval of the Executive Director. Expense sheets, on a form and in a manner prescribed by the Executive Director, are to be kept by each employee and must be submitted before reimbursement is made for any eligible expense. Original receipts for all expenses other than mileage must be submitted with the expense sheets.

3.9 PAY PERIOD AND PAYCHECK DISTRIBUTION

Employees are compensated on a weekly basis. Paychecks are distributed on Friday to cover the pay period for the previous Monday through Sunday. Paychecks are distributed by direct deposit to a maximum of two bank accounts of the employee's choosing.

3.10 USE OF TELEPHONES, EMAIL, INTERNET AND EQUIPMENT

The primary purpose of phone, computer, use of internet and email is for NRPC business. Employees may have limited use of office telephones and email in the conduct of personal matters provided that such use in no way interferes with the completion of assigned tasks. Employees are required to reimburse NRPC for all charges resulting from their personal use of the telephones.

NRPC has the right to monitor an employee's use of the phone, email and internet. Employees should not expect privacy in the use of NRPC equipment, technology or systems. The use of all electronic communications must conform to NRPC's non-harassment and discrimination policies. Abuse of electronic communications by an employee may result in disciplinary action, up to and including termination.

Employees may not use NRPC's premises, equipment, furnishings or supplies for personal matters. Exceptions may be made with the prior approval of the Executive Director provided that all costs incurred by the agency are reimbursed.

3.11 TEMPORARY SUCCESSION OF AUTHORITY

In the event that the Executive Director is absent for a prolonged period of time due to illness or other circumstance, the Assistant Director shall act on his/her behalf to continue routine supervision of agency activities. In the absence of the Executive Director, all personnel actions and management decisions must have the concurrence of the Executive Committee. During any period when no Executive Director is employed by the NRPC, the Executive Committee shall assume the authority and may delegate some or all of the responsibilities to appropriate staff.

4.0 TERMS OF EMPLOYMENT

4.1 EMPLOYMENT CATEGORIES

It is the intent of these Personnel Policies to clarify the definitions of employment classifications so that all employees understand their employment status and benefit eligibility. An individual employee may occupy more than one employment category. The following categories do not imply employment for any specified period of time.

REGULAR FULL-TIME employees are those who are not classified as temporary and who are regularly scheduled to work the standard office hours. They are eligible to receive NRPC's full benefit package subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not classified as temporary and who are regularly scheduled to work less than the standard office hours but at least 24 hours per week. They shall receive benefits such as Social Security and Workers' Compensation Insurance, as well as annual and sick leave on a prorated basis, and they are also eligible for the other benefits offered by the NRPC at the discretion of the Executive Director subject to the terms, conditions and limitations of each benefit program.

HOURLY PART-TIME employees are those who are not classified as temporary and who are regularly scheduled to work less than 24 hours per week. While they may receive benefits such as Social Security and Workers' Compensation Insurance, as well as annual and sick leave on a prorated basis, they are ineligible for other NRPC benefits.

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

NONEXEMPT employees are those whose duties are clerical, paraprofessional or support in nature and who are required by the Fair Labor Standards Act to be paid overtime at a rate of one and one-half times their regular rate of pay for all hours worked beyond forty hours in a work week.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force or to assist in the completion of a specific project. Assignments in this category are of a limited duration, and continued employment beyond any initially stated period does not imply a change in employment status. While they shall receive all legally mandated benefits such as Social Security and Workers' Compensation Insurance, they are ineligible for other NRPC benefits. Exceptions may be made at the discretion of the Executive Director.

4.2 EMPLOYEE CLASSIFICATIONS

It is the intent of the Nashua Regional Planning Commission to provide opportunities for advancement within the organization wherever practical. The following is to serve as a guideline intended to classify employees based on their longevity within the organization. New employees may be hired at any level, based upon available job opportunities and the employee's education and professional experience. All staff, excepting the Executive Director, shall be classified into the following categories.

Assistant Director: Acts on behalf of the Executive Director in his/her absence and assists Executive Director with agency-wide administration.

GIS Manager: Responsible for database management, mapping and technical support functions for the agency.

Executive Assistant: Provides clerical support to planners, and conducts bookkeeping and clerical functions for the agency. The Executive Assistant reports directly to the Executive Director.

Administration Assistant: Provides clerical support to the Executive Assistant.

Technician: Provides technical support to planners, such as but not limited to, traffic counts, map generation, graphic design and illustration, data entry and other such tasks.

Planner I: Provides professional planning services for the Commission under the general supervision of the Executive Director and Senior Planner. Planner I is generally entry-level position for staff with less than 3 years of planning or planning related work experience.

Planner II: Provides professional planning services for the Commission under the general supervision of the Executive Director and Senior Planner. Planner II may provide supervisory functions for subordinate staff under limited circumstances. Planner II is a non-entry level position for staff with at least 4 years of experience. A master's degree in planning or a related field may substitute for 2 years of experience.

Senior Planner: Provides professional planning services for the Commission under the supervision of the Executive Director, and provides supervisory functions for subordinate planners and technicians. A senior planner shall be responsible for the coordination of transportation and land use and environmental issues. A master's degree in planning or a related field is strongly recommended for these positions as well as at least 5 years of professional planning experience.

Principal Planner: Provides professional planning services for the Commission under the supervision of the Executive Director, and provides supervisory functions for subordinate planners and technicians. A principal planner shall be a program manager for one of the agency's core programs (land use, environmental or transportation). A master's degree in planning or a related field is strongly recommended for these positions as well as at least 8 years of professional planning experience.

All planners within the agency are expected to conduct their professional activities in accordance with the Code of Ethics and Professional Conduct of the American Institute of Certified Planners (Appendix A).

4.3 COMPENSATION

Salaries shall be established and modified by the Executive Director within the constraints of the resources allocated in the annual operating budget. Exempt employees shall accrue compensatory time for time worked on tasks, meetings or other assignments requiring attention outside the standard office hours. Compensatory time is a non-monetary benefit, and employees shall not be paid for unused compensatory time upon severance.

4.4 SEPARATION

Employees are reminded that all employment relationships with the Commission are on an "at will" basis. Although the Commission hopes that all relationships with employees are long-term and mutually rewarding, the Commission reserves the right to terminate the employment relationship at any time with or without cause, reason or notice.

VOLUNTARY RESIGNATION is initiated by an employee through communication to the Executive Director followed by the transmittal of a letter of resignation. Employees are urged to notify the Executive Director at least four (4) weeks in advance of their intended date of termination. Employees who plan to retire are urged to provide at least eight (8) weeks notice. Proper notice will allow the Commission sufficient time to calculate all accrued moneys which the employee may be entitled to.

REDUCTION IN FORCE may occur when a position is discontinued because of the termination of a project, reduction or loss of a funding source or when otherwise necessitated by the financial circumstances of the NRPC. Every effort will be made to provide the employee with notice of at least one month in advance. The employee shall be paid for unused annual leave. An employee affected by a reduction in force shall be considered first for re employment if his/her position is reinstated.

INVOLUNTARY DISMISSAL is the termination of an employee with or without cause at the discretion of the Executive Director. The employee shall be paid for unused annual leave. The NRPC will protest any application for unemployment compensation made by any employee dismissed for cause.

It is NRPC's policy that except for certain major offenses which permit no compromise, every effort will be made to effect a change of attitude or behavior through the following progressive steps:

- Step 1: Verbal warning;
- Step 2: Written warning documenting problem, solution and time frame;
- Step 3: Written notice of personnel action with cause documented.

5.0 EMPLOYEE CONDUCT

5.1 RULES OF CONDUCT

All employees shall conduct themselves in a manner that reflects well on the position of the NRPC within the region and that protects the interests, reputation and safety of the agency, its constituents and all of its employees. While it is not possible to list all forms of unacceptable behavior, the following are examples of infractions that may result in disciplinary action, up to and including termination of employment:

- Conviction of a felony.
- Working under the influence of alcohol or drugs (controlled substances).
- Possession or distribution of alcohol or drugs (controlled substances).
- Unauthorized possession of firearms.
- Fighting and/or attempting to injure or recklessly endangering others.
- Willful insubordination or disrespectful behavior.
- Willful falsification of claims for vacation, sick leave or compensatory time.
- Stealing, embezzlement, or wrongful destruction of NRPC property.
- Using one's position for personal gain outside of the scope of employment.
- Falsifying information of the employment application or resume.
- Falsifying information on a timesheet or any other report.
- Failure to accept a duty assignment except for demonstrated and legitimate health or safety reasons.
- Loss of driver's license or other operator's permit or certification for those positions requiring such license or permit, or for those employees who depend upon driving their own automobile to gain access to work or work related meetings.
- Failure to perform assigned duties.
- Offensive conduct or language which could reflect negatively on the employee or the Commission.
- Repeated lack of cooperation with other employees or members of the public.
- Demonstrated inability to perform duties and responsibilities required for the position.
- Violation of the Code of Ethics of the American Institute of Certified Planners as determined by the Executive Director.
- Reoccurring unauthorized absenteeism or tardiness.

5.2 ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, employees are expected to be reliable and punctual in reporting for work. Absenteeism and tardiness place an undue burden on the agency, on management and on the other employees of the NRPC. In those instances when absence or tardiness is justified and cannot be avoided, the employee must notify their supervisor as well as the office as soon as possible in advance of the anticipated absence or tardiness. Poor attendance and excessive tardiness are disruptive and either may lead to disciplinary action, up to and including dismissal.

5.3 PERSONAL APPEARANCE

Personal cleanliness, grooming and dress contribute to the morale of all of NRPC's employees and affect the business image that the agency presents to its constituents and associates. When in the conduct of NRPC business, all employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions and duties. An employee who appears for work inappropriately groomed or dressed may be sent home and directed to return with the proper personal appearance. Under such circumstances, the employee may not be compensated for time away from work. Any questions regarding appropriate dress or proper personal appearance should be addressed to the Executive Director.

5.4 OUTSIDE EMPLOYMENT

No employee shall engage in any competing or conflicting outside employment or consultation. No employee, on his or her own behalf, shall provide any form of consulting service to any community, or any private entity doing business, within the NRPC region. No employee shall participate, or be involved in any fiduciary manner, in any outside employment or business arrangement that constitutes an actual or potential conflict of interest in the judgment of the Executive Director. Employees shall not receive any income or other material gain for materials produced or services rendered while in the conduct of their duties at NRPC.

Employees shall make a written request to the Executive Director seeking a determination from the Executive Director regarding conflicting outside employment prior to applying. The Executive Director shall respond to the request in writing. Should the employee gain the outside employment sought, he or she shall notify the Executive Director in writing.

After notification of the Executive Director, employees may hold other outside employment as long as they satisfactorily meet the performance demands of their position with NRPC. All employees will be judged by the same standards and will be subject to the same scheduling demands regardless of any outside obligations. If, in the judgment of the Executive Director, an employee's outside employment in any way interferes with performance, ability to meet requirements or in any way reflects negatively on the agency, the employee may be asked to terminate the outside employment if he/she wishes to remain with the NRPC.

Employees may not use NRPC's premises, resources, equipment, telephones, furnishings or supplies for any outside work. Exceptions may be made with the prior approval of the Executive Director provided that all costs incurred by the agency are reimbursed.

5.5 CONFLICT OF INTEREST

Employees are prohibited from serving as an officer, director, trustee, employee, agent or representative of any organization which may have a business association with the agency. Employees shall maintain complete impartiality in conducting agency business and shall not give preferential treatment to any individual or entity in the conduct of their duties. Employees shall not use privileged information for their own gain, nor shall they provide such information to family, friends, associates or organizations with which they may be affiliated.

5.6 POLITICAL ACTIVITY

Employees are encouraged to be active participants in their community. However, employees must exercise judgment in excusing themselves from groups or decisions that might influence their work at the Commission. Likewise, the Director may prohibit participation in any volunteer, elected or appointed position that directly interferes with the work of the Commission.

Commission employees may hold elected and appointed positions in their respective communities, but should generally abstain from votes in areas which the Commission generally formulates specific policy recommendations. This should not be interpreted to limit an employee's rights to participate in political or partisan process at a local, state or national level. However, electing to do so shall not interfere with the normal operations of the agency, and all such activity shall not occur during the employee's normal working hours.

5.7 HONORARIA AND GIFTS

Employees shall not accept gifts of cash, goods, entertainment or services from individuals or organizations with whom the NRPC has, or may have, a business contact. Employees shall not accept gifts of any kind from any individual or entity attempting, or with the potential, to influence the decisions of the NRPC or the activities of its employees. Honoraria or other rewards offered to an employee for services rendered in the conduct of their duties or in representing the agency may not exceed \$25 in value.

6.0 EMPLOYEE BENEFITS

6.1 HOLIDAY LEAVE

All regular employees during whose work schedule the holiday occurs shall be granted time off with pay for the following designated official holidays:

New Years Day	Labor Day
Presidents' Day	Columbus Day
Dr. King/Civil Rights Day	Veterans' Day
Memorial Day	Thanksgiving Thursday & Friday
Independence Day	Christmas Day

Where these designated holidays are observed on different dates by different units of government, the Executive Director shall determine the date of NRPC's observance. When a designated holiday occurs during an eligible employee's paid absence, such as vacation or sick leave, holiday leave will be substituted.

6.2 ANNUAL LEAVE

All regular full-time employees earn personal time off with pay at the rate of one day per month or twelve days per year of paid service starting from the date of hire. Employees with five years of service begin accruing annual leave on their anniversary date at the rate of one and one-quarter days per month of paid service with one-quarter day per month additional earned for each additional five years of service.

<u>YEARS</u>	<u>DAYS/MONTH</u>	<u>DAYS/YEAR</u>
0-4	1	12
5-9	1¼	15
10-14	1½	18
15-19	1¾	21
20-24	2	24
25-29	2¼	27

All regular part-time employees accrue annual leave by the above formula pro-rated to their individual work schedules. For example, an employee working 20 hours per week would accumulate annual leave at 50% of the rate of a full time employee with an equivalent number of years of service.

Employees shall apply for annual leave on a form and in a manner prescribed by the Executive Director. In order to maintain adequate office coverage, requests may be approved on a first come, first served basis with preference given to the employee with the greatest seniority. Annual leave may be used in minimum increments of one-half hour. Employees may not receive any other form of compensation in lieu of taking annual leave. Monetary payment for accrued annual leave is made only upon severance. At severance employees in good standing will receive

monetary payment for accrued annual leave up to a maximum of 20 days (160 hours). In the event of the death of an employee who has accumulated annual leave, payment shall be made to the beneficiary as listed in the employee's personnel file in an amount equal to their accumulated annual leave up to a maximum of 20 days (160 hours).

If necessary, the Executive Director may deny a request for use of annual leave when approving such a request is not in the best interests of the agency or conflicts with upcoming agency workload. In such cases the agency is not responsible for any costs incurred by the employee prior to the Executive Director's decision on the annual leave request.

6.3 MEDICAL LEAVE

All regular full time or part time employees will be eligible for medical leave. Medical leave shall not be considered a privilege that an employee may use at his or her discretion, but shall be allowed only in the case of necessity and the actual illness or disability of the employee. Medical leave may also be used because of the illness in the employee's immediate family, or to take physical or dental examinations or other types of medical or dental treatment. Policies regarding the use of medical leave to care for an immediate family member are found in the following section.

Medical leave is earned at a rate of one day per month of paid service starting from the date of hire. Medical leave for regular part-time employees will be calculated on the percentage of hours worked compared to the normal workweek for the agency. Employees may accrue medical leave to a maximum of 90 days. Medical leave may not be used before it is accrued. Medical leave may be used in increments of one-half hour. Employees may not receive any other form of compensation in lieu of taking medical leave and shall not be compensated for unused medical leave upon severance.

Medical emergencies notwithstanding, employees who are unable to report to work due to illness or injury must notify their supervisor as well as the office before the start of their workday and on each additional day of absence. If an employee is absent for more than three consecutive days, a health care provider's verification may be required by the Executive Director as a condition of eligibility for receiving the medical leave benefit. Any abuse of medical leave by an employee could result in this privilege being denied that individual.

6.4 MEDICAL LEAVE FOR CARE FOR IMMEDIATE FAMILY MEMBERS

Employees may use up to 12 days of medical leave during any "rolling" 12 month period for care for immediate family members. Leave for the care of immediate family members is not additional medical leave, but a separate category of allowed uses of medical leave accumulated per the policy above. Such care of immediate family members will include medical appointments, illness or medical needs of an immediate family member; prenatal or postnatal care; or for purposes of caring for a new baby or adoptive/foster child after placement. Immediate family members are defined as a spouse, parent, legally dependent child or any person living in the employee's household. The agency shall maintain a record of medical leave that is used for

medical appointments, illness or medical needs of immediate family members. Any employee that exceeds the allowed 12 days that can be used for such purposes will be required to substitute annual leave.

6.5 SPECIAL LEAVE

BEREAVEMENT LEAVE - An employee may be granted up to three days per year of paid leave whose absence is associated with the loss of an immediate family member. For the purposes of bereavement leave an immediate family member is defined as a spouse, parent, child, sibling, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person living in the employee's household.

COURT OR JURY LEAVE – An employee summoned to jury duty or for any other required appearance before a court, not resulting from his/her own request or violation of the law, will be granted a leave of absence with pay for up to ten days. An employee who receives a jury notice of subpoena to testify due to agency related matters should notify the Executive Director and/or his or her program manager immediately. An employee will receive his/her regular salary when called to serve on a jury or appear before a court for up to ten days. An employee who receives compensation from the court will sign over the court pay to the agency to receive his/her regular pay. An employee, if subpoenaed to testify on a case relating to an agency matter will receive compensatory time for time spent outside his/her regular work hours including travel time.

FAMILY LEAVE OF ABSENCE – The Family and Medical Leave Act of 1993 (“FMLA”) became law in 1993. Generally the FMLA Act requires public employers of any size and employers with more than 50 employees to grant eligible employees up to twelve weeks unpaid leave within any 12 month period for the purpose of personal illness, birth or adoption of a son or daughter or serious family illness. Although NRPC is a public employer, there must be more than 50 employees for employees to be eligible for FMLA leave. Nonetheless, recognizing the importance of family the agency has elected to adopt this policy establishing the family leave of absence.

The agency will grant an employee up to twelve (12) weeks of Family Leave of Absence during any twelve-month period to care for a newborn child during the first twelve months after birth; the placement of a child for adoption or foster care within twelve months after placement; to care for the employee's spouse, son, daughter, or parent with a serious health condition; or, to attend to the employee's own serious health conditions involving inpatient care or continuing treatment which causes the inability to perform his/her job.

Family leave of absence will be unpaid leave. At the request of the employee annual leave up to that employee's total accumulated balance may be used in place of unpaid leave. At the request of the employee compensatory time up to that employee's total accumulated balance may be used in place of unpaid leave. At the request of the employee, the Executive Director may authorize the use of medical leave for the care of immediate family members up to the total of 12 days per rolling 12 month period. When substituting annual leave, compensatory time or medical leave for the care of immediate family members for unpaid family leave of absence, the

Executive Director may require a certificate or letter from the appropriate physician. Such certificate or letter must certify the illness and its seriousness as well as the expected duration.

If medically necessary, a leave relating to a serious health condition may be taken intermittently or by reducing the usual number of hours worked per week or per day. When both spouses are employed by the agency, the total number of workweeks of family leave of absence utilized by both spouse combined will be limited to 12 workweeks if the leave is taken because of the birth of a son or daughter and in order to care for the son or daughter, the placement of a son or daughter with the employee for adoption or foster care, or to care for a sick parent of one of the employees if the parent has a serious health condition.

During unpaid family leave of absence, employee's wages and other benefits are not paid or accrued except for health insurance which will be continued on the same basis as if the employee continued in active status. The employee's portion of health insurance must be paid either through payroll deduction, or by direct payment by the employee to the agency. The employee will receive a bill from the agency for payment of the employee's share of health or dental premiums. If the premium is paid by the stated due date, coverage will be cancelled.

At the conclusion of leave, an employee will be restored to the position he/she held at the time the family leave of absence began or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment, unless the employee's position would have been otherwise eliminated during the leave. Fringe benefits accrued prior to the leave will not be lost as a result of the leave. However, employees will not accrue additional employee benefits during the period of the leave.

An employee who fails to return to work after the leave expires (other than due to the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control) will be liable to the agency for that employee's share of health and dental plan premiums paid by the agency during the period of leave. The agency will recover the initial sums through deductions from any sums due to the employee (e.g. unpaid wages, annual leave pay, etc.). Any balance may be recovered through legal action.

MATERNITY LEAVE – NRPC complies with the NH Maternity Leave Law that provides female employees with unpaid leave for the period of temporary disability resulting from pregnancy, childbirth, or related medical conditions. Employees on maternity leave shall be subject to the same terms and conditions of NRPC's short term disability policy.

MILITARY LEAVE - An employee may be granted up to ten days of paid leave upon presentation of valid military service orders. Extended military service may be grounds for an extended leave without pay.

LEAVE WITHOUT PAY - In unusual circumstances and in the best interest of the NRPC, an employee may be granted a period of leave from NRPC without pay at the discretion of the Executive Director. During any leave without pay, the employee would be responsible for all costs of insurance benefits if they are to be continued, and benefit accruals would be suspended.

6.6 COMPENSATORY TIME

Exempt employees shall accrue compensatory time for hours worked, on an hour for hour basis, on specifically assigned tasks or meetings requiring an employee's attention outside the standard office hours. Compensatory time is not earned for additional time outside of the standard office hours spent fulfilling the requirements of the job or completing routine work assignments. Compensatory time is a non-monetary benefit, and employees shall not be paid for unused compensatory time upon severance. Employees shall request the use of compensatory time leave on a form and in a manner prescribed by the Executive Director. Compensatory time leave may be used in increments of one-half hour. Compensatory leave time must be taken in the three months following the month in which it is earned, or it shall be forfeited.

6.7 INSURANCE COVERAGE

NRPC is proud to offer insurance benefits to eligible employees. To defray the cost of the premium, NRPC currently pays a portion of the premium. This handbook briefly summarizes the current benefits plans maintained by the Agency for eligible employees. Our benefits plans, premiums, and employer contributions are reviewed periodically and are subject to change. If any questions arise regarding the implementation or interpretation of any benefit plan, the terms and conditions of the actual plan documents and summary plan descriptions will control rather than the summaries contained in this handbook. As mentioned above, this handbook is not contractual in nature and does not guarantee any continuance of benefits.

For more information about specific costs and coverages, employees should consult the plan documents and summary plan descriptions available from the Executive Assistant.

SSI & UNEMPLOYMENT - The NRPC participates in both the Social Security and Unemployment Insurance programs as required by law, and all employees are covered.

WORKER'S COMPENSATION - The NRPC participates in the Worker's Compensation program covering any injury or health related condition requiring medical treatment sustained in the normal course of employment. An employee who sustains a work related injury should inform the Executive Director immediately no matter how minor it may appear.

HEALTH INSURANCE - All regular employees are eligible to participate in the group health insurance plan offered by the NRPC. Currently, employees selecting the lowest cost plan are eligible to participate on a 90% employer/10% employee basis for a 40-hour per week employee. Employees selecting higher cost plans are responsible for all costs above the 90% employer contribution offered for the lowest cost plan. The agency contribution shall be reduced proportionately for employees with regularly scheduled weekly hours that are less than 40 per week.

DENTAL INSURANCE – Currently, all regular employees are eligible to participate in the group dental insurance plan offered by the NRPC on a 90% employer/10% employee basis for a 40-hour per week employee. The agency contribution shall be reduced proportionately for

employees with regularly scheduled weekly hours that are less than 40 per week. Current information on the plan may be obtained from the Executive Assistant.

SHORT TERM DISABILITY INSURANCE - All regular employees are covered for disabling illness (starting after one week) or injury (starting immediately) extending up to three (3) months in duration. Employees may at their discretion request that short term disability insurance be combined with accumulated medical leave. This will allow the employee to remain at 100% of wages and benefits until the accumulated medical or annual leave is expended or until the end of the three month period covered by the short term disability insurance. Current information on the coverage may be obtained from the Executive Assistant.

LONG TERM DISABILITY INSURANCE - All regular employees are covered for disabling illness or injury at no cost to the employee. Employees are insured for the period of coverage beginning three (3) months following the onset of the disabling injury or illness. Employees will be required to obtain and submit certifications from appropriate physicians confirming the disabling nature of the injury or illness per the rules controlling the agencies long term disability insurance. Current information on the coverage may be obtained from the Executive Assistant.

INCENTIVE OPTION - NRPC provides a cash alternative to staff who elect not to participate in the health, dental or long-term disability insurance plans. Any eligible employee choosing this option will receive a check at the start of each calendar year in the amount equal to ten percent of the total annual premium per plan waived.

6.8 CONTINUATION OF BENEFITS

Except in circumstances of involuntary dismissal for cause, participating employees may elect to continue insurance coverage, at their own expense, for a period of up to 18 months from the date of severance from the NRPC. This extension is not automatic. Eligible employees must inform the agency in writing of their interest in continuing coverage for themselves and their dependents within 60 days of severance.

6.9 CREDIT UNION

All employees are eligible to participate in the Granite State Credit Union.

6.10 RETIREMENT PROGRAM

After one year of continuous paid service, all regular employees are eligible to participate in NRPC's defined contribution retirement (401a) plan and deferred compensation (457) plan. Contributions are based on the following formula, and NRPC's contributions end on the date of severance. The employee contribution may be increased to the maximum amount allowed by law.

1st year:	2% employee/2% employer
2nd year:	2% employee/3% employer
4th year:	2% employee/4% employer
6th year+:	2% employee/5% employer

Participation is voluntary, and a participating employee may depart from the program at any time. Current information on the plans may be obtained from the Executive Assistant.

The NRPC will also make a deferred compensation (457) plan available to employees. The agency will not make contributions to the deferred compensation (457) plan, and all contributions to the deferred compensation plan are voluntary on the part of the employee and will end on the date of separation.

6.11 SALARY ADJUSTMENTS

Annual salary increases will be established through the annual budgetary process based upon available resources of the agency. The Executive Director shall assign increases based upon an employee's score on his/her performance evaluation. The Executive Director shall prepare an official policy for the review and approval of the Executive Committee that shall determine how salary increases are to be distributed based upon the performance evaluation process.

7.0 ADMINISTRATIVE MATTERS

7.1 CORRECTIONS IN PAY

NRPC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on each payday.

In the rare event that there is an error in the amount of pay, or in any scheduled deduction, the employee should bring the discrepancy to the attention of the Executive Assistant promptly so the corrections can be made as quickly as possible.

In the event that a paycheck is lost or stolen, the employee should notify the Executive Assistant immediately who will attempt to place a stop-payment order on the check. If the stop-payment order is successful, another paycheck will be issued. NRPC does not assume responsibility for lost or stolen paychecks, and if the agency is unable to stop payment on a check, the employee alone is responsible for any loss of income that may result.

7.2 PERSONNEL DATA CHANGES

It is the responsibility of each employee to notify the Executive Assistant promptly of any changes in home mailing address, telephone number, names of dependents, persons to be contacted in the event of an emergency and other such personal information.

8.0 APPEALS

8.1 PROCESS

Any decision made by the Executive Director in the implementation of these Personnel Policies, or in the general management and operation of the agency, may be appealed. Employees are encouraged to first discuss any problems or concerns with the Executive Director on an informal basis prior to making a formal appeal. The appeal process is progressive in nature and follows three steps:

- 1) WRITTEN APPEAL TO THE EXECUTIVE DIRECTOR - The employee shall notify the Executive Director of his/her intent to formally appeal a decision, action or policy and set forth the reasons for the appeal in writing. Within one week, the Executive Director shall respond to the employee as appropriate and document the appeal and any decision in writing;
- 2) WRITTEN APPEAL TO THE EXECUTIVE COMMITTEE - If the employee is not satisfied by the decision of the Executive Director, he/she may transmit in writing to the Executive Committee the reasons for furtherance of the appeal. The Executive Committee will take appropriate action and respond to the employee in writing within two weeks;
- 3) HEARING BEFORE THE EXECUTIVE COMMITTEE - The employee may seek further redress through a personal hearing before the Executive Committee by written request. If warranted, such a hearing may be granted within two weeks of receipt of the request. The Executive Director shall be available for the hearing, and the decision of the Executive Committee shall be rendered in writing within one week of the hearing's conclusion.

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

8.2 DECISIONS

All actions of the Executive Committee regarding appeals are final.

APPENDIX A

CODE OF ETHICS AND PROFESSIONAL CONDUCT AMERICAN INSTITUTE OF CERTIFIED PLANNERS

The Planner's Responsibility to the Public

- A. A planner's primary obligation is to serve the public interest. While the definition of the public interest is formulated through continuous debate, a planner owes allegiance to a conscientiously attained concept of the public interest, which requires these special obligations
1. A planner must have special concern for the long, range consequences of present actions.
 2. A planner must pay special attention to the interrelatedness of decisions.
 3. A planner must strive to provide full, clear and accurate information on planning issues to citizens and governmental decision makers.
 4. A planner must strive to give citizens the opportunity to have a meaningful impact on the development of plans and programs. Participation should be broad enough to include people who lack formal organization or influence.
 5. A planner must strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons, and must urge the alterations of policies, institutions and decisions which oppose such needs.
 6. A planner must strive to protect the integrity of the natural environment.
 7. A planner must strive for excellence of environmental design and endeavor to conserve the heritage of the built environment.

The Planner's Responsibility to Clients and Employers

- B. A planner owes diligent, creative, independent and competent performance of work in pursuit of the client's or employer's interest. Such performance should be consistent with the planner's faithful service to the public interest.
1. A planner must exercise independent professional judgment on behalf of clients and employers.
 2. A planner must accept the decisions of a client or employer concerning- the objectives and nature of the professional services to be performed unless the course of action to be

pursued involves conduct which is illegal or inconsistent with the planner's primary obligation to the public interest.

3. A planner must not, without the consent of their client or employer, and only after full disclosure, accept or continue to perform work if there is an actual, apparent, or reasonable foreseeable conflict between the interest of the client or employer and the personal or financial interest of the planner or of another past or present client or employer of the planner.
4. A planner must not solicit prospective clients or employment through use of false or misleading claims, harassment or duress.
5. A planner must not sell or offer to sell services by stating or implying an ability to influence decisions by improper means.
6. A planner must not use the power of any office to seek or obtain a special advantage that is not in the public interest nor any special advantage that is not a matter of public knowledge.
7. A planner must not accept or continue to perform work beyond the planner's professional competence or accept work which cannot be performed with the promptness required by the prospective client or employer, or which is required by the circumstances of the assignment.
8. A planner must not reveal information gained in a professional relationship which the client or employer has requested be held inviolate. Exceptions to the requirement of non-disclosure may be made only when: (a) required by process of law, or (b) required to prevent a clear violation of law, or (c) required to prevent a substantial injury to the public. Disclosure pursuant to (b) and (c) must not be made until after the planner has verified the facts and issues involved and, when practicable, has exhausted efforts to obtain reconsideration of the matter and has sought separate opinions on the issue from other qualified professionals employed by the client or employer.

The Planner's Responsibility to the Profession and to Colleagues

- C. A planner should contribute to the development of the profession by improving knowledge and techniques, making work relevant to solutions of community problems, and increasing public understanding of planning activities. A planner should treat fairly the professional views of qualified colleagues and members of other professions.
 1. A planner must protect and enhance the integrity of the profession and must be responsible in criticism of the profession.
 2. A planner must accurately represent the qualifications, views and findings of colleagues.

3. A planner, who has responsibility for reviewing the work of other professionals, must fulfill this responsibility in a fair, considerate, professional and equitable manner.
4. A planner must share the results of experience and research which contribute to the body of planning knowledge.
5. A planner must examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and must not accept the applicability of a customary solution without first establishing its appropriateness to the situation.
6. A planner must contribute time and information to the professional development of students, interns, beginning professionals and other colleagues.
7. A planner must strive to increase the opportunities for women and members of recognized minorities to become professional planners.

The Planner's Self-Responsibility

- D. A planner should strive for high standards of professional integrity, proficiency and knowledge.
 1. A planner must not commit a deliberately wrongful act which reflects adversely on the planner's professional fitness.
 2. A planner must respect the rights of others and, in particular, must not improperly discriminate against persons.
 3. A planner must strive to continue professional education.
 4. A planner must accurately represent professional qualifications, education and affiliations.
 5. A planner must systematically and critically analyze ethical issues in the practice of planning.
 6. A planner must strive to contribute time and effort to groups lacking in adequate planning resources and to voluntary professional activities.

APPENDIX B**PERFORMANCE EVALUATION PROCEDURES**

The purpose of performance evaluation is to ensure that all employees perform to the best of their abilities. These procedures provide a mechanism to identify both outstanding performance and performance that requires attention to ensure that the agency continues to produce professional and high quality work products. In addition, these procedures establish a basis for work performance that is exemplary and entitled to reward.

APPENDIX C

 **NRPC Telecommuting Agreement**

Telecommuting Employee: _____

Supervisor: _____

Effective Date: _____

1. NRPC and I agree that at NRPC's discretion, I may perform portions of my assigned duties for NRPC at a location other than at NRPC as a telecommuter.

- Work Location and Phone #: _____
- Days/Week: _____
- Telecommuting Hours: # hrs./week: _____
- Expected # hours/day: _____

2. I understand that telecommuting is a mutually agreed on work option between my supervisor and me. My participation as a telecommuter can be terminated upon two weeks notice. Further, there may be instances that my supervisor may require me to work in the office on days that I would normally telecommute. My supervisor will work with me to provide advance notice when possible.

3. I understand the duties, responsibilities, and conditions of my employment remain unchanged. I will continue to comply with NRPC policies and procedures while working off-site. My salary and benefits remain unchanged.

4. I have been provided with the following equipment, including software, that I am responsible for:

All NRPC equipment will be used solely by me for office related matters. I will return all equipment within 48 hours upon termination of this agreement. Upon termination of the Telecommuting agreement any software provided for Telecommuting will be deleted from any computer. All long distance phone calls will be made with a phone card, provided by NRPC.

5. I agree to designate a workspace in my home for the purposes of Telecommuting. I will maintain this workspace in a safe condition, free from hazards, and other dangers to me and NRPC equipment.
6. As my workspace is considered an extension of my NRPC workspace, worker's compensation from job related accidents will continue to exist within the defined workspace during my Telecommuting hours. Any work-related injuries will be reported immediately to my supervisor. I understand that I remain liable for injuries to third parties and/or members of my family on the premises.
7. In understanding that while Telecommuting I will remain responsible to maintain professional standards of behavior at all times. When using the phone for NRPC business I will not allow my personal life to intrude into that communication. I will not use my home as a meeting location to conduct NRPC business. If I leave my home when telecommuting for any agency purpose, I will dress in a professional fashion.
8. Individual tax implications related to the home workspace shall be my responsibility.
9. I agree that Telecommuting is not a substitute for dependent care and that I will make dependent care arrangements, as they are required when working in the Office, to permit concentration on work assignments off-site.
10. My supervisor and I will periodically evaluate my Telecommuting arrangement and communicate effectively about problems and successes of Telecommuting. These reviews will take place monthly for the first six months of this Telecommuting agreement. After the first six months we will meet on a quarterly basis.
11. I will ensure that my Telecommuting does not adversely impact the support staff either when I return to the office (e.g., major mailings the next day, etc.) or when I am working at home. I realize this will require good and frequent communication.
12. I understand that I may be expected to share NRPC workspace and equipment, as needed, with other part-time employees and telecommuters.
13. I will organize my work so that I effectively use my days in the office and set aside work assignments that lend themselves to Telecommuting. Further, I will maintain all office protocols such as voice-mail, computer files, etc.
14. I will organize my files and workspace so that others can find materials when I am telecommuting.
15. I understand this Agreement will be reviewed at the time of my annual review. I understand that Telecommuting is a privilege and that if my annual performance evaluation rating is below expectations I will lose the privilege of Telecommuting.



**NASHUA REGIONAL PLANNING COMMISSION
PERSONNEL POLICIES
Adopted October 8, 2008**

Signatures:

Telecommuter

Date

Supervisor

Date



***Acknowledgment of Receipt of
Nashua Regional Planning Commission
Personnel Policies***

This will acknowledge that I have received a copy of the Nashua Regional Planning Commission's Personnel Policies. I understand that these policies do not create a contract of employment, nor do they establish legally binding terms or conditions of employment. I am an "at-will" employee of this organization, which means that both NRPC and I are free to terminate the employment relationship at any time, with or without cause. I further acknowledge my obligation to acquaint myself with the provisions of this Handbook and any future amendments thereto.

Signature

Printed Name

Date

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