

Lakes Region Planning Commission

Employee Handbook



December 2022

The first LRPC Personnel Policies were formally adopted in 1971, and updated in 1981, 1987, and 1996.

The current LRPC Handbook was adopted on March 3, 2004 with the following amendment dates:

Amendment 1, October 19, 2005

Amendment 2, February 9, 2011

Amendment 3, July 8, 2015

Amendment 4, January 2016

Amendment 5, November 2016

Amendment 6, November 2018

Amendment 7, December 2022

Table of Contents

ABOUT THIS HANDBOOK.....	5
EMPLOYMENT POLICIES	6
Equal Employment Opportunity	6
Employment At Will.....	6
Misrepresentations/Omissions of Applicant Information.....	6
Background Checks for Applicants and Employees.....	6
Required Paperwork for New Employees.....	6
Disability Accommodation	6
EMPLOYMENT CLASSIFICATIONS	7
HOURS OF WORK, OVERTIME, ATTENDANCE	8
Work Hours.....	8
Time and Attendance Records	8
Storm Days.....	8
Overtime	8
Flextime	8
PAYROLL POLICIES.....	9
Payroll Options	9
Payroll Deductions.....	9
Pay Schedule.....	9
UNEMPLOYMENT COMPENSATION AND WORKERS' COMPENSATION.....	9
Unemployment Compensation.....	9
Workers' Compensation	9
EMPLOYEE CONDUCT.....	10
Attendance	10
Non-Solicitation/Distribution	10
Conflicts of Interest.....	10
Political Activity	11
Gratuities.....	11
Personal Appearance.....	11
Outside Employment	11
Telephone Calls	11
Smoking	11
Resignation	11
OPERATING POLICIES	12
Introductory/Probation Period	12

Business Expenses and Travel	12
Performance Evaluations	12
Reduction of Personnel	12
Reduction of Workweek	13
Access to Personnel Files.....	13
Employment Verification.....	13
Open Door Policy/Complaints	13
WORK RULES.....	13
Official Oral or Written Reprimand.....	14
Suspension without Pay	15
Demotion.....	15
Dismissal.....	15
Appeals	15
Removal of the Executive Director.....	16
DRUG AND ALCOHOL POLICY	16
SEXUAL AND UNLAWFUL HARASSMENT POLICY	17
TECHNOLOGY POLICY	19
Electronic Communications, Voice Mail and Computer Systems.....	19
Computer Viruses	19
Software Usage Declaration	19
SAFETY	19
Workplace Monitoring/Personal and Workplace Searches	20
Violence Protocols: Workplace/Domestic	20
HOLIDAYS	20
ANNUAL, PERSONAL, AND SPECIAL LEAVE.....	21
<i>Annual Leave</i>	21
<i>Personal Leave</i>	21
<i>Special Leave Provisions</i>	22
Termination.....	22
Parental Leave.....	22
Bereavement Leave.....	23
Leave Without Pay.....	23
Leave of Absence with Pay.....	23
Civil Leave.....	23
Military Leave.....	24
Unauthorized Leave	24

Sabbatical	24
BENEFITS SUMMARY	24
Medical and Dental Coverage	24
Short Term Disability	25
Long Term Disability	25
Life Insurance	25
Retirement Benefits	25
Continuing Education	25
APPENDIX A	27
<i>CODE OF ETHICS AND PROFESSIONAL CONDUCT AMERICAN INSTITUTE OF CERTIFIED PLANNERS</i>	27
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	30

ABOUT THIS HANDBOOK

The provisions of this handbook summarize the basic policies and practices of the Lakes Region Planning Commission (LRPC), and are intended to serve as a general guide. This handbook supersedes any previous employee handbook. All policies in this handbook are effective immediately.

Because LRPC's business needs and conditions may change from time to time, it may be necessary to revise portions of this handbook. As such, LRPC, through its Executive Board, reserves the right to change the provisions of this handbook at any time. This handbook is not intended to and does not create any contractual obligations for LRPC.

In addition to the handbook, LRPC may use a variety of other methods to keep employees informed of policies and procedures. These methods may include email, memoranda, and staff meetings.

EMPLOYMENT POLICIES

Equal Employment Opportunity

LRPC hires qualified personnel based upon the individual merits, qualifications, and abilities of applicants and employees. All employment decisions including, but not limited to, recruitment, hiring, promotion and training are made without regard to race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, or any other classification protected by law. Any incident that you believe involves discrimination or harassment should be brought immediately to the attention of the Executive Director.

Employment At Will

As is common throughout New Hampshire, employment with LRPC is "at-will." This means that you are free to resign from employment at any time, and that you may be separated from employment, without notice, for any reason, at any time, regardless of length of service, with or without cause. While the LRPC hopes that all relationships with employees are long-term and mutually rewarding, no employee or other representative of LRPC is authorized to make any verbal representations or agreements of any kind that modify an employee's at-will status.

Misrepresentations/Omissions of Applicant Information

LRPC relies upon the accuracy of information contained in the applicant's documentation, as well as the accuracy of any other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, withdrawal of an offer or, if the person has been hired, termination of employment.

Background Checks for Applicants and Employees

Applicants may be asked to provide LRPC with authorization to conduct a criminal and/or driver's license background check. Employees may be asked to provide LRPC with authorization to conduct such checks at any time. The failure to provide written authorization to conduct a criminal or driver's license background check, or unsatisfactory results of a criminal background check, will result in the withdrawal of any offer of employment or result in the employee's termination from employment.

Required Paperwork for New Employees

Form I-9: In compliance with the Immigration Reform and Control Act of 1986, each new employee must complete an Employment Eligibility Verification Form I-9 which requires an employee to produce documentary evidence of eligibility for employment in the United States. This completed form and the supporting documentation must be provided before the employee may start work. All offers of employment are contingent upon completion of the requested Form I-9 and production of the necessary supporting documentation. If this information is not provided, the offer is withdrawn.

Former employees who are rehired must also complete a new Form I-9 if they have not completed the Form within the past three years, or if their previous Form I-9 is no longer retained or valid.

Youth Employment: All employees under 16 must provide LRPC with a Youth Employment Certificate from a New Hampshire High School. All employees 16 or older and under 18 must provide LRPC with a letter from their parent or legal guardian permitting their son/daughter to work at LRPC. This is required before the first day of employment.

Disability Accommodation

Under the Americans with Disabilities Act of 1990 (ADA), employees of LRPC as well as applicants for employment are protected against discrimination on the basis of a physical or mental disability. LRPC is

committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. It is the responsibility of an applicant/employee to request a reasonable accommodation to permit the performance of the essential functions of his/her position. Requests for reasonable accommodations should be made to the Executive Director.

EMPLOYMENT CLASSIFICATIONS

The number of hours required to be regularly scheduled and worked in each position is determined by LRPC. Any modification in the number of hours required to be regularly worked must be pre-approved by your supervisor or Executive Director. An employee who wishes to have his/her regularly scheduled work hours modified must make a request in writing to the Executive Director. Whether such a request will be approved will be made on a case-by-case basis in accordance with LRPC's business needs.

Non-Exempt Employees: Non-exempt employees are defined as those employees who are covered by the overtime provisions of the Fair Labor Standards Act and applicable state law. Employees in this category will receive overtime for any hours worked more than 40 per workweek.

Exempt Employees: Exempt employees are those who are classified as exempt from the overtime provisions of the Fair Labor Standards Act and applicable state law. Exempt employees do not receive overtime.

Your status as exempt/non-exempt may change during your employment with LRPC. If you are unsure of your status, please ask the Executive Director.

In addition to the above categories, each employee will belong to one other employment category:

Full-Time, non-exempt employees are those who are assigned and regularly scheduled to work for at least 37.5 hours per week. Full-time exempt employees are expected to work a 40-hour workweek. Full time exempt and non-exempt employees are subject to the LRPC's policies and procedures, and are generally eligible for LRPC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time employees are employees who are assigned and regularly scheduled to work less than the full-time 40-hour a week work schedule, if exempt, or less than 37.5 hours per week, if non-exempt. Regular part-time employees are subject to LRPC's policies and procedures, and those who regularly work more than 30 hours per week are eligible for a pro-rated share of LRPC's benefits, within the limitations of each benefit program.

Temporary employees are those employees who are employed for a specific time to perform jobs or special projects arising out of abnormal workloads, the temporary absence of an employee, an emergency, or other similar circumstance. Temporary employees may be scheduled for more or fewer than 40 hours a week, depending on their temporary position. Temporary employees are subject to LRPC's policies and procedures, but are not eligible for benefits.

Contract employees are those who provide services under contract, but who do not qualify as an "independent contractor" per Internal Revenue Service guidelines. These persons are subject to the terms of their specific contracts. These persons submit time sheets and are paid via the payroll system. The terms "staff" and "employee" used in this document include these persons, notwithstanding the specific terms of the contract unless otherwise specified therein.

HOURS OF WORK, OVERTIME, ATTENDANCE

Work Hours

Regular office hours of the LRPC office are 8:00 a.m. to 4:30 p.m., Monday through Friday (the basic workweek), with a half-hour unpaid lunch period. Off-premises work, including meetings and limited work from home, requires advance permission from the Executive Director. Business/staffing needs and operational demands may necessitate modifications in starting and ending times, as well as variations in the total hours scheduled each day and/or week.

Time and Attendance Records

All employees are required to record their work hours on a timesheet. Hours should be recorded daily on a timesheet provided for this purpose. If, for any reason, an employee cannot report to work on time, s/he shall contact the LRPC office, or have someone do so on his/her behalf, as soon as possible by calling LRPC at 603-279-8171 or 603-279-5334. If no answer, leave a voice mail message then also send an email to the Administrator at admin3@lakesrpc.org and to the Executive Director at jhayes@lakesrpc.org. If you speak directly with another employee, no subsequent email message is necessary.

Storm Days

Whenever state offices or highways within the region are closed by order of an official body, employees will not be charged with loss of time. At all other times, each employee shall determine his/her own capacity to arrive at work safely. Any other leave caused by storm conditions during which roads or state offices are not ordered closed by an appropriate official will be charged against annual leave or PTO time unless other work arrangements are approved by the Executive Director.

Overtime

From time-to-time, to accommodate business needs, LRPC may require employees to work extra hours. Whenever possible, a reasonable effort will be made to provide notice to allow employees to plan as necessary.

Only non-exempt employees qualify for overtime pay. Non-exempt employees who work overtime hours shall be paid in accordance with State and Federal wage and hour standards (FLSA). Payment to non-exempt personnel for time worked more than forty (40) hours in one week shall be paid to the nearest quarter of an hour at a rate of time and one-half the base rate of pay. Calculation and payment of overtime is based on hours worked, and does not include hours paid but not worked, such as holidays, etc.

Exempt employees who work overtime hours shall be compensated in the form of paid time off (PTO) for the identical number of overtime hours worked (not time and one-half). Overtime PTO must be used in the same workweek as incurred.

Flexitime

Exempt and professional employees are expected to attend a moderate number of evening meetings and perform overtime work as part of their professional planning duties of completing projects on time, on budget, and to high quality. However, with the prior approval of the Executive Director, exempt and non-exempt employees may work a flexible schedule.

Flexible schedules are variable work hours requiring employees to work a standard number of core hours within a week, allowing employees greater flexibility in their starting and ending times. Full-time and part-time employees who have completed at least six months of employment are eligible for flexitime.

A flextime arrangement may be suspended or cancelled at any time. Exempt employees must depart from any flextime schedule to perform their jobs. Non-exempt employees may be asked to work overtime regardless of a flextime schedule.

Flextime is a provision that gives employees the flexibility to perform their assigned duties outside of conventional business hours. The flextime option **is not** an employee benefit – it is a management option that provides an alternative means to fulfill work requirements.

PAYROLL POLICIES

Payroll Options

Employees are normally paid via direct deposit. Alternatively, an employee may request to be paid via check.

Payroll Deductions

The federal government requires the deduction of applicable state and federal income taxes, Social Security and Medicare deductions from your pay. Deductions are made in accordance with standard government tables and vary according to the earnings, address, marital status, and number of exemptions claimed by each individual. Please advise the office bookkeeper of any change in your address, marital status or number of dependents.

Under New Hampshire law, N.H. Admin. Rule Lab. 803.03(c) an employer is prohibited from withholding, making use of or requiring any employee to remit any portion of your wages except:

(1) for payroll taxes, or as otherwise required by statute; (2) when the deduction is authorized in writing by the employee for: (a) health, welfare, and pension contributions; and (b) strictly voluntary contributions to charities. These and any other such deductions from an employee's pay must be authorized in writing by the employee. In addition, deductions/withholdings from wages will be made for garnishments, levies, etc. (e.g., child support payments, tuition loan defaults, IRS tax levies) when required by law or court order.

Pay Schedule

LRPC pays its employees on a bi-weekly schedule. If a regularly scheduled payday falls on a holiday, employees will receive pay on the last day prior to the regularly scheduled payday.

UNEMPLOYMENT COMPENSATION AND WORKERS' COMPENSATION

Unemployment Compensation

Unemployment compensation is a form of insurance paid for by the LRPC, which is administered by the state of New Hampshire. Unemployment benefits are available to employees to assist them with the loss of income resulting from a lack of work when they are unemployed and qualify for the benefits as determined by the State.

Workers' Compensation

Workers' Compensation insurance coverage is paid for by LRPC. If an employee is injured at work, s/he may be eligible for Workers' Compensation benefits. To prevent possible disqualification for these benefits, it is essential that all employees report all workplace accidents/injuries to their supervisor or Executive Director

immediately. A First Report of Injury must be completed by the employee for all alleged on-the-job injuries. An employee who suffers a work-related illness or injury may also be eligible for a Family and Medical Leave Act leave of absence.

EMPLOYEE CONDUCT

All employees and commissioners shall conduct themselves while performing Commission business in a manner which will reflect credit upon the Commission, and that protects the interests, reputation, and safety of the LRPC, its constituents, and all its employees. Appendix A, Code of Ethics for Planners, is a recommended code of conduct for employees of LRPC.

Attendance

For LRPC to provide the services required of us, all employees will make communication a priority, report to work as scheduled, and to be on time. If you must be absent or late for any reason, please notify the office as soon as possible, or have someone do so on your behalf, indicating how long you expect to be out by calling LRPC at 603-279-8171 or 603-279-5334. If no answer, leave a voice mail message then also send an email to the Administrator at admin3@lakesrpc.org and to the Executive Director at jhayes@lakesrpc.org. If you speak directly with another employee, no subsequent email message is necessary.

Unscheduled absences and tardiness must be kept to a minimum. An employee's availability of annual leave, comp time, et cetera does not excuse an unscheduled absence, late arrival, or early departure. Excessive absenteeism or tardiness is grounds for disciplinary action, up to and including immediate termination. Employees who fail to report to work for three (3) consecutive days without contacting LRPC will be deemed to have voluntarily resigned.

Non-Solicitation/Distribution

It is the policy of LRPC that every employee is entitled to perform his/her work without being interrupted by solicitations. Individuals who are not employed by LRPC may not solicit or distribute materials or literature for any purpose within LRPC facilities. No employee may solicit support or donations and/or distribute literature or materials for any purpose during the employee's work time or the working time of any employee approached. While the LRPC has no desire to control employee activity during rest and meal periods, it is the feeling that selling or collecting money for any purpose, or distributing literature, political or religious in nature, can only serve to cause controversy and we urge all employees to discourage such activity. Only the Executive Director can authorize the posting of an approved message.

Conflicts of Interest

Employees have an obligation to conduct personal and LRPC business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is able to influence a decision that may result in a personal gain for that employee or for a relative of that employee because of LRPC's business dealings. Employees are prohibited from representing any organization, on their personal time, as an officer, director, trustee, employee, or agent, which may have a business association with the LRPC. Further, employees must recuse themselves from any LRPC action that affects that organization, or vice-versa. 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.

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 LRPC. Likewise, the Executive Director may prohibit participation in any volunteer, elected or appointed political position that directly interferes with the work of the LRPC.

Gratuities

A staff member's primary responsibility is to serve the Lakes Region communities in a professional and trustworthy manner. Employees are prohibited from accepting any gratuities for any services. Employees should respond to those wishing to express their appreciation for services rendered that a contribution to the LRPC can be arranged through the Executive Director.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image LRPC presents to our customers and visitors.

During business hours and whenever representing LRPC, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. LRPC has guidelines that establish a reasonable dress code appropriate to the job you perform. If your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult the Executive Director if you have questions as to what constitutes appropriate appearance.

Outside Employment

No full-time or regular part-time employee of the Commission may engage in any outside employment or services for which fees or other remuneration are received with any local government, public agency, private planning or engineering firm, or other enterprise within the Lakes Region, or adjacent regional planning commission regions, unless approved by the Executive Director. All outside employment, especially any that may be or create the appearance of being interpreted as "in conflict", with LRPC responsibilities, is subject to immediate and full disclosure to the Executive Director.

Telephone Calls

LRPC telephone lines must be kept open for business and emergency use. Therefore, we request that staff members keep personal phone calls at a minimum. The telephone is often the first contact the public has with LRPC. Please answer the telephone promptly, state your name, and speak pleasantly, courteously and give careful, accurate answers.

Smoking

Smoking is prohibited by any person within LRPC facilities and vehicles. Failure to comply with the LRPC smoking policy may result in disciplinary action, up to and including, immediate termination.

Resignation

When an employee resigns, LRPC requests at least two (2) weeks' written notice of resignation for non-exempt employees and at least three (3) weeks' notice for exempt employees. Unused annual leave will be paid as a severance only if at least two (2) weeks' notice is given. LRPC may, in its discretion, excuse an employee who has resigned from further responsibilities during the notice period, and the employee will not be entitled to be paid for the notice period which was given but not worked. When all or a portion of a notice period is excused by LRPC, the employee's final pay and, if applicable, accrued, unused annual leave will be paid within five (5) business days.

OPERATING POLICIES

Introductory/Probation Period

The first 180 days of employment for newly hired and re-hired employees are classified as an introductory probation period. This introductory period gives employees an opportunity to acclimate to their new work environment and learn the functions associated with their position. It also provides LRPC the opportunity to evaluate the employee's capabilities, work habits and overall performance. Should circumstances warrant, the probation period may be extended at LRPC's discretion.

During the introductory period, newly/re-hired employees are subject to LRPC's policies and procedures, but are not eligible for those benefits which require a longer service period than 180 days. Employees who are promoted within LRPC must complete a secondary introductory period of the same length with each reassignment to a new position.

Satisfactory completion of the introductory period does not create a contract of employment nor guarantee continued employment.

Business Expenses and Travel

All staff may be authorized to travel within the region on official business. Such travel will normally be scheduled with the approval of the Executive Director who must also approve any exceptional travel arrangements.

Automobile Expenses

Employees who must use their personal automobiles on behalf of the LRPC or in fulfillment of their positions will be reimbursed for expenses once a month. Employees will be reimbursed for any miles greater than their normal commute. Reimbursement for mileage will not exceed the prevailing state rates, plus tolls and parking. When appropriate, employees are encouraged to use LRPC's vehicle(s) to conduct official LRPC business.

Out-of-Pocket Expenses

Reimbursement for necessary out-of-pocket and automobile expenses incurred while on LRPC business will be made once a month based upon Travel Expense vouchers approved by the Executive Director or employee's supervisor, and submitted with signed and dated receipts (except for mileage). Expenses will be limited to meals, lodging and other expenses that are necessary to satisfactory job performance while on bona fide LRPC business. Reimbursement will not exceed the prevailing state rates. Expense vouchers should be submitted by the first working day of each month and will be paid on a timely basis.

Performance Evaluations

Performance evaluations are normally conducted at the conclusion of an employee's introductory probation period, at the completion of the next six (6) months of service, and thereafter on an annual basis. Fewer or more frequent evaluations may be conducted as deemed appropriate by LRPC. These reviews provide the supervisor and the employee the opportunity to discuss performance, accomplishments, concerns, and goals. Salary increases are considered as part of the annual performance review. An increase can be based on merit, or the cost of living, or other special circumstances, with due consideration given to the overall budget of the LRPC. Any increase granted should normally take effect at the beginning of the month following the employee's annual performance evaluation. The Executive Director should also be evaluated annually by the Executive Board.

Reduction of Personnel

If budgetary or other conditions require a reduction of personnel, the Executive Director first consults with the Executive Board, and then gives at least two (2) weeks' notice to the affected employees. The selection of

employees to be retained is based on the essential needs of the Commission. It shall be stated on all papers prepared about release of an employee due to reduction of personnel that the action in no way reflects on the employee's performance. The LRPC will make every effort to assist the employee in locating new employment, and laid-off employees in good standing will be considered first for re-employment.

Reduction of Workweek

If the Executive Director determines that fiscal or programmatic considerations make it necessary, an employee's workweek may be reduced. When possible, the Executive Director shall give at least two (2) weeks' notice of the reduction in the employee's workweek.

Access to Personnel Files

LRPC maintains a personnel file for each employee. Employees will be provided with a reasonable opportunity to inspect their personnel file and obtain a copy of all or any part of the file. If an employee disagrees with information contained in the file and LRPC does not agree to revise or remove the information, s/he may submit a written statement regarding the disagreement along with supporting documentation. This statement and documentation will be included in any transmission of the file to a third party, and will also be included in any disclosure of the contested information made to a third party.

A request by a third party to obtain a copy or all or any part of the file must be accompanied by the employee's written authorization. Employees are asked to advise LRPC of any change in status so that the file and associated documents may be kept current.

Employment Verification

LRPC sometimes receives telephone and written inquiries from banks, financial institutions, credit agencies, mortgage companies or prospective employers. All calls of this nature should be directed to the Executive Director, who will verify information such as dates of service, titles, etc. Requests for other information, such as salary verification, must be accompanied by the employee's written authorization. No other person is authorized to provide employment verifications unless requested to do so by the Executive Director.

Open Door Policy/Complaints

LRPC welcomes employee input and recognizes that there may be times when there will be questions, concerns, or differences of opinion among us. Such questions, concerns, or differences of opinion between an employee and LRPC with respect to or the interpretation of application of, or compliance with LRPC's policies, rules or regulations will be addressed through the following procedure:

Employees are encouraged to discuss the problems concerning work-related matters with their immediate supervisor. In a circumstance where the employee is uncomfortable discussing the situation with a supervisor, the issue should be discussed with the Executive Director. The complaint will be addressed accordingly. If an employee is not satisfied with the resolution of a given issue, s/he may follow the appeals procedure found herein. As part of this process, the employee may be asked to provide the issue in writing.

WORK RULES

LRPC knows that no list of rules can be all-inclusive. To ensure orderly operations and provide the best possible work environment, LRPC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behaviors that are considered unacceptable in the workplace. The following areas, however, are expressly described to guide employees in the recognition of certain behaviors

which are clearly prohibited, and which can result in a written warning, suspension, or other disciplinary action including immediate termination, as LRPC deems appropriate.

Each employee is expected to meet the performance and conduct requirements of his/her position. Employees who, in the opinion of LRPC, fail to satisfy these requirements may be subject to disciplinary action which may range from verbal or written warnings to suspension or termination without prior notice. In each instance, the appropriate action will be determined at the discretion of LRPC. The principal rules which, if violated, may result in disciplinary action or immediate termination, are:

- Theft, dishonesty or inappropriate removal or possession of LRPC property.
- Possession or use of alcohol/illegal drugs during work hours or reporting to work under the influence of alcohol or illegal drugs.
- General misconduct including, but not limited to, profane or abusive language, violence, or threats thereof, horseplay or interference with the work of others.
- Undesirable work habits including, but not limited, to carelessness, negligence, misuse or damage of LRPC property, equipment, or to the property of others.
- Failure to follow directions or instructions, insubordination, or other disrespectful conduct.
- Violation of safety or health rules.
- Smoking within LRPC facilities and vehicles.
- Engaging in an act of employment discrimination, including but not limited to sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, on LRPC property or while on LRPC business.
- Excessive absenteeism or any absence without timely notice to your supervisor.
- Unexcused absences/tardiness.
- Disclosure of confidential or proprietary information, inappropriate use of LRPC information.
- Discourtesy to customers, or visitors.

These rules are not set out in order of severity. Your cooperation in observing these rules is expected. Any questions or misunderstanding involving these rules, or anything not covered by these rules, should be addressed to the Executive Director. The full circumstances of any proceeding will be recorded in the employee's personnel file by the Executive Director.

Official Oral or Written Reprimand

Whenever work habits, attitude, production, infraction of regulations or personal conduct of an employee fall below a desirable standard, the Executive Director should point out the deficiencies and advise the employee

how to improve. Written reprimand is made by the Executive Director and includes the date and nature of the offense. One copy of the reprimand is placed in the employee's personnel file and another copy is given to the employee. Such reprimands are considered in the preparation of the employee's performance evaluation and in assessing eligibility for merit pay increases. Written reprimands may be removed from the employee's personnel file at the discretion of the Executive Director.

Suspension without Pay

The decision to suspend an employee without pay is made by the Executive Director based on the severity of the infraction and the prior performance of the employee. The Executive Director may suspend an employee from duty without pay for a period not to exceed ten (10) days; (1) for disciplinary reasons, or (2) pending the investigation of charges which, if substantiated, could result in dismissal. Such suspension shall be reported to the Executive Board within twenty-four (24) hours. If investigation does not bear out the charges and the employee is retained, he shall be paid for the period of the suspension. At this time, all personnel records reflecting suspension will be cleared. A suspended employee may not exchange suspension time for vacation time or be entitled to personal leave during the period of suspension. The appeal procedure is available to the affected employee.

Demotion

An employee may be transferred by the Executive Director with the approval of the Executive Board to a position of lower responsibility and/or salary.

Dismissal

Dismissal is termination of employment by the employer. Normally, the Executive Director shall give the employee two (2) weeks written notice. Immediate dismissal is dismissal without notice. The Executive Director may dismiss an employee without notice for willful misconduct, or when the employee's continued presence presents a significant and immediate obstacle to the successful operation of the organization. Employees have the right to appeal a dismissal through the appeal procedure, noted below.

Appeals

Policy

It is the aim of the LRPC to prevent grievances or to resolve them as soon as they arise.

Procedure

A decision made by the Executive Director in the implementation of these personnel policies, or in the general management and operation of the LRPC may be appealed. Employees are encouraged to discuss with the Executive Director, on an informal basis, any problems or concerns that they have prior to making a formal appeal. The appeal procedure follows two steps.

Written Appeal

The employee, not on probation, 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 five (5) working days, the Executive Director shall respond to the employee, as appropriate, and document the appeal and any decision in writing.

Hearing Before the Executive Board

If the employee is not satisfied with the Executive Director's decision, s/he may appeal to the Executive Board by submitting a written request and stating the reasons why the appeal process should be continued. If warranted, the Executive Board shall discuss the appeal with the employee and the Executive Director. The Executive Board shall respond to the employee, within five (5) working days. The decision of the Executive Board regarding appeals shall be final. The employee will receive a copy of the decision.

Appeal of Dismissal

Any employee, not on probation, may notify the Executive Director of his/her intent to appeal, and may appeal his/her dismissal by informing the LRPC Chairman in writing within forty-eight (48) hours of receiving the written notice of dismissal. The Chairman shall call a special meeting of the Executive Board within one (1) week of receiving the employee's appeal for the sole purpose of providing a fair hearing on the employee's dismissal. The Executive Director will provide a report on the events leading to the dismissal and will be available for the hearing. The Executive Board shall render its decision within forty-eight (48) hours of the special meeting in which the appeal was heard. The appeal period shall be without pay, and all actions of the Executive Board regarding appeals are final.

Removal of the Executive Director

The Executive Director is entitled to all rights and privileges provided by the LRPC to other employees, except that the Executive Board renders a judgment on termination for cause, with appeals heard by and decided by the full Board of Commissioners.

DRUG AND ALCOHOL POLICY

LRPC is committed to a safe, healthy, and efficient work environment that is free from the presence, use and effects of alcohol, controlled substances, and other drug abuse. LRPC and its employees are subject to the requirements of the Drug Free Workplace Act of 1988.

Full-time and qualified part-time employees are encouraged to utilize any available health insurance benefits available to deal with alcohol and/or drug dependency/abuse problems. No action will be taken against an employee for participating in such programs and participation will not be recorded in an employee's personnel file.

The welfare and success of LRPC depends in large part on the physical and psychological health of its employees. For that purpose, the LRPC has adopted the following policies:

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (including, but not limited to, narcotics, depressants, amphetamines, hallucinogens, and marijuana) while on LRPC property or while on LRPC business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including immediate termination.
2. The possession, use or sale of, unauthorized or illegal drugs or the misuse of any legal or prescribed drugs on LRPC property or while on LRPC business is prohibited and will result in disciplinary action up to and including immediate termination.
3. Any employee deemed to be under the influence of alcohol or drugs while on LRPC premises or while on LRPC business may be subject to disciplinary action up to and including immediate termination.
4. In compliance with the Drug Free Workplace Act of 1988, employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off LRPC premises while conducting LRPC business. Such a report must be made within five (5) days after the conviction. Within thirty (30) days after receiving notice of a criminal drug statute conviction for a violation(s) occurring on or off LRPC premises while conducting LRPC business, LRPC

will take disciplinary action against the convicted employee, up to and including immediate termination and/or requiring the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

5. An arrest or conviction for off-duty conduct may also result in disciplinary action up to and including immediate termination. Employees are required to report any arrest for conduct outside the workplace to the Executive Director as soon as possible. Failure to notify LRPC of an arrest may result in disciplinary action up to and including immediate termination. LRPC will consider factors including, but not limited to:
 - a. the criminal charges pending against the employee,
 - b. the nature of the involvement,
 - c. the employee's job duties,
 - d. the employee's performance and conduct at LRPC, and
 - e. the impact of the employee's alleged criminal conduct on LRPC's business and the maintenance of public trust.

In determining what disciplinary action, up to and including suspension without pay, pending resolution of the criminal charges, and/or immediate termination is appropriate, is at the discretion of LRPC.

SEXUAL AND UNLAWFUL HARASSMENT POLICY

LRPC strongly believes that each employee is entitled to a harassment-free work environment. Sexual harassment is a form of misconduct that interferes with work productivity, and wrongfully deprives employees of a work environment free from unsolicited and unwelcome sexual overtones and conduct. Sexual harassment is a form of sexual discrimination and is also prohibited by state and federal law. This policy applies not only to management and LRPC Commissioners, but also to actions between co-workers, and other third parties including independent contractors, vendors, customers, delivery personnel, sales personnel, contract workers and visitors.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical and nonphysical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment,
- submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding favorable employment opportunity, evaluation, or assistance, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile or offensive environment in which to work.

This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

Sexual harassment includes a wide range of behaviors including but not limited to:

- verbal harassment or abuse,
- sharing of off-colored jokes,
- innuendoes or offensive language,
- subtle pressure or requests for sexual activity,
- unnecessary touching (e.g., patting, pinching, brushing up against an individual's body).
- requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment, or threats regarding an individual's employment status, or terms and conditions of employment, and
- sending/posting cartoons, jokes pictures, photographs which are sexual/off-color.

This policy prohibits all the aforementioned activities whether engaged in by a commissioner, supervisor, co-worker, or non-employee who is on LRPC premises or who encounters LRPC employees.

Those in positions of authority should be sensitive to the questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional relationships are involved.

In addition, LRPC will not tolerate the harassment of or by any commissioner, employee, visitor or other third party based on sex, race, color, religion, national origin, age, disability, sexual orientation, or any other unlawful basis. In addition, LRPC will not tolerate assertions of sexual harassment when such harassment has not occurred.

Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but are not required to do so. Any individual who believes that s/he has been subjected to unlawful harassment should report the incident to the Executive Director. The matter will be promptly investigated, and appropriate action will be taken depending upon the nature and severity of any proven incident. Investigations will be conducted as discretely as possible.

All LRPC employees have a responsibility for keeping our environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Executive Director immediately. When management becomes aware that harassment might exist, it is obligated to take prompt and appropriate action, whether the victim wishes the LRPC to do so or not. In addition, retaliation against an employee who complains about sexual or other unlawful harassment is a violation of LRPC policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint in good faith. If the complainant is dissatisfied with the LRPC's action, or is otherwise interested in doing so, s/he may file a complaint by contacting any of the following state or federal agencies:

State of NH Commission for Human Rights
2 Chenell Drive
Concord, NH 03301
(603) 271-2767

Equal Employment Opportunity Commission (field office)
JFK Federal Building Government Center
Fourth Floor - Room 475
Boston, MA 02203
(617) 565-3200

TECHNOLOGY POLICY

Electronic Communications, Voice Mail and Computer Systems

The LRPC maintains electronic communication systems such as e-mail, Internet, and on-line services and may also provide voice mail and computer systems to support its business and its employees in the performance of their jobs. These services are to be used for business purposes only. The Executive Director reserves the right to limit or terminate an employee's access to these systems.

The use of LRPC's electronic communication, e-mail and/or computer systems are not private. The LRPC, through the Executive Director, reserves the right to access, audit, read, review, monitor, use and disclose all information and messages on these systems whether password protected or not at any time for any reason and without notice, permission, or other restrictions. Employees should be aware that even when data, a message and/or document, et cetera is "erased" or "deleted" it may still be possible to retrieve it and therefore erasure or deletion does not render data, message(s) or document(s) private.

The electronic communication, voice mail and computer system hardware and software, all data messages and documentation composed, sent, received, and generated on these systems are all the property of LRPC, and can be read, retrieved, and disclosed by the LRPC Executive Director at his discretion, whether the messages are otherwise protected by a password or code or not. Employees are prohibited from receiving, sending and/or downloading discriminatory, offensive, or harassing messages or information. Employees, except the executive director whose duty it is to implement this policy, are prohibited from accessing, reading, and disclosing electronic communication, voice mail, and computer system messages or information not intended for their review and/or receipt. A violation of this policy may result in disciplinary action up to and including immediate termination from employment.

Computer Viruses

Extensive damage could be done to our databases and operations if our systems became "infected" by a computer virus. Thus, no software may be installed on any LRPC computer without it being approved by the Executive Director.

Software Usage Declaration

LRPC provides the software necessary for the execution of the tasks performed by employees in their daily job functions. Software provided by LRPC is purchased and/or licensed through the recognized channels of distribution for each software application. The LRPC accepts responsibility only for any question of licensing or compliance and/or virus infection arising from software recorded as being purchased and installed by LRPC. Any software originating outside the scope of LRPC purchasing and/or non-compliant software installation is not permitted. Exceptions may be allowed if the software/license has been purchased by the employee and the software license allows duplicate copies to be made for non-concurrent use. However, this software must be scanned for viruses before installation on any LRPC computer. Any infringement of copyright, license or distribution regulations and resulting legal action and fines, penalties or other liability resulting from non-adherence to LRPC's policies is the sole responsibility of the employee.

SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, LRPC has established a Workplace Safety Committee, which meets periodically to review safety issues. Minutes of these meetings are available from the office secretary.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. The wearing of seatbelts in privately owned vehicles, while on LRPC-related business, or while driving or riding in an LRPC owned vehicle is required. See the office administrator for specific rules governing the use of LRPC vehicles. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures, as appropriate.

Workplace Monitoring/Personal and Workplace Searches

Workplace monitoring may be conducted by LRPC to ensure quality control, employee safety, and security. Computers furnished to employees are the property of LRPC. As such, computer usage and files maybe monitored or accessed at any time and without notice.

Violence Protocols: Workplace/Domestic

LRPC is committed to providing a safe workplace free from aggressive, threatening, or violent acts. LRPC expressly prohibits and will not tolerate any acts or threats of violence by any commissioner, employee, or former employee against any other employee on LRPC's premises, or while on company. business elsewhere at any time.

In order to provide employees with a safe environment, LRPC commits to:

- Take appropriate, prompt, and remedial action up to and including immediate termination against any commissioner or employee who engages in any threatening behavior or act of violence, or who uses any obscene, abusive, or threatening language or gestures, in accordance with LRPC's discipline policies.
- Take appropriate action when dealing with former employees or visitors to our premises who engage in such behavior. Such action may include notifying police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibit employees, former employees, patients, customers and visitors from bringing unauthorized firearms or other weapons onto LRPC property.

HOLIDAYS

LRPC normally observes the following holidays: New Year's Day, Martin Luther King, Jr./Civil Rights Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, and days off designated by State or Federal Proclamation.

Holiday paid time off is granted to full-time employees. All employees who have completed the Probationary Period and who are scheduled to work a minimum of 30 hours per week and are not considered to be temporary employees, are eligible for holidays on a prorated basis. Temporary employees are not eligible for holidays. Holiday time off is calculated at the employee's normal hourly rate of pay times the number of hours the employee is scheduled to work that day. A part time employee who is not scheduled to work on a holiday shall not receive paid time off for the holiday.

ANNUAL, PERSONAL, AND SPECIAL LEAVE

LRPC's time off policies allow employees to make the choice of how best to schedule time off to meet their personal needs. Every full-time employee is entitled to annual leave at full pay based on the formula given below and computed at the end of each completed month of service.

Annual Leave

Months Worked	Hours Accrued per Month	Hours Accrued per Year	Maximum
0 – 24	6.67	80	120
25 – 48	8	96	192
49 – 108	10	120	224
109 – 168	12	144	256
169+	13.36	160	288

Part time employees who are regularly assigned to work more than 30 hours per week accrue annual leave, prorated on the above, based on actual hours worked. Temporary employees are not eligible for annual leave.

Use

Annual leave is provided for rest and recuperation with a view to future service in the best interests of the commission. To achieve this, each full-time employee shall take annually at least fifty percent of his annual leave allowance. Employees with sufficient accumulated leave credit may take annual leave not to exceed three consecutive calendar weeks per year, provided, however, that any employee having more accumulated days than the equivalent of three calendar weeks may, at the discretion of the Executive Director, take up to the maximum of his allowance. Annual leave may be used in hourly increments and is recorded on the employee's time sheet as "annual leave". All requests for annual leave must be submitted for approval in writing to the Executive Director at least two weeks in advance. Annual leave requests will be filed in the employee's personnel file. The commission does not grant annual leave in advance of its being earned.

Conversion

Annual leave accumulated in excess of 120 hours may be converted to a cash payment at the employee's current salary rate. Requests for such cash payments, based on not more than eighty (80) leave hours, must be made in writing to the Executive Director, whose approval will be conditioned by the state of the Commission budget.

Personal Leave

Accrual – All full-time exempt and non-exempt employees are permitted to earn 10 days of personal leave a year. Any excess time accumulated will be forfeited at the end of the fiscal year. Part time employees who are regularly assigned to work more than 30 hours per week accrue personal leave, prorated on the above, based on actual hours worked. Temporary employees are not eligible for annual leave.

Use – Personal Leave may be used in these situations:

- Time lost due to important personal obligations.
- Time lost due to sickness or injury.
- Care of members of the employee's immediate household or dependents in case of illness or injury.

- Medical, dental, or optical appointments.
- Exposure to contagious diseases endangering the health of other employees, when recommended by attending physician.

Notification – The Executive Director is authorized to approve or disapprove personal leave. An employee who will be absent from work because of long-term illness, injury or quarantine shall contact the LRPC office, or have someone do so on his/her behalf, as soon as possible by calling 603-279-8171 or 603-279-5334. If no answer, leave a voice mail message then also send an email to the Administrator at admin3@lakesrpc.org and to the Executive Director at jhayes@lakesrpc.org. If you directly speak with another employee, no subsequent email message is necessary. Requests for personal leave for medical reasons in excess of three (3) consecutive days must be submitted to the Executive Director and substantiated in writing by a doctor's certificate as soon as possible thereafter. Requests for all other personal leave, including vacation, in excess of three (3) consecutive days requires that a *Request for Leave Form* be completed and submitted to the Executive Director for approval in advance of the leave.

Special Leave Provisions

Accrual

Annual leave and personal leave credit is not accrued during periods of leave without pay, but does accrue during civil leave. Part-time employees working more than 30 hours per week accrue annual leave and personal leave on a pro-rated basis in the same manner as full-time employees and are paid for holidays on a pro-rated basis. Such proration is based on average part-time weekly hours to forty (40) hours.

Employees with provisional and probationary full-time appointments (normally the first six months) accrue annual leave during the probationary period but cannot use it until they attain permanent status. If they voluntarily terminate during the probationary period, or if they fail adequately to fulfill the job requirements, then the annual leave is forfeited.

Termination

When an employee is dismissed, resigns, or dies while in active employment, payment is made for the days of annual leave accumulated, except in cases of gross misconduct. When employment is terminated, accumulated personal leave is forfeited.

Parental Leave

All regular full-time employees are eligible, after having completed one full year of employment, for time off for temporary absence from work to fulfill immediate family obligations relating directly to childbirth, adoption, or the placement of a foster child.

Under New Hampshire law, female employees are entitled to a leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. When physically able to return to work, the employee is entitled to be returned to her original job or a comparable position will be made available unless business necessity makes this impossible or unreasonable.

Employees must first use accrued personal leave, annual leave, and compensatory time for parental leave. Leave without pay may then be granted by the Executive Director for a combined total not to exceed three months. If it is necessary to hire a replacement employee for the position affected by such leave, the replacement employee is considered a temporary employee. If the employee fails to comply or fails to report to work at the end of the approved parental leave period, the LRPC will assume that the employee has voluntarily resigned.

Bereavement Leave

Regular full-time employees and part-time employees working more than 30 hours per week who have completed 90 days of service with LRPC receive up to three regularly scheduled workdays for the death of an immediate family member. These days will be given with pay, not to exceed 24 hours, during the days directly following the death of an immediate family member. Bereavement pay is calculated based on the base pay rate at the time of absence. Bereavement hours will not be counted as hours worked for purposes of calculating overtime. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with approval from the Executive Director, use available annual, personal, or compensatory leave for additional time off as necessary.

LRPC defines "immediate family" as the employee's spouse, domestic partner, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; stepparent/child/sibling/; grandparents or grandchildren.

Leave Without Pay

A full time employee may obtain a leave of absence without pay for not more than three months upon written application to the Executive Director and approval of the application in writing. Such leave will not be granted until all annual leave and compensatory time have been used. If leave without pay is requested because of illness, it will not be granted until all personal leave, and compensatory time have been used. Extension of such leave for additional periods may be granted by the Executive Board. During leave without pay, the employee shall be responsible for his/her contributions to the cost of insurance benefits if they are to continue. Benefits will continue to accrue if the employee opts to pay for the benefits. Annual leave and personal leave credit does not accrue during periods of leave without pay. If the employee fails to comply or fails to report to work at the end of the approved parental leave period, the LRPC will assume that the employee has voluntarily resigned.

Leave of Absence with Pay

Salary payment normally continues when employees attend school, visit other governmental agencies, or attend conferences and in other ways improve knowledge and skills required in the performance of their work. In exceptional cases, the Executive Board may approve other arrangements, such as partial salary when the education or training includes a stipend.

Civil Leave

Non-probationary, full time employees and part-time employees working more than 30 hours per week who are called to serve on a jury may be granted paid leave for that period s/he is away from regular employment. The amount paid will be the difference between their regular base pay and the stipend (other than travel expenses) provided by the court. All benefits will continue to accrue during such periods of civil leave. LRPC may request that an employee be excused from jury duty if, in LRPC's judgment, the employee's absence would create serious operational difficulties.

All employees, regardless of employment classification, who are summoned to court to appear as a witness for other than LRPC-related business, will be excused from work and will use any available annual and/or compensatory leave. If none is available, time taken will be without pay. An employee summoned to court for an LRPC-related matter will be paid for their time at their regular base pay. Employees must provide the Executive Director with a copy of the jury duty or witness summons as soon as possible so that necessary arrangements may be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Military Leave

A military leave of absence will be granted to employees consistent with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notification of military leave is required unless military necessity prevents such notice. While military leaves of absence will be unpaid, employees may use earned, accrued annual leave during this absence. Subject to the terms, conditions and limitations of LRPC's health benefit plan, should the military leave of absence exceed two weeks, benefits may be continued at the employee's own expense. Employees who request reinstatement after their period of service in the Uniformed Services will be entitled to reinstatement as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other applicable federal law.

Unauthorized Leave

Any unauthorized absence of an employee may be grounds for disciplinary action. An employee who is absent for three or more consecutive days without authorization may be considered to have resigned.

Sabbatical

Subject to eligibility, an employee may receive time off for a sabbatical. Requests for such leave will be conditioned on the state of the LRPC's budget, and they must adhere to the requirements in the LRPC's Sabbatical Policy, which is available from the office administrator.

BENEFITS SUMMARY

This summary represents a general outline of the benefits currently offered by LRPC. It is not intended to summarize all our benefits, and each policy should be consulted for information that is more detailed. In cases where there is a difference between this summary and the specific, existing plan, the existing plan will govern. Time off benefits such as holidays, annual leave, etc. may be found in a separate section of the handbook.

All benefits are subject to modification or termination at any time at the discretion of LRPC.

Medical and Dental Coverage

LRPC provides full time employees and their dependents, access to medical and dental benefits after completion of a minimum of 30 days of employment. Part time employees regularly assigned to work more than 30 hours a week are also eligible to receive dental but not medical coverage, on a pro-rated basis. Part-time employees regularly assigned to work 20 hours and up per week are eligible for medical coverage, but pay 100% of the premium for themselves and their dependents.

Medical Coverage

Medical, or health, insurance will be offered to eligible employees and their families on a contributory basis, or alternatively, a buy-out could be offered based on 33% of the lowest cost single plan if the eligible employee can prove that they already have comparable insurance coverage. Employee contributions will be annually adjusted based on factors relating to the overall fiscal management of the LRPC. A benefits summary and details of the health plan may be obtained from the Executive Director.

Dental Coverage

Dental insurance will be offered to eligible LRPC employees and their families on a contributory basis. A benefits summary and details of the dental plan may be obtained from the Executive Director.

Flexible Spending Account (FSA)

Employees who are eligible for Health and/or Dental coverage are also eligible for a FSA subject to a contribution limit established by LRPC. A Healthcare FSA allows you to pay for qualifying healthcare

expenses with pre-tax dollars. Contributions to this account are directly deducted from your paycheck before federal income or Social Security taxes are withheld, and qualifying reimbursements are also not taxable to you. IRS regulations stipulate a “use or-lose” rule that requires employees to use all their designated Healthcare FSA funds during the plan year.

Short Term Disability

All full-time and part-time LRPC employees regularly assigned to work 20 hours and up per week (subject to insurability) are eligible to participate in LRPC's short term disability plan on a contributory basis. A benefits summary and details of the disability plan may be obtained from the Executive Director.

Long Term Disability

All full-time and part-time LRPC employees regularly assigned to work 20 hours and up per week (subject to insurability) are eligible to participate in LRPC's long-term disability plan on a contributory basis. Long Term Disability benefits do not provide employees with a leave of absence, and do not provide reinstatement rights nor any guarantee of reinstatement following receipt of such benefits. A benefits summary and details of the disability plan may be obtained from the Executive Director.

Life Insurance

All full-time LRPC employees are eligible to participate in the life insurance plan offered by the LRPC. Term insurance and an accidental death and dismemberment policy option are provided. Please see the Executive Director for details and additional information.

Retirement Benefits

The LRPC offers full-time regular permanent employees working 35 or more hours a week participation in the NHRS Pension Plan, and another supplemental plan administered by the ICMA-RC. LRPC employees are eligible to participate in these retirement plans after one year of full-time employment, if they have attained age 21. The ICMA-RC plan is a voluntary program where entry must be decided when employees are first eligible. LRPC contributions to the NHRS employee account shall cease on the last day of full-time employment at the LRPC. Please see the executive director for details and additional information.

Continuing Education

LRPC recognizes that the skills and knowledge of its employees are critical to the success of the organization, and encourages eligible employees to seek personal and professional growth through education. Insofar as the annual budget may allow, LRPC sets aside a modest level for such expenditures. All requests for professional and educational benefits must be made to the Executive Director; and any request for tuition assistance must be negotiated before a course begins. The following programs are available to assist eligible employees in these endeavors.

Tuition Assistance

LRPC provides tuition assistance to regular full-time employees and regular part time employees who regularly work more than 30 hours per week, and who have completed 180 calendar days of continuous service. Employees must be matriculated students enrolled in an approved college or a recognized professional education course, and must maintain their eligibility by (1) remaining on the active payroll of LRPC and (2) maintaining satisfactory job performance through the completion of the course. While tuition assistance is expected to enhance employee performance and professional growth, LRPC cannot guarantee that participation in continuing education endeavors will entitle the employee to automatic advancement, a different job assignment, or pay increases. Requests for tuition assistance are to be made and approved by the Executive Director, subject to budget constraints. The employee will be required to enter a binding agreement with LRPC, which will provide, inter alia, for the reimbursement to LRPC of educational fees, tuition and other costs associated with such training should the employee terminate employment during a reasonable

period following the completion of training, not to exceed one year. This formal, signed agreement is required to ensure that the LRPC does not lose the benefits of its investment in such education. Typically, the LRPC will not compensate an employee for time used to complete course work or attend classes associated with the tuition assistance benefit.

Conferences/Workshops

Assistance with fees for workshops or conferences is available for full and part-time employees, with the prior approval of the Executive Director. For the program to be approved, the content of the program must be job-related, and information gained will be utilized in the individual's job performance and shared with their peers.

APPENDIX A

CODE OF ETHICS AND PROFESSIONAL CONDUCT AMERICAN INSTITUTE OF CERTIFIED PLANNERS

Adopted October 1978 - as amended October 1991

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 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 shall not perform work if there is an actual, apparent, or reasonably foreseeable conflict of interest, direct or indirect, or an appearance of impropriety, without full written disclosure concerning work for current or past clients and subsequent written consent by

the current client or employer. A planner shall remove himself or herself from a project if there is any direct personal or financial gain including gains to family members. A planner shall not disclose information gained during public activity for a private benefit unless the information would be offered impartially to any person.

4. A planner who has previously worked for a public planning body should not represent a private client for one year after the planner's last date of employment with the planning body about any matter before that body that the planner may have influenced before leaving public employment.
5. A planner must not solicit prospective clients or employment through use of false or misleading claims, harassment, or duress.
6. A planner must not sell or offer to sell services by stating or implying an ability to influence decisions by improper means.
7. 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.
8. 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.
9. A planner must not reveal information gained in a professional relationship which the client or employer has requested be held inviolate. Exceptions to this 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 reconsiderations of the matter and has sought separate opinions on the issue from other qualified professionals employed by the client or the 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 reviews the work of other professionals must do so in a fair, considerate, professional, and equitable manner.

4. A planner must share the results of experience and research that 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 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.
8. A planner shall not commit an act of sexual harassment.

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 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.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I, _____ (printed), hereby acknowledge that I have received a copy of LRPC's Employee Handbook dated _____. I understand that I am responsible for understanding and complying with the policies and practices in this handbook. I also understand that LRPC may change this handbook at any time, and it is my responsibility to comply with any changes. I understand that LRPC's Employee Handbook creates no expressed or implied contract.

Employee Signature

Date
