

RUTLAND REGIONAL PLANNING COMMISSION

PERSONNEL POLICIES and PROCEDURES

Revised May 16, 2006

This Personnel Policies and Procedures Handbook replaces and supersedes any and all other previous Rutland Regional Planning Commission Employee Handbooks.

1. INTRODUCTION

The policies in this handbook are the Personnel Policies and related procedures of the Rutland Regional Planning Commission. The Commission (which is the term used throughout this handbook) is an agency created by the authority of Title 24, Vermont Statutes Annotated, Section 4341.

These policies shall be applicable to all persons employed by the Rutland Regional Planning Commission. The policies and procedures contained in this handbook are guidelines. They do not constitute part of an employment contract, nor are they intended to make any commitment to any employee concerning how employment action can, should or will be handled.

As policies and benefits are revised, changes will be communicated to employees through standard communication channels. Advance notice may not always be possible.

Employment with the Commission is not for any definite period or succession of periods, and may be terminated either by the employee or by the Commission at any time without notices, except as provided by this handbook.

The Commission recognizes that its stability, success, and progress are based on the cooperation and interest and effort of the staff. Employees recognize that courtesy and consideration for others, cooperation with others, and mutual support in working to fulfill the goals of the Commission are fundamental to the success of the Rutland Regional Planning Commission.

2. EMPLOYEES COVERED

These policies and related procedures are applicable to all persons employed by the Commission with the exception of persons employed in a temporary capacity and other positions to which no compensation is attached.

3. ADMINISTRATION

These rules and regulations will be administered by the Executive Director or authorized representative. Amendments to these Personnel Rules shall be by made by the Board of Commissioners at a duly warned meeting.

4. EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Commission is to maintain and promote equal employment opportunity and non-discrimination with employees and applicants for employment. The Commission will select candidates for employment on the basis of the candidates' qualifications for the job and treat them fairly with respect to compensation and opportunity for training and advancement, including upgrading and promotion. No aspect of employment within the Commission will be influenced in any manner by race, color, sex, age, national origin, or sexual preference, or any other basis prohibited by statute.

The Commission's policy and practice is to comply with the all applicable State of Vermont and federal laws that apply to preserving an employment environment that is free from illegal discrimination.

5. RECRUITMENT AND SELECTION

When a personnel vacancy occurs, the Executive Director, will conduct a recruiting and selection process designed to identify the most suitable individual for the position. Current Commission staff will be included.

Applicants for all positions must submit a written application or resume with at least three references. The Executive Director has the authority to hire Commission staff. The Executive/Finance Committee has the authority to hire the Executive Director

All hiring shall be made based on equal opportunity for qualified candidates. Education, experience, aptitude, knowledge, and skills will be weighed in relation to the duties and responsibilities of the job. Reference checking will be considered part of the selection process.

The Executive Director will serve under the direction of the Board of Commissioners. All other personnel will serve under the direction and supervision of the Executive Director.

6. EMPLOYMENT AND APPOINTMENT CATEGORIES

A. CATEGORIES OF EMPLOYMENT:

Administrative/Planner Staff (exempt) – Administrators and planner staff are positions that are professional, executive or managerial and, as such, are exempt from the Fair Labor Standards Act provisions of overtime that apply to hourly staff.

Support Staff (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 Fair Labor Standards Act

Limited Status Employees - Limited Status Employees are positions whose duration and conditions of employment, and eligibility for benefits, will be determined at the time of hire.

B. TYPES OF APPOINTMENTS

Full-Time: Regular full-time employees works 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 Personnel Policies and Procedures Handbook.

Part-time: Regular part-time employees are employees who work less than the normal week but on a regular basis. Part-time employees are subject to the policies contained in the Personnel Policies and Procedures Handbook. Benefits may be extended on a prorated basis to regular part-time employees who work 20 hours or more per week.

Limited Status Employees: Those employees (student, interns, special project personnel, temporary help, etc) hired to work either full or part time for a definite period of time shall not be eligible for employee benefits, unless specifically identified in the letter of employment. Limited Status employees are subject to the policies contained in the Personnel Policies and Procedures Handbook pertaining to performance and conduct.

7. NOTIFICATION AND INTRODUCTORY PERIOD

A. NOTIFICATION OF ACCEPTANCE

The Executive Director shall give notification of acceptance, in writing, to the applicant. The notification shall include the beginning date of employment, beginning salary, general job description, and any other pertinent information. A copy of the Personnel Policies and Procedures Handbook will be provided to new employees upon notification of employment. Written acceptance by the applicant will be requested and sent to the Executive Director.

B. ORIENTATION PERIOD

All appointments for greater than ninety (90) days shall be made with an orientation 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 Commission. Also, it affords new employees an opportunity to decide their compatibility with the organization. The Executive Director may extend, with cause, the orientation period. The total orientation period shall not exceed six (6) months.

This is a time for extensive feedback and for new employee learning. At any time during this period, the new employee may resign without any

detriment to the relationship between his/herself and the Commission. In the worst case, if there is not a good fit between the employee and the job, employment may be terminated at any time, with or without cause. During this time is the expectation for rapid learning and application on the employee's side and for extensive coaching and feedback by the employee's supervisor and fellow employees.

C. PROOF OF CITIZENSHIP

All new employees must provide proof of citizenship or legal immigration status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

D. PERSONNEL FILES

Individual personnel records will be maintained containing information on each employee to meet state and federal legal requirements and to assure efficient personnel administration. Changes of address, telephone number and/or family status (births, marriages, death, divorce, etc.) must be reported immediately as they may affect tax status or benefits.

Access to personnel files is restricted to the Executive Director or Acting Executive Director. Personnel files are the property of the Commission and may not be removed, nor shall any information within the file be removed without written permission from the Executive Director. Employees may examine their files and copies may be made of any information within the file, but the file may not be removed from the office.

Any medical records (such as those required by Americans with Disabilities Act, Occupational Safety and Health Act/Vermont Occupational Safety and Health Act, Workers' Compensation, or Family Medical Leave Act) will be kept in a separate confidential file with restricted access unless for essential purposes.

Upon termination of employment the Commission will retain individual personnel files for seven years in compliance with legal requirements.

8. PERFORMANCE EVALUATIONS

All employees of the Commission 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 following a conference during which the evaluation is discussed.

Any annual evaluation with a rating of less than satisfactory may result in a probationary period up to ninety (90) days. The employee will be given written notification of the specific job areas that need improvement. Improved performance and subsequent evaluation may result in the probationary status

concluding. Failure to improve during the probationary period may result in suspension or termination. During the probationary period, there will be no reduction in pay or loss of fringe benefits.

The Commission Chair shall prepare an annual written Performance Evaluation for the Executive Director after consultation with, and having the concurrence of the Executive/Finance Committee in accordance with the Policy on Evaluation Process.

9. DISCIPLINE AND DISCHARGE

A. GENERAL POLICY

The Commission exists to promote cooperation and provide services to its member municipalities/citizens, in accordance with the Mission Statement of the Commission, and therefore has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of the Commission employees. The Commission expects and requires employees to adhere to standards of conduct that are required for the effective functioning of the Commission. 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. Discipline and/or discharge may result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.

All personnel shall conduct themselves in a manner consistent with these Personnel Policies, the public interest, the adopted mission of the Commission and the Ethical Principles of Planning as maintained and periodically updated by the American Planning Association for all Commissioners, staff and committee members. The most recent edition of the Code of Ethics and Professional Conduct of the American Institute of Certified Planners shall guide all professional staff. The APA and AICP ethics codes are attached and available at www.planning.org.

B. DISCIPLINARY PROCEDURES

The Executive/Finance Committee (for the Executive Director) or the Executive Director (for all other employees) may discipline or dismiss an employee whenever the employee's work or conduct so warrants. The degree of discipline imposed may vary depending on the nature of the offense and the surrounding circumstances. For misconduct, lack of adherence to established policies/rules/ regulations, or repeated incidents of substandard job performance, discipline may include the following, but not necessarily in the order listed: oral warning(s); written warning(s); suspension(s) without pay; and discharge. Discipline is

designated to address substandard performance or misconduct. As such, oral and written warnings should state the nature of the problem, as well as the expected improvement. Records of action taken beyond the oral warning stage shall be included in the employee's personnel file and the employee shall receive a copy. Any employee who has been disciplined or discharged has recourse to the appeal process.

10. APPEAL/GRIEVANCE POLICY AND PROCEDURES

A. APPEAL/GRIEVANCE POLICY

The purpose of this policy is to promote the orderly resolution of employment-related problems. Fair and prompt consideration will be given to all employee complaints, problems, and questions. If an employee has a complaint, he/she may take the following steps in sequence to seek resolution.

It is the intent of the Commission to adjust grievances informally; staff is encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that will be resolved only after a formal appeal and review. When this is the case the following procedure will be used.

A grievance is any matter considered by the employee as ground for complaint, including personnel action arising out of discipline, dismissal, demotion or suspension. An employee who believes that inequitable treatment has been received because of some conditions of employment or action on the part of another employee may personally, or through representatives, appeal for relief from that condition. The employee is normally expected to initially discuss any grievance with the Executive Director. If the matter cannot be settled at that level, the employee may elect to discuss the matter with the Executive/Finance Committee. At his/her option mediation may be requested as an interim step.

B. APPEAL/GRIEVANCE PROCEDURES

The following Steps shall be followed as the Appeal/ Grievance procedures:

STEP ONE

Discuss the matter with the Director as soon as possible. The employee may skip this step and proceed to Step Two.

STEP TWO

If the matter is not resolved through discussion, the employee may submit a written complaint to the Executive Director. Such a complaint must be submitted within 30 calendar days of the occurrence of the situation giving rise to the complaint. The Executive Director will arrange a meeting, which will include the employee and may include the person to whom the complaint is directed, within ten working days of receipt of the complaint. Within ten working days after the meeting, a written response will be sent to the employee.

STEP THREE

If the complaint is not settled at step two, 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. At his/her option mediation be requested as an interim step. The Chair of the Executive/Finance Committee will arrange a meeting that will include the employee and may include the person to whom the complaint is directed. Within ten working days following the meeting, a response will be forwarded to the employee.

If the complaint involves an action of the Executive Director, employees may skip Step One and Two. An employee may invite his/her representative to attend any meeting in Steps One, Two or Three.

The decision of the Executive/Finance Committee/Board of Commissioners shall be final. Any employee may seek assistance through the appropriate State of Vermont or federal agency if he/she feels that there has been a legal violation of a state or federal law.

11. CONDUCT OF EMPLOYEES AND WORKING CONDITIONS

A. HOURS OF WORK AND FLEXIBLE SCHEDULING

Office Hours - The Commission office will be opened Monday through Friday, from 8:00 AM to 5:00 PM, holidays excepted.

The Commission recognizes that at times employees may wish to adjust their daily hours of work. Flexible scheduling may be arranged with approval of the Executive Director under the condition that it does not interfere with the work of the Commission and as long as a majority of the regular daily hours fall within the normal work day. From time to time it may also be appropriate for employees to work at home. This may be done with approval from the Executive Director. The Executive Director may rescind approval for the above flexible working conditions when it is in the best interest of the Commission.

B. PAYROLL PERIOD

The Commission employee payroll periods shall be on a semi-monthly basis closing on the 15th and the last day of each month. Employees are required to submit time reports in a timely manner for payroll processing. Semi-monthly pay shall be available on the closing date of each period and will cover services rendered during the closing period. In the event a closing date falls on a Saturday or Sunday, or holiday, paychecks will be dated for and distributed on the last working day of the period. Employees may have the option of receiving a paycheck or using direct deposit for pay.

C. WORK EXPENSES

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

Mileage - Commission employees using their automobile for Commission business shall be reimbursed at the current U.S. Government rate for mileage plus tolls and parking fees.

Meals - The Commission employees required to obtain meals while on Commission business shall be reimbursed for reasonable costs. Employees must submit an expense report with receipts, where possible, to receive reimbursement.

Other - Other routine and reasonable work-related expenses will be reimbursed with submission of receipts.

D. GENERAL OBLIGATIONS

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

E. CONFIDENTIALITY/CONFLICT OF INTEREST/OUTSIDE EMPLOYMENT

Employees are expected to devote their full employment time to the best interests of the Commission. Employees may have outside employment, but any professional work that may conflict with the work performed at the Commission, that may jeopardize the confidential nature of any project, or may interfere with the primary work of the Commission, will not be allowed. Any outside employment that has the potential for conflict must be reported to the Executive Director.

For all professional and special projects staff, the Commission adopts by reference the most recent edition of the Code of Ethics and Professional Conduct of the American Institute of Certified Planners. (The ethics code is available at www.planning.org).

F. POLITICAL ACTIVITY

An employee shall not use his or her official authority for the purpose of 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.

G. CONTRACTS/GIFTS

No employee of the Commission shall be beneficially interested directly or indirectly in any contract with the Commission, regardless of amount; or furnish any material, or perform any labor, except in the discharge of his or her official duties, unless such contract shall have been awarded within the procedures of the Commission.

No employee of the Commission shall take part in any decision concerning the business of the Commission in which he or she has a direct or indirect financial interest, aside from his or her salary as an employee, greater than any other citizen or taxpayer in the Commission. Employees may not accept any gifts that may compromise the integrity of a contract.

H. TERMINATION OF EMPLOYMENT

An employee who resigns his or her employment with the Commission shall be deemed to be terminated in good standing if he or she gives at least two weeks notice in writing to the Executive Director/the Executive/Finance Committee of his or her intention to resign and if other circumstances of the termination are such as to justify good standing. Upon termination, a review of accrued vacation; conversion of health insurance rights, other insurance or retirement coverage; clearance of any outstanding accounts; and any other questions which may arise concerning the termination of employment. Only accrued vacation time will be reimbursed upon resignation or termination. Sick leave or compensatory time or time available under Section 19 C [Exempt Employee Work Beyond Normal Week] shall not be used in the two weeks prior to the termination of employment without the express written consent of the Executive Director.

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

I. SEXUAL HARASSMENT

It is the policy of the Commission that all employees are responsible for assuring that the workplace is free from sexual harassment. The work of the Commission can be realized in an atmosphere of mutual trust and respect. Actions that diminish such an atmosphere shall not be condoned or tolerated. Sexual harassment is illegal and the Commission will not tolerate sexual harassment of its employees. Unprofessional conduct that may lead to sexual harassment will not be tolerated. The Commission has adopted the Equal Employment Opportunity Commission (EEOC) definition of sexual harassment.

The definition is as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of the Executive Director. If the complaint involves someone in the employee's direct line of command, then the employee may go directly to the Executive/Finance Committee with the complaint. Retaliation against an employee for making a complaint of sexual harassment or for cooperating with an investigation of harassment is unlawful and will not be tolerated.

Complaints of sexual harassment shall be investigated promptly and the Appeal/Grievance procedures will normally be followed (as outlined in XI.) If sexual harassment is found to exist, prompt corrective action shall be taken.

Any employee may also seek other relief to which he/she is entitled by law. Notice of legal protections regarding Sexual Harassment is posted on the employee bulletin board for reference.

12. WAGE ADMINISTRATION

A. JOB CLASSIFICATION

The Commission has adopted a job classification system where individual positions are placed according to the skill, qualifications and duties and responsibilities of the job. Job classifications are assigned a grade and salaries are based upon a pay range that is adjusted according to the external market conditions. Starting salaries and pay increases fall within the appropriate pay range for the position grade and are also determined by qualifications, performance and other criteria at the discretion of the Executive Director in concurrence with the Executive/Finance Committee. The job classification system covers all full-time and part-time employees. The Commission has adopted a Policy on the Job Classification System; refer to that Policy for details.

B. JOB DESCRIPTIONS

Formal written job description shall be provided which outline the basic job requirements including duties and responsibilities, education and work experience qualifications and other criteria that relates to the position. Employees may be asked to prepare goals and objectives that relate to the job description responsibilities. At least annually, position classifications should be reviewed to determine if the duties, responsibilities, or qualification have changed significantly.

C. 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. The Executive/Finance Committee shall determine the maximum amount of an individual bonus annually. Bonuses and/or merit increases shall be granted subject to the availability of funds. 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.

D. COMPENSATORY TIME

Non-exempt staff who work beyond forty hours in a weekly time period will accrue compensatory time (also know as "overtime") at the rate of time and a half for each hour of overtime worked. The maximum accrual of compensatory time is 75 hours. Such employees will receive pay in lieu of compensatory time, upon request.

Exempt staff is not subject to compensatory time or pay. However, the Commission does have a provision for exempt employees, to allow an

accumulation of time in lieu of overtime when employees are required to work beyond the normal week See Section 19 (D)

13. PROFESSIONAL CONFERENCES, IMPROVEMENT OR TRAINING

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

14. WORKPLACE HEALTH AND SAFETY

A. OCCUPATIONAL HEALTH AND SAFETY ACTS

Vermont Occupational Safety Hazards Act (VOSHA) - In the interest of the safety and well-being of the Commission workers, all employees shall acquaint themselves with the rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). The Executive Director shall be responsible for enforcing safety rules as required by VOSHA and/or adopted by the Commission.

All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate the VOSHA regulations. Any defective, unsafe equipment or practice, or any known medical or psychological condition that creates a danger to the worker, a co-employee or the public, shall immediately be brought to the attention of the Executive Director, and use of such unsafe equipment or practice shall cease immediately.

B. SMOKING POLICY

The Commission is a smoke free workplace. Smoking in any form is prohibited in all enclosed indoor places of publicly owned buildings and offices. Upon request of an employee, and with the agreement of the other employees, a smoking area may be designated in an unenclosed, outdoor place of the publicly owned building. An employee's failure to comply with the smoking policy shall constitute cause for disciplinary action, and the failure of the Commission to implement or enforce the policy shall be grounds for a grievance procedure by an aggrieved employee, and any violations shall be promptly remedied.

C. SUBSTANCE ABUSE

The Commission is a drug-free workplace in compliance with federal requirements. The manufacture, distribution, dispensation, possession, or use of an unlawful controlled substance is prohibited in the workplace and violations will result in immediate disciplinary action.

Further, use of any substance that may impair performance or pose a hazard to the safety and welfare of the employee, public, or other employees will also be subject to disciplinary action. Employees who experience alcohol or drug abuse problems are expected and encouraged to seek assistance in the treatment of their problem.

15. GROUP MEDICAL INSURANCE

All full-time and regular part-time employees shall be entitled to health insurance for employee and dependents. Regular full-time employees shall have insurance paid by the Commission. Regular part-time employees shall have health insurance as provided on a prorated basis. Detailed information about the group medical plan will be provided to employees upon hire or eligibility and as changes in the plan occur over time. The Commission will determine annually the extent to which a co-pay will be required and the amount of that co-pay.

Should a full-time or part time employee elect not to receive health insurance coverage through the Regional Planning Commission, the Commission will make cash payment to the employee at the end of each calendar year equal to one-half of the Commission insurance contribution value that would have otherwise been paid during that fiscal year, subject to taxes. (revised May 16, 2006)

16. DENTAL INSURANCE

All full-time and regular part-time employees shall be entitled to dental insurance for employee and dependents. Regular full-time employees shall have insurance paid in full by the Commission. Regular part-time employees shall have insurance provided on a prorated basis. Detailed information about the dental insurance plan will be provided to employees upon hire or eligibility and as changes in the plan occur over time.

17. RETIREMENT BENEFIT

Employees hired after July 1, 1975, who meet the qualifying hours, are required to participate in the Vermont Municipal Employee's Retirement System. Any other employees may continue the deferred income program provided by the Commission with the rate of deferment being equal to that of the VMERS.

18. SHORT AND LONG TERM DISABILITY/LIFE AND ACCIDENTAL DEATH

All full-time and regular part-time employees shall be entitled to short and long term disability insurance for employee and dependents. Regular full-time employees shall have life and accidental death and short-term disability insurance paid in full by the Commission; all employees will be required to purchase long-term disability insurance. Regular part-time employees shall have insurance provided on a prorated basis.

19. EMPLOYEE LEAVE

A. VACATION LEAVE

Vacation time shall begin to accrue at the end of the employee's first pay period, based on the following:

<u>Tenure</u>	<u>Rate</u>
6 months - 2 years	10 working days per year
2 - 7 years	15 working days per year
7 or more years	20 working days per year

A maximum of 20 vacation days may be carried over from one year to another, unless otherwise approved by the Executive Director. Vacations shall be scheduled in advance with the Executive Director.

One half of available vacation time, up to 10 vacation days annually, may be exchanged for the value of those days at the employees' current rate at the time of the request with the approval of the Executive Director. The request shall be made in writing.

Upon voluntary or involuntary termination from employment with the Commission, compensation shall be granted for any unused portion of vacation leave remaining at the employee's last rate of pay.

B. SICK LEAVE

All full-time employees are entitled to twelve days of sick leave per year. Sick leave may be accumulated up to sixty (60) days. If an employee runs out of sick leave, he or she may use vacation time.

During the period when an employee is receiving short term disability, the employee may use accumulated 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.

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.

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

C. EXEMPT EMPLOYEE WORK BEYOND NORMAL WEEK

Due to the nature of the Commission work, exempt employees frequently must work evenings to attend meetings. When it is not possible for employees to adjust their schedule by taking time off during the pay period to make up for evening work, staff shall be eligible to receive one hour off for each hour 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 for all concerned.

The accrual of time off should not exceed 37 1/2 hours except as approved by the Executive Director.

Upon voluntary or involuntary termination from employment with the Commission, no compensation shall be granted for any unused portion of time off remaining.

D. PERSONAL LEAVE

Three personal days per year shall be granted to each employee. Personal leave unused at the end of the fiscal year shall expire.

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

E. HOLIDAYS

The following holidays shall be official holidays together with any other day so proclaimed by the Board of Commissioners. Any holiday occurring during leave time shall not be counted as a day of leave time.

New Year's Day	Thanksgiving Day
President's Day	The Friday following Thanksgiving
Memorial Day	Christmas Eve Afternoon
Fourth of July	Christmas Day
Labor Day	
Columbus Day or Veteran's Day	

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

Full-time hourly employees shall be compensated for holidays as though the employee has worked his or her normal workday. At the discretion of the Executive Director, holidays may be substituted for another day.

Employees wishing to observe religious holidays not listed shall, at their option, use Personal Leave.

F. UNPAID LEAVES OF ABSENCE

All requests for unpaid leaves of absence shall be made to the Executive Director, with as much advance notice as possible. Such leaves are subject to approval by the Executive Director.

20. WORKERS' COMPENSATION INSURANCE

The Commission 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. Failure to report such injuries on a First Report of Injury form may result in a delay in, or loss of, workers' compensation benefits. An employee who is off work for less than three (3) days will be compensated through the use of their accrued sick leave.

21. PARENTAL AND FAMILY LEAVE

Any employee who has worked at the Commission for at least twelve months and has worked an average of at least 30 hours per week during the year, shall be entitled to take up to twelve (12) weeks of unpaid leave for, the birth, adoption, or foster care of a child; or for his or her own serious illness; or care for a seriously ill spouse, son, daughter, or parent, stepchild, a ward of the employee (who lives in the employee's home) or a parent-in-law. This leave may be taken all at once or in smaller increments, and whenever possible the Commission will attempt to accommodate a request for a modified work schedule.

Notification of intent to take parental leave shall be given the Executive Director, including the date leave is expected to commence and estimated duration of the leave, six weeks prior to the anticipated commencement of the leave.

22. CIVIL DUTY AND JURY LEAVE

All full-time employees entitled to vote in national, state, and municipal elections shall, when necessary, be allowed sufficient time off with pay to exercise this right.

Should any full-time employee be called for jury duty within any state or federal judicial court, the employee will be paid as if it were a normal working day. The employee must also provide documentation that the absence was due to jury

duty. The employee is expected to return to work if dismissed by the court during working hours.

23. MILITARY LEAVE

An employee who leaves her/his position to enter military service in time of war, for annual two-week training, or is otherwise called to duty, shall be carried on the rolls in a military leave status and upon her/his discharge shall be entitled to be reinstated to her/his former position or a position equally acceptable to the employee for which that employee is qualified. There shall be no compensation for military leave time. Military leave shall not be used in computing personal leave, sick leave, or vacation leave.