

**CENTRAL CONNECTICUT
REGIONAL PLANNING AGENCY**

PERSONNEL POLICIES

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I. PREFACE - These policies are intended to cover the most common situations. The Agency's supervisors and employees shall use their respective best judgment in responding to situations not specifically covered. Employment with the Agency is at-will and nothing in these policies should be construed as establishing a contractual relationship between the employees and the Agency.

II. POSITIONS

A. Classes

1. Durational - employees working full-time, funded by grants for less than one year, who may receive regular employee benefits at the discretion of the PFP.
2. Full-time (FTE) - employees working a full 35 hour week with all benefits; are not funded by a specific grant, nor working with a specific project funding termination date, nor-in any other way temporary or part-time.
3. Part-time - includes those who work fewer than 35 hours a week and receive no employee benefits, other than vacation, sick, and holiday time on a pro-rated basis. Employees who work 32 hours or more a week, may be granted full employee benefits at the discretion of the PFP.
4. Probationary - employees with full employment benefits, but without grievance or employment rights who work for the Agency for up to 18 months during which time their suitability for regular full-time employment with the Agency is evaluated.
5. Temporary and Intern - individuals who work for the Agency for fewer than five months, who may be recruited under a simplified Affirmative Action Plan, and who are not eligible for sick or vacation leave, holidays, swap or compensatory time, or personal insurance benefits.

B. Creation - Except as otherwise provided herein, the Personnel, Finance and Program Committee (PFP) has final authority regarding the employment of all staff, except that, the Executive Director has the authority to employ temporary staff and interns.

C. Elimination - The PFP may consider and recommend the elimination of a staff position to the full Agency Board when such a change is justified by financial considerations and/or program activity changes. The full Agency Board has authority to eliminate a position.

D. Supervision - The PFP supervises the Executive Director. The Executive Director, or in an absence, the Deputy Director, supervises and directs staff. The Executive Director may assign supervisory responsibilities to certain staff members.

III. BENEFITS

A. Health Insurance -The Agency pays ninety-five percent (95%) of the cost of physician, hospitalization (semi-private), major medical, and dental insurance for an individual employee as provided by a company selected by the Agency, with the other five percent (5%) being paid by the employee. The Agency will pay ninety percent (90%) of the additional cost of doctor, dentist, and hospitalization insurance for employees who choose an employee-plus-spouse, or a family plan, with the other ten percent (10%) being paid by the employee. Employees who have coverage thru a spouse, and who choose not to enroll in the Agency sponsored health insurance program, may be given an allowance of up to \$2,000 per year (for savings that accrue to the Agency as a result of their non-participation) to be awarded proportionally with the issuance of each paycheck, but not considered 'salary' in relation to annual salary increases. Employees and dependents who elect coverage thru Medicare will be provided coverage under a Medicare supplemental plan, and will be held harmless by the Agency up to \$2,000 each annually for out-of-pocket medical expenses which would have been covered by the Agency's regular employee health insurance policy but are not covered by Medicare, nor by their Medicare supplements coverage.

B. Holidays - Each regular full-time employee shall be entitled to the following eleven (11) annual holidays:

New Year's Day	One-half day before Christmas
Martin Luther King Day	Christmas Day
President's Day	One-half day before New Year's Day
Memorial Day	
Independence Day	
Labor Day	Alternative Holiday (each employee may elect
Columbus Day	either Veteran's Day/Friday after
Thanksgiving Day	Thanksgiving

When a holiday occurs on a Saturday, the preceding Friday shall be taken as the holiday.
When a holiday occurs on a Sunday, the following Monday shall be taken as the holiday.

C. Leave

1. Bereavement - The Executive Director may grant an employee up to three bereavement days for the death of an immediate family member. The timing of bereavement leave days shall be granted relative to the staff member's family responsibilities. The term "immediate family member" is defined as a spouse, child, step-child, parent, step-parent, sibling, in-law, grandparent, grandchild, or any member of the household. One day per fiscal year may be granted, for all other funerals.
2. Conference - The Executive Director may approve conference leave for a period covering the duration of a conference, workshop, training course, or special seminar, which an employee asks to attend, and which is undertaken for the enhancement of on-the-job skills or in service to the Agency and its member municipalities. Employees attending such conferences will be paid as though they were working normal hours. No swap, comp, or overtime may be authorized in relation to such activities. Employee expenses for evening or weekend time participating in such activities will be reimbursed, however no swap, comp, or overtime shall be granted for evening or weekend participation in such events.
3. Earned Personal Days - An employee earns a personal day for taking no sick time for three consecutive months. Earned personal days accrue to vacation time.
4. Jury Duty - An employee should serve when called for jury duty as a matter of good citizenship, unless there are pressing reasons which make it necessary to be excused. The difference between the employee's salary and the jury fees will be paid by the Agency if prior approval is obtained from the Executive Director.
5. Military Training - An employee who is a member of the National Guard, or organized military reserves of the United States, and who is ordered to attend a period of active duty training shall be allowed two (2) calendar weeks' leave for such purpose. During such leave, employees shall be paid the difference between their regular pay and their military base and longevity pay, if any, so that they will continue to take home the same in pay that they would if they were not on military training leave. Such military leave shall not be deducted from vacation leave or in any other way result in loss of privileges or compensation. All such leaves shall be reported to the Executive Director and justified in advance. No military leave shall exceed two (2) weeks' duration.
6. Sickness - Sick leave begins to accrue at the rate of 3.25 hours per pay period the first full pay period after 30 days from the date of a new employee's start date, and employees may accrue up to a maximum of 490 hours. An employee may use sick leave for illness, or the family needs of a child, spouse, parent or grandchild. A doctor's notification is required after an employee has used more than a third consecutive full day of sick leave. The Executive Director shall

authorize the taking of sick leave when an employee must be absent due to illness. Accumulated days of sick leave are cancelled with the termination of employment.

The Executive Director has the authority to send any ill employee home.

7. Unpaid Absence - It is the intent of the Agency to fully comply with State Law, 31-51cc C.G.S. regarding Family and Medical Leaves and the Federal Family and Medical Leave Act as they apply to agencies of the size of the CCRPA. Full-time Employees may be granted unpaid leaves of absence of up to sixteen (16) weeks within any two year period for the following family and medical leave events: the employee's serious illness, the birth or adoption of a child; an illness of the employee's child, spouse, parent or grandchild. During such leave, the Agency shall pay the employee's proportionate health insurance premium and shall maintain the employee's life insurance coverage. The Executive Director may grant a leave of absence without pay for up to ten (10) working days; leaves in excess of ten (10) working days may only be approved by the PFP.
8. Vacation - Annual vacation begins to accrue at the rate of 3.51 hours per pay period the first full pay period after 30 days from the date of a new employee's start date. Employees with five (5) years, but less than ten (10) years, continuous full-time employment accrue vacation time at the rate of 5.11 hours per pay period commencing at the pay period closest to the employee's fifth (5) anniversary date. Employees with more than ten (10) years of continuous full-time employment accrue annual vacation at the rate of 5.80 hours per pay period commencing at the pay period closest to their tenth (10) anniversary. Earned personal days accrue to vacation time.

Up to 179 hours of vacation time may be accrued, except that the Executive Director may accrue up to 214 hours. Vacation time shall be taken as approved by the Executive Director to meet, as equitably as possible, each employee's preference, and maintenance of the office work schedule; the Executive Director may not take more than three consecutive weeks of vacation without approval of the Chairman of the Agency Board.

An employee whose employment terminates shall accrue vacation time to the last day of the preceding full pay period. Accrued vacation, not to exceed the allowable accrued time, shall be paid upon termination of employment, except as provided in the paragraph entitled "Resignation."

- D. Life Insurance - The Agency will provide life insurance for full-time employees in an amount based on their fiscal year salary, not to exceed \$50,000, in such amount as the PFP shall determine from time to time. Employees become eligible for coverage on the first day of the month following the satisfactory completion of their probation.
- E. Overtime
 1. Swap time - Administrative and secretarial staff may earn and use swap time with approval of the Executive Director. Swap time will be granted as time off, or paid overtime, at time and-a-half. Swap time earned must be paid out or used within 30 days of accrual; and no more than 35 hours may be accrued at any time.
 2. Compensatory ("comp") time - Professional staff (excluding the Executive Director, Office Manager/Bookkeeper, and secretarial staff) may accrue comp time for work undertaken, and for meetings attended, outside of regular working hours. Comp time will be granted as time off on an hour for hour basis. Except for comp time earned during attendance at a meeting in which a staff member is required to directly participate, comp time may only be earned, or used, with the prior

approval of the Executive Director. In making decisions on requests for the use of comp time, the Executive Director will consider maintenance of the office work schedule and each employee's preference. No more than 35 hours of comp time may be accrued at any time.

- F. Retirement - The PFP may recommend, and the Agency may, from time to time, adopt and/or change the employees' Retirement Program.
- G. Salaries and Wages - Salaries and wages will be determined annually as part of the budget process. Salaries and wages for new hires, promotions, and changes in work hours may be determined during the year. Unless specifically otherwise approved, all salary changes will be effective the first pay period in July.

Salaries shall be paid on alternate Thursdays. When a payday falls during an employee's vacation, holiday, swap or compensatory time off, upon request, the employee's paycheck may be issued on the last working day preceding the beginning of that individual's non-work day. Employees working on an hourly basis will be paid on a regular payday for the actual hours worked as shown on their time sheets approved by the Executive Director.

- H. Travel and Conference Expense Reimbursements (also see "Conference" leave above) - All travel and conference expenses must be supported by appropriate documentation, and shall be presented in an itemized manner on the Agency travel reimbursement form. When required to be out of town overnight on Agency business the traveling staff or Agency Board Member may request an advance of expense money. If the sum of money advanced to the individual exceeds actual reimbursement expenses, the excess shall be returned to the Agency; if the amount advanced was not sufficient to cover reimbursable expenses, the Agency shall reimburse the difference. The requirement for utilizing Agency forms and documenting expenses applies both to advance payment and retroactive payment.
 - 1. Conference Costs - Agency staff and Board members may be reimbursed for expenses associated with attendance at conferences. Reimbursable expenses for conferences and meetings include reasonable lodging charges, meals and related living expenses. Estimated conference expenses must be approved in advance in writing by the Executive Director before conference attendance. The PFP may approve reimbursement of actual expenses if they exceed the estimated expenses by more than 10%.
 - 2. Meals - An employee who is required to attend a meeting or to perform other Agency duties outside regular working hours may be reimbursed for meals - excluding alcoholic beverages - by providing appropriate receipts. The Executive Director will determine appropriate amounts for such reimbursements (see also "Conference" leave).
 - 3. Travel/Mileage - Travel costs incurred by Agency Board or staff members on approved Agency business will be reimbursed at the IRS allowed travel reimbursement rate, as adjusted from time to time, plus parking charges and highway tolls. Reimbursement requests shall be submitted no more often than monthly. Such travel costs may include, but are not limited to: (1) automobile travel during regular working hours from the Agency office to meetings, data collection sites, field inspection areas, etc., and return travel to the Agency office; (2) automobile travel outside regular working hours from an employee's home to a meeting, etc., and return to home; (3) commercial transportation (bus, train, air, etc.) as necessary in conjunction with approved meetings, conferences, workshops, etc.
- I. Tuition Reimbursement - Subject to a recommendation by the Executive Director with approval by the PFP the Agency may reimburse employees for relevant academic training

which is not eligible for travel reimbursement, comp time or other reimbursement under the following conditions: a) the staff member attains a grade of at least "B" or higher per course; b) the total course amount payable by the Agency, shall be 60% of the tuition cost, and shall not exceed \$500; c) the reimbursement will not be made until 60 days after the course grade is received by the Agency, provided the staff employee is still employed by the Agency at the end of the 60 day period; and d) each staff member is restricted to one course per semester or two courses per school year. Employees are discouraged from taking courses during normal working hours.

- J. Voluntary Pre-Tax Investment Plan - the Agency will provide its regular full-time and regular part-time staff an opportunity to voluntarily contribute to a pre-tax investment plan which will provide for deferral of payment of a portion of their current compensation until death, retirement, termination of employment, or other event, in accordance with the provisions of Section 457(b) of the Internal Revenue Code of 1986, with other applicable provisions of such code, and in accordance with the General Statutes of the State of Connecticut. The Agency will not make matching contributions to this plan. Plans may be entered January 1 to July 1 following the satisfactory completion of probation.

IV. REGULATIONS

A. Alcohol and Drug Possession, Use and Testing

- 1. Alcohol & Drug Free Workplace - Substance abuse (alcohol and drugs) poses safety and health risks not only to the abusers, but to all employees who work with abusers and to Agency property, equipment, operations, and reputation. It is the intent of the Agency to maintain a safe and healthy work environment for all its employees and to operate an efficient workplace and protect Agency property, equipment, operations, and its reputation.

This policy applies to all employees of the Agency while on the job and in situations where an employee's off-the-job or off-the-premises conduct impairs work performance or undermines the public confidence in the Agency's reputation. It is also intended to apply to employees of firms doing business with the Agency on the Agency's premises.

- 2. Guidelines - All prospective employees must have a pre-employment drug screen prior to employment. Prospective employees who refuse to be tested, or who test positive, will not be considered for employment. Urine samples will be required and such samples will be split for potential additional analyses. At least the "DOT 10" screening for common street drugs will be done. The Agency may also request the use of a "10 panel test" by the laboratory (i.e., chromatography/mass spectrometry analysis) specifically to identify substances provided by prescription versus "street" drugs. If these are found to be positive regarding substances other than prescriptions, the prospective employee has the right to review the laboratory findings with a medical doctor and/or pharmacist. The prospective employee may challenge the tests, and the Agency may choose to utilize a second unannounced pre-employment test.
- 3. Procedures
 - a. If a supervisor or an Agency Board member has a good faith reason to suspect that an employee is under the influence of alcohol or drugs, or in any way appears impaired, that person should attempt to get another supervisor (if available) to confirm this suspicion. The time, date, and

name of the employee and observable facts should be documented and signed by the observing supervisor(s).

- b. If an employee is suspected of being under the influence as in (1) above, the employee will be referred to an Agency-approved testing facility for an evaluation, including an alcohol and drug screen. During normal office hours, the Employee Assistance Program (EAP) Director (i.e., the Agency Executive Director or the PFP [regarding the Executive Director]) should be contacted to coordinate and facilitate the evaluation. The employee will be asked to sign a "consent to testing form". Arrangements will be made by the supervisor(s) to have the employee transported to the facility for the evaluation.
- c. If the employee refuses to go to an Agency-approved facility or refuses to sign the consent to testing form, this behavior will be treated as insubordination. The employee will be suspended for up to 3 days without pay, pending further investigation. The employee's return to work will be contingent upon passing an alcohol and drug screening test and achieving a favorable EAP evaluation. Management will arrange transportation to the employee's home, preferably through a family member.
- d. Short of physical restraint, the employee should not be allowed to leave the Agency office without transportation assistance. If the employee insists on leaving the office with the intent of driving a vehicle, the supervisor should notify the local police to warn them of the employee's suspected condition and refusal of assistance. This should be done before the employee leaves the Agency, whenever possible.
- e. If said testing facility determines that the employee is not under the influence of alcohol or drugs, then the employee will be able to return to work.
- f. If said testing facility determines that the employee is under the influence of alcohol, drugs or both and is, therefore, impaired and unfit for work, then the employee will, at least, be suspended for up to 3 days without pay and may face additional disciplinary action(s), up to, and including, termination. The employee's return to work will be contingent on passing an EAP evaluation which shall, at a minimum, include successfully passing alcohol and drug detection tests of blood and urine samples, and a thorough evaluation by a qualified medical doctor, or employee assistance program counselor, who determines the extent of all past and present substance abuse(s), treatment program(s) and potential suitability for return to work.
- g. Confidentiality: drug/alcohol test results will be confidential, and reported initially to the EAP Director (i.e., the Executive Director) and the PFP Chair.

B. Calendar

The office maintains a staff calendar of scheduled activities and meetings. Employees are expected to indicate their expected return time and destination so that they may be contacted, if necessary.

C. Disciplinary Actions and Grievances

- 1. Definitions - A grievance is a complaint by an employee, other than a probationary employee, who, during the carrying out of authorized work for the Agency, alleges to have been subjected to arbitrary, capricious, discriminatory, improperly or inequitably applied policies, procedures or practices. "Employee"

shall mean either an individual employee or a group of employees with the same grievance. A promoted employee may initiate a grievance during an evaluation period, with the exception of grievances about being returned to a previously held position, which shall not be grievable.

2. Discipline

An employee who abuses drugs or alcohol, makes an error, who is insubordinate, or whose job performance is unsatisfactory, is subject to disciplinary action commensurate with the seriousness of the situation. The Executive Director, or any supervisor authorized by the Executive Director, may take disciplinary action ranging from verbal counseling to termination, and including written reprimands, suspensions - with, or without, pay - or any combination of the above.

Disciplinary actions taken by a supervisor may be appealed to the Executive Director; those taken by the Executive Director may be appealed to the PFP whose decisions on such matters are final. The PFP may take disciplinary action against the Executive Director; appeals of such actions may be taken to the full Agency Board. Performance evaluations are not disciplinary actions and may not be appealed.

3. Grievances - An employee having a grievance shall present and discuss the grievance orally with the supervisor within ten (10) working days of the occurrence of the action which gave rise to the grievance.

If the matter is not resolved by the supervisor to the employee's satisfaction, the employee may appeal in writing to the Executive Director citing specifically the person(s), act(s) or condition(s) against whom or which the grievance is directed, and the grounds on which the written appeal is taken. The Executive Director will meet with the employee and any other person(s) deemed appropriate by the Executive Director to hear and discuss the appeal. The Executive Director, shall render decisions on such appeals in writing within ten (10) working days.

If the matter is not resolved to the employee's satisfaction by the Executive Director, the employee may appeal the Executive Director's decision within ten (10) working days to the PFP which shall meet to hear the appeal with the employee, a representative, if any, or such other persons as the PFP Chair shall deem appropriate. The PFP shall render a decision in writing to the employee within forty (40) working days of the meeting. Such decision may include, but not be limited to, dismissal of the appeal, correction of the condition, reprimand of an employee, suspension of an employee, or a recommended dismissal of an employee.

An employee filing or appealing under these grievance procedures shall have the burden of proof that such grievance has cause for redress, and shall document such cause, including actions or inactions by the Executive Director, in writing.

If the grievance alleges acts or conditions initiated by the Executive Director, the employee shall communicate with the Chair of the PFP in writing or verbally without the presence of the Executive Director within ten (10) working days of the occurrence of the action which gave rise to the grievance.

Any decision or action taken by the PFP shall be final for the Agency.

The Office Manager/Bookkeeper, as Equal Employment Opportunity Officer, will

take the necessary steps to ensure the confidentiality of all Federal Civil Rights Act of 1964 Title VII complaint records and of any counseling done in the course of the complaint procedure.

D. Employment, Probation and Resignation

1. Employee Evaluation - The PFP shall conduct an annual evaluation of the Executive Director. The Executive Director will evaluate each supervisor's performance, and each supervisor will evaluate the performance of each employee they supervise with the concurrence of the Executive Director, using the Agency Employee Evaluation Procedure approved by the PFP. Performance evaluations will be done at least annually in April, and more frequently when deemed necessary. A written record of this evaluation shall be placed in the employee's personnel file.
2. Employment Notice - Each prospective Agency employee shall receive notice of an offer of employment in writing together with a copy of these "Personnel Policies". The written notice shall include information pertaining to remuneration and other specific conditions of employment. Upon receipt the prospective staff member must reply in writing, accepting the position and the personnel policies governing employment within five working days.
3. Evaluation Period (applicable only to promoted employees) - The conditions that apply to new hires during their probationary period also apply to promoted employees during their evaluation period with the following exceptions:
 - a. The evaluation period shall be six (6) months and may be extended an additional six (6) months by the Executive Director;
 - b. Three (3) months after the beginning of an evaluation period, the Executive Director will complete a performance evaluation of a promoted employee.
 - c. During the evaluation period, a promoted employee may be returned to a previous position, or terminated, by the Executive Director.
 - d. A promoted employee who is returned to a previously held position during the evaluation period shall also be returned to the previous salary; although such employee shall be eligible for applicable merit and/or cost of living salary increases which have been granted during the period of probation.
4. Exit Interview - After submission of a resignation, but prior to an employee's final working day, an exit interview shall be conducted by the PFP Chair and/or a designee. The Executive Director may be present, if requested by the PFP Chair, or a designee. Statements presented by the employee at the exit interview shall be reported by the exit interview team to the Agency Board.
5. Probation - The first twelve months of service by an individual constitutes that individual's probationary period. This period may be extended an additional six (6) months by the Executive Director. During this period, the Executive Director shall review the individual's work and determine eligibility for regular employment. After the conclusion of this period the Executive Director shall advise the individual regarding suitability for regular employment. During this period, employment may be terminated by the Executive Director at any time.
6. Resignation - An employee wishing to terminate service with the Agency shall submit a written resignation to the Executive Director or the PFP. Such written notice shall be included in the employee's service records. Failure to give at least ten (10) working days notice before the final working day will result in the forfeiture of accrued leaves, except under extenuating circumstances accepted by

the PFP Committee.

- E. Energy Conservation - The Agency's office shall cooperate by reducing electricity consumption when requested by power generating utilities. Whenever possible, telephone calls and other communication methods will substitute for travel. To the extent possible, multi-purpose visits should be made when travel is necessary.
- F. Equipment Usage - In the conduct of daily business, staff utilizes a variety of Agency-owned equipment including pocket PCs, laptops, cell phones, portable video projectors and DVD recorders. The Agency has an interest in the staff's ability to efficiently and effectively utilize such equipment. Staff is encouraged to become as familiar as possible with the functioning of this equipment during regular working hours. Furthermore, where Agency staff training-related purposes can be achieved, the Executive Director may authorize temporary use of such equipment for private personal use.
- G. Inclement Weather - Agency staff members shall be provided inclement weather leave, with pay, for time during which the Governor closes state offices and excuses state workers. Staff members will be called, if weather conditions are sufficiently severe to warrant an inclement weather leave, or they may rely upon television or radio announcements during significant storm conditions. During lesser inclement weather conditions, staff members shall make every effort to reach the office at the earliest possible time. Each employee shall make personal decisions regarding travel in these conditions, those individual decisions shall give proper recognition to the individual's personal safety. The office shall be staffed to the maximum extent feasible during inclement weather. Employees shall call the office to provide an estimated time of arrival, if they expect to arrive later than their regular schedule requires. The Executive Director, or the next most senior employee in the office during an inclement weather condition, may advise other staff members whether to attempt travel to the office.
- H. Off Duty Work - staff members shall secure approval from the PFP prior to working in the planning field during off-duty time. The PFP shall consider each request for such approval on an individual basis and act in the best interest of the Region, and provide its decision in writing to the staff member.
- I. Office Hours - Office hours shall be 8:30 a.m. to 4:30 p.m. and staff will be allowed an unpaid lunch time. The regular work week is Monday through Friday for a total of 35 hours. Staff shall cover the office during the lunch period. The Executive Director may approve flexible working hours for individual staff members, provided the office is adequately staffed. Such flexible time may allow an employee to begin work between 7:00 a.m. and 9:30 a.m. and to depart between 3:00 p.m. and 5:30 p.m., provided the employee works the full seven hour work day.
- J. Personnel Policy Revisions - The PFP Committee, will review and update these policies as appropriate, in consultation with the Executive Director. Revisions and amendments shall take effect upon approval by the PFP Committee, until they are ratified or revised by the Agency at its annual meeting in June, or at other times, as appropriate.
- K. Sexual Harassment - It is Agency policy to ensure equal employment opportunity and to prevent discrimination in all practices. Sexual Harassment is a type of sex (gender) discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by Connecticut General Statute, as amended, 46a-60 (a)(8) as a Discriminatory Employment Practice.

Sexual Harassment is defined as: "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature 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 decision affecting such individual, or (3) such conduct has the purpose or

effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." In addition, Sexual Harassment can include crude or offensive language or jokes of a sexual nature. Sexual Harassment will not be tolerated and will be grounds for disciplinary action. Complaints of sexual harassment will be processed by the Agency's Equal Employment Opportunity Officer through the established Affirmative Action complaint Procedure.

It is not the Agency's intention to regulate social relationships that are freely entered into by employees, provided that such relationships are in keeping with good taste and proper decorum. However, it is our affirmative duty to develop and maintain a workplace free of sexual harassment and intimidation. We expect full support and cooperation of every employee to achieve this goal.

- L. Soliciting - Soliciting of goods or services by staff members or private individuals is not permitted within the Agency's offices.

- M. Time Accounting - Each employee shall enter an accurate accounting of time worked on a bi-weekly time sheet which shall be approved by the Executive Director. Included shall be time worked, vacation time, sick leave, holidays, bereavement leave, earned personal days, swap or compensatory time earned and taken, etc. Such time worked shall be allocated to the appropriate funding program(s) as approved by the Executive Director. It is the responsibility of each employee to assure the correctness of their time sheet; of the supervisor to verify correctness; and of the Office Manager/Bookkeeper and Executive Director to confirm the accuracy of each time sheet.

APPENDIX - CLASSIFICATION DESCRIPTIONS

The job classification descriptions for the Agency are written to reflect the general duties and responsibilities of each position. They are not intended to limit the responsibilities of any job to those specifically listed.

POSITION DESCRIPTION

TITLE: Executive Director

Minimum Knowledge/Qualifications:

Masters degree from an accredited college in city or regional planning plus eight or more years of increasingly responsible experience, or a masters degree in a closely related field and ten or more years of similar experience; or, other combinations of education and experience which may be judged equivalent by the Agency Board

General Duties:

- Serves as the chief administrator of the Agency and has responsibility for implementing the policies of the Agency and its Committees
- Overall planning, direction, office management and administration and coordination of the Agency's staff
- Serves as the Agency's primary communication liaison with all levels of government, the private sector, and serves as its chief spokesperson with the media
- Coordinates Agency operations with municipal, state, and other agencies
- Advertises for applicants, screens, and hires new employees
- Conducts or supervises all personnel matters, including staff appointments, evaluations, assignments/reassignments of duties,
- Recognizes good staff performance and imposes appropriate discipline, including suspensions and terminations of employees.
- Conducts overall quality control over all staff oral, written, financial, and map products
- Serves as Agency representative to numerous municipal, regional, statewide, and national agencies, boards, commissions, and committees
- Interprets state statutes, case law, local ordinances, etc. as they apply to advisory reports from the Agency or in service to public officials and citizens
- Directs the provision of technical assistance to communities in the region on planning, zoning, site plan review and related matters
- Prepares Agency and Committee Agenda and attends all appropriate Agency and outside organizational meetings.
- Signs checks, approves staff time sheets, expenditure invoices, etc.
- Oversees the preparation of the Agency's Annual Report
- Prepares or directs the preparation of short and long-range plans and programs reports, statistical analyses, and other informational materials, and initiates new activities
- Directs the preparation of Agency budgets and oversees the control of expenditures
- Guides implementation of physical, social or economic development strategies
- Oversees grant applications, negotiations, and grant administration
- Prepares consultant Requests For Proposals/Qualifications
- Oversees the maintenance of the Agency's records, reports, maps, etc.
- Performs other duties as assigned by the PFP Committee.

Special/Knowledge/ Skills/Abilities:

- Physical and legal ability to travel from site to site and carry out all assigned duties
- Ability to touch-type 40 wpm, proficiency with word processing and familiarity with spreadsheet, data processing, and GIS software
- Vision and ability to harmonize diverse groups, energize others, and achieve effective inter-agency relations with innovation, creativity, and dynamic leadership
- Ability to effectively organize/retrieve data and conduct general financial reviews of programs
- Effective
- Ability to communicate ideas persuasively in both oral and written form
- Knowledgeable regarding environmental protection, natural resource, economic development, and historic preservation issues and opportunities.

Supervised by: Program, Finance & Personnel Committee.

Supervision exercised: Senior Planners and Office Manager/Bookkeeper.

POSITION DESCRIPTION

TITLE: Office Manager/Bookkeeper

Minimum Knowledge/Qualifications:

Associate degree from an accredited college plus one or more years of bookkeeping and office management experience, or three or more years of similar experience; a moderate level of general computer literacy with Microsoft Word, Excel, Outlook, QuickBooks, and Windows; or other combination of education and experience which may be judged equivalent by the Executive Director

General Duties:

Bookkeeping

- Handles year-end closing along with W-2 , W-3 & 1099 filings in a timely manner
- Has accounting responsibilities for the Agency and its programs, and serves as the Agency's liaison with the Auditor
- Maintains filing of both paper and electronic documents as outlined in the Records Retention Policy for all accounting transactions
- Maintains systematic oversight of all financial aspects of Agency contracts and grants; reviews time sheets, prepares bi-weekly payrolls, quarterly taxes, pays bills, makes monthly contributions (e.g., retirement programs, 457 pre-tax investments, etc.), controls the petty cash account
- Reviews, controls, and communicates the status of all personnel benefits, assures timely payment of all financial obligations and verification of personnel benefit payments
- Maintains the general ledger, trial balances, invoices, grant payment requisitions, ledgers, journals, accounts receivable, accounts payable, cash disbursement records, cash management of investments, and complete accurate records for future audits
- Maintains all personnel files keeping them up to date and in accordance with Federal & State regs.
- Prepares expenditure/hours for employees per grant; payroll and other grant related financial documents
- Prepares the Agency budget and amendments under the direction of the Executive Director
- Provides precise control and accurate accounting of manual/electronic deposits, purchase orders, checks, expenditures, vouchers, monitoring/proposing of Certificates of Deposit and Savings Account investments, etc.
- Tracks spending of grants, and maintains an inventory list of Agency's personal property

Office Management

- Assembles and distributes PFP/CPC and Board agenda packets by mail and by posting to the web
- Handles phone inquiries and sends out ADA applications when regular assigned staff is not available
- Collects data by field/in-house research; organizes, analyzes, and evaluates data and communicates clearly in both oral and written form
- maintains and orders office supplies
- Serves as the office receptionist when necessary, operates office equipment, organizes, , sorts and distributes office mail, maintains all office common areas
- Serves as the Agency Affirmative Action Officer, and attends evening Agency Board meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Ability to touch-type 40 wpm, proficiency with word processing and familiarity with spreadsheet, and data processing software
- In-depth knowledge of the principles and best practices of governmental, non-profit, and business budgeting, purchasing, and accounting practices
- Physical and legal ability to travel from site to site and to carry out all assigned duties

Supervised by: Executive Director.

Supervision exercised: None

POSITION DESCRIPTION

TITLE: Senior Planner/Assistant Director

Minimum Knowledge/Qualifications:

Master's degree from an accredited college in city or regional planning, or a related field and two years of planning experience, or a Bachelor's degree and three or more years of planning experience; one year of supervisory experience; or other combination of education and experience which may be judged equivalent by the Executive Director

General Duties:

- Acts as Executive Director in the Directors' absence
- Signs checks, acts as backup bookkeeper for payroll and AR/AP.
- Completes a broad spectrum of planning related assignments and supervises zoning and planning referral reviews
- Collects, analyses, and shares data with public/private organizations, and represents the Agency on various committees, coalitions, etc.
- Prepares and updates the region's comprehensive economic development strategy (CEDS) and serves as Agency liaison to DECD and EDA
- Manages municipal participation in Department of Emergency Management and Homeland Security (DEMHS) programs, and serves as Agency liaison to DEMHS and FEMA
- Coordinates Citizen Emergency Response Teams' (CERT) activities and funding; represents Plymouth at Region 5 Emergency Planning Team (R5EPT) meetings, and prepares and updates regional emergency preparedness plans and studies
- Prepares reports, statistical and qualitative analyses, maps, presentations, online documents, and other documents
- Participates in internal (Agency) and external (partner) meetings.
- Develops and regularly updates the unified transportation work program (UPWP) and assures timely progress across the Agency on UPWP tasks
- Maintains the Central Connecticut Plan for Alternative Transportation and Health (CCPATH)
- Participates in regional bicycle, pedestrian, greenways, and trails planning
- Coordinates with towns and the CT DOT regarding the Safe Routes to School program
- Prepares Title VI reports, and develops and updates the Public Participation Program as required under federal transportation legislation
- Assists with administration of 5310 program, and contributes to the Agency's Annual Report, Newsletter, etc.
- Researches funding opportunities, applies for grants, and assists with GIS and website projects as needed
- Evaluates performance of assigned staff
- Performs other duties as assigned

Special Knowledge/Skills/Abilities:

- Physical and legal ability to travel from site to site and carry out all assigned duties
- Ability to touch-type at least 40 wpm and demonstrated proficiency in Microsoft Word, Excel, and PowerPoint, as well as ArcGIS and graphic design, layout, and statistical analysis software.
- Ability to effectively organize, analyze, and retrieve data, and to successfully apply for project grant funding
- Ability to reliably produce high-quality work in a self-directed environment using time and project management skills with attention to detail and deadlines.
- Ability to communicate ideas clearly in oral, written, and graphic form
- Knowledge of land use base studies, planning, zoning, land subdivision practices, various transportation analysis techniques, planning/programming procedures, transportation-land, use interrelationships, and intelligent transportation systems

Supervised by: Executive Director

Supervision exercised: Transportation Planner

POSITION DESCRIPTION TITLE: Senior Planner/IT Manager

Minimum Knowledge/Qualifications:

Master's degree from an accredited college in city or regional planning, or a related field, and two years of planning experience; or a Bachelor's and three or more years of planning experience; one year of supervisory experience; one year of GIS experience and an advanced GIS certification; expertise in Windows and Exchange Server systems and network administration, and HTML/XML and scripting; or, other combinations of education and experience which may be judged equivalent by the Executive Director.

General Duties:

- Strategic planning - Develops, reviews, maintains, collects and analyzes data, updates and manages strategic plans and associated processes, including, but not limited to, the Regional Long-Range Transportation Plan and Regional Plan of Conservation and Development
- Environmental planning - Develops, reviews, maintains, collects and analyzes data, updates, and manages environmental planning initiatives and associated processes
- Special projects - Develops, manages, undertakes, and completes special projects, such as development studies, environmental analyses, and transit/transportation studies, and applies for related grants
- IT - Maintains, plans/budgets for, and upgrades the Agency's information systems, including the Agency's web site and GIS database; provides assistance to other staff with GIS projects and IT support; diagnoses and corrects problems; oversees and implements electronic initiatives, such as participation techniques (e.g. crowdsourcing, etc.), mapping, transit/paratransit trip routing and scheduling, and transportation model development
- Prepares RFPs, and drafts, manages, and verifies compliance with consultant contracts
- Represents the Agency in public and on various committees, coalitions, etc.
- Coordinates data collection, and prepares reports, analyses, maps, presentations, online documents, and other materials.
- participates in internal (Agency) and external (partner) meetings, and co-ordinates planning, and management processes with local, regional, and state/federal entities.
- Contributes to the Agency's Annual Report, Newsletter, etc.
- Researches funding opportunities and applies for grants
- Evaluates performance of assigned staff
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Research, analysis, and organizational skills, including expertise in GIS and statistical techniques
- Ability to think critically and to communicate ideas persuasively in both oral and written form
- Ability to work independently, and flexibility to take on additional roles or responsibility when necessary.
- Knowledge of and familiarity with contemporary problems, solutions, practices, and trends in local and regional planning; economic development; environmental management; transportation; and relevant local, state, and federal policy
- Ability to touch-type at least 40 wpm, and demonstrated proficiency in Microsoft Office, including Word, PowerPoint, Excel, Access, and Outlook; ArcGIS; SQL; SPSS, SAS, or equivalent; and presentation, graphics, and web design software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Executive Director

Supervision exerted: Intern(s), Transit Program Manager

POSITION DESCRIPTION

TITLE: Transit Programs Manager

Minimum Knowledge/Qualifications:

Bachelor's degree from an accredited college with an emphasis in planning, management, or social services, experience with web site and geographic information systems maintenance; or other combinations of education and experience which may be judged equivalent by the Executive Director

General Duties:

Prepares correspondence, reports, and other communications
Responds to telephone, fax, and Telecommunications Device for the Deaf (TDD) communications
Receives visitors and provides customer service
Updates the Agency's web site, including meeting documents and calendars
Provides support to the Office Manager and other staff as needed
Administers the regional paratransit service program policies; trains staff on paratransit policies and procedures to fill in when needed

Specific Duties

Manages paratransit contracts with State and subcontractor(s), including development, solicitation, and review of RFPs
Manages advertising contracts with subcontractor(s), including development and review of RFPs
Monitors contractor performance;
As requested, supports contractor(s) paratransit vehicle driver training (including sensitivity)
Enforces compliance with contracts and pertinent regulations and policies when necessary
Reviews contractor invoices and approves payment; Develops yearly ADA service needs and budget
Prepares and submits regular operational reports to State, federal government, and other parties as needed
Serves as Agency liaison for paratransit with local, municipal, regional, and statewide actors
Provides information by phone, e-mail, and one-on-one about transportation services, including paratransit
Speaks to public and local groups about transportation services; reaches out to and responds to public on transportation issues
Coordinates with adult services providers, commissions on persons with disabilities, State agencies, and other relevant transportation/paratransit service providers
Provides support to ADA Advisory Committee; Reviews applications for ADA certification
Notifies and re-certifies paratransit clients as needed
Maintains database(s) of certified and active clients Develops, maintains, and reviews as needed paratransit policies and procedures
Addresses complaints in a timely and mutually satisfactory manner
Handles passenger and driver/vehicle incidents including accidents, misbehavior, 'no-shows,' and complaints
Applies relevant corrective/disciplinary policies when necessary; Keeps records of all incidents and actions taken in response
Develops strategies with Senior Planner and staff to improve effectiveness and efficiency of transportation services in and around the region
Assists the state in administration of grant programs (5310, Fixed Route, JARC, LOCHSTP, Matching Grant Program, New Freedom), by solicitation, review, and submission of applications
Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

Physical and legal ability to travel from site to site to carry out all assigned duties
Ability to touch-type 40 wpm,
Ability to use different types of office equipment including photocopiers, postage meter, FAX machine, and TDD communication systems
Ability to use PC computer word processing, spreadsheet, and database software, including Microsoft Word, Access, Excel, etc.; as well as office equipment including photocopiers, postage meter, fax machine, and TDD

Supervised by: Senior Planner

Supervision exercised: None

POSITION DESCRIPTION

TITLE: Transportation Planner

Minimum Knowledge/Qualifications:

Bachelors degree from an accredited college in regional, city, or transportation planning, plus one year of planning experience; or a bachelors degree in a closely related field and two or more years of similar experience; or other combinations of education and experience which may be judged equivalent by the Executive Director

General Duties:

- Completes transportation, land use, and economic development planning projects
- Coordinates with Connecticut Department of Transportation regarding the Statewide Transportation Improvement Program (STIP) and the Regional Transportation Improvement Program (TIP)
- Completes land use and zoning referral reviews
- Collects, analyses, and shares data with public/private organizations
- Represents the Agency on various committees, coalitions, etc.
- Backs up other staff in relation to economic development, homeland security, and legislative assignments

- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Prepares reports, statistical analyses, and other informational documents
- Communicates ideas in oral and written form
- Understands land use base studies, land subdivision practices, land use-transportation interrelationships, planning, zoning, transportation analysis techniques, planning/programming procedures, and intelligent transportation systems
- Participates in all appropriate Agency and outside organizational meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, and GIS software
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Senior Planner

Supervision exercised: None

POSITION DESCRIPTION

TITLE: Regional Planner

Minimum Knowledge/Qualifications:

Bachelors degree from an accredited college in planning (urban, regional, or spatial), environmental/natural resources (science, policy, or management), or transportation (planning or policy), plus one year of experience; or a bachelors degree in a closely related field with two years' experience; or other combinations of education and experience which may be judged equivalent by the Executive Director; Master's Degree preferred

General Duties:

- Completes transportation, land use, and economic development (e.g. CEDS) projects
- Reviews and prepares zoning and subdivision referral reviews
- Collects and analyzes data
- Prepares memoranda, reports, presentations, and other documents
- Represents the Agency and undertakes public outreach and participation
- Provides support to Agency staff
- Assists with GIS and website projects
- Organizes, analyzes, and retrieves data
- Communicates ideas in oral and written form
- Understands land use and land subdivision practices, land use-transportation interrelationships, planning, zoning, and transportation analysis techniques, planning/programming procedures
- Participates in all appropriate Agency and outside organizational meetings
- Performs other duties as assigned

Special/Knowledge/ Skills/Abilities:

- Sustainability and environmental protection
- Land conservation and air and water quality
- Land use, subdivision, and zoning practices
- Transportation systems, including pedestrian/cyclist/transit planning
- Economic development
- Relationships and linkages between these subjects
- Environmental, transportation, and economic trends/challenges and practicable solutions
- Ability to touch-type 40 wpm, proficiency with word processing, spreadsheet, data processing, GIS software and statistics packages (e.g. Word, Excel, Access, SQL, ArcGIS, SPSS)
- Research, analysis, and visualization techniques (including statistical analysis)
- Spoken and written English; Public speaking and engagement
- Physical and legal ability to travel from site to site and carry out all assigned duties

Supervised by: Senior Planner

Supervision exercised: None

POSITION DESCRIPTION

TITLE: Planner

Minimum knowledge/qualifications

Bachelor's degree from an accredited college/university in: Planning (urban, regional, or spatial), Environment/natural resources (science, policy, or management), Geography, Transportation (planning or policy), or a Bachelor's degree in a related field with one year's experience; or other combinations of education and experience judged equivalent by the Executive Director. A Master's degree is highly preferred.

General duties

Provides support to Agency staff in the following areas: (1) Transportation planning (FHWA/FTA); (2) Paratransit (ADA); (3) Emergency preparedness and security (CERT, CREPC/R5EPT); and potentially, (4) Sustainability/livability planning and implementation projects (SCI); and, (5) other areas as needed.

- Assists with the certification of, relations with, and service to paratransit customers
- Handles complaints and resolves conflicts related to paratransit service
- Assists in the management of FHWA, FTA, and ConnDOT grant programs
- Assists in the administration of emergency management grants
- Completes sustainability/livability, transportation, and environmental projects
- Collects and analyzes data
- Prepares memoranda, reports, presentations, and other materials
- Represents the Agency and undertakes public outreach and participation
- Provides support to other Agency staff

Other duties as assigned

Special Knowledges/Skills/Abilities

- The employee will have knowledge of and some experience with the following subjects:
- Paratransit and the Americans with Disabilities Act; Disabilities and civil rights
- FHWA, FTA, and ConnDOT grants; Case and conflict management
- Transportation systems, including pedestrian/cyclist/transit planning
- Emergency management
- Sustainability and environmental protection; Land conservation and air and water quality
- Relationships and linkages between these subjects
- Environmental, transportation, and economic trends/challenges and practicable solutions

Will also have robust proficiency in:

- Spreadsheets and GIS (Excel, ArcGIS); Database and statistics packages (Access, SQL, SPSS)
- Research, analysis, and visualization techniques (including statistical analysis)
- Spoken and written English; Public speaking and engagement
- Customer service in person and on the telephone

Following skills desirable:

- Landscape or urban design; Transportation engineering; Computer programming
- Proficiency in Spanish and Polish

Supervised by: Senior Planner

Supervision exercised: None