AGENDA
HAMPTON ROADS PLANNING DISTRICT COMMISSION
QUARTERLY COMMISSION MEETING
January 16, 2014

1. Call to Order
2. Approval/Modification of Agenda

WORKSHOP AGENDA

3. 2014 Economic Forecast
4. Sewer Consolidation Update
5. Regional Strategic Plan Update

REGULAR AGENDA

6. Submitted Public Comments
7. Public Comment Period
8. Approval of Consent Items
   A. Minutes of November 21, 2013 Meeting
   B. Treasurer's Report
   C. Regional PNRS Reviews – Monthly Status Report
      1. PNRS Reviews
      2. Environmental Impact Assessment/Statement Review
   D. Budget Amendment – Personnel
   E. Appointment of a Southside HRPDC representative to the HRMMRS Oversight Committee
   F. Contract for James City County Comprehensive Plan
   G. Hampton Roads Watershed Roundtable Grant Authorization
   H. Revisions to HRPDC/HRTPO Personnel Manual
   I. Memorandum of Understanding Between HRPDC and HRTPO regarding Personnel and Budget Committee
   J. Contract for Envision Hampton Roads
   K. 2014 Economic Forecast
   L. Consultant Services Contract Task Order
9. HRPDC Three-Month Tentative Schedule
10. Project Status Reports and Advisory Committee Summaries
11. Correspondence of Interest
12. Old/New Business
13. **ADJOURNMENT**

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #1: CALL TO ORDER
The meeting will be called to order by the Chair at 9:30 a.m.

ITEM #2: APPROVAL/MODIFICATION OF AGENDA
Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires consideration from the Hampton Roads Planning District Commission should be submitted at this time, as opposed to under "Old/New Business.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #3: 2014 ECONOMIC FORECAST

SUBJECT:

The annual HRPDC regional economic forecast for 2014.

BACKGROUND:

Each January since 1990, the HRPDC has delivered a regional economic forecast for the coming year. The forecast presentation includes a review of local and national trends and provides a forecast for gross regional product, employment, unemployment, retail sales, and residential construction. The HRPDC economic forecast was approved as part of the FY14 HRPDC Unified Planning Work Program.

Mr. Greg C. Grootendorst, Chief Economist, will present the 2014 Economic Forecast to the HRPDC Board.

STAFF COMMENTARY:

The HRPDC Economic Forecast is an assessment of what the region can expect for the coming year. The Commission's forecast is often used in planning purposes by staff from member jurisdictions as well as other regional organizations. Approving the release of the Economic Forecast will provide public access to the information.

Note: This item will be presented for action under Consent Agenda Item #8-K

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

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Note: This item will be presented for action under Consent Agenda Item #8-K

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #4: SEWER CONSOLIDATION UPDATE

SUBJECT:

Update on the proposed Memorandum of Agreement defining HRSD and Locality roles and responsibilities under the hybrid plan for partial regionalization of the sewer system.

BACKGROUND:

The cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the Town of Smithfield; and the counties of Gloucester, Isle of Wight, and York; and the James City Service Authority must choose between two approaches to meet the Special Order by Consent for wet weather sewer overflows by February 28, 2014.

The Hampton Roads Sanitation District (HRSD) developed and approved the hybrid regionalization plan in which HRSD would take sole responsibility for financing and implementing the approved Regional Wet Weather Management Plan (RWWMP) across the entire regional sewer system. Localities would retain ownership and operation of their sewer collection systems. This hybrid approach still allows regional ratepayers to benefit from the majority of the savings identified in the regionalization study but does not require complete consolidation of sewer assets.

Each locality must sign the proposed Memorandum of Agreement (MOA) by February 28, 2014 in order to move forward with the proposed hybrid plan. If one or more localities decide not to sign the MOA, HRSD and all the Localities will proceed with the current requirements of the Consent Decree and Special Order by Consent.

Whitney S. Katchmark, Principal Water Resources Engineer, will present a summary of the Memorandum of Agreement.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM#5: REGIONAL STRATEGIC PLAN UPDATE

SUBJECT:

The HRPDC staff has been authorized to develop a process for creating a Regional Strategic Plan.

BACKGROUND:

On February 21, 2013 at the HRPDC's Annual Retreat, staff was authorized to develop a process for creating a Regional Strategic Plan. Following that meeting, HRPDC staff, along with other regional stakeholders, has embarked on an effort to develop Hampton Roads' first Community-based Regional Strategic Plan entitled *Envision Hampton Roads*. This innovative approach to planning will be a critical tool to help set the course for their community's future. *Envision Hampton Roads* will use interviews, mapping exercises, surveys and other means to hear from residents and use that information to present different community scenarios based on the information gathered. This process will allow residents to react to the scenarios and choose the future that best matches their vision. The goal of *Envision Hampton Roads* is to engage residents to participate in the establishment of a shared Regional Vision that ultimately creates a blueprint for the Region's future that leads to Hampton Roads being a great place to live, work, play, learn, and visit. In developing *Envision Hampton Roads*, the HRPDC will be following a seven-step community based planning approach with the first step beginning with establishing Community Values followed by Vision, Strategy, Plan, Fund, Build, and Achieve.

Ms. Jai McBride, HRPDC Principal Regional Planner, will brief the Commission on this effort.

RECOMMENDED ACTION:

For informational purposes only.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #6: SUBMITTED PUBLIC COMMENTS

There are no recently submitted written public comments. Any new written public comments will be distributed as a handout at the meeting.

ITEM #7: PUBLIC COMMENT PERIOD

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

ITEM #8: APPROVAL OF CONSENT AGENDA ITEMS

A MINUTES

The Minutes of the HRPDC Executive Committee meeting of November 21, 2013 are attached.

Attachment 8-A

RECOMMENDED ACTION:

The HRPDC staff recommends approval of the minutes.

B: TREASURER'S REPORT

The Balance Sheet and Statement of Revenue and Expenditure for October and November 2013 activities are attached. These statements reflects the financial status of the HRPDC as a whole.

Attachment 8-B

RECOMMENDED ACTION:

The HRPDC staff recommends the Treasurer's Reports be accepted.

C: REGIONAL REVIEWS

1. PNRS

The HRPDC staff is routinely involved in the review of applications for grants to support projects involving federal or state funding. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Review and comment by more than one locality is requested when a project may affect the entire region or a sub-regional area. There were no outstanding comments received as of January 3, 2014.

Attachment 8-C1

RECOMMENDED ACTION: None required.

2. **ENVIRONMENTAL IMPACT ASSESSMENT/STATEMENT REVIEW**
The HRPDC staff is routinely involved in the review of environmental impact assessments and statements for projects involving federal funding or permits as well as state development projects. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. There were no outstanding comments as of November 8, 2013 on these projects.

Attachment 8-C2

RECOMMENDED ACTION: None required.

Hampton Roads Planning District Commission

Executive Committee Meeting

Minutes of November 21, 2013

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:33 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

COMMISSIONERS:
Kenneth Wright, Chairman (PO)
Clyde Haulman, Vice Chairman (WM)
Dr. Ella P. Ward (CH)
Randy Martin (FR)
Brenda Garton (GL)
George Wallace (HA)
Dee Dee Darden (IW)
Mary Jones (JC)
McKinley Price (NN)
Michael W. Johnson (SH)
Selena Cuffee-Glenn (SU)
Tyrone Franklin (SY)
Louis R. Jones (VB)
Jackson C. Tuttle, II (WM)
James McReynolds, Treasurer (YK)

Executive Director:
Dwight L. Farmer

EXECUTIVE COMMITTEE (ABSENT)
Paul D. Fraim (NO)
J. Randall Wheeler (PQ

OTHER COMMISSIONERS:
James Baker (CH)
Amar Dwarkanath (CH)
Debbie Ritter (CH)
Anne Seward (IW)
Robert Middaugh (JC)
Jim Bourey (NN)*
Sharon Scott (NN)
Barry Porter (SH)
Linda T. Johnson (SU)
John Seward (SY)
Amelia Ross-Hammond (VB)
Barbara Henley (VB)
James K. Spore (VB)
Thomas G. Shepperd (YK)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:
James Peterson (HA), Ron Williams (NO), Bryan Pennington (NO), Nita Mensia (PO), Sherri Neil (PO), Sherry Hunt (SU), Earl Sorey (CH), John Gergely (NN resident), Michael King (NN), Eric Stringfield (VDOT), Mark Geduldig-Yatrofsky (PO), Steve Chapin (AECOM), Steve Romine, Eric Nielsen (SU), Robert Brown (CH), Jeff Raliski (NO), L.F. Mach (Maritime Administration), Don Satterwhite (AE System). Staff: Randy Keaton, Camelia Ravanbakht, Shernita Bethea, Melton Boyer, Curtis Brown, James Clary, Nancy Collins, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Jim Hummer, Mike Long, Jai McBride, Benjamin McFarlane, Joe Paulus, Kelli Peterson, Tiffany Smith, Joe Turner, Chris Vaigneur, Felecia Williams.

APPROVAL/MODIFICATION OF AGENDA

Chairman Wright asked if there is a motion to approve agenda as written.

Commissioner McKinley Price Moved to approve the agenda; seconded by Commissioner Ella Ward. The Motion Carried.

WORKSHOP AGENDA

Coastal Zone Program-Grant Project Updates

Mr. Ben McFarlane, HRPDC Regional Planner briefed the Commission on the updates to the grant projects of the Coastal Zone Management Program. The two grants are:

- Coastal Resources Management Technical Assistance Grant
- Land and Water Quality Protection in Hampton Roads Phase II Grant

There are six components to the technical assistance grant:

- Regional coordination
- Environmental impact review
- Public information and education
- Training for local staff
- Technical studies
- Technical assistance

Mr. McFarlane reported the HRPDC assisted in an effort led by the Virginia Association of Counties (VACo) to study the impact of changing insurance industry practices on coastal communities. In the initial study, VACo indicated some insurance companies were withdrawing insurance coverage from coastal areas. This raised concerns of availability

and affordability of homeowner insurance - separate from recent issues concerning flood insurance.
The VACo effort identified several possible impacts to local governments including reduced home sales, availability issues and decreased property tax revenue for local governments. The HRPDC assisted by collecting GIS data from affected localities across the coastal zone. This was done in cooperation with the other seven coastal Planning District Commissions. GIS analysis was performed to assess and map the extent of the areas potentially affected by these changes.

Mr. McFarlane presented a table summarizing the analysis of Hampton Roads. Nearly 40% of the total assessment improvement value in coastal localities was located within 2,500 feet of tidal waters and over 60% was within one mile. Maps were created for all the counties which data was available at the time and Mr. McFarlane displayed an illustration of York County as an example.

Mr. McFarlane continued with the second project completed this past year, the second phase of the land and water quality protection in Hampton Roads. This is a Section 309 grant. The goal of the Section 309 grant is to develop supplemental policies that address important coastal issues. In this case, the goal was to identify and develop policies and practices that local governments could adopt in Hampton Roads to address the requirements of the Chesapeake Bay TMDL and the Virginia stormwater management regulations.

In this phase, two localities, Norfolk and Suffolk, were used as pilot projects. The project consisted of 3 components: 1) developing coastal plain stormwater best management practice guidance; 2) a review of existing local ordinances and policies related to development and stormwater management; and 3) modeling the GIS of examples of development scenarios. Mr. McFarlane commented that the project will continue for one more year and HRPDC staff will be working closely with the local staffs.

Commissioner Mary Jones commented that James City County has been extremely proactive regarding cluster development and implementing "smart design" and although good recommendations have come from these studies, it is important to consider both the pros and cons of such planning and development.

2014 Legislative Agenda

Julia Hillegass, HRPDC Public Information and Community Affairs Administrator, provided an overview of the updated 2014 HRPDC Legislative Agenda. She stated a couple updates to the legislative agenda are based on the Commission's discussions from the October meeting, including more detail on water quality funding and an additional item addressing K-12 education.

The HRPDC's legislative agenda urges the General Assembly to supply dedicated and adequate state appropriations for water quality improvement associated with

requirements of sewer system permits, EPA regulations, the Chesapeake Bay TMDL, and the Virginia watershed implementation plan.
In 2013, the General Assembly approved $35 million for nonpoint source pollution and the HRPDC encourages the General Assembly to appropriate $50 million for FY15 and an additional $2 million for FY15 statewide land cover analysis. This request is consistent with the bay program's land use work group recommendations.

A strong public school system is important to economic growth and staff recommends the Commission oppose any legislative efforts to further shift K-12 funding burdens to local governments. Ms. Hillegass stated that this language is consistent with that of many Hampton Roads localities' legislative agendas.

Ms. Hillegass noted that the HRPDC has provided a link to the catalog of state and federal mandates as requested by the Commission.

Commissioner Ella Ward requested a copy of data pertaining to the figures for stormwater management. Ms. Hillegass said that she would get the information to Commissioner Ward.

Commissioner Debbie Ritter urged the Commissioners to ask their staff to provide them with the data on their specific locality as much of the data contained in the EPA documents is inaccurate and flawed and could be very costly to individual localities.

Study to Forecast Workforce Housing needs in the Hampton Roads Region for 2033

Ms. Shernita Bethea, HRPDC Housing Administrator, presented an overview of a project currently underway to study the regional workforce housing forecast in Hampton Roads for 2033. Ms. Bethea stated the study is being conducted by Lisa Sturdevant, director of the national housing conference. Two previous studies were conducted in Richmond and Northern Virginia, and after the Hampton Roads study, an additional study will be conducted in the Roanoke, New River Valley region.

The key objectives of the study are to document the characteristics of the current population, the economy, the housing market, including analysis of the characteristics of the renters and the owners in our region. Projected job growth and socioeconomic trends will also be studied.

The study will be a tool for local planning offices, local economic development departments, as well as provide a data for analysis in looking at how to project population growth and how to develop housing around where the growth is going to be in certain areas. The Hampton Roads Study will pay close attention to jobs as it relates to transportation and economic development. Over 247,000 households in this region are cost burdened, which is the average of 30% of income is going toward housing. The key objective of this study is to provide local and regional policymakers, business leaders and non-profit groups in Hampton Roads with data and tools to develop housing strategies that will ensure the success of the region's economies and the well-being of their residents.

Chairman Wright asked about the cost burden of households and if that rate was the highest the region had ever seen. Ms. Bethea said she had not tracked that information in terms of decades but she could let him know. She stated, however, with the foreclosure crisis, that figure is probably at the highest level.

Submitted Public Comments

Executive Director Dwight Farmer indicated there were no submitted public comments.

Public Comment

One person requested to address the Hampton Roads Planning District Commission.

> ***Ellis W. James***
> *Thank you. Members of the Commission I have two areas of concern this morning. One is simple, uranium mining. The cost of uranium is rising and there are those of us who are opposed and very concerned about the lifting of the moratorium on uranium mining in the Commonwealth of Virginia. I urge everyone to hold fast to that position. For those of you who don't know one point of interest, our allies and friends in North Carolina, especially those communities in the Roanoke River basin - virtually every town, county and organization is opposed now to lifting the moratorium. That is a large piece of the action. For those of you who didn't notice the other day we have now enlisted the support for opposing lifting the moratorium by the Chamber of Commerce and I think that is worthy of note.*
>
> *The second thing I would like to call to your attention, and I don't pretend to be an expert on, but find very disturbing to me personally as a resident of the Hampton Roads, there is a big push under way according to some reports for virtual currency. Now, there is a particular acronym for the coin that's involved, but my concern is that each community on this commission should be watching closely because a transition in my opinion at this time without the information that is needed would be a serious mistake. It is going to open up, and I'm not a person who freaks out about terrorist threats and so on, but we have to take it seriously. This is going to possibly put us in a position of having outside countries, criminal endeavors and people who just would highjack the system and/or highjack our elections here in the United States, and I'll keep it to Virginia for right now. This is not something that we should enter into without thorough examination of all of the aspects and what this raises, and so I would urge each one of the communities on this commission to pay close attention to that. Thank you, Mr. Chairman.*

Approval of Consent Items

Chairman Wright asked for approval of the following consent items:

A. Minutes of October 17, 2013 Meeting
B. Treasurer's Report

C. Regional PNRS Reviews – Monthly Status Report
   1. PNRS Reviews
   2. Environmental Impact Assessment/Statement Review
D. Budget Amendment – Regional Construction Standards
E. Budget Amendment – HRMFFA MOU
F. Budget Amendment – SPSA Solid Waste Study 2018
G. Budget Amendment – UASI PPE Award
H. Budget Amendment – UASI Web EOC
I. Budget Amendment – Coastal Zone Award
J. Budget Amendment – Year-End Rollovers
K. Budget Amendment – TPO Carry-Over Funding
L. Budget Amendment – Personnel
M. CZM 309 Final Report
N. 2014 Legislative Agenda
O. Economic Impact of the Department of Defense
P. Resolution for Collaborative Government Initiative
Q. Hampton Roads 2040 Socioeconomic Forecast and TAZ Allocation
R. CZM Program Technical Assistance Final Report
S. Authorizing Resolutions and Certification for FY 2013 SHSGP grant

Commissioner Louis Jones Moved to approved the consent items; second by Commissioner Ritter. The Motion carried.

HRPDC Three Month Tentative Schedule

Chairman Wright outlined the Three Month Tentative Schedule section of the agenda.
Mr. Farmer reminded the Commission that the month of February is the Commission's annual retreat.

Old/New Business

Chairman Wright identified the Old/New Business section of the agenda

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:05 a.m.

Adjournment

_____ _____

Kenneth I. Wright Dwight L. Farmer

Chairman Executive Director/Secretary

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #8: TREASURER'S REPORT

FISCAL YEAR 2014
10/31/13
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	1,499,089	Current Liabilities	1,478,425
Accounts Receivables	1,402,214	Net Assets	6,652,771
Investments	3,340,743		
Other Current Assets	664		
Net Capital Assets	1,888,487		
Total Assets	8,131,197	***Total Liabilities & Equity***	8,131,196

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	**Annual Budget**	**Previous YTD**	**Current Month**	**YTD**
Grant and Contract Revenue	4,591,533	1,029,020	1,740,319	2,769,339
VDHCD State Allocation	151,943	37,985	37,986	75,971
Interest Income	18,000	775	5,744	6,519
Local Jurisdiction Contributions	1,340,182	-	1,339,935	1,339,935
Other Local Assessment	1,548,624	-	1,146,998	1,146,998
Sales and Miscellaneous Revenue	94,350	3,264	14,385	17,649
Special Contracts/Pass thru	1,889,236	-	-	-
Total Revenue	**9,633,868**	**1,071,044**	**4,285,367**	**5,356,411**
EXPENDITURES				
Personnel	4,499,834	1,043,965	361,744	1,405,709
Standard Contracts	202,945	54,417	15,807	70,224
Special Contracts / Pass-Through	4,199,391	889,928	579,796	1,469,724
Office Services	731,698	99,835	56,025	155,860
Capital Assets	-	-	-	-
Total Expenses	**9,633,868**	**2,088,145**	**1,013,372**	**3,101,517**
Agency Balance	**-**	**(1,017,101)**	**3,271,995**	**2,254,894**

AGENDA NOTE - HRPDC QUARTERLY COMMISSION MEETING

ITEM #8: TREASURER'S REPORT

FISCAL YEAR 2014
11/30/13
BALANCE SHEET

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	1,051,409	Current Liabilities	1,504,638
Accounts Receivables	1,644,152	Net Assets	6,285,297
Investments	3,740,669		
Other Current Assets	664		
Net Capital Assets	1,353,041		
Total Assets	7,789,936	***Total Liabilities & Equity***	7,789,936

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Previous YTD	Current Month	YTD
Grant and Contract Revenue	5,808,064	2,769,339	284,225	3,053,564
VDHCD State Allocation	151,943	75,971	-	75,971
Interest Income	18,000	6,519	504	7,023
Local Jurisdiction Contributions	1,340,182	1,339,935	-	1,339,935
Other Local Assessment	1,820,013	1,146,998	-	1,146,998
Sales and Miscellaneous Revenue	94,350	17,649	1,240	18,889
Special Contracts/Pass thru	2,051,359	-	-	-
Total Revenue	**11,283,911**	**5,356,411**	**285,968**	**5,642,379**
EXPENDITURES				
Personnel	4,559,466	1,405,709	369,276	1,774,985
Standard Contracts	202,945	70,224	35,709	105,933
Special Contracts / Pass-Through	5,719,362	1,469,724	200,797	1,670,521
Office Services	802,138	155,860	26,265	182,125
Capital Assets	-	-	-	-
Total Expenses	**11,283,911**	**3,101,517**	**632,048**	**3,733,565**
Agency Balance	**-**	**2,254,894**	**(346,079)**	**1,908,814**

Project Notification and Reviews

Date 1/2/2014 **CH #** VA140102-5623760

Title NOAA 309 - Ocean Planning: Documenting Endangered Migratory Species for Offshore Energy Planning

Applicant VA Department of Environmental Quality

State/Federal Program NOAA - Coastal Zone Management

Type of Impact Coastal Zone **Project Staff** Sara Kidd

Project Description

This project will collect aerial survey data on the location of large whales off the coast of Virginia in an approximately 10,000 sq km area, the center of which is the Virginia Wind Energy Area. A robust data set from mulitple years is criticial to the creation of a valid ocean plan that can be incorporated into a Mid Atlantic Regional Ocean Plan.

Federal	$200,000.00	**Local**	$0.00
Applicant	$0.00	**Other**	$0.00
State	$0.00	**Income**	$0.00

TOTAL $200,000.00

Date 1/2/2014 **CH #** VA140102-5523760

Title FY 2014 NOAA Marine Debris Prevention through Education and Outreach

Applicant VA Department of Environmental Quality

State/Federal Program NOAA - Habitat Conservation

Type of Impact Coastal Zone **Project Staff** Sara Kidd

Project Description

This project will research, develop and implement a social marketing approach to reduce a common source of marine debris: balloons and their attachments. Mass balloon releases are common for celebrations, memorials, sporting events and business events. These ballons and attachments often end up in streams and rivers causing hazards to aquatic life. The project staff will research and develop alternatives to balloon releases.

Federal	$95,378.00	**Local**	$0.00
Applicant	$0.00	**Other**	$44,121.00
State	$0.00	**Income**	$0.00

TOTAL $139,499.00

Date 1/2/2014 **CH #** VA140102-5423760

Title NOAA 309 - Wetlands-Managing and Adapting Coastal Habitats to Preserve Ecologial Serviecs with Increasing Sea Level and Development Pressure

Applicant VA Department of Environmental Quality

State/Federal Program NOAA - Coastal Zone Management

Type of Impact Coastal Zone **Project Staff** Sara Kidd

Project Description

Building off the work Virginia has done to develop the Coastal Virginia Ecological Value Assessment (VEVA) this project will assess sea level rise vulnerability of highly valued habitat in the estuarine portion of the Virginia's coastal zone.

Federal	$174,398.00	**Local**	$0.00
Applicant	$0.00	**Other**	$0.00
State	$0.00	**Income**	$0.00

TOTAL $174,398.00

Environmental Impact Reviews

Received 11/14/2013 **Number** 13-194F

Name Hurricane Sandy Related Geophysical & Geological Surveys Along the Atlantic to Identify O

Sponsor DOI/Bureau of Ocean Energy Management

Description

The Department of the Interior (DOI), Bureau of Ocean Energy Management (BOEM) is proposing to fund ($11.7 million) geophysical and geological surveys to identify Outer Continental Shelf (OCS) sand resources along the Atlantic coast as part of recovery efforts in Atlantic states affected by Hurricane Sandy. BOEM's Marine Minerals Program (MMP) would fund geophysical and geotechnical surveys along the Atlantic Coast from Florida to Maine, 3-8 nautical miles offshore (with a focus on New Jersey and New York), to identify OCS sand resources for potential use in coastal resiliency efforts, such as beach, barrier island, and coastal habitat restoration. To determine which OCS areas contain appropriate sand resources (e.g., sediment grain size, shape, sorting size, color, sediment volume, and proximity to project sites), the MMP is proposing to conduct reconnaissance-level and site-specific studies to map OCS sand resources and delineate potential sand resources for future projects. These resources could be used to add resiliency to the coastline to protect infrastructure and ecosystems from coastal storms and create coastal habitat. In support of the proposal, BOEM has prepared an Environmental Assessment (EA) that evaluates whether significant impacts on Atlantic resources could occur as a result of the proposed geophysical and geological (G&G) activities and specifies mitigation and monitoring measures that would be implemented to avoid, reduce, or minimize impacts. BOEM has submitted a Federal Consistency Determination that finds the proposal consistent, to the maximum extent practicable, with the enforceable policies of the Virginia Coastal Zone Management Program.

Affected Localities Virginia Beach

Finding

The proposed project is consistent with local and regional plans and policies.

Comments Sent 12/16/2013 **Final State Comments Received**

Received 11/18/2013 **Number** 13-195F

Name Oyster Point Village

Sponsor DOD/Dept. of the Army/Army Corps of Engineers

Description

The Norfolk District of the U.S. Army Corps of Engineers (Corps) is reviewing a Joint Permit Application submitted by Oyster Point Village, LLC (applicant) for the issuance of an individual permit pursuant to Sections 401 and 404 of the Clean Water Act (CWA) (Public Law 95-217) for impacts to jurisdictional waters of the United States from the proposed Oyster Point Village in the City of Newport News. The proposed project site is located at the southeastern intersection of Jefferson Boulevard and Oyster Point Road Oyster Point Village is a mixed-use commercial retail, apartment, and campus development that is part of a larger mixed-use facility associated with the expansion of the Jefferson Labs complex. The development will consist of retail facilities, office space, and residential apartment buildings. The anchor tenant is proposed to be Whole Foods Market. The apartments and office building will be utilized as a campus for Virginia Polytechnic Institute. The proposed development consists of two-story buildings, parking lots, underground stormwater detention and treatment, and landscaping, for a total of 290,000 square feet of development space. The applicant has submitted a Federal Consistency Certification that finds the proposal consistent with the enforceable policies of the Virginia Coastal Zone Management Program.

Affected Localities Newport News

Finding

The proposed project is consistent with local and regional plans and policies.

Comments Sent 12/19/2013 **Final State Comments Received**

Received 11/25/2013 **Number** 13-196S

Name Foreman Field Visitor Locker Room Addition

Sponsor Old Dominion University

Description

Old Dominion University submitted an environmental impact report for the construction of an addition to the Foreman Field Visitor Locker Room on its campus in the City of Norfolk. This project proposes to demolish a portion of the existing parking lot and pedestrian path and construct a one-story building with supporting infrastructure. The proposed project site consists primarily of asphalt pavement, a concrete sidewalk and a small grass strip adjacent to the sidewalk. The surrounding area includes pedestrian walkways, a surface parking lot and a parking garage as well as Bluestone Avenue and institutional buildings.

Affected Localities Norfolk

Finding

The proposed project is consistent with local and regional plans and policies.

Comments Sent 12/19/2013 **Final State Comments Received**

Received 11/27/2013 **Number** 13-202F

Name Ferry Point Jetty Maintenance at AFETA Camp Peary

Sponsor Department of Defense

Description

The Department of Defense (DOD) proposes to perform maintenance on the Ferry Point jetty at the Armed Forces Experimental Training Activity (AFETA) Camp Peary in York County. The project area is located along the eastern shore of the York River and south of Carter Creek. The jetty at Ferry Point has been previously stabilized using various types of recycled building material including concrete with rebar and bricks and mortar. DOD is proposing to maintain the jetty by removing the rubble and replacing it with class II riprap underlain with filter cloth at a 2:1 slope. Additional riprap will be installed on the interior portion of the inlet to prevent continued soil erosion. A total of 3,316 square feet of riprap is expected to be used in the maintenance of the jetty. The area currently covered with concrete and other recycled building materials will be allowed to re-establish vegetation through succession. No encroachment past mean low water is proposed. DOD has submitted a Federal Consistency Determination that finds the proposal consistent, to the maximum extent practicable, with the enforceable policies of the Virginia Coastal Zone Management Program.

Affected Localities York County

Finding

Based on this review, the proposal appears to be consistent with local and regional plans and policies. The project will need to comply with all applicable local requirements, including acquiring a York County Wetlands Board Permit.

Comments Sent 12/20/2013 **Final State Comments Received**

Received 12/2/2013 **Number** 13-200F

Name Integrated Natural Resources Managemnet Plan, Camp Pendleton Collective Training Cent

Sponsor Department of Military Affairs

Description

The Department of Military Affairs submitted an environmental assessment, which includes a federal consistency certification (FCC), on the Integrated Natural Resources Management Plan (INRMP) for Camp Pendleton in the City of Virginia Beach. The Camp Pendleton INRMP will serve as the principal management plan governing all natural resource activities on the installation. The Camp Pendleton INRMP describes how the natural ecosystem will be managed to enhance military training and preserve ecosystem function and integrity. Implementation of this INRMP is the responsibility of Camp Pendleton and numerous internal and external stakeholders. The FCC states that the INRMP will be consistent with the Virginia Coastal Zone Management Program.

Affected Localities Virginia Beach

Finding

The proposed project is consistent with local and regional plans and policies.

Comments Sent 12/16/2013 **Final State Comments Received** 12/19/2013

Received 12/20/2013 **Number** 13-213F

Name Cascade East Apartments

Sponsor Department of Housing and Urban Development

Description

Cascade East Apartments

Affected Localities Virginia Beach

Finding

Comments Sent **Final State Comments Received**

Received 12/30/2013 **Number** 13-215F

Name The Pointe at Pickett Farms Phase I Revised

Sponsor Department of Housing and Urban Development

Description

The Pointe at Pickett Farms Phase I Revised

Affected Localities Norfolk

Finding

Comments Sent **Final State Comments Received**

Received 1/2/2014 **Number** 14-001F

Name Lee Hall Reservoir Dam Improvements Addendum

Sponsor DOD/U.S. Army Corps of Engineers

Description

Lee Hall Reservoir Dam Improvements Addendum

Affected Localities Newport News

Finding

Comments Sent **Final State Comments Received**

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8D: BUDGET AMENDMENT – PERSONNEL

SUBJECT:
Personnel changes

BACKGROUND:
Personnel costs increased less than one percent due to the upgrade of one part-time position to a full-time position, and the addition of one part-time position. The new full-time position is in Finance, and the new part-time position is in Water Resources, and will be funded using deferred revenues.

Attachment 8-D

RECOMMENDED ACTION:
Approve the budget amendment.

PERSONNEL ADJUSTMENTS

	Amend #1 Total	Amend #2	Amended Total
Base Salary	3,536,258	31,439	3,567,697
Benefits	1,022,935	10,878	1,033,813
Total Personnel	**4,559,193**	**42,317**	**4,601,510**

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8E: METROPOLITAN MEDICAL RESPONSE SYSTEM OVERSIGHT COMMITTEE

SUBJECT:
Appointment of a Southside HRPDC representative to the HRMMRS Oversight Committee due to the expiration of Mrs. Barbara Henley's appointment.

BACKGROUND:
The Oversight Committee of the Hampton Roads MMRS oversees all activities of the MMRS program and the Hampton Roads Metropolitan Medical Strike Team in Hampton Roads. The HRPDC is the recipient of the federal MMRS grants. Representatives from both the Peninsula and Southside serve on this committee for two-year terms.

Mrs. Barbara Henley's two-year term expired December 31, 2013. The HRPDC staff is recommending the appointment of Mr. Harry Diezel to this position for a term beginning January 1, 2014 and running through December 31, 2016. Mr. Diezel has agreed to accept this appointment should the HRPDC Board approve.

RECOMMENDED ACTION:
HRPDC staff recommends the appointment of Mr. Harry Diezel to the HRMMRS Oversight Committee.

AGENDA NOTE – HRPDC QUARTERLY COMMISION MEETING

ITEM #8F: CONTRACT – JAMES CITY COUNTY COMPREHENSIVE PLAN

SUBJECT:
James City County has requested HRPDC's assistance in preparing an update to its comprehensive plan.

BACKGROUND:
James City County has requested planning assistance from the HRPDC. This work entails assisting the County in updating their Comprehensive Plan. Funding for this project is not to exceed $10,000.

Attachment 8-F

RECOMMENDED ACTION:
The HRPDC staff recommends the Executive Director be authorized to execute a contract with James City County for work done on the James City County Comprehensive Plan.

ATTACHMENT I
SCOPE OF WORK
JAMES CITY COUNTY COMPREHENSIVE PLAN UPDATE – 2014

To support the 2014 update to the Comprehensive Plan for James City County, the Hampton Roads Planning District Commission (HRPDC) staff will undertake the following activities:

Analysis will be conducted for James City County, the surrounding region including the City of Williamsburg and York Counties, the Hampton Roads Region and the Commonwealth of Virginia.

The most recent U.S Census and the most recent American Community Survey will be incorporated into the analysis, as will the most recent economic data available through the HRPDC from state, federal and regional sources.

Current Conditions

Population Characteristics – Total, Age, Sex, Race, Education, Income
Economic Characteristics – Employment and unemployment, Composition – Job Types, Wages, Retail Sales
Housing Characteristics – Owner-occupied, Renter-occupied, Condition, Age, Type – Single Family, Multi-Family and Density, Others

Historic Socioeconomic Characteristics – Identify trends in the above factors

Projected Conditions

Population
Employment

NOTE: The Hampton Roads 2040 Forecast will be used as the basis for this analysis.

Specialized Issues

To Be Determined up to 2 issues

Documentation

Technical memoranda will be prepared documenting the data and the various analyses conducted. The memoranda will include charts, GIS maps and tables. Information will be formatted so that it can be incorporated into the Comprehensive Plan document being prepared by County staff. In addition to hard copy reports, digital data and GIS maps will be produced.

NOTE:

All mapping will be accomplished using the ESRI-based HRPDC GIS System. All products and GIS files will be provided to the County for incorporation into the County's GIS system. All presentation materials will be provided in both electronic and paper copy for future use by the County.

PROJECT COSTS

Cost to James City County for this work will not exceed $10,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort.

If the County elects to expand the Scope of Work beyond the items in Attachment I, the County and HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8G: GRANT: HAMPTON ROADS WATERSHED ROUNDTABLE

SUBJECT:
The Virginia Department of Environmental Quality is now administering competitive grant opportunities for Planning District Commissions (PDCs) and localities to coordinate regional watershed roundtables to assist in implementation of TMDL Watershed Improvement Plans.

BACKGROUND:
DEQ has announced the availability of competitive grants for local governments and PDCs for CY 2014 for facilitating watershed roundtables and implementing pollution prevention best practices. The request for funding is up to $15,000, with 50% going towards on the ground practices. No matching funds are required.

The Regional Environmental Committee recommended by consensus the Commission authorize the Executive Director to pursue these grant opportunities and to continue coordinating a regional watershed roundtable.

RECOMMENDED ACTION:
Authorized the Executive Director to submit grant proposals to DEQ, accept grant offers if they are made and execute the contract with DEQ to continue the Hampton Roads Watershed Roundtable efforts.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8H: REVISIONS TO THE HRPDC/HRTPO PERSONNEL MANUAL

SUBJECT:
Updates to the HRPDC/HRTPO Personnel Manual.

BACKGROUND:
The HRPDC/HRTPO personnel manual is regularly reviewed to ensure the most accurate and up-to-date information is provided to employees as it relates to their employment with the HRPDC and HRTPO. Listed below are several updates as well as new sections that have been added to the manual to reflect the current policies and practices of the HRPDC/HRTPO. As necessary, changes have been reviewed with legal counsel to ensure compliance with federal and state law. The HRPDC/HRTPO Personnel and Budget Committee met with the Executive Director and the Human Resources Administrator on January 16, 2014 prior to the HRPDC and HRTPO board meetings to review the changes.

Section III.C.1 (page 3). This section has been added to address attendance standards and expectations of employees.

Section III.C.4 (page 4). This section has been added to address the federal mandate regarding employers to offer reasonable breaks for nursing mothers.

Section III.D (pages 5-6). This section has been updated to address ethical expectations, conflicts of interest and outside activities.

Section III.E (pages 8-11). This section has been updated as follows:

- Separates discriminatory harassment and sexual harassment into distinct sections
- Includes a new section to address bullying
- Includes a new section which outlines manager/supervisor responsibilities

Section III.F (page 11). This section has been updated to include the prohibition of reporting to work under the influence of alcohol or drugs.

Section III.G (pages 13-16). This is a new section that addresses Weapons and Violence in the Workplace.

Section V.E (page 28). This section has been revised to more accurately reflect the HRPDC's current recruitment, application and background check processes.

Section VI.C (pages 33-34). This is a new section that addresses a new Paid Time Off (PTO) policy for employees who participate in the VRS Hybrid Retirement Plan.

Section VI.H (page 37). This section has been updated and renamed from "Jury Duty Leave" to "Civil Leave" and includes a new provision that addresses employees subpoenaed to appear in court.

Sections VII.A.3 and VII.A.4 (pages 41-42). These sections have been added to address enrollment in HRPDC/HRTPO health plans and "qualifying events" that may allow employees to change their health care coverage options mid-year.

Sections VII.C.2 through VII.C.4 (pages 42-43). These sections have been added to address the short-term and long-term disability and long-term care components of the VRS Hybrid Retirement Plan.

Section VII.D (pages 44-45). This section has been updated to reflect how Workers' Compensation Benefits will be coordinated and paid and adds the new requirement for employee use of a panel of physicians.

Section X (pages 57-59). This section has been updated to more accurately reflect the HRPDC/HRTPO performance policy and standards, and includes new sections addressing the distinction between poor performance and misconduct and use of the HRPDC/HRTPO Employee Assistance Program (EAP).

Section XI (pages 60-64). This section has been revised to more accurately reflect the HRPDC/HRTPO discipline policy. New sections have been included that provide guidelines and procedures for disciplinary actions.

Section XV (page 88 & Appendix F). This section has been updated to reflect the current HRPDC/HRTPO policy on information technology.

Section XVI (pages 89-90). This is a new section that addresses the use of HRPDC/HRTPO Equipment and Vehicles.

Section VII (page 91). This is a new section that addresses the record retention policy of the HRPDC/HRTPO.

Section XIX.C (page 93-95). This section has been updated to reflect the policy of the HRPDC/HRTPO on office closures due to hazardous weather and emergency situations.

RECOMMENDED ACTION:
The Personnel and Budget Committee recommends approval of the revised HRPDC/HRTPO Personnel Manual.

Hampton Roads

Planning District Commission

&

Hampton Roads Transportation Planning Organization

Personnel Manual

January 2014

TABLE OF CONTENTS

I. INTRODUCTION

II. ADMINISTRATIVE ORGANIZATION

A. Policy & Procedure Determination

B. Organization of Staff

1. Staff Structure
2. Open Door Policy

C. Acting Executive Director

III. EMPLOYEE RELATIONS

A. Philosophy

B. Dress Code

C. Attendance & Schedules

1. Attendance Standards
2. Standard Hours of Operation
3. Alternate Schedules
4. Breaks
   a. General
   b. Nursing Mothers
5. Sign-in/Sign-out Sheet

D. Standards of Conduct

1. Ethics
2. Maintaining a Professional & Productive Work Environment
3. Conflicts of Interest
4. Joint Efforts with Non-Public Interests
5. Outside Activities

E. Equal Employment Opportunity

1. Equal Employment Opportunity
2. Affirmative Action
3. Contractors & Grantees
4. Program Practices
5. Access to Records

TABLE OF CONTENTS

6. Discriminatory Harassment
7. Sexual Harassment
8. Bullying
9. Reporting Allegations of Discrimination, Harassment or Bullying
10. Non-Retaliation
11. Manager/Supervisor Responsibilities
12. Investigation of Complaints

F. Alcohol & Drug-Free Workplace
1. Notification of Policy
2. Education
3. Employee Assistance Program
4. Disciplinary Action
5. Acknowledgement

G. Weapons & Violence in the Workplace
1. Weapons in the Workplace
a. Searches
b. Discipline
c. Non-Retaliation
2. Workplace Violence
a. Reporting Potentially Violent Situations
b. Investigations
c. Non-retaliation

H. Outside Employment

I. Political Activity

IV. WAGE & SALARY INFORMATION

A. Position Classifications
1. Full-time Employee
2. Part-time Employee
3. Temporary Employee
4. Intern

TABLE OF CONTENTS

B. Payroll Deductions
1. Mandatory deductions
2. Optional deductions
C. Pay Plan
1. Salary Determination
2. Pay for Performance
3. Survey of Market Conditions
D. Time Records & Payroll
1. Sign-in/Sign-out Sheet
2. Payroll Record-keeping
E. Overtime Pay & Compensatory Time
1. Policy
2. Eligibility
3. Rate
4. Compensatory Time
F. Garnishment

V. RECRUITING & SELECTION

A. Recruitment & Application
1. Recruitment
2. Application
B. Advertisement
C. Interviews & Selection
D. Offers of Employment
E. Reference Checks
F. Pre-employment Background Checks
G. Orientation
H. Probationary Status

VI. EMPLOYEE BENEFITS

A. Annual Leave – Full-time Employees – VRS Plan 1 & Plan 2 Employees Only
1. Accrual Rate

TABLE OF CONTENTS

2. Maximum Amount of Leave Accrual
3. Anniversary/Leave Accrual Increase
4. Requests for Leave
5. Payment Upon Termination

B. Sick Leave – Full-time Employees – VRS Plan 1 & Plan 2 Employees Only
1. Accrual Rate
2. Maximum Amount of Accrual
3. Requests for Leave
4. Medical Documentation
5. Payment upon Termination
6. Family Medical Leave Act

C. Paid Time Off (PTO) – VRS Hybrid Plan Employees Only
1. Accrual Rate
2. Maximum Amount of Accrual
3. Requests for Leave
4. Family Medical Leave Act
5. Medical Documentation
6. Payment Upon Termination

D. Leave – Regular Part-time Employees
1. Accrual Rate
2. Maximum Amount of Accrual
3. Requests for Leave
4. Family Medical Leave Act
5. Medical Documentation
6. Classification Change from Part-time to Full-time
7. Payment Upon Termination

E. Anniversary/Leave Increase Policy

F. Birthday Leave

G. Family & Medical Leave Act

H. Civil Leave

TABLE OF CONTENTS

I. Military Duty Leave

J. Funeral Leave

K. Leave Without Pay

L. Special Leave

M. Unscheduled Leave

N. Absent Without Leave

O. Holidays

VII. Employee Insurance

A. Health Insurance

1. Full-time Employees
2. Regular Part-time Employees
3. Enrollment
4. Qualifying Events
5. COBRA

B. Cafeteria Plan & Flexible Spending Accounts

1. Cafeteria Plan
2. Flexible Spending Accounts

C. Virginia Retirement System

1. Retirement Disability (Plan 1 & Plan 2 Employees)
2. Short-term Disability (Hybrid Plan Employees)
3. Long-term Disability (Hybrid Plan Employees)
4. Long-term Care (Hybrid Plan Employees)
5. Life insurance

D. Workers' Compensation

1. Reporting injuries
2. Workers' Compensation Benefits
3. Panel of Physicians

E. Miscellaneous Insurance Policies

1. Fidelity bonds
2. Unethical practice insurance

TABLE OF CONTENTS

3. Public officials liability insurance

VIII. STAFF DEVELOPMENT

A. Conferences, Seminars & Workshops

B. Job Related Certifications

C. Academic Courses

1. Eligibility
2. Reimbursement
3. Service Obligation

D. Academic Programs

1. Eligibility
2. Reimbursement
3. Service Obligation

E. Educational Leave

IX. RETIREMENT

A. Social Security

B. Virginia Retirement System

C. 457 Deferred Compensation Plan

D. Retiree Health Insurance

1. Participation Options
2. Retiree Application for Coverage
3. Premium Payment
4. Notification Requirements
5. Amendment and Termination
6. Death of HRPDC/HRTPO Retiree

X. PERFORMANCE STANDARDS & EVALUATION

A. Performance Policy

B. Performance Standards

C. Performance Evaluation

D. Distinguishing Between Poor Performance & Misconduct

E. Employee Assistance Program

TABLE OF CONTENTS

XI. DISCIPLINE

A. Policy

B. Available Disciplinary Actions

1. Verbal Reprimand
2. Written Reprimand
3. Suspension
4. Demotion
5. Termination

C. Reasons for Disciplinary Measures

D. Disciplinary Guidelines

E. Disciplinary Procedures

XII. GRIEVANCE PROCESS

A. Open Door Policy

B. Grievance Process

C. Grievance Process Steps

D. Grievance Rights & Conditions

E. Applicant Grievance

XIII. TRAVEL POLICY

A. In-Area Travel

1. Vehicles
2. Reimbursement

B. Out-of-Area Travel

1. Transportation
2. Lodging
3. Meals
4. Incidental Expenses

C. Travel Vouchers & Authorization

TABLE OF CONTENTS

D. Travel Reservations & Payment Procedures
1. Travel Advance
2. Corporate Credit Card
3. Personal Credit Card
E. Reimbursement

XIV. EXTERNAL COMMUNICATIONS

A. Purpose
1. Definition of Media
2. Definition of Social Media
B. Communicating with Media Outlets
1. Routine Requests
2. Non-routine Requests
3. HRPDC/HRTPO Spokespersons
4. HRPDC/HRTPO Initiated Communications
C. Social Media
1. HRPDC/HRTPO Websites
2. Social Networking
D. Records Management & Preservation
E. Freedom of Information (FOIA)
1. Virginia FOIA
2. FOIA Rights
3. Making a Request of HRPDC/HRTPO
4. HRPDC/HRTPO Responsibilities
5. Costs
6. Commonly Used Exemptions
F. Personal Use of Media During Work Hours
G. Personal Use of Media Outside Work Hours
H. Security Guidelines
I. Policy Violations

XV. INFORMATION TECHNOLOGY

TABLE OF CONTENTS

XVI. EQUIPMENT & VEHICLES

A. Equipment

B. Vehicles

XVII. RECORDS RETENTION

XVIII. RESIGNATION & TERMINATION

A. Resignations

B. Exit Interviews

C. Terminations

XIX. Miscellaneous

A. Employee Recognition

B. Personnel Records

C. Hazardous Weather

1. Closure Notifications
2. Closures
3. Liberal Use of Leave
4. Delayed Openings
5. Early Closure
6. Employees on Approved Leave

D. Ownership of HRPDC/HRTPO Products and Documents

APPENDICES

Appendix A – Organizational Structure

Appendix B – Affirmative Action

Appendix C – Family Medical Leave Act (FMLA)

Appendix D – Workers' Compensation Panel of Physicians

Appendix E – Travel Reimbursement Guidelines

Appendix F – Information Technology

Appendix G - Acknowledgement

I. INTRODUCTION

The Hampton Roads Planning District Commission (HRPDC) is a regional planning agency whose Charter was authorized by the Virginia Area Development Act of 1968. The current organization was established on July 1, 1990, as a result of the merger of the former Southeastern Virginia Planning District Commission and the former Peninsula Planning District Commission, and by virtue of a Charter Agreement to organize a planning district commission by and between the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, Southampton, and York. The County of Surry was added in 1998.

The Hampton Roads Transportation Planning Organization (HRTPO) is the Metropolitan Planning Organization (MPO), a federally mandated policy body for transportation planning, for the Hampton Roads area. It is responsible for transportation planning and programming for the Hampton Roads Metropolitan Planning Area (MPA). The HRPDC provides staffing for the HRTPO to assist them in carrying out their federally mandated responsibilities

The HRPDC/HRTPO provides this personnel manual as a guide to HRPDC/HRTPO policies and practices. The policies and procedures described herein will assist the staff of HRPDC/HRTPO in implementing the overall objectives of the agency and in promoting regional cooperation. These materials will address the organizations' basic expectations for performance and conduct as an employee of the HRPDC/HRTPO.

This manual is a guide and is not all-inclusive of the policies and practices that govern your employment or that HRPDC/HRTPO may implement at any time it determines necessary or appropriate. HRPDC/HRTPO reserves the right to modify, change, suspend or revoke at any time any policies, practices, procedures or benefits contained in this manual or otherwise implemented by HRPDC/HRTPO.

This manual does not create a contract in whole or part, express or implied, between HRPDC/HRTPO and any of its employees. Rather, employment is always at-will and may be terminated by either HRPDC/HRTPO or the employee at any time, with or without cause, and with or without notice. The at-will nature of employment at HRPDC/HRTPO cannot be altered by verbal statements or by representations made by persons without authority. No representative of HRPDC/HRTPO other than the Executive Director has the authority to enter into any agreement with any employee for employment for any specified period of time or to make any promises contrary to the foregoing.

II. ADMINISTRATIVE ORGANIZATION

A. Policy & Procedure Determination

The HRPDC and HRTPO boards, composed of members appointed from each of its participating local governments, establish these policies and procedures.

The HRPDC/HRTPO determines the policy-making structure of the agency, and retains and exercises all policy and procedural authority except that expressly delegated to others. The HRPDC/HRTPO Boards determine personnel policies and procedures, and delegates authority to select, assign/reassign, evaluate, suspend, discipline and terminate staff members to the agency's Executive Director. Staff members may make suggestions and recommendations relating to this manual, using the authorized internal communications system, through the Human Resources Administrator or one of the Deputy Executive Directors to the Executive Director.

B. Organization of Staff

1. Staff Structure

   The Executive Director shall select, retain, dismiss, assign, and evaluate all staff members of the HRPDC/HRTPO as specified in this manual. Appendix A identifies authorized staff positions and illustrates the general organization structure. Staff position descriptions are available from the Human Resources Administrator.

2. Open Door Policy

   The HRPDC/HRTPO encourages informal two-way communication between employees and supervisors. Where professional or personal problems affect a staff member's ability to function optimally, the employee should discuss the problems with his or her immediate supervisor. The HRPDC/HRTPO expects that this informal, open communication policy will minimize the need to use the formal grievance procedure established under these policies.

C. Acting Executive Director

The Executive Director, or in his/her absence, the Chair of the HRPDC and/or HRTPO, is authorized to appoint an Acting Executive Director to act in his/her absence on those matters that he/she may delegate under HRPDC/HRTPO policy.

III. EMPLOYEE RELATIONS

A. Philosophy

All employees are expected to work together to accomplish the mission of the HRPDC/HRTPO. Supervisors and employees are partners in ensuring that an effective, efficient, productive working relationship is established and maintained and all employees share accountability for a high level of performance while ensuring mutual respect for individual rights. Employees with managerial/supervisory responsibilities, or who direct or assign the work of others, are expected to develop and support a collaborative and productive work environment that accomplishes the HRPDC/HRTPO mission. Informal daily communication among employees is encouraged to develop the free exchange of information, ideas, and opinions. Employee proposals and suggestions are encouraged.

B. Dress Code

The HRPDC/HRTPO is a professional organization with a public image we must convey out of respect for our customers and client jurisdictions and respect for ourselves. It is expected that employees dress professionally. Exceptions may be made at the supervisor's discretion, in consultation with the Deputy Executive Directors and the Executive Director, for specific jobs or task assignments. In times of extreme weather conditions, common sense should prevail.

Generally, HRPDC/HRTPO employees should follow the rules of business or business casual attire including wearing:

- Business suits
- Sport coats, jackets
- Separates (coordinated tops, skirts of appropriate length and style, or slacks)
- Collared or banded shirts
- Chinos/Khakis/Dockers
- Sweaters
- Appropriate footwear
- Appropriate undergarments

All clothing should be neat, laundered and pressed with no holes or frayed areas.

Business attire precludes the wearing of wind, jogging, sweat or athletic suits, jeans/denim*, shorts, athletic shoes*, flip-flops, clothing that is too tight or too short, spandex, halter tops, cropped tops, tank tops, sweatshirts, beachwear of any kind and clothing that implies or contains partisan, commercial or derogatory slogans or pictures. This is by no means a complete listing of all inappropriate clothing. The employee's supervisor, a Deputy Executive Director and/or Executive Director will determine if any attire or the manner in which any attire is worn is inappropriate for conducting the business of the HRPDC/HRTPO. If determined inappropriate, an

employee may be asked to change to the appropriate attire and will be given a verbal warning. The time an employee spends to come into compliance (i.e., travel to and from home to change) is not compensable. Repeated violations of the dress code may result in disciplinary action.

*Exceptions for wearing these items can be made at the supervisor's direction for specific jobs or task assignments.

C. Attendance & Schedules

1. Attendance Standards

To maintain a safe and productive work environment, the HRPDC/HRTPO expects employees to be reliable and punctual in reporting for scheduled work except for time off which is approved under the HRPDC/HRTPO leave provisions set forth in this manual. Absenteeism and tardiness place a burden on other employees and on the agency. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may result in disciplinary action, up to and including termination.

2. Standard Hours of Operation

The standard workweek for employees of the HRPDC/HRTPO is a 40-hour period, Monday through Friday, with core hours of operation from 8:00 A.M. to 4:30 P.M. Hours worked will be calculated weekly from 12:01 A.M. Saturday to midnight Friday. A thirty-minute lunch should be taken between 11:30 AM and 2:00 P.M. whenever possible.

3. Alternate Schedules

At the discretion of the Executive Director, the HRPDC/HRTPO offers some of its full-time employees alternate work schedules. Employees, with their supervisor's approval, have the option of establishing work schedules that deviate from the traditional 8:00 AM – 4:30 PM workday. Hours will be allowed starting as early as 7:00 AM and ending as late as 6:00 PM. Employees are allowed to accumulate up to four hours per week (Monday – Friday) and leave up to four hours early one day each week, or any other derivation up to four hours. Full day absences due to alternate scheduling are not permitted. Paid leave must be taken for any absence greater than four hours.

HRPDC/HRTPO holidays are calculated as eight-hour days. Should a holiday fall on a "long" day, those additional hours must be taken as leave or extended to other days that same workweek. Should a holiday fall on a

regular "short" day, an employee may shorten his "long" days that week to compensate.

Full-time employees may participate, provided the affected HRPDC/HRTPO office and departments have coverage at all times. It is understood that all HRPDC/HRTPO deadlines are staff priorities and take precedence regardless of alternate work schedules.

Once the supervisor and the employee establish an alternate schedule, a change in that schedule cannot occur until the next business quarter, except to return to the traditional workday schedule. Changes, other than a return to the traditional workday schedule, must meet the established parameters for alternate schedules.

Continued participation in alternate scheduling is contingent upon the employee's ability to meet the HRPDC's/HRTPO's needs and productivity requirements. Failure to meet these needs and requirements will result in a return to a traditional work schedule and may subject an employee to other disciplinary action.

4. Breaks

a. General

Breaks are within the discretion of the department. Breaks of less than 30 minutes are counted as time worked. Employees whose positions are classified as Non-Exempt under the Fair Labor Standards Act (FLSA) shall work with their supervisors to establish reasonable break periods as appropriate.

b. Nursing Mothers

Reasonable breaks are provided to nursing mothers to express milk for their infants for up to one year after the child's birth. Nursing mothers shall work with their supervisors to establish reasonable break periods to express milk. Nursing mothers will be provided with a private location, other than a bathroom, where they may express milk. If a nursing mother does not occupy a private office, she should contact the Human Resources Administrator so an appropriate location can be provided.

5. Sign-in/Sign-out Sheet

A sign-in/out sheet is maintained at the reception desk. All employees must sign in every morning and out at the end of the day and this will serve as written adherence to the employee's agreed upon work schedule. If an employee has a meeting or appointment during the day or leaves early, he/she must also sign out at that time. The employee must sign in when

he/she returns from a meeting. If an employee is planning to be out on leave, the appropriate information must be marked on all applicable days. To ensure adherence to attendance and leave policies and procedures, all staff will be reviewed randomly by the Human Resources Administrator through monthly reviews of the sign-in sheet, timesheets and leave slips.

D. Standards of Conduct

Standards of conduct are designed to protect the well-being and rights of all employees, to ensure a safe, efficient work environment, compliance with law, and accomplishment of the HRPDC/HRTPO mission. All employees are expected to be guided by the highest ethical standards and to conduct themselves in a manner that represents the organizations in a responsible and productive manner. The following policy establishes standards of ethical conduct for all HRPDC/HRTPO employees by setting forth those acts or actions that are considered incompatible with the best interests of HRPDC/HRTPO.

1. Ethics

Honesty and truthfulness are required in all aspects of employee conduct. Falsification, misrepresentation and inappropriate use of information are prohibited. This includes, but is not limited to, intentional falsification of attendance and time-keeping records. Employees are expected to perform their duties with the highest ethical standards and assist their fellow employees in understanding and complying with this policy. The HRPDC/HRTPO will not tolerate threats or retaliation against anyone who makes a good-faith report of a possible policy violation.

2. Maintaining a Professional & Productive Work Environment

While the HRPDC/HRTPO does not intend to regulate private conversations and personal interactions among its employees and agents, the HRPDC/HRTPO expects all employees and others associated with the agency to conduct themselves in a professional manner, respectful of the rights and interests of others. Acts or references of a sexually or otherwise harassing nature, physical violence or threats of violence are serious misconduct, and the HRPDC/HRTPO will not tolerate such behavior from any of its employees, regardless of job position. This policy applies to all persons with whom employees come into contact within the course of employment, including co-workers, superiors, vendors, customers, and independent contractors or agents.

3. Conflicts of Interest

Employees shall conduct HRPDC/HRTPO business with the highest standards of integrity and shall not officially act in regards to any contract, transaction or other matter in which the employee may have a personal interest, individually or through a family member. No employee shall accept any

payment or valuable gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with HRPDC/HRTPO. Employees must disclose any private financial or other interest to the Executive Director that may directly or indirectly adversely affect the HRPDC/HRTPO.

HRPDC/HRTPO employees shall not: (1) accept any gift, favor, or thing of value that may tend to influence him or her in the discharge of his or her duties, or (2) grant, in the discharge of his or her duties, any improper favor, service or thing of value, or (3) misuse any HRPDC/HRTPO equipment or property. Employees must report to the Deputy Executive Director(s) or Executive Director any action of a person, firm or corporation, which to his /her knowledge may have an adverse effect upon HRPDC/HRTPO.

4. Joint Efforts with Non-Public Interests

Any requests from nonpublic interests for written reports or analyses beyond those customarily provided or included in the approved work program will be brought to the attention of the HRPDC/HRTPO Executive Director or the HRPDC/HRTPO Board. Although any nonpublic interest may cite or include the HRPDC/HRTPO as a source of information and/or analysis in proposals they may wish to make, such will not be binding until acknowledged or approved by the HRPDC/HRTPO Executive Director or the respective board(s). The results of all such approved joint efforts will be considered public documents. Individual employees of HRPDC/HRTPO will continue to be guided by Section III.H of this document – Outside Employment.

5. Outside Activities

The HRPDC/HRTPO does not prescribe employee conduct off the job but expects its employees to act with integrity and represent the HRPDC/HRTPO responsibly at all time. Any conduct on or off the job which affects the employee's credibility, effectiveness, performance or ability to carry out the responsibilities of HRPDC/HRTPO employment and any conduct which is prejudicial to the interests, reputation or operations of the agency are subject to disciplinary action, up to and including termination.

E. Equal Employment Opportunity

1. Equal Employment Opportunity

HRPDC/HRTPO is an equal opportunity employer and bases employment decisions on an individual's qualifications to perform the functions of the job without regard to race, color, religion, sex, age, national origin, veteran status, disability, genetic information or other protected classification. Recruiting, hiring, training, promotion, wage determinations, discipline,

benefits, and other employment matters are based on these principles of nondiscrimination.

HRPDC/HRTPO is dedicated to maintaining a work environment that is free of unlawful discrimination. The HRPDC/HRTPO does not tolerate unlawful discrimination by or toward any employee or applicant. Employees have a comprehensive complaint procedure available to them to address any concerns relating to discrimination or unlawful harassment.

2. Affirmative Action

The purpose of the HRPDC/HRTPO Affirmative Action Plan is: 1) to support the doctrine of equal employment opportunity; and 2) to convey to employees, applicants and employers associated with HRPDC/HRTPO its intent to maintain equal employment opportunity practices and to comply with any applicable affirmative action requirements.

The HRPDC/HRTPO Affirmative Action Plan (Appendix B) applies to all employees of HRPDC/HRTPO and all subcontractors. It is intended to promote equal opportunity for selection and promotion. All subcontracts will contain an equal opportunity clause and certification that the subcontractors support the policies and practices of Equal Employment Opportunity.

HRPDC/HRTPO will attempt to attract applicants using a variety of recruitment tools including, but not limited to: posting through various websites, including career placement sites, or professional organization sites, or college placement offices; or advertising in local or national newspapers; or posting on its own website; or a combination of any or all of the above, depending on the type of placement required.

3. Contractors & Grantees

Contractors and grantees of the HRPDC/HRTPO shall comply with Title VI of the Civil Rights Act of 1964.

4. Program Practices

It is the policy of the HRPDC/HRTPO to provide equal access to all potential grantees, recipients, and beneficiaries of programs and potential grantees from, and contractors with, the HRPDC/HRTPO, regardless of race, color, religion, sex, creed, disability, genetic information or national origin, to all aspects of all its programs, including planning, organization and administration.

The HRPDC shall prepare and submit reports to the Virginia Department Housing and Community Development as required.

5. Access to Records

Local, state, and federal funding agencies or their representatives and any persons directly involved in Equal Opportunity proceedings that relate to HRPDC/HRTPO shall be allowed access to the records of the HRPDC/HRTPO, and the HRPDC/HRTPO shall submit such records and information as may be required, to assure compliance with the Affirmative Action Plan.

6. Discriminatory Harassment

Discriminatory harassment is unwelcome, offensive, abusive, or demeaning behavior made based on national origin, race, color, sex, religion, disability, age, pregnancy or any other protected classification that unreasonably interferes with an individual's work performance or creates an offensive work environment. A productive and cooperative work environment is in the best interests of all employees and the HRPDC/HRTPO.

An important supplement to the HRPDC/HRTPO equal employment opportunity policy is its philosophy that employees are entitled to a work environment free from any form of unlawful and improper harassment, and HRPDC/HRTPO will take action to prevent such harassment from occurring. Conduct that shows discrimination or hostility toward an employee or creates a hostile work environment because of the employee's race, religion, national origin, age, disability, genetic information or other protected classification is impermissible and will not be tolerated. Any employee who feels that he or she has been subjected to such harassment or discrimination should promptly bring his or her complaint to the attention of their supervisor, the Human Resources Administrator or a Deputy Executive Director (see Section III.E.9).

7. Sexual Harassment

The HRPDC/HRTPO prohibits sexual harassment and other offensive sexual conduct in its workplace. Generally, sexual harassment involves unwelcome conduct including sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment or other inappropriate sexual conduct occurs:

a. when submission to such conduct is made a condition of employment, explicitly or implicitly; or

b. when an individual's submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or

c. when such conduct has the purpose or effect of creating an unreasonable interference with an individual's work performance or otherwise creates an intimidating, hostile, or offensive work environment.

The prohibition against sexual harassment and sexually offensive behavior applies to men and women equally. Prohibited behavior can include, but is not limited to, unwelcome propositions, physical contact of a sexual nature, and sexual jokes, remarks, innuendo, pictures (display or circulation, including through email, text message or any other electronic means) or gestures. Unwelcome verbal or physical conduct that shows hostility toward an employee because of the employee's gender is also inappropriate. While not all offensive sexual behavior constitutes a violation of state or federal law, the HRPDC/HRTPO, in order to maintain a professional and respectful work environment, reserves the right to discipline any employee who engages in offensive sexual behavior toward an employee, agent, or customer of the HRPDC/HRTPO. Employees should promptly report offensive behavior to appropriate personnel as designated in Section III.E.9.

8. Bullying

The HRPDC/HRTPO defines bullying as repeated, deliberate, abusive behavior, either direct or indirect, whether verbal, physical or psychological, conducted by one or more persons against another (or others) that impacts the person's ability to do their job. Such behavior violates HRPDC/HRTPO anti-harassment policies.

Bullying comes in many shapes and sizes and can take many forms including, but not limited to, tormenting, taunting, abusive comments, using threatening gestures, pushing, shoving, punching, unwanted physical contact, or any use of violence, graffiti, name calling, sarcasm, spreading rumors or teasing. Such conduct can occur in any medium or forum, including in person or via use of electronic or telephonic communications such as internet, email, and chat rooms.

Generally, interactions between two or more employees based on other factors may not constitute bullying in the context of this policy, although misconduct actionable under other policies may have occurred. Similarly, actions taken by supervisors in the normal course of discharging their responsibilities for supervising and managing do not constitute bullying unless other factors support such a finding.

Whether or not an act or acts constitute bullying in violation of this provision is dependent on the specific facts of the case. Any employee who feels that he or she has been subjected to bullying behavior should promptly report their complaint to the appropriate personnel as outlined in Section III.E.9.

HRPDC/HRTPO will investigate and take appropriate disciplinary action up to and including termination based on review of all facts and circumstances.

9. Reporting Allegations of Discrimination, Harassment or Bullying

A complaint of harassment, discrimination, bullying or other impermissible behavior should be reported to your immediate supervisor or other appropriate personnel as directed in this policy. Prompt reports of any behavior that is offensive are encouraged so the HRPDC/HRTPO can maintain a work environment that is free from harassment, bullying and discrimination. If possible, you should notify the person committing the conduct that it is offensive and request that he or she stop the behavior. However, if you are not comfortable confronting the offender or if you are uncomfortable reporting the behavior to your immediate supervisor or if your prior reports have been unsuccessful in getting the behavior to stop, you should report the behavior to your Deputy Executive Director, the Human Resources Administrator or to the Executive Director of the HRPDC/HRTPO. Similarly, if you notify the offender but are unsuccessful in stopping the offensive behavior, you should immediately report the offensive behavior to the persons listed above.

10. Non-Retaliation

An employee who makes a complaint based on a legitimate perception that he or she has been subjected to impermissible harassment, discrimination, violence or threat of violence is protected against any form of reprisal or retaliation. Similarly, any employee providing truthful information in connection with the investigation of any such complaint is also protected against retaliation. Employees should report any perceived act of retaliation in violation of this policy in the same manner as the initial complaint. Anyone found to have acted in a retaliatory manner toward an individual because the individual made a complaint or participated in an investigation is subject to discipline, up to and including termination.

Any questions about the application of this policy should be presented to the Human Resources Administrator, Deputy Executive Director or Executive Director for proper clarification. Ultimately, the HRPDC/HRTPO expects its employees to be respectful of the rights and interests of others and to strive to maintain a professional and productive work environment at all times.

11. Manager/Supervisor Responsibilities

Employees with supervisory responsibilities, or who direct or assign the work of others, shall comply with and communicate harassment policies to employees and report incidents observed or reported that may be in violation of this policy. In the event a supervisor observes inappropriate behavior, is informed of such behavior, or receives a complaint of

discrimination, harassment, or improper behavior, the supervisor is responsible for taking *immediate steps* to prevent such behavior from continuing.

By way of guidance, should a supervisor observe or be informed of inappropriate behavior which may, in the supervisor's judgment, be remedied simply by counseling the employee(s) involved, then the supervisor should do so and document the action taken and forward such documentation to the Human Resources Administrator. Should the behavior continue, or should the supervisor become aware of potentially more serious discrimination or harassment, or should the supervisor receive a complaint of discrimination or possible harassment, then he/she shall immediately contact the Human Resources Administrator, Deputy Executive Director or Executive Director. At that time, a determination will be made as to the appropriate course of action, including the nature and scope of any investigation.

12. Investigation of Complaints

HRPDC/HRTPO will investigate complaints of sexual harassment, discrimination, or other prohibited behavior. All complaints will be handled as confidentially as possible, except to the extent necessary to investigate the matter and take appropriate personnel action. Employees shall provide truthful information in connection with any such investigation and shall maintain appropriate confidentiality. At the conclusion of the investigation, management will meet with the employee to review the findings.

If an employee is found to have engaged in inappropriate or improper conduct in violation of this policy or in violation of the Standards of Conduct, the employee is subject to appropriate disciplinary action, up to and including termination, as warranted by the results of the investigation.

F. Alcohol and Drug-Free Workplace

1. Notification of Policy

Recognizing the inherent dangers and other negative effects associated with the use of unlawful drugs and alcohol by staff, the HRPDC/HRTPO, as a matter of policy, provides and maintains an alcohol and drug-free workplace. Employees are prohibited from manufacturing, distributing, dispensing, possessing or using a controlled substance in the HRPDC/HRTPO workplace. Reporting to work under the influence of drugs or alcohol is prohibited. "Under the influence" is defined as having the effect of impairing the employee's ability to perform his/her job functions. This provision shall exclude those individuals who are not impaired but must take a controlled substance during work hours. In such circumstances, the employee may provide documentation to the Human Resources Administrator from the

employee's physician to document the employee's need to take a controlled substance during work hours. All employees are covered by this policy and violations of its provisions will result in discipline, up to and including termination of employment.

2. Education

Upon hire, employees will be informed of the HRPDC/HRTPO alcohol and drug-free workplace policy and the dangers of alcohol and drug abuse in the workplace through receipt of the Personnel Manual, educational posters, informal group and individual communications. Employees will also be notified of any alcohol and drug counseling, rehabilitation, and employee assistance programs that are available.

3. Employee Assistance Program

Any employee who has a drug or alcohol related problem is encouraged to voluntarily seek treatment through the HRPDC/HRTPO Employee Assistance Program before the problem affects their employment with the organization.

4. Disciplinary Action

Employees who violate this policy are subject to disciplinary action consistent with the offense, up to and including termination, at the discretion of the Executive Director.

5. Acknowledgement

By signing the Employee Acknowledgement of this Personnel Manual, HRPDC/HRTPO employees acknowledge:

a. they have received the drug-free workplace notification and have received a copy of the HRPDC/HRTPO Personnel Manual which contains the drug-free workplace policy.

b. that as a condition of employment, employees will abide by the terms of this policy, and shall notify the Executive Director if convicted of any criminal drug statute violation occurring in the workplace no later than five (5) days after such a conviction.

c. that the HRPDC/HRTPO will notify the Federal sponsoring agency within 10 days after receiving notice that an employee has been convicted of such a violation.

d. that the Executive Director will take one of the following actions within 30 days of receiving notice of an employee's criminal conviction referenced above:

(1) appropriate personnel action against the employee, up to and including termination; or

(2) require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

G. Weapons & Workplace Violence

The HRPDC/HRTPO is dedicated to maintaining a safe working environment for its employees, board members, members of the public, customers and vendors. Consistent with this policy, all acts of violence, including work and equipment sabotage, property damage, and threats of physical violence that affect the HRPDC/HRTPO and its employees or that occur on HRPDC/HRTPO property will not be tolerated. Violations of this policy will result in disciplinary action, up to and including termination and may result in arrest and/or prosecution.

1. Weapons in the Workplace

Although possession of firearms is not illegal in Virginia, all employees, including concealed weapons permit holders, are prohibited from carrying weapons during work hours, while in the performance of official HRPDC/HRTPO duties or while on HRPDC/HRTPO property (including while driving an HRPDC/HRTPO-owned vehicle), unless the carrying of such a weapon is approved in writing by the Executive Director. In addition, no employee shall store any weapon on HRPDC/HRTPO property, excluding in locked containers in private vehicles, unless such storage is approved by the Executive Director. Nothing in this section limits an individual who is lawfully authorized to possess a handgun from keeping the gun in a lock container out of view in his/her private vehicle.

For the purposes of this policy, a weapon is defined as any instrument capable of producing bodily harm at a time and place that exhibits intent to do harm or intimidate another person or that warrants alarm for the safety of the other person.

The term "weapon" includes, but is not limited to, the following:

- any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material;

- any firearm or replicate firearm, loaded or unloaded, assembled or disassembled, including pellet, BB and stun guns/tasers (electronic incapacitation devices);
- any dirk, bowie knife, switchblade knife, any knife with a blade of more than three inches, ballistic knife, machete, razor, slingshot, spring stick, metal knuckles or blackjack;
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nunchuck, nunchaku, skuriken or fighting chains;
- any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart;
- brass knuckles, metal knuckles and similar weapons;
- bows, cross-bows and arrows;
- explosives and explosive devices including fireworks and incendiary devices;
- any weapon that is, by applicable law, illegal to possess;
- any object that has been modified to serve as, or has been employed as, a dangerous weapon.

a. Searches

If the HRPDC/HRTPO has reasonable suspicion to believe an employee may be violating this policy by inappropriately possessing weapons, the HRPDC/HRTPO reserves the right to conduct investigatory searches, without employee consent, of all areas and property over which the HRPDC/HRTPO maintains full control or joint control with the employee. Such areas and property include, but are limited to desks, closets, bookcases, lockers, file cabinets and HRPDC/HRTPO-owned vehicles.

b. Discipline

Employees who violate this policy will be subject to discipline, up to and including termination. Depending on all circumstances, dismissal may be an appropriate sanction even for a first-time infraction. In addition to any discipline or other appropriate action that may be imposed, in appropriate circumstances, the HRPDC/HRTPO may institute prosecution against a violator of this policy.

c. Non-Retaliation

Retaliation against an employee who has in good faith filed a complaint of a violation of this policy or who has assisted in an investigation is protected against any form of reprisal or retaliation. Similarly, any employee providing truthful information in connection with the

investigation of any such complaint is also protected against retaliation. Employees should report any perceived act of retaliation in violation of this policy. Anyone found to have acted in a retaliatory manner toward an individual because the individual made a complaint or participated in an investigation is subject to discipline, up to and including termination.

2. Workplace Violence

The HRPDC/HRTPO is committed to providing a safe environment for all employees and citizens conducting business on HRPDC/HRTPO property. The purpose of this policy is to reduce the risk of violence at our workplace, and to establish procedures for dealing with threatening and violent situations.

There are situations where relationships between employees, or between an employee and the supervisor, or between a former employee and the supervisor result in strong negative feelings by the individuals involved. In addition, an employee may be involved in a personal dispute with family members or other individuals outside of their employment with the HRPDC/HRTPO.

a. Reporting Potentially Violent Situations

It is each employee's responsibility to be alert to potential threats and to immediately report all incidents of threats or violence. If an employee is aware of a threat, the employee shall inform his or her supervisor of the potential for violence. An employee who has secured a Protective Order from a court should make the Executive Director aware of the existence of the Order, and a copy of the Order will be filed with the Human Resources Administrator. An employee who has been threatened or who has witnessed a threat should inform his/her supervisor, a Deputy Executive Director, the Human Resources Administrator or the Executive Director. Employees should not try to evaluate nor should they ignore the seriousness of a threat. All threats, whether considered serious or not, must be immediately reported.

In the event of an imminent, life-threatening situation, the employee should request immediate assistance from the police and call 911.

b. Investigations

HRPDC/HRTPO will investigate all complaints of violence or threats of violence. Complaints will be handled as confidentially as possible, except to the extent necessary to investigate the matter and take appropriate personnel action. Employees shall provide truthful information in

connection with any such investigation and shall maintain appropriate confidentiality.

If an employee is found to have engaged in inappropriate or improper conduct in violation of this policy, the employee is subject to appropriate disciplinary action, up to and including termination, as warranted by the results of the investigation.

c. Non-Retaliation

Retaliation against an employee who has in good faith filed a complaint of a violation of this policy or who has assisted in an investigation is protected against any form of reprisal or retaliation. Similarly, any employee providing truthful information in connection with the investigation of any such complaint is also protected against retaliation. Employees should report any perceived act of retaliation in violation of this policy. Anyone found to have acted in a retaliatory manner toward an individual because the individual made a complaint or participated in an investigation is subject to discipline, up to and including termination.

H. Outside Employment

Employees may participate in other gainful, supplemental jobs, providing the service performed in their regular HRPDC/HRTPO position is not impaired. Employees working on a second job must notify and have approval of the Executive Director. This approval will be noted in the employee's personnel file.

No employee of HRPDC/HRTPO shall engage in or accept other public or private employment, or render services for other interests, when such employment or service may be incompatible with the proper discharge of his/her independence of judgment or action in the performance of official HRPDC/HRTPO duties.

I. Political Activity

Every HRPDC/HRTPO employee is encouraged to exercise his or her right to vote and to express private opinions of candidates and issues. To assure and to maintain this right and responsibility free from interference, solicitation or dictation by fellow employees, supervisors or officials, political activities during working hours or when officially representing HRPDC/HRTPO are prohibited. These restrictions include:

1. Participation in political campaigns during work hours or while in the performance of official HRPDC/HRTPO duties.

2. Participation as a candidate for a political election/office in any jurisdiction within the boundary of the HRPDC/HRTPO.

3. Use of the prestige of employment with HRPDC/HRTPO by the employee on behalf of any political candidate, faction, or party.

4. Promise by an employee an appointment to or employment with HRPDC/HRTPO, any of its subcontractors, or any of the governmental units in the HRPDC/HRTPO area, as a reward for any political activity.

Should an employee have any questions about whether his/her political activity may be in violation of this policy or state law, he/she should discuss the activity with the Human Resources Administrator, Deputy Executive Director or Executive Director before engaging in the activity.

IV. WAGE & SALARY INFORMATION

A. Position Classifications

The HRPDC/HRTPO classifies staff positions according to similarities of responsibilities and requisite qualifications. This policy provides position equity within the wage structure. The Executive Director shall have the sole authority to adopt position titles and assign salaries appropriate to the duties to be performed for each position.

A periodic review and update of position classifications assists in maintaining an equitable system. On occasion, the Executive Director may ask employees to review and/or complete a description of their assignments. Those comments will be reviewed further by supervisors and the Deputy Executive Director(s) and may be used in any evaluation of the position and classification. Reclassification of an employee may result if, following an evaluation, the Executive Director determines that changes in job content are significant enough to merit changing the employee to another classification.

An employee who believes his or her actual duties and responsibilities are not described accurately in the current position classification should bring this opinion to the attention of the employee's immediate supervisor. If the supervisor determines, after consultation with the employee, that a reevaluation of the job classification is justified, the supervisor should notify the Deputy Executive Director(s) in writing to request such reevaluation. The Deputy Executive Director(s) may then ask the Human Resources Administrator to review the classification.

If an employee believes that the requested position reevaluation has been unjustly denied by the supervisor through the "Open Door" policy, the employee may use the formal grievance procedure established under Section XI.

1. Full-time Employee

   A regular full-time employee generally works an average of 40 hours per week all year and is classified as exempt or non-exempt as defined by the Fair Labor Standards Act (FLSA). Regular full-time employees are eligible for mandated and non-mandated benefits as defined in this Personnel Manual.

2. Part-time Employee

   A regular part time employee works an average of 29 hours or less per week on a routine basis. Compensation for such an employee is normally proportional to comparable full time salaries, but paid on an hourly basis. Regular part time employees are eligible for only those non-mandated fringe benefits as defined in this Personnel Manual.

3. Temporary Employee

a. A temporary part-time employee works up to 29 hours per week at an hourly rate for a predetermined amount of time. Temporary part-time employees are ineligible for non-mandated fringe benefits.

b. A temporary full-time employee works a 40-hour week, but is hired for only a limited period of time, e.g., summer employment. An employee may not be employed on a temporary full-time basis for more than three consecutive months. Temporary full-time employees are only eligible for mandated benefits, (i.e., Social Security, Worker's Compensation, and holidays). Temporary full-time employees are compensated for holidays in the same manner as regular full time employees. They are not eligible for leave, retirement or other benefits.

4. Intern

The HRPDC/HRTPO offers full-time and part-time college students an opportunity to apply and utilize acquired knowledge, skills and abilities in a public sector setting through paid and unpaid internships. The use of paid internships should be considered when developing departmental budgets and must have the approval of the appropriate Deputy Executive Director and Executive Director. Compensation will be determined on an individual basis in consultation with the Human Resources Administrator, Deputy Executive Director and the Executive Director.

The internship is intended to provide a professional environment by which college-level students interested in public service careers will have an opportunity to gain meaningful work experience as they prepare to enter the workforce. Available internships will be listed on the HRPDC and HRTPO websites and local universities will be contacted as appropriate.

The following guidelines as published by the Department of Labor should be considered when determining the availability for unpaid interns:

a. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

b. The internship experience is for the benefit of the intern;

c. The intern does not displace regular employees, but works under close supervision of existing staff;

d. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

e. The intern is not necessarily entitled to a job at the conclusion of the internship; and

f. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

B. Payroll Deductions

The HRPDC/HRTPO withholds funds from personnel salaries each pay period and credits them to the proper benefit account for the employee.

1. Mandatory Deductions

The following deductions are mandatory deductions from personnel salaries each pay period:

a. Federal withholding tax based on employee exemptions, claims and applicable tax laws.
b. Virginia withholding tax in accordance with state law.
c. Social Security (FICA) based on the employee's salary and the applicable federal formula.
d. Medicare.
e. Virginia Retirement System (regular, full-time employees only)

2. Optional Deductions

HRPDC/HRTPO also offers various automatic optional deductions, depending on employee status. Eligible employees and may choose automatic deductions and payments for:

a. Supplementary insurances, such as Personal Accident, Voluntary Indemnity, Personal Cancer Protection, and Personal Short-Term Disability, are offered, at the employee's expense, through the American Family Life Assurance Company of Columbus (AFLAC).

b. Supplementary Medical/Hospital Insurance coverage for family and authorized dependents in excess of the basic employee coverage which is underwritten as a fringe benefit by the HRPDC/HRTPO.

c. United Way contributions to the United Way of South Hampton Roads or the United Way of the Virginia Peninsula. HRPDC/HRTPO offers payroll deduction for any employee who wishes to contribute to their local community needs through the United Way.

d. Flexible Spending Accounts (FSA). Regular employees who work at least 20 hours per week are eligible set aside pre-tax dollars for FSAs, which allow the employee to pay certain healthcare and dependent care expenses. Participation is voluntary and at the employee's expense. Details of the plan are available from the Human Resources Administrator.

e. Deferred Compensation account. Employees are eligible to set aside pre-tax dollars by participation in a 457 Deferred Compensation Plan offered by the HRPDC/HRTPO. It is non-mandatory and at the employee's expense.

Additional deductions may be authorized should additional benefits be offered by HRPDC/HRTPO. Questions regarding deductions and fringe benefits should be directed to the Human Resources Administrator.

C. Pay Plan

1. Salary Determination

The level of salary paid to an employee is one agreed upon between the employee and the Executive Director after consultation with the employee's supervisor if appropriate. The salary level is determined by considering not only the employee's education and experience, but also any other qualifications which may affect the value of the employee to the HRPDC/HRTPO. The Executive Director will consider these factors but has discretion and authority to make final determinations regarding employee compensation.

2. Pay for Performance

Each employee's performance is evaluated semi-annually by his/her supervisor. The evaluation is based on criteria that include a predetermined set of written tasks and associated levels of performance as established by the employee and his or her supervisor and Deputy Executive Director and approved by the Executive Director. The year-end weighted performance factor is used to determine what salary increase may be considered for each employee. An annual performance-based salary increase may be given, at the beginning of the fiscal year, in consultation with the employee's supervisor and Deputy Executive Director and the Executive Director. The performance-based increase will be re-evaluated each year.

Salary increases are constrained by funding availability and must be approved by the Executive Director. New employees who have not completed twelve (12) months of employment will generally not be eligible for a performance increase at the beginning of the fiscal year. New employee performance increases, if offered, will generally be in effect according to the following:

a. Hire date is between the 1st and 15th of the month, performance increase is effective the first day of the anniversary month.

b. Hire date is between the 16th and last day of the month, performance increase is effective on the first day of the month immediately following the employee's one-year anniversary.

At the end of the fiscal year, these employees will be placed on the same annual increase schedule as all other employees of the HRPDC/HRTPO.

3. Survey of Market Conditions

As recommended by the Executive Director, on an as needed basis, the current market value of each individual position is evaluated to determine salaries and to reestablish a minimum and maximum market salary range for each position. The data sources for the market survey may include the HRPDC/HRTPO member jurisdictions, other regional planning and public agencies, and selected private companies. Each employee's salary is then reviewed and adjusted if market conditions so indicate. A salary increase may also be granted based on an increase in the employee's value to the HRPDC/HRTPO. Increases are determined by the Executive Director in coordination with the Deputy Executive Director(s) and the employee's supervisor, if necessary. Factors that would contribute to consideration for such an increase would be, but are not limited to, significant additional educational attainment in the form of advanced degrees or specialized training over and above that normally required by HRPDC/HRTPO or recognition through professional registration or certification.

D. Time Records & Payroll

1. Sign-in/Sign-out Sheet

A sign-in/out sheet is maintained at the reception desk. All employees must sign in every morning and out at the end of the day. If an employee has a meeting during the day or leaves early, he/she must also sign out at that time. The employee must sign in when he/she returns from a meeting. If an employee is planning to be out on leave, the appropriate information must be marked on all applicable days. This sign-in sheet is not only for use by co-workers, but also is used for management and auditing purposes. To ensure adherence to attendance and leave policies and procedures, all staff will be

reviewed randomly by the Human Resources Administrator through monthly reviews of the sign-in sheet, timesheets and leave slips. Sign-in sheets are records of the HRPDC/HRTPO, and any falsification by an employee of such records is grounds for corrective action up to or including termination.

2. Payroll Record-keeping

Time records, payrolls and payments for staff salaries are processed on the 15th and last day of each month, based upon properly executed Time Records filed by each employee with the Accounting Department through their supervisors. Employees are required to accurately and honestly record their time worked on these Time Records. No salary payments will be processed without a properly filed Time Record unless specifically authorized by the Executive Director. Regular full- and part-time employees must select a financial institution and provide the necessary information to the Accounting Department in order to arrange direct deposit of paychecks.

Time Records must reflect actual hours worked and any leave taken during the pay period. Any leave taken at the end of a pay period after the submission of time records must be recorded on the time record for the next pay period. Non-exempt employees must not work more than 40 hours in a workweek without prior authorization. Time Records are records of the HRPDC/HRTPO, and any type of falsification by an employee of such records is grounds for corrective action up to or including termination.

E. Overtime & Compensatory Time

1. Policy

The standard workweek for employees of the HRPDC/HRTPO is a 40-hour period, Monday through Friday, with core hours of operation from 8:00 A.M. to 4:30 P.M. A thirty-minute lunch should be taken between 11:30 AM and 2:00 P.M. whenever possible. Overtime will be calculated on hours worked between 12:01 AM Saturday of one week to midnight Friday of the next week.

Most HRPDC/HRTPO employees are exempt from the overtime and compensatory time regulations contained in the Fair Labor Standards Act (FLSA) of 1938 as amended with specific exceptions. Such employees may be required to attend occasional evening meetings on behalf of the organization and/or work beyond the core hours of organization. There is no legal requirement that the HRPDC/HRTPO pay overtime or compensatory time to its exempt executive, administrative or professional employees as described in the FLSA Exemption Tests. Overtime and compensatory time may be granted to non-exempt employees at the discretion of the Executive Director and subject to the eligibility limitations cited in E.2.

Overtime may be necessary to relieve specific peak workloads and emergencies. Overtime work is that in excess of the normal 40-hour workweek and must be authorized by the employee's supervisor and Deputy Executive Director in advance and approved by the Executive Director or his or her designee prior to being paid.

2. Eligibility

Staff employees in the following positions are classified as Non-Exempt employees under the Fair Labor Standards Act (FLSA) and are therefore subject to all minimum wage and overtime provisions of the Act:

All part-time employees
Administrative Assistant (I, II & Senior)
Facilities Superintendent
Receptionist

Employees in these positions are eligible for authorized overtime pay.

Time spent at preauthorized tasks outside normal work hours will be reimbursed on a documented overtime pay basis when authorized by the Executive Director. Nothing in this policy precludes a supervisor from adjusting a non-exempt employee's normal schedule during the workweek to ensure adherence to the 40-hour workweek. Non-exempt employees who work in excess of the normal 40-hour workweek without prior approval may be subject to disciplinary action.

3. Rate

Overtime pay, for non-exempt employees, when authorized by the Executive Director shall be at one and one half times the employee's normal hourly rate of pay.

4. Compensatory Time

There is no formal compensatory time at the HRPDC/HRTPO. However, some discretion is granted to supervisors for exempt employees for non-recurring circumstances with the approval of the Executive Director. Supervisors should keep a record of compensatory time granted to their employees.

F. Garnishment

It is the responsibility of each employee to see that his or her personal financial matters are in order. HRPDC/HRTPO does not wish to be involved in such matters. All requests or orders for garnishment must be sent to the Human Resources Administrator who will coordinate the garnishment with the Accounting

Department. Such requests or orders for garnishment of an employee's wages will be brought to the attention of the employee and the Executive Director and shall be noted in the employee's personnel file. Two requests for garnishment of an employee's pay within a twelve-month period may result in disciplinary action and/or dismissal of the employee. Whenever possible, HRPDC/HRTPO will provide an employee with, or refer an employee to, a proper agency for personal financial and management budgeting assistance, when an employee seeks assistance in this area.

V. Recruiting & Selection

A. Recruitment & Application

1. Recruitment

It is the responsibility of each supervisor to report promptly to the Deputy Executive Director and the Executive Director any vacancy that may occur. If it is known in advance a position will become vacant through resignation, retirement, or other cause, the Executive Director should be sent a written notice prior to the time the incumbent will leave the position.

The supervisor, in consultation with the Deputy Executive Director, should review the vacant position description and determine if any changes in education, knowledge, skills, abilities or occupational requirements need to occur in order to reflect current duties and responsibilities.

The HRPDC/HRTPO may use one of three options when conducting recruitment for vacant positions:

a. Internal/Functional Recruitment: Only a department's current employees may apply.
b. Organizational Recruitment: Only current employees may apply.
c. Open Recruitment: All current employees and the general public may apply.

Departments should select the recruitment option that best fits their needs before posting a vacancy. Decisions should be based on factors such the availability of qualified candidates and diversity of the organization's workforce. If the initial recruitment process does not provide adequate candidates, the recruitment process can be reopened.

A notice of all job openings, listing the title, starting salary, qualifications, and a brief description of the position will be posted on the HRPDC/HRTPO websites and any other site(s) determined appropriate by the supervisor, Deputy Executive Director and Executive Director.

2. Application

A person seeking employment with HRPDC/HRTPO may submit a resume in person, by mail or by e-mail to the Human Resources Administrator. All resumes will be logged and forwarded to the appropriate hiring supervisor. The hiring supervisor will review all applications submitted and will maintain a file of eligible applicants. The supervisor, in consultation with the Deputy Executive Director or other person designated by the Executive Director will choose for an interview the highest qualified applicants seeking the vacant position.

B. Advertisement

Job vacancy announcements will generally be posted for 14 calendar days, but in no case will announcements be posted for less than a minimum of seven (7) calendar days. Advertising for extended periods may be warranted for unique or hard-to-fill positions.

Advertisements for all positions, depending on type of placement required (professional, support, clerical) will be made using a variety of recruitment tools. Such tools include, but are not limited to: posting through various websites including career placement sites, ***or*** professional organization sites, ***or*** college placement offices; ***or*** advertising in local or national newspapers; ***or*** posting on the HRPDC/HRTPO websites; ***or*** a combination of any or all of the above. The hiring supervisor should coordinate with the Human Resources Administrator as to the methods of and sites for advertising available positions. All advertisements and notices of employment opportunities shall state that the HRPDC/HRTPO is an equal opportunity employer.

C. Interviews & Selection

It is the responsibility of the hiring supervisor to inform the Human Resources Administrator of the candidates selected for an interview. The Human Resources Administrator will contact all applicants to schedule a time and date for all employment interviews.

Any number of applicants may be interviewed. If an applicant cannot be contacted or fails to appear for a scheduled interview, the hiring supervisor and/or interviewer should document this fact. In a case where all applicants chosen by the supervisor and/or interviewer are found to be unacceptable for employment, he or she will choose new applicants and the process will begin again.

Supervisors with the vacancy will conduct the interviews and will make written recommendations to the Deputy Executive Director and Executive Director. The hiring supervisor must document each employment interview and record the reasons the applicants were found acceptable or unacceptable. Each applicant who has been interviewed will be informed of the action taken with regard to his or her application for employment. The names of applicants not selected will be kept on file for six months and referred to again if another appropriate vacancy occurs within that period.

D. Offers of Employment

The Executive Director has final responsibility in selecting and assigning staff members. The person selected to fill the position will be notified in writing by the Executive Director and instructed on when and where to report for duty. The selected candidate will be requested to respond in writing as to his/her acceptance.

E. Reference Checks

Appropriate references will be checked prior to an offer of employment. Reference checks will be conducted by the Human Resources Administrator and may include, but are not limited to:

1. Employment checks including verification of employment dates and work performed
2. Evaluation of performance, conduct, and attendance records
3. Personal references
4. Education verification

Prior to a final decision and preferably at the time of the interview, the hiring supervisor should request that the candidate provide the names and phone numbers of current and/or former supervisors, co-workers and subordinates, if applicable. Additional work references may be developed from the primary references provided by the candidate.

F. Pre-employment Background Checks

All applicants interviewed will be notified of the requirement of a background check prior to employment with the HRPDC/HRTPO. Employment with the HRPDC/HRTPO will be contingent upon the results of the background investigation. If selected as the final candidate for a position, the applicant must sign an acknowledgement indicating his/her receipt and understanding of the HRPDC's/HRTPO's policy of background investigations. A refusal by the applicant to complete the form will result in the withdrawal of the offer of employment.

G. Orientation

During a new employee's first day of employment, he/she shall attend a formal orientation program conducted by the Human Resources Administrator. The orientation program will generally provide information on what employees can expect from HRPDC/HRTPO, and what HRPDC/HRTPO expects from an employee. The benefits to which employees are entitled will be outlined and a copy of the Personnel Manual will be furnished. The orientation will include a question and answer period.

Supervisors are the employees' main source of information. In accordance with HRPDC/HRTPO's "Open Door" policy, employees are encouraged to discuss their questions and concerns with their supervisor. It is the responsibility of the supervisor to help their employees, either by working with the employee toward solving the problem or by referring the employee to an appropriate resource.

H. Probationary Status

All employees hired to fill regular, full-time and part-time positions serve a probationary period of six months. The probationary period is a span of time during

which an employee is evaluated by his/her supervisor on the performance of the duties of the position, and on those qualities which comprise the overall makeup of an employee, including such things as attendance, tardiness, reliability, trustworthiness, etc.

The probationary period should be viewed as a trial period not only by HRPDC/HRTPO in evaluating the new employee, but also by the employee in evaluating his/her employment with HRPDC/HRTPO. If at any time during the probationary period an employee becomes dissatisfied with his/her position and does not feel that the situation is going to improve to his/her satisfaction, the employee may resign from HRPDC/HRTPO without prejudice

Supervisors should periodically meet with their employee during this probationary status to discuss their performance. If the evaluation, at the end of the employee's probationary period, indicates satisfactory performance, the employee will achieve the status of a regular full-time or part-time employee and will be so notified by the Executive Director. All employment at the HRPDC/HRTPO is at-will per statutory regulations of the Commonwealth of Virginia.

If an employee is discharged during the probationary period, the discharge is without recourse to the grievance procedure. The reasons for separation of any employee who is within the probationary period must be submitted to the Deputy Executive Director and the Executive Director, and will be placed in the employee's personnel file.

Employees promoted to a higher classification are not subject to the same six-month probationary period. However, unsatisfactory performance may result in demotion to the employee's former position and rate of pay without recourse to the grievance procedure. An employee may return to his or her former position and rate of pay without prejudice.

VI. Employee Benefits

All regular full-time and regular part-time HRPDC/HRTPO employees shall be eligible to receive and use paid leave benefits as described below. Leave benefits accrue from the first day of employment. Employees are encouraged to use their leave to meet their personal and family needs. Supervisors will make every reasonable effort to grant requests for leave provided operational and staffing requirements can be met. Employees are responsible for managing their leave within established parameters. Employees are not permitted to carry a negative leave balance unless approved in advance by the Executive Director.

Temporary employees and interns are ineligible for paid leave and holiday pay.

A. Annual Leave – Full-time Employees – VRS Plan 1 & Plan 2 Employees Only

1. Accrual Rate

All regular full-time employees who participate in VRS Plans 1 & 2 are eligible to accumulate annual leave. Annual leave is intended to cover vacations and absences for personal business and is accrued according to length of service as follows:

Months of Continuous Service	Accrual Rate Per Month (hours)	Annual Accrual (Hours/Days)
< 60	8	96/12
60 - 119	10	120/15
120 - 179	12	144/18
180 – 239	14	168/21
240+	16	192/24

If at any time an employee is on unpaid leave, annual leave accrual will be pro-rated based on the number of hours worked each pay period.

2. Maximum Amount of Leave Accrual

An employee is not required to use the annual leave credited each year, but no more than twice the annual entitlement may be carried forward after December 31st of each year, or be compensated for upon separation from HRPDC/HRTPO without written authorization from the Executive Director.

3. Anniversary/Leave Accrual Increase

Leave accrual will increase every fifth year of continuous employment with the HRPDC/HRTPO through the 20th year based on the month the employee was hired. If an employee is hired between the first and fifteenth (15) day of the month, the accrual rate will increase on the first day of the anniversary month. If an employee is hired between the 16th and last day of the month, the accrual rate will increase on the 16th of the anniversary month.

4. Requests for Leave

All annual leave must be requested from and approved by the employee's supervisor in advance using the HRPDC/HRTPO "Leave Request Form." The minimum amount of annual leave that can be authorized is two hours and must be taken in full-hour increments.

5. Payment Upon Termination

Unused annual leave will be paid for on a one-for-one basis upon termination of employment. Should an employee die while on active status at the HRPDC/HRTPO, any unused annual leave will be paid to his or her estate in accordance with the payment policy in effect at time the of death.

B. Sick Leave – Full Time Employees – VRS Plan 1 & Plan 2 Employees Only

1. Accrual Rate

All regular full-time employees in VRS Plans 1 & 2 are eligible to accumulate sick leave. Sick leave credit is accrued at the rate of one day (8 hours) per month, or 12 days per year. If at any time an employee is on unpaid leave, sick leave accrual will be pro-rated based on the number of hours worked each pay period.

Employees are encouraged to use their leave to meet personal and family needs. Sick leave may be used to care for the employee's immediate family (father/stepfather, mother/stepmother, sister, brother, husband, wife, child, grandchild, grandparent, parent-in-law, guardian, or close relative residing in the same household as the employee). Employees are responsible for managing their leave within established parameters. Employees are not permitted to carry a negative leave balance unless approved in advance by the Executive Director. An employee may be granted additional sick leave with pay at the discretion of the Executive Director based upon the evaluation of past performance and the demonstrated responsibility of the employee.

2. Maximum Amount of Leave Accrual

There is no limit to the number of sick leave days an employee can accumulate.

3. Requests for Leave

Sick leave must be requested and approved utilizing the HRPDC/HRTPO "Leave Request Form." The minimum amount of sick leave that can be authorized is one hour and must be taken in full hour increments.

4. Medical Documentation

A doctor's certificate/medical documentation shall be required from the employee if requested by the employee's supervisor, the Deputy Executive Director or the Executive Director for any sick leave request of more than 24 hours.

5. Payment Upon Termination

Unused accumulated sick leave at the time of retirement, resignation, or uncontested termination, will be reimbursed based on the following schedule:

a. All full-time regular employees with hire dates before July 1, 2001 will be grandfathered under the previous sick leave policy for the sick leave balance as of June 30, 2001, and at the time of separation, will be reimbursed for one-third of the balance of hours at their rate of pay at separation.

   In the event an employee hired before July 1, 2001 uses all of his/her current sick leave balance, any additional sick leave will be subtracted from the "grandfathered" leave until the employee achieves a positive current sick leave balance. "Grandfathered" leave used will not be reinstated.

b. Effective July 1, 2001, all regular full-time employees of the HRPDC/HRTPO who participate in VRS Plans 1 and 2 are eligible to receive payment at their rate of pay at separation for any accumulated but unused sick leave balance over the June 30, 2001 balance based on the following schedule:

Years of Continuous Service*	% of Balance	Maximum $
Less than 5 years of continuous service	0	0
Over 5 years of continuous service,* but less than 10 years	25%	$2,500
Over 10 years of continuous service, but less than 15 years	25%	$3,500
Over 15 years of continuous service, but less than 20 years	25%	$5,000
Over 20 years of continuous service, But less than 25 years	25%	$6,500
Over 25 years of continuous service	25%	$7,500

*Service begins at date of full-time hire for all employees.

Should an employee die while on active status at the HRPDC/HRTPO, unused sick leave will be paid to his or her estate in accordance with the payment policy in effect at the time of death.

6. Family Medical Leave Act

When it becomes evident an employee will be unable to be at work for more than five (5) consecutive workdays or must take intermittent leave due to reasons applicable under the Family Medical Leave Act, the employee's supervisor will notify the Human Resources Administrator and paperwork will be initiated in accordance with the HRPDC/HRTPO FMLA Policy (Appendix C). The HRPDC/HRTPO may request a physician's statement indicating the expected date on which the employee will be able to return and perform normal work duties, with or without accommodation.

C. Paid Time Off – VRS Hybrid Plan Employees Only

All regular full-time employees of the HRPDC/HRTPO who participate in the VRS Hybrid Retirement Plan are eligible to accrue paid time off (PTO). PTO is intended to cover vacations, illnesses and absences for personal business. Employees are responsible for managing their leave within established parameters and are not permitted to carry a negative leave balance unless approved in advance by the Executive Director.

1. Accrual Rate

All full-time, regular employees of the HRPDC/HRTPO who participate in the VRS Hybrid Retirement Plan will accrue PTO according to length of service.

Months of Continuous Service	Accrual Rate Per Month (hours)	Annual Accrual (Hours/Days)
< 60	12	144/18
60 - 119	14	168/21
120 - 179	16	192/24
180 – 239	18	216/27
240+	20	240/30

If at any time an employee is on unpaid leave for reasons unrelated to short-term disability under the Virginia Local Disability Program, PTO accrual will be pro-rated based on the number of hours worked each pay period. PTO will not accrue during approved periods of short-term disability under the Virginia Local Disability Program (VLDP). PTO accrual will resume once an employee returns to work, either on a part-time or full-time basis.

2. Maximum Amount of Leave Accrual

An employee is not required to use the PTO credited each year, but no more than the annual entitlement may be carried forward after December 31st of each year, or be compensated for upon separation from HRPDC/HRTPO without written authorization from the Executive Director. Unused PTO will be paid for on a one-for-one basis upon termination of employment.

3. Requests for Leave

All PTO must be requested from and approved by the employee's supervisor in advance using the HRPDC/HRTPO "Leave Request Form." The minimum amount of PTO that can be authorized is one hour and must be taken in full-hour increments.

4. Family Medical Leave Act (FMLA)

When it becomes evident an employee will be unable to be at work for more than five (5) consecutive workdays or must take intermittent leave due to reasons applicable under the Family Medical Leave Act, the employee's supervisor will notify the Human Resources Administrator and paperwork will be initiated in accordance with the HRPDC/HRTPO FMLA Policy (Appendix C). The HRPDC/HRTPO may request a physician's statement indicating the expected date on which the employee will be able to return and perform normal work duties, with or without accommodation.

5. Medical Documentation

A doctor's certificate/medical documentation shall be required from the employee if requested by the employee's supervisor, the Deputy Executive Director(s) or the Executive Director for any PTO leave request of more than 24 hours due to illness or reasons applicable under the FMLA.

6. Payment Upon Termination

Unused PTO will be paid for on a one-for-one basis upon termination of employment. Should an employee die while on active status at the HRPDC/HRTPO, any unused PTO will be paid to the employee's estate in accordance with the payment policy in effect at time the of death.

D. Leave – Regular Part-time Employees

Regular, part-time employees who work an average of more than 20 hours per week are eligible to accrue paid time off (PTO) to be used for authorized absences such as vacation and illness.

1. Accrual Rate

PTO credit is accrued at the rate of one-half day (4 hours) per month, or six days per year.

2. Maximum Amount of Leave Accrual

A part-time employee is not required to use the PTO credited each year, but no more than twice the annual entitlement may be carried forward after December 31st of each year, or be compensated for upon separation from HRPDC/HRTPO without written authorization from the Executive Director.

3. Requests for Leave

All PTO must be requested and approved utilizing the HRPDC/HRTPO "Leave Request Form." The minimum amount of leave that can be authorized is one hour.

4. Family Medical Leave Act (FMLA)

When it becomes evident an employee will be unable to be at work for more than five (5) consecutive workdays or must take intermittent leave due to reasons applicable under the Family Medical Leave Act, the employee's supervisor will notify the Human Resources Administrator and paperwork will be initiated in accordance with the HRPDC/HRTPO FMLA Policy (Appendix C). The HRPDC/HRTPO may request a physician's statement indicating the expected date on which the employee will be able to return and perform normal work duties, with or without accommodation.

5. Medical Documentation

A doctor's certificate shall be required if requested by the employee's supervisor, the Deputy Executive Director(s) or the Executive Director for any leave request of more than three (3) workdays due to illness.

6. Classification Change from Part-time to Full-time Employee

Should a regular part-time employee convert to full-time employee status, the accrued leave balance will be converted to paid time off (PTO). For regular part-time employees who become full-time employees, the number of years of service credited for leave accrual purposes shall be determined on a pro-rated basis. For example, if a part-time employee has worked 20 hours per week, on average, for seven years, and then switches to full-time employment, that employee would receive a service credit of three and a half years toward earning the next level of PTO.

7. Payment Upon Termination

Unused PTO will be paid for on a one-for-one basis upon termination of employment. Should an employee die while on active status at the HRPDC/HRTPO, unused leave will be paid to the employee's estate in accordance with the payment policy in effect at the time of death.

E. Anniversary/Leave Increase Policy

The following defines specific dates on which leave accruals are based:

1. Employment Date: The actual date on which original employment began. This date never changes. For full-time staff, this affects VRS career credit.

2. Annual/PTO Leave Accrual Increase Date: The 1st or 16th day of the month, depending on whether the employee entered his/her original full-time employment between the 1st and the 15th of the month, or between the 16th and the last day of the month.

   This is an example of the relationship between the two dates:

If the Employment Date is:	Increase in annual leave is:
1st-15th	1st
16th-Month End	16th

A change in position will have no effect on the Annual Leave Date. Annual leave increases remain relative to the original full-time employment date. Should an employee change from part-time to full-time status, the pro-rated years worked in the part-time position will be calculated to determine the annual leave increase date.

F. Birthday Leave

After ten years of continuous service with the HRPDC/HRTPO, full-time employees will be eligible for one day of paid leave every year to be taken within 30 days of their birthday. Part-time employees will receive four hours paid leave to be taken within 30 days of their birthday.

G. Family & Medical Leave Act (FMLA) & Leaves of Absence for Employees Who are Not Eligible For FMLA

The function of this policy is to provide employees with a general description of the rights and obligations provided for by the FMLA as well as to describe the HRPDC/HRTPO family and medical leave policy for those employees who are not eligible for the FMLA. Employees may or may not be eligible for the FMLA depending on the number of employees employed by the HRPDC/HRTPO at the time

leave is requested, as well based on other factors described in Appendix C. When an employee is not eligible for FMLA, the employee is nevertheless encouraged to apply for non-statutory unpaid family and medical leave. Under appropriate circumstances at the HRPDC's/HRTPO's discretion, the agency may provide non-statutory unpaid family and medical leave similar to that offered under the statutory FMLA. The HRPDC's/HRTPO's provision of such benefits to ineligible employees does not alter the at-will nature of the employee's relationship with the HRPDC/HRTPO, nor does it entitle the employee to all of the legal rights provided for by the FMLA.

Appendix C of this Personnel Manual contains the full policy on the use of Family and Medical Leave. It is important that employees familiarize themselves with and understand this policy. The employee's signature on the Acknowledgement page of this Personnel Manual indicates that he/she has received, read and agreed to abide by the terms of the policy. Any questions should be directed to the Human Resources Administrator.

H. Civil Leave

An employee summoned or required to render jury service or who has been subpoenaed as a witness in any court or other proceeding before an agency empowered to issue subpoenas, will be continued on the HRPDC/HRTPO payroll without penalty while serving. The employee must submit a copy of the official summons for jury duty or witness subpoena to their supervisor and the Human Resources Administrator prior to the beginning date of such service. Such leave shall not be granted in any instance when the proceeding involves personal interests of the employee or in any instance when litigation is instituted by them or an organization of which they are members.

Any fees derived from jury duty may be retained by the employee. If jury duty requires four hours or less, the employee is expected to return to work for the remainder of the day. Civil leave must be verified and recorded on the HRPDC/HRTPO Leave Request Form, and properly recorded on the employee's Time Record.

I. Military Duty Leave

Two kinds of military leave may be granted. Any extended period will be considered Extended Active Duty Service Leave; training periods of one to fifteen days are considered Active Duty for Training Leave.

1. *Active Duty for Training Leave* may be considered as an authorized absence by HRPDC/HRTPO. The Executive Director may approve a request for such leave upon presentation of the employee's written military orders. Such leave may be authorized for employees who have been on the HRPDC/HRTPO staff for more than six months, but it cannot exceed fifteen days per year or training period. Use of this leave does not encroach on any

other types of accrued leave. The employee will continue to receive full HRPDC/HRTPO pay and benefits during military training service.

2. *Extended Active Duty Service Leave* is available to full-time employees of HRPDC/HRTPO who receive orders to report for extended active military service. The employee should request military leave from the Executive Director. The HRPDC/HRTPO will place the employee in inactive status (Military Leave) and his/her personnel records will be maintained in an HRPDC/HRTPO Military Leave file. All accrued benefits and a certificate for reinstatement will be credited to the employee upon his/her being granted military leave. No further benefits will accrue. Upon discharge from active military service, the employee will have ninety days in which to apply to HRPDC/HRTPO for reinstatement to full-time employment.

J. Funeral Leave

Funeral leave is defined as leave with pay granted to regular employees upon the death of an immediate family member. A maximum of three days funeral leave will be granted to the employee upon request. If more than three days is required, the employee may use accrued paid time off, annual or sick leave. For purposes of this policy, immediate family is defined as father/stepfather, mother/stepmother, sister, sister-in-law, brother, brother-in-law, husband, wife, child, grandchild, grandparent, parent-in-law, grandparent-in-law, guardian, or close relative residing in the same household as the employee.

K. Leave Without Pay

The Executive Director has discretion to grant leave without pay for a period not to exceed thirty (30) days where there is insufficient accumulation of annual leave or sick leave to cover an authorized absence. Leave without pay is an approved absence from duty without pay, during which time the employee retains employee status without loss of certain employment benefits, such as health and life insurance coverage, or administrative conveniences that normally cease upon termination of employment.

Leave without pay must be requested in advance and in writing from the employee. For reasons other than those that fall under the Family and Medical Leave Policy, the request must state the reason, the starting date and the probable date of return. Any leave not authorized will be considered leave without pay. No holiday leave will be paid while on Leave Without Pay status.

An employee on leave without pay during any month shall not earn credit for retirement in the Virginia Retirement System nor will employee or employer contributions be made to VRS.

It is the employee's responsibility to make arrangements with the Accounting Department for payment of any regular deductions typically withheld from their pay

that are used for additional benefits, such as AFLAC, Flexible Benefits, and Health Insurance.

L. Special Leave

The Executive Director has discretion to grant an employee an extended leave without pay for special reasons such as study, illness or maternity. No salary will be paid during a special leave, nor will benefits to the employee (retirement, Social Security, health premiums, etc.) be paid or accrue. At the expiration of a Special Leave, employees may be reinstated to their former staff position in accordance with a written agreement signed by the employee and Executive Director. Special Leave may be granted for no more than one year. It is not intended to supplement or replace general leave. No holiday leave will be paid while on Special Leave.

Because the absence of an employee for more than a month can adversely affect the operations of HRPDC/HRTPO, it must be understood that requests for Special Leave must be carefully reviewed.

M. Unscheduled Leave

In general, HRPDC/HRTPO follows the practice of its member local governments and federal government agencies with regard to excused absence of staff in order to vote, attend required religious services, etc. All leave needs to be confirmed and approved by the employee's immediate supervisor.

N. Absent Without Leave

It is understood that from time to time it will be necessary for an employee to be absent due to various reasons. The leave policies and procedures are explained in Sections VI.A through VI.N of this manual. Though certain full-time and part-time employees are entitled to these leaves, the employee must notify his or her supervisor, Deputy Executive Director or the Executive Director, as far in advance as possible, so that work schedules can be adjusted. This should be done even when leave without pay is requested.

If an employee is physically unable to notify HRPDC/HRTPO, he or she should have a relative or friend notify HRPDC/HRTPO on the employee's behalf.

If an employee is absent without a leave authorization for a period of three working days, and has not contacted HRPDC/HRTPO by 4:30 P.M. of the third day of absence, the supervisor will document this fact immediately in a written memo to the Deputy Executive Director and the Executive Director. The Executive Director will then send the employee a letter at his or her last known home address, indicating that the employee may be dismissed effective as of the last actual day worked. This dismissal is subject to review by the Executive Director if the employee requests a review within ten working days from the date the letter was sent. If there is no response from the employee by the above stated deadline, the Executive Director

will send a second letter to the employee's last known home address, indicating that the employee has been dismissed effective as of the last actual day worked.

O. Holidays

Regular full-time employees of HRPDC/HRTPO will follow the Commonwealth of Virginia's holiday schedule and receive certain days off with pay as holidays. If a holiday falls in a period of other authorized leave, it will not be counted as leave time. Full-time employees must work both the day before and the day after a holiday or be on authorized paid leave to receive holiday pay. If a holiday falls on a Sunday, it will be observed the following Monday; if it falls on a Saturday, the preceding Friday will be the day off. The following are standard HRPDC/HRTPO holidays:

- New Year's Day (January first)
- Lee-Jackson (Friday before third Monday in January)
- Martin Luther King Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (Fourth of July)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (Eleventh of November)
- Thanksgiving Day (fourth Thursday of November)
- Thanksgiving Friday (day after Thanksgiving)
- Christmas Day (December twenty-fifth)

In addition, should the Governor announce extra state holidays, the HRPDC/HRTPO may follow the Governor's announcement.

VII. Employee Insurance

A. Health Insurance

1. Full-time employees

All regular full-time employees are eligible to join a group health insurance plan carried by the HRPDC/HRTPO. The employer pays a basic coverage premium for the "employee only" based on the highest valued benefit. Employees may expand the basic coverage to include eligible dependents by paying the additional premium in pre-tax dollars (see Section VII.B).

2. Regular part-time employees

Regular part-time employees who work an average of 20-29 hours per week will be offered a health care coverage plan as a portion of the HRPDC/HRTPO fringe benefit package. The HRPDC/HRTPO will pay for fifty percent of the basic coverage offered to full-time employees under the "employee only" premium; the employee is responsible for the remaining premium amount. The employee may elect to cover other qualified dependents, paying the difference in the premium cost.

Regular part-time employees who work an average of 30 hours or more per week or 130 hours per month will be eligible to join a group health insurance plan offered by the HRPDC/HRTPO. The employer pays a basic coverage premium for the "employee only" based on the highest valued benefit. Employees may expand the basic coverage to include eligible dependents by paying the additional premium in pre-tax dollars. Coverage takes effect on the first day of the first full month of eligibility.

3. Enrollment

Eligible employees may select the healthcare plan that best meets their needs. In order to receive health insurance offered by the HRPDC/HRTPO, eligible employees must select their health insurance plan within 30 days of initial date of hire. Coverage takes effect on the first day of the first full month of employment. Information outlining the benefit plan options is provided to employees upon employment with the HRPDC/HRTPO and prior to the HRPDC's/HRTPO's open enrollment period. Employees who waive initial enrollment in the HRPDC/HRTPO health plan will be ineligible to participate or make changes until the next open enrollment period.

4. Qualifying Events

Employees and qualified beneficiaries (spouse and dependents) may experience qualifying events during the plan year unrelated to employment. Such events may include marriage, divorce, loss of dependent status, reduction in work hours, death, retirement, disability determination and loss

of disability status. If an employee experiences a qualifying event, the employee and/or qualified beneficiaries may be able to make changes to their healthcare plans. Please see the Human Resources Administrator for more information on qualifying events.

5. COBRA

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), effective July 1, 1986, employees and enrolled family members may continue group coverage through HRPDC/HRTPO, at their own expense, for up to 36 months after they cease to be eligible for regular coverage. The length of time someone may be covered depends on why he or she is no longer eligible for regular group coverage. Please see the Human Resources Administrator for more information on COBRA regulations.

B. Cafeteria Plan & Flexible Benefit Accounts

The HRPDC/HRTPO Cafeteria Plan (Section 125) has two general components: the Health Insurance Premium Conversion component (commonly called the Cafeteria Plan), and the Flexible Benefit Accounts component.

1. Cafeteria Plan

The Cafeteria Plan is available to all eligible employees* who opt to cover their dependents under the HRPDC/HRTPO group health insurance plan. Under current federal law, the Cafeteria Plan enables out of pocket health insurance premiums to be paid with pre-tax dollars.

2. Flexible Benefit Accounts

Flexible Benefit Accounts are also available to all eligible employees*. This Plan offers an opportunity to save taxes on dollars that employees spend on specific eligible items. Those items of expense fall under one of three categories: a) medical/dental care, b) dependent care, and c) supplemental health insurance premiums.

Details of both plans are available from the Human Resources Administrator.

*Eligible employees are regular full and part-time employees of the HRPDC/HRTPO.

C. Virginia Retirement System

1. Retirement disability – *VRS Plan 1 & Plan 2 Employees Only*

All regular full-time employees participating in VRS Retirement Plans 1 & 2 are covered by the VRS Group Disability Insurance as part of being a member of the Virginia Retirement System. The HRPDC/HRTPO pays the full

premium for this coverage. Once an employee is vested in the Retirement System, they are eligible for permanent disability benefits. This program is administered through the Virginia Retirement System. Full details of this program are available from the Human Resources Administrator.

2. Short-term disability – *VRS Hybrid Plan Employees Only*

All regular full-time employees participating in the VRS Hybrid Retirement Plan are covered by the VRS Virginia Local Disability Program (VLDP) which provides income protection if an employee cannot work because of a non-work related or work-related illness, injury or other condition, such as surgery, pregnancy, complications from pregnancy or a catastrophic or major chronic condition. The HRPDC/HRTPO pays for this coverage. VRS is responsible for the administration of the program. VLDP short-term disability will be coordinated with the HRPDC/HRTPO FMLA and/or worker's compensation policies as appropriate and will run concurrently with these policies. PTO will not accrue while an employee is on approved short-term disability. Please see the Human Resources Administrator for more information on VLDP short-term disability benefits.

3. Long-term disability – *VRS Hybrid Plan Employees Only*

All regular full-time employees participating in the VRS Hybrid Retirement Plan are covered by the VRS Virginia Local Disability Program (VLDP). Long-term disability provides income replacement if an employee becomes disabled and cannot work after the expiration of the maximum period of short-term disability. The employer pays for this coverage. VRS is responsible for the administration of the program. Please see the Human Resources Administrator for more information on VLDP long-term disability benefits.

4. Long-term care – *VRS Hybrid Plan Employees Only*

All regular full-time employees participating in the VRS Hybrid Retirement Plan are covered by the VRS Virginia Local Disability Program (VLDP), which provides long-term care benefits for employees who need help with everyday life tasks because of a prolonged health problem or following a major illness or injury. VRS is responsible for the administration of the program. Please see the Human Resources Administrator for more information on the long-term care benefits.

5. Life Insurance

All regular full-time employees are eligible and required to be covered by the VRS Group Term Life Insurance. This group term program provides a death benefit equal to the employee's annual salary rounded up to the next higher thousand and then doubled; in case of accidental death, the benefit is twice

this amount. The HRPDC/HRTPO pays 100% of the premium for this coverage.

The employee is also eligible to increase his/her own coverage and/or cover his/her dependents at the employee's expense. Please see the Human Resources Administrator for more information.

D. Worker's Compensation

HRPDC/HRTPO employees are covered under the Virginia Workers' Compensation Act which governs benefits for occupational injury or illness in qualifying circumstances.

1. Reporting Injuries

If an employee has an accident or injury on the job, the employee must report the situation to his/her supervisor, Deputy Executive Director or Executive Director *and* the Human Resources Administrator immediately, or as soon after the injury as practicable. Failure to report an accident or injury in a timely manner may prevent an employee from becoming eligible for reimbursement for medical expenses or other applicable benefits. Every accident or injury on the job must be reported.

2. Workers' Compensation Benefits

Workers' Compensation benefits will be provided in accordance with applicable state law. Workers' Compensation benefits, when approved, will pay two-thirds of an employee's take-home pay each week an employee is out of work.

When out of work due to a work-related injury, VRS Plan 1 and Plan 2 Employees may take sick or annual leave to cover the difference between pay received through workers' compensation and the employee's full salary, as long as the employee has sick or annual leave accrued. The employee is responsible for requesting use of their annual or sick leave for the difference.

When out of work due to a work-related injury, VRS Hybrid Plan Employees workers' compensation benefits will be coordinated with the employee's VRS short-term disability benefit.

Workers' compensation leave and FMLA leave will run concurrently provided the reason for the absence is due to an employee's qualifying serious illness or injury under FMLA. The HRPDC/HRTPO will notify the employee in writing if their workers' compensation leave will be counted as FMLA leave.

3. Panel of Physicians

The HRPDC/HRTPO maintains a Panel of Physicians for work-related injuries and illnesses (Appendix D). A physician from the panel must be used if medical treatment is needed. If a panel physician is unavailable at the time of an emergency, the employee may use an emergency facility for treatment. However, all follow-up care must be rendered by a physician chosen by the employee from the Panel of Physicians. The employee's Panel Physician can refer the employee to a specialist if needed; the employee may not choose the specialist himself.

If an employee does not receive treatment from a Panel Physician, workers' compensation benefits may be terminated and the employee's medical bills will not be paid. If an employee sustains a compensable work injury, the HRPDC/HRTPO Workers' Compensation Administrator will only be responsible for bills from the following:

- Panel Physicians
- Authorized treating specialist
- An emergency facility in a true emergency

E. Miscellaneous Insurance Policies

1. Fidelity bonds

   Purchased as needed by HRPDC/HRTPO.

2. Unethical practice insurance

   Purchased as needed by HRPDC/HRTPO.

3. Public officials liability insurance

   Purchased as needed by HRPDC/HRTPO.

VIII. Staff Development

HRPDC/HRTPO provides opportunities for employees to upgrade their technical or professional competence through educational programs relevant to their work at the HRPDC/HRTPO. Any regular full-time employee may participate contingent upon the eligibility requirements described in each section. Such opportunities must be planned, coordinated and conducted to maximize the effectiveness of available training and education funds. It is the employee's responsibility to coordinate with their supervisor and Deputy Executive Director during the budget process for any development opportunities they wish to pursue. Development opportunities may include, but are not limited to conferences, workshops and seminars; testing for job-related certifications; academic courses; and academic programs of study leading to certificates or degrees. All staff development activities must be submitted in writing and have prior approval from the employee's supervisor, Deputy Executive Director and the Executive Director. The final written approval must be submitted to the Human Resources Administrator for inclusion in the employee's personnel file. While participation in career development opportunities is encouraged and is expected to enhance employee performance and professional abilities, the HRPDC/HRTPO cannot guarantee participation will lead to a promotion, change in job assignment or salary increase.

A. Conferences, Workshops and Seminars

Conference, workshop and seminar activities are approved on an as-needed basis and must be related to the employee's current responsibilities at the HRPDC/HRTPO. These activities are generally provided by sources outside of the HRPDC/HRTPO for a fee and cover specific topics pertaining to a field or discipline. All regular full-time employees are eligible and must request prior approval for attendance from their supervisor, Deputy Executive Director and Executive Director. Fees for workshops and seminars are generally paid by the HRPDC/HRTPO in advance. Upon completion of a seminar or workshop, the employee must submit proof of completion for inclusion in the employee's personnel record. If an employee does not attend or complete a pre-paid seminar or workshop, the employee will be responsible for repayment of all registration fees.

B. Job-related Certifications & Licenses

Job-related certifications and licenses are generally provided by professional associations and require testing to determine knowledge in a specific discipline or field. Any regular full-time employee having been employed for at least one year is eligible to request approval for reimbursement for a job-related certification. Testing fees for certifications will be reimbursed only after successful completion of the certification/licensing program and if approved at least 30 days in advance by the employee's supervisor, Deputy Executive Director and the Executive Director if reimbursement is desired. Verification of successful completion is required. Certification/licensing study guides and other similar materials are the

responsibility of the employee and are generally not reimbursable by the HRPDC/HRTPO.

While not guaranteed, an increase to an employee's base salary may be granted after the receipt of a professionally recognized certification or license at the sole discretion of the Executive Director. An employee will be eligible for no more than two (2) salary adjustments for professional licenses or certifications during their tenure with the HRPDC/HRTPO.

C. Academic Courses

HRPDC/HRTPO provides opportunities for employees to upgrade their professional competence through educational opportunities relevant to their work at the HRPDC/HRTPO. All courses taken must be directly related to the employee's current position or is reasonably related to advancement opportunities within the HRPDC/HRTPO. Academic courses must have ***prior approval*** of the employee's supervisor, Deputy Executive Director and Executive Director. A written request must be received and approved at least 30 days in advance of course registration. The final written approval must be submitted to the Human Resources Administrator for inclusion in the employee's personnel file. The Executive Director has the discretion to refuse tuition reimbursement for any course he or she considers will not benefit the HRPDC/HRTPO.

All academic courses must be attended outside the employee's scheduled work hours. The HRPDC/HRTPO will not consider the time spent taking a course or any associated study/research time as compensable work time, unless otherwise directed by the employee's supervisor, Deputy Executive Director or Executive Director or the employee has received approval from their supervisor, the Deputy Executive Director and the Executive Director to use annual leave time.

1. Employee Eligibility

All regular full-time employees with at least three continuous years of service with the HRPDC/HRTPO are eligible to receive tuition reimbursement for one academic course per year. Eligibility is also contingent upon the employee's need for training, maintenance by the employee of fully acceptable evaluation and performance scores and the availability of funds in a department's approved budget.

All courses must be taken through a Commonwealth of Virginia supported, nationally accredited educational institution, college or university unless otherwise approved by the Executive Director. Tuition reimbursement will be provided at a local public university's in-state per credit hour rate, or actual cost, whichever is less.

2. Reimbursement

a. To be eligible for reimbursement, all requests for approval of courses should be made in writing and submitted to the employee's supervisor, Deputy Executive Director and the Executive Director at least thirty (30) days prior to registration. The Executive Director has final approval on all requests for tuition reimbursement. The employee is responsible for registering and paying for all tuition and expenses. Only the cost of tuition is reimbursed. The cost of books, meals, lodging, fees, transportation, etc., will not be reimbursed by HRPDC/HRTPO.

b. Upon successful completion of a course, the employee must submit a request in writing for reimbursement for the approved course. Verification of successful completion of the course through an official grade report will be required as well as a copy of the receipt of payment. Employees must obtain a minimum grade of "C" for undergraduate courses, a grade of "B" for graduate courses, and a "passing" declaration for enrollment of classes under a special status. Payment for courses that do not have prior approval of the Executive Director will not be allowed.

c. Payment may be made in advance under special arrangement with the Executive Director in extreme hardship situations only. Such requests must be made in writing. Failure to complete a course successfully will result in the employee repaying the HRPDC/HRTPO the amount advanced.

3. Service Obligation

In addition to the conditions described above, an employee who receives tuition reimbursement for approved and accredited academic courses will incur an additional service obligation of one year to the HRPDC/HRTPO from the date of the last payment to the employee for tuition reimbursement. Voluntary termination of employment before this obligation is met will result in repayment to the HRPDC/HRTPO of all tuition reimbursement received on a pro-rata basis through deductions from their final paycheck and/or cash settlement. If employment is terminated involuntarily before the service obligation is met, repayment of tuition will not be required.

D. Academic Programs

HRPDC/HRTPO provides opportunities for employees to upgrade their professional competence through academic programs in which a Bachelor's or Master's degree is conferred. Programs must be relevant to an employee's work at the HRPDC/HRTPO or reasonably related to advancement opportunities within the organization. Participation in an academic program must have prior approval of the employee's

supervisor, Deputy Executive Director and Executive Director. A written request must be received and approved at least 30 days in advance of course registration. The final written approval must be submitted to the Human Resources Administrator for inclusion in the employee's personnel file. The Executive Director has the discretion to refuse approval for participation in and reimbursement for any program he/she considers will not benefit the HRPDC/HRTPO.

All academic courses must be attended outside the employee's scheduled work hours. The HRPDC/HRTPO will not consider the time spent taking a course or any associated study/research time as compensable work time, unless otherwise directed by the employee's supervisor, Deputy Executive Director or Executive Director or the employee has received approval from their supervisor, the Deputy Executive Director and the Executive Director to use annual leave time.

The HRPDC/HRTPO will only reimburse the employee for the specific classes prescribed for the academic program.

1. Employee Eligibility

   All regular full-time employees with at least three continuous years of service with the HRPDC/HRTPO are eligible to receive tuition reimbursement for participation in an academic program according to length of service as follows:

   a. Up to six (6) credit hours per year for employees with at least three (3) years of continuous service, but less than five (5) years of continuous service.

   b. Up to nine (9) credit hours per year for employees with at least five (5) years of continuous service.

   Eligibility is also contingent upon the employee's need for training, maintenance by the employee of fully acceptable evaluation and performance scores and the availability of funds in a department's approved budget.

   All courses must be taken through a Commonwealth of Virginia supported, nationally accredited educational institution, college or university unless otherwise approved by the Executive Director. Tuition reimbursement will be provided at a local public university's in-state per credit hour rate, or actual cost, whichever is less.

2. Reimbursement

   a. To be eligible for reimbursement, all requests for approval of courses within a pre-approved program should be made in writing and submitted to the employee's supervisor, Deputy Executive Director at least once a

year and if possible should describe the courses to be taken. The Executive Director has final approval on all requests for tuition reimbursement The employee is responsible for registering and paying for all tuition and expenses. Only the cost of tuition is reimbursed. The cost of books, meals, lodging, fees, transportation, etc., will not be reimbursed by HRPDC/HRTPO.

b. Upon successful completion of a course, the employee must submit a request in writing for reimbursement for the course taken within the academic program. Verification of successful completion of the course through an official grade report will be required as well as a copy of the receipt of payment. Employees must obtain a minimum grade of "C" for undergraduate courses, a grade of "B" for graduate courses, and a "passing" declaration for enrollment of classes under a special status. Payment for courses that do not have prior approval of the Executive Director will not be allowed.

c. Payment may be made in advance under special arrangement with the Executive Director for extreme hardship situations only. Such requests must be made in writing. Failure to complete a course successfully will result in the employee repaying the HRPDC/HRTPO the amount advanced.

3. Service Obligation

If an employee receives approval for an academic program in which a degree is conferred and tuition expenses are reimbursed, the employee will incur an additional service obligation to the HRPDC/HRTPO of two (2) years from the date the degree is conferred. Voluntary termination of employment before this obligation is met will result in the repayment to the HRPDC/HRTPO of all tuition reimbursement received by the employee on a pro-rata basis through deductions from their final paycheck and/or cash settlement. If employment is terminated involuntarily before the service obligation is met, repayment of tuition will not be required.

Failure to complete a program successfully will result in an additional service obligation of two (2) years from the date of the last payment to the employee for any tuition reimbursement. Voluntary termination of employment before this obligation is met will result in the repayment to the HRPDC/HRTPO of all tuition reimbursement received by the employee during the last two (2) years on a pro-rata basis through deductions from their final paycheck and/or cash settlement. If employment is terminated involuntarily before the service obligation is met, repayment of tuition will not be required.

While not guaranteed, an increase to an employee's base salary may be granted after the conference of an advanced degree at the sole discretion of the Executive

Director. An employee will be eligible for no more than one (1) salary adjustment for advanced degrees during their tenure with the HRPDC/HRTPO.

E. Educational Leave

See "Special Leave" under Section VI.L.

IX. Retirement

A. Social Security

The HRPDC/HRTPO participates in the Federal Insurance Contributions Act (FICA) program for all employees in accordance with federal law. All employees come under FICA and participation is mandatory. Employee contributions are automatically deducted from their paycheck. HRPDC/HRTPO contributes to Social Security an amount equal to that contributed by the employee, or as required by federal law. Social Security provides, after a sufficient period of coverage, specific income protection for an employee and for the employee's family, in the event of disability, death, or retirement. Questions related to Social Security should be directed to the local Social Security Administration Office.

B. VRS

The Virginia Retirement System (VRS) provides a retirement benefit for all regular full-time HRPDC/HRTPO employees. This is in addition to Social Security benefits. All full-time regular employees must contribute five percent (5%) of their annual compensation into VRS and participation is mandatory. The HRPDC/HRTPO also contributes a percentage of the employee's salary into VRS; this rate is set by VRS and may vary. Employees are fully vested after five years of service. Retirement benefits can begin under the various programs at age 50 in accordance with VRS policies. The amount of retirement benefits varies based on factors such as years of covered service, age upon retirement, salary and VRS retirement plan. Full details can be obtained from the Human Resources Administrator.

C. 457 Deferred Compensation Plan

The HRPDC/HRTPO offers all regular employees a 457 Deferred Compensation Plan through the ICMA Retirement Corporation. This plan allows employees to set aside tax-free specified portions of their salary for payment at a later date and to report a reduced current salary for tax purposes. Participation is voluntary, and financed through employee deductions. Additional information can be obtained from the Human Resources Administrator.

D. Retiree Health Insurance

HRPDC/HRTPO policy, approved on June 18, 1997, offers eligible HRPDC/HRTPO retirees specific health insurance benefits effective upon retirement. Retirees are able to choose from existing health insurance plans offered by the HRPDC/HRTPO to its active employees. A summary of each plan offered by the HRPDC/HRTPO is available from the Human Resources Administrator.

An employee is eligible to receive such healthcare benefits when he/she has completed 20 full years of continuous service with HRPDC/HRTPO, has attained age 50 *and* retires under the Virginia Retirement System.

1. Participation Options

The retiree may elect to receive individual coverage only or coverage for the retiree and the retiree's spouse, either through the HRPDC's/HRTPO's existing program or through an external provider.

a. Participation under HRPDC/HRTPO health insurance programs

(1) If the retiree elects to remain with a plan offered by HRPDC/HRTPO, the HRPDC/HRTPO will contribute an amount equal to the current active employee or employee/spouse premium for the plan selected. The retiree shall pay to the HRPDC/HRTPO any amount of the actual retiree premium(s) which exceed that paid by the HRPDC/HRTPO for the retiree and spouse. Under this option, the HRPDC/HRTPO contribution is non-taxable.

(2) For a retiree or his/her spouse who are MEDICARE eligible, HRPDC/HRTPO will contribute an amount equal to the current premium for the program plan designed to complement MEDICARE coverage. Meanwhile, the standard HRPDC/HRTPO contribution, indicated in paragraph (1) above, will continue for the remaining spouse until he/she is MEDICARE eligible. At such time, the HRPDC/HRTPO will contribute to the remaining spouse's premium an amount equal to the current premium for the plan designed to complement MEDICARE coverage.

(3) Retirees may participate in the annual Open Enrollment period in accordance with Healthcare Plan Administrator's policies. (Note: Participants in private plans have no Open Enrollment period.)

(4) If any break occurs in the retiree's continuous coverage under Health Benefits Program, such as participation in a private policy for any period, the retiree and spouse may not return to coverage under any HRPDC/HRTPO offered healthcare plan.

b. Participation under Private Insurance Plan

If, at the time of retirement, the employee purchases health coverage for himself and/or his/her spouse, from a bona fide insurance carrier, and declines coverage for himself or his/her spouse under the healthcare benefits program offered by the HRPDC/HRTPO, the HRPDC/HRTPO will reimburse the retiree, monthly, the amount paid by the employee for the purchased health coverage up to an amount determined as follows:

(1) If either individual for whom the retiree purchases coverage (i.e., the retiree or the retiree's spouse) is MEDICARE eligible, the maximum reimbursement for coverage purchased for that individual shall be the amount of the current premium the MEDICARE supplement as described in Section D.1.a.(2) above.

(2) If the retiree purchases coverage for both him/herself and his/her spouse from a bona fide insurance carrier, and neither is MEDICARE eligible, the maximum reimbursement to the retiree for coverage purchased for those individuals shall be equal to the portion of the amount of the current premium of the current active employee or employee/spouse premium that the HRPDC/HRTPO would have paid if that coverage had been obtained pursuant to Option D.1.a above.

(3) If pursuant to this Option D.1.b, the retiree purchases coverage for an individual (i.e., either the retiree or his/her spouse) who is not MEDICARE eligible, and either of the other of the retiree and his/her spouse is MEDICARE eligible (whether or not the retiree obtains coverage for that individual under Option D.1.a above or this Option D.1.b), or the retiree obtains coverage only for him/herself and does not obtain coverage under either Option D.1.a above or this Option D.1.b for his/her spouse, then the maximum reimbursement pursuant to this Option for the coverage purchased for that individual who is not MEDICARE eligible shall be equal up to the amount of the current premium for the healthcare benefits coverage for that individual only that the HRPDC/HRTPO would have paid if that coverage had been obtained pursuant to Option D.1.a above; and

(4) If neither the retiree nor his/her spouse is MEDICARE eligible, and the retiree elects coverage for him/herself pursuant to Option D.1.a above, while declining coverage, and purchasing coverage, for his/her spouse pursuant to this Option D.1.b,, then the maximum reimbursement under this option for coverage purchased for the spouse shall be equal to the difference between:

(a) the portion of the amount of the current premium for the retiree and spouse that HRPDC/HRTPO would have paid if that coverage had been obtained pursuant to Option D.1.a above; and

(b) the portion of the amount of the current premium for the retiree alone that HRPDC/HRTPO would have paid if that coverage had been obtained pursuant to Option D.1 above.

Under this Option D.1.b, the retiree must submit proof of payment to a bona-fide insurance carrier and proof that health coverage of the retiree, of his/her spouse, or of both the retiree and his/her spouse is in force before any reimbursement will be made. That proof shall be in such form as HRPDC/HRTPO may require (e.g., a certificate in writing by the retiree that he/she and/or his/her spouse is enrolled in coverage and the amount of the premium). The payment to the insurance carrier must have been made on an after-tax basis and may not have been made through pre-tax payroll deduction. Reimbursement payments made pursuant to this Option D.1.b are intended not to be subject to taxes.

2. Retiree Application for Coverage

An eligible retiree must apply for coverage, via the Human Resources Administrator, ninety (90) days prior to his/her retirement date.

3. Premium Payment

For retirees who select coverage under HRPDC/HRTPO health benefits plans, the retirees shall pay contributions for their health benefits coverage directly to the HRPDC/HRTPO, not later than the 20th of each month during the period of coverage. The retiree's contribution shall be the amount of the actual premium for the retiree and spouse not specifically paid by the HRPDC/HRTPO. Failure to make the premium payment on time may be cause for termination of coverage.

4. Notification Requirements

Benefit recipients under this program, or their designated agent, shall advise HRPDC/HRTPO within 30 days of any change in address of the retiree and spouse, the death of a benefit recipient, or any other status change of which the employer would not normally be aware.

5. Amendment & Termination

HRPDC/HRTPO has the right to amend or terminate this program at any time without the consent of any retiree or other person.

6. Death of HRPDC/HRTPO Retiree

Any spouse covered at the time of the retiree's death may continue coverage until such time it is no longer necessary. Cost of this coverage will continue under the same formula as if the retiree were still alive: with the HRPDC/HRTPO paying a portion of the premium as described above.

X. Performance Standards & Evaluation

A. Performance Policy

Employee performance management and evaluation supports the HRPDC/HRTPO's philosophy of improving organizational performance. Job performance standards are linked to strategic goals of the employee's department and the organization overall. Performance management is intended to create a climate in which employees are valued, motivated and recognized for their contributions to their department and the HRPDC/HRTPO and given the opportunity to further develop professionally. Communication is an essential part of the supervisor/employee relationship. The job to be done, the measures of success to be used, the tools and support needed, and how the employee is performing all need to be stated clearly and understood by both parties.

The purpose of the performance evaluation policy includes the following primary objectives:

1. To align employee behavior and performance with the HRPDC's/HRTPO's goals and objectives in order to provide the highest quality of services possible.

2. To encourage productivity, clarify employee job expectations, and provide a consistent method of managing and developing employee performance.

3. To promote open communication between supervisors and employees.

B. Performance Standards

Annual tasks and levels of performance are agreed to between the employee, supervisor, Deputy Executive Director and Executive Director prior to each evaluation year. Performance standards are the mechanisms by which the employee's performance is judged. Goals and objectives should be set annually as they help demonstrate where the employee is expected to be in terms of job accomplishment and level of performance. Goals and objectives may vary widely from one type of job to another, but all employees will be evaluated in the areas of attendance, dependability and cooperation.

C. Performance Evaluation

HRPDC/HRTPO employees work under a "Pay for Performance" system. The performance of each employee is evaluated by the supervisor and the employee in a semi-annual session, and finalized at year-end. The overall objective is to develop a better understanding of the employee's relationship to the work program, improve the employee's qualifications where possible, and to improve the organizational performance.

Documentation of performance, as discussed with the employee throughout the year, is critical for supervisors to fairly and consistently assess the employee's performance during the entire rating period. Documentation to be maintained should include the employee's progress, both positive and negative, in meeting predetermined goals or standards, or when there are changes to any standards or developmental plans during the year for which the employee will be held accountable. Also, any letters of commendation, counseling, or discipline, or any other forms of documentation discussed with the employee should be included along with or on the performance evaluation form.

Supervisors shall meet privately with the employee to thoroughly discuss the evaluation. The employee should be encouraged to discuss any work-related concerns and any career development goals. The supervisor should use this opportunity to openly communicate with the employee and recognize the employee's strengths, reinforce good performance, recognize improvements that have occurred, identify performance problems or weaknesses, make suggestions for improvement, and reinforce how the employee's performance and contribution supports both the department's and organization's goals.

All evaluations will be reviewed by the HRPDC/HRTPO Deputy Executive Directors and the Executive Director. Once the evaluations have been reviewed, the evaluation forms will be returned to the supervisor for final review and signature by both the employee and the supervisor. If an employee refuses to sign the form, the supervisor should so note on the evaluation form. The Executive Director will have the final say should there be a difference of opinion between the supervisor and the employee being rated. All evaluations must be returned to the Human Resources Administrator at the conclusion of the evaluation.

Evaluation forms are available from the Human Resources Administrator.

D. Distinguishing Between Poor Performance & Misconduct

When an employee fails to meet performance expectations or behaves in an inappropriate manner, it may become necessary to initiate actions to correct the performance and/or conduct or end the employment relationship. Poor performance is defined as the inability or unwillingness to meet acceptable work expectations due to lack of skills, training, education, or other circumstances. Misconduct is defined as willful disregard of the HRPDC's/HRTPO's standards of conduct or policies. In addition to the discipline outlined in Section XI, alternative strategies for dealing with poor performance such as formal coaching and individual performance improvement plans may be used. When using such alternative strategies, the employee must be given specific instructions regarding expectations and dates to meet the expectations. The employee should be clearly told that failure to meet the requirements of the action plan may result in further disciplinary action

or termination. A written action plan with due dates is the best tool for defining performance improvement needs.

E. Employee Assistance Program

The HRPDC/HRTPO provides an Employee Assistance Program (EAP) to eligible employees and immediate family members at no cost to the employee as part of the total benefits package. Among other areas, the program provides assistance in the areas of job performance problems through access to a professional provider. An employee may be encouraged by a supervisor to contact the EAP to address job performance problems. It is the employee's choice to act on the suggestion. The employee may contact the EAP directly to access services or, upon the employee's request, the employee's supervisor may assist in this process. No information is exchanged between the EAP and the HRPDC/HRTPO with regard to a suggested referral.

In cases of poor performance or misconduct, the HRPDC/HRTPO may require that an employee be referred to the EAP for assessment and appropriate intervention. The employee may be subject to appropriate action for the performance problem however, when the Executive Director determines it is in the best interest of the HRPDC/HRTPO and the employee, any personnel action may be held in abeyance pending successful outcome of the intervention. Since a directed referral is the result of an employee's poor performance or misconduct and may involve a subsequent personnel action, some tracking information will be exchanged between the HRPDC/HRTPO and the EAP. The EAP provider will inform the Human Resources Administrator in writing as to whether the employee followed through with the referral to the EAP and whether the employee complied with the recommendations made by the EAP provider. Such written communications will be marked "confidential." The Human Resources Administrator may discuss the information with the Deputy Executive Director(s) and/or the Executive Director. Due to the nature of the directed referral, these communications will be maintained in a confidential file maintained by the Human Resources Administrator.

XI. Discipline

A. Policy

Employment with the HRPDC/HRTPO is in the nature of at-will employment meaning that an employee has the right to terminate his/her own employment just as the HRPDC/HRTPO reserves the right to terminate employment, at any time, for any reason allowed under the law with or without cause.

HRPDC/HRTPO desires to maintain a workplace that is conducive to good relationships and excellent performance of work. The disciplinary process provides supervisors with a fair and objective guide for determining the seriousness of an employee's unsatisfactory work performance or misconduct and selecting the appropriate disciplinary action to correct unacceptable behavior or performance. Poor performance is defined as the inability or unwillingness to meet acceptable work expectations due to lack of skills, training, education, or other circumstances. Misconduct is defined as willful disregard of the HRPDC/HRTPO's standards of conduct or departmental rules. All employees are covered under this policy and shall be disciplined by the same process.

Accordingly, HRPDC/HRTPO may utilize various means of disciplinary action for misconduct and poor performance that may take any of the following forms and are not necessarily restricted to the order set forth below:

- Verbal Reprimand
- Written Reprimand
- Suspension
- Demotion
- Termination

Disciplinary actions may be subject to employee appeal through the approved grievance procedure by those eligible to use the grievance procedure.

B. Available Disciplinary Actions

Disciplinary action is to be in proportion to the seriousness of the violation and is generally administered in a progressive manner although not required or mandated. Employees will often be reminded about accepted standards and rules of conduct before more severe disciplinary action is taken. However, even in the absence of prior disciplinary measures, any infraction may incur serious disciplinary action up to and including dismissal.

1. Verbal Reprimands

   Verbal reprimands are defined as a discussion between a supervisor and the employee where the employee is advised and cautioned about unsatisfactory

work performance or conduct. A supervisor may orally reprimand an employee for any cause. The violation is generally considered minor and the warning or reprimand can be expected to resolve the problem or alert the employee of expected future conduct and the consequences of reoccurrence of the behavior in question. Verbal reprimands should be noted in writing by the supervisor for the supervisor's use in the event that further discipline is needed. Verbal reprimands may also be documented, dated and transmitted to the Human Resources Administrator for placement in the employee's personnel file.

2. Written Reprimands

Written reprimands are written documentation to the employee from the supervisor where the employee is advised and cautioned about unsatisfactory work performance, accumulated infractions, or misconduct. This measure is generally used for more significant first violations or repeated minor infractions. Written reprimands must be coordinated with the Deputy Executive Director(s) and Executive Director prior to meeting with the employee. The supervisor will meet with the employee and discuss the disciplinary action and the employee will be asked to sign the written documentation acknowledging that he/she has received the warning. All written reprimands will be forwarded to Human Resources for inclusion in the employee's personnel file.

3. Suspensions

Suspensions are temporary separations from employment for the purpose of reprimanding an employee for inappropriate conduct for one or more full workdays. An employee may be suspended with or without pay while an investigation is pending. Such action is taken by the Executive Director, in consultation with the employee's supervisor and/or Deputy Executive Director. A written record of the action will be placed in the employee's personnel file with a copy provided to the employee and the Human Resources Administrator who shall process the without pay provision.

4. Demotion

An employee may be demoted by the Executive Director after consultation with the employee's supervisor and/or Deputy Executive Director. A written notice of demotion will be transmitted to the employee within fifteen days of the effective date of the demotion. This notice will specify the reason(s) for the demotion and a copy will be placed in the employee's personnel folder.

5. Termination

An employee may be terminated from employment at any time for any reason allowed under the law, with or without cause, by the Executive Director after consultation with the employee's supervisor and/or Deputy Executive Director. A written notice of dismissal will be transmitted to the employee within fifteen working days of the effective date of discharge, depending on the nature of the discharge, and a copy will be placed in the employee's personnel file.

C. Reasons for Disciplinary Measures

Any action by an employee that negatively reflects on or otherwise discredits the HRPDC/HRTPO, or is a direct hindrance to effective performance of an employee or the HRPDC/HRTPO, may result in disciplinary action.

Examples of unacceptable conduct are listed below and should be used only as a guide as it is not all-inclusive.

1. Offensive, abusive, threatening, coercive language or conduct towards supervisors, other employees, customers, the public, the HRPDC/HRTPO or related officials
2. Physical violence
3. Insubordination
4. Discrimination, sexual harassment or other forms of harassment
5. Failure to perform the duties and responsibilities of the position
6. Inadequate or unsatisfactory job performance
7. Negligence in the care and handling of HRPDC/HRTPO property
8. Falsification of records, including, but not limited to reports, insurance claims, time records, leave records, expense reports or other official HRPDC/HRTPO documents
9. Use of HRPDC/HRTPO vehicle without a valid operator's permit
10. Theft or unauthorized removal of HRPDC/HRTPO property
11. Conviction of a felony or crime of moral turpitude
12. Recurring tardiness or unauthorized absences from the job
13. Fraud, deceit, dishonesty or misrepresentations
14. Retaliation, discrimination or harassment against an employee for filing a complaint of discrimination, harassment or other similar complaint or for participating in the complaint of another employee
15. Violation of any provision of the HRPDC/HRTPO rules, regulations or procedures whether established through written policy or by standard practice

D. Disciplinary Guidelines

The severity of the discipline chosen must fit the seriousness of the offense. The following principles shall be observed when considering disciplinary action:

1. Management shall consider prior disciplinary actions taken against the employee, including the date, severity and circumstances of the prior actions.

2. The disciplinary action shall be situationally appropriate and shall be consistent with the expectations of the employee's position.

3. Management shall consider the special needs of the HRPDC/HRTPO and/or the employee's department and the seriousness of the employee's behavior or performance.

4. Employees are responsible and accountable for knowing the performance or behavioral expectations of the HRPDC/HRTPO.

5. In determining the severity of the disciplinary action, it should be established whether there has been repetition of the same or similar performance or behavior.

If there are mitigating circumstances, supervisors in consultation with the Deputy Executive Director and Executive Director, may recommend reduced discipline, but must state their reasons for such action.

Procedural steps for imposing discipline are set out in XI.E. The failure of a supervisor to follow these procedural steps will not, by itself, make the discipline invalid or improper, but an employee may separately grieve a supervisor's failure to follow appropriate procedure, provided that such grievance is filed timely. The sole remedy for such grievance shall be correction of the procedural error.

E. Disciplinary Procedures

Authority to initiate disciplinary actions shall generally be the responsibility of the supervisor. Management is responsible for ensuring that discipline is administered in a fair and consistent manner. Verbal reprimands shall be noted in writing by the supervisor for the supervisor's use in the event that further discipline is needed; documentation may be forwarded to the Human Resources Administrator for inclusion in the employee's personnel file. All other levels of recommended discipline shall be in writing from the supervisor to the Deputy Executive Director and Executive Director and shall have the following elements:

1. A statement of the reason(s) for the disciplinary action.

2. A statement of whether the employee has received previous counseling or disciplinary action for this or a similar offense, date(s) of the offense(s) and the action taken to correct the problem in the past.
3. A statement as to the employee's oral response and/or the employee's original written response.

All written disciplinary actions must be coordinated by the supervisor with the Deputy Executive Director(s) and Executive Director. Employees will be granted an opportunity to respond to allegations before final disciplinary action is taken by the Executive Director. Upon the final determination of disciplinary action, the employee shall be advised in writing of his rights to appeal through the Grievance Procedure, if applicable. All documentation concerning the disciplinary action shall be forwarded to the Human Resources Administrator for inclusion in the employee's personnel file.

XII. Grievance Process

A. Open Door Policy

HRPDC/HRTPO maintains a policy of open communications among employees and the various levels of supervision in order to foster cooperation and understanding throughout the HRPDC/HRTPO staff. This Open Door Policy helps to build efficient working relations among employees and furthers the professional quality of the work performed by the HRPDC/HRTPO. As an employee of HRPDC/HRTPO, you are encouraged to talk to your supervisor if you feel you have been treated unfairly or not in accordance with the Personnel Manual. Higher levels of HRPDC/HRTPO management are also accessible through this Open Door Policy to discuss employee concerns. HRPDC/HRTPO expects that utilization of this Open Door Policy will largely alleviate the need for a formal grievance procedure. A Deputy Executive Director is available to mediate should the employee and/or the supervisor determine the necessity.

B. Grievance Procedure

In addition to the Open Door Policy described above, HRPDC/HRTPO offers a formal grievance procedure to facilitate resolution of employee grievances. Grievances are complaints or disputes of employees concerning their employment at HRPDC/HRTPO. Complaints involving conditions of employment, including employee discipline, discrimination, or harassment, may be addressed through the grievance procedure. The following issues are excluded from the formal grievance procedure:

1. Complaints or disputes concerning wages, salaries, pay increases, or employee benefits;
2. Complaints or disputes concerning conditions of employment agreed to by the employee;
3. Separation, demotion, or layoff because of lack of work, reduction in force, or job abolition;
4. Challenges to HRPDC's/HRTPO's Personnel Manual (an employee may file a grievance concerning unfair or improper application of a policy but may not file a grievance challenging the existence or advisability of a policy contained in the Personnel Manual);
5. Discretionary matters discussed in the HRPDC/HRTPO Personnel Manual, such as requests for Special Leave, unless such matters are in violation of law or existing HRPDC/HRTPO policy.

If there is a question concerning whether a particular issue may be addressed through HRPDC's/HRTPO's formal grievance procedure, the Human Resources Administrator, in consultation with a Deputy Executive Director, will make a determination as to whether the issue is grievable. This formal grievance procedure is available to all employees who have completed their probationary period. Employees who have not completed their probationary period and employees who

have concerns regarding issues excluded from the formal grievance procedure may utilize the Open Door Policy to address their concerns. The determination that an employee's complaint is not grievable under the formal grievance procedure shall in no way infringe upon that employee's rights as defined by any applicable federal, state, or local law.

One objective of HRPDC's/HRTPO's Grievance Policy and Procedure is to obtain understanding and resolution of employee problems at the most direct level possible or appropriate for the circumstances. Although HRPDC/HRTPO aims to resolve each problem within the department in which it arises whenever feasible, an employee may pursue a grievance through proper channels up to the highest level of management when necessary.

C. Grievance Procedure Steps

The following steps apply to employee grievances involving issues other than those excluded from the grievance procedure as described above:

1. Step 1 -- Oral Notice to Immediate Supervisor

   The aggrieved employee (grievant) will present an oral grievance to the employee's immediate supervisor within ten working days of the occurrence of the situation giving rise to the grievance. Barring extenuating circumstances, the supervisor will provide an oral answer within five working days of the employee's presentation of the grievance.

2. Step 2 -- Written Notice to Immediate Supervisor

   If a grievance is not satisfactorily resolved through Step 1 above, the grievant may submit the grievance in writing to the immediate supervisor within five working days of the oral response. The written grievance must be signed by the grievant. Barring extenuating circumstances, the supervisor will respond with a written decision within five working days of receipt of the written grievance.

3. Step 3 -- Appeal to Deputy Executive Director/Executive Director

   If a grievance is not satisfactorily resolved through Step 2 above, the grievant may submit a written appeal to the Deputy Executive Director, (or to the Executive Director, if the grievant directly reports to the Deputy Executive Director) within five working days of the response issued in Step 2. The notification must include a signed statement as to the basis on which the grievant will contend that the response provided in Step 2 should be reversed or modified. Barring extenuating circumstances, the Deputy Executive Director (or Executive Director) will reply to the appeal with a decision in writing within five working days of receipt of the written appeal.

4. Step 4 -- Appeal to Grievance Review Panel

If a grievance is not satisfactorily resolved through Steps 1, 2, and 3 above, the grievant may appeal the decision to a Grievance Review Panel. Within five working days of the response issued in Step 3 above, the grievant must submit written notification to the Human Resources Administrator of the grievant's request for a Grievance Review Panel. The notification must include a signed statement as to the basis on which the grievant will contend that the decision of the Deputy Executive Director (or of the Executive Director) should be reversed or modified. The notification shall include a list of any employees or witnesses whom the grievant feels should be called to testify on the employee's behalf at the Grievance Review Panel hearing.

The notification and request for a Grievance Review Panel must be submitted to the Human Resources Administrator who will arrange for a hearing time and notify all affected parties of the date and place of the hearing. Barring extenuating circumstances, the hearing will be scheduled to occur more than five and less than fifteen working days after the date on which the parties are notified of the hearing.

a. Composition of Grievance Review Panel

The Panel will consist of three members, selected as follows: The grievant will select one representative from among the employees of HRPDC/HRTPO, and the supervisor will select one representative from among the employees of HRPDC/HRTPO. The third member of the Panel will be selected by the first two members from among the employees of HRPDC/HRTPO. The third member will chair the Panel.

b. Conduct of Grievance Review Panel Hearing

The Panel will determine the propriety of attendance at the hearing of persons other than the parties.

The Panel may ask for statements at the initiation of the hearing to clarify the issues involved.

The Panel will determine the relevance and materiality of any evidence offered.

The Panel may receive exhibits, including documents relating to previous steps in the grievance procedure, which will be marked, received in evidence, and made part of the record.
The Panel shall afford full and equal opportunity to all parties for presentation of relevant facts, evidence, and other relevant material.

However, the Panel may choose to exclude evidence that would be unnecessarily cumulative.

Evidence must be presented in the presence of the Panel and the parties.

The Panel's determinations concerning procedural and evidentiary matters will be made by majority decision of the three members.

The Chair of the Panel, upon completion of presentation of the evidence offered by the parties, shall ask the parties whether they have any further evidence to offer or witnesses to be heard. Upon negative replies to this inquiry, the Chair shall declare the hearing closed.

The Panel shall issue findings by majority decision and shall present the findings in writing to all parties and to the Executive Director within 15 working days of the close of the hearing.

5. Step 5 -- Review and Final Determination by Executive Director

The findings of the Grievance Review Panel will be reviewed by the Executive Director of HRPDC/HRTPO, who will issue a final written determination within ten days of receipt of the Panel's findings. The Executive Director may review the record of evidence presented to the Panel and other pertinent information in reaching the final determination. The Panel's findings are not binding on the Executive Director.

D. Grievance Rights & Conditions

1. At any Step following Step 1 of the Grievance Procedure, a party may be accompanied by a representative or attorney at the party's own expense.

2. Failure by the grievant to process the grievance within the time limits provided above shall terminate the grievance. If the designated supervisor fails to respond to a grievance within the time limits provided above, the grievant may proceed to the next Step in the Grievance Procedure.

3. In extenuating circumstances, the Executive Director may extend the time limits provided in the Grievance Procedure.

4. The term "working days" as used in this Grievance Procedure includes any day on which HRPDC/HRTPO is open for business, without regard to whether the grievant reports to work on any such day.

5. Employees who pursue grievances or participate in the grievance process are protected against reprisal or retaliation for such actions. This protection, however, does not give any grievant or witness a right to put forth knowingly false claims or information in connection with a grievance or to make slanderous or libelous statements. If an employee feels he or she has suffered retaliation because of participation in the grievance process, the employee may file a grievance to address these concerns.

6. The Grievance Review Panel does not have authority to add to, delete from, amend, or disregard HRPDC/HRTPO policies, procedures, rules, or regulations.

7. Management of HRPDC/HRTPO reserves exclusive right to: manage the affairs and operations of the HRPDC/HRTPO; direct the methods, means, and personnel by which the work of the HRPDC/HRTPO is to be performed; and determine similar matters customarily reserved to the discretion of management. Responses to employee grievances shall give due regard to such prerogatives of management while seeking equitable enforcement and application of HRPDC/HRTPO policies.

E. Applicant Grievance

Applicants for positions at HRPDC/HRTPO that are governed by federal agencies such as the Department of Transportation will be advised of any additional recourse provided by such agency, where applicable, with respect to applicant grievances or complaints.

XIII. Travel Policy

The travel policy applies to travel both within the geographical area of the HRPDC/HRTPO jurisdictions and outside the jurisdiction area. Vouchers must be completed for reimbursement claims for all staff travel expenses. Reimbursement is limited to travel expenses of HRPDC/HRTPO employees on official business duties.

A. In-area Travel

1. Vehicles

   The use of HRPDC/HRTPO vehicles, when available, is required. When using HRPDC/HRTPO vehicles, staff must reserve a specific vehicle on the "VEHICLE CHECKOUT" calendar in the HRPDC/HRTPO Outlook email system. The purpose and location of the trip must be noted on the calendar. Upon returning, staff must sign the vehicle back in. Use of personal vehicles will be permitted when an HRPDC/HRTPO vehicle is unavailable. Please refer to Section XVI of this Manual for additional information on vehicle usage.

2. Reimbursement

   a. Mileage

      Reimbursement for mileage is determined by the reimbursement policy of the Commonwealth. If an HRPDC/HRTPO vehicle is available for use and an employee elects to use his/her personal vehicle, mileage will be reimbursed for one-half the total mileage. If an agency vehicle is not available for use and an employee wishes to use his/her personal vehicle, prior approval by the employee's Deputy Executive Director and/or the Executive Director must be obtained. If approved, employees will be reimbursed for the total mileage. A private automobile must be covered with proper insurance to at least the minimum required by the State.

   b. Meals & Related Expenses

      Employees will be reimbursed for related expenses such as tolls and parking. Reimbursement for meals and related expenses is not permitted except where it is necessary for an employee to attend an authorized breakfast, luncheon, or dinner meeting.

B. Out-of-area Travel

All out-of-area travel must be approved in advance by the employee's supervisor, Deputy Executive Director and the Executive Director and substantiated by receipts to assure reimbursement. Charges and procedures will follow the administrative policies set by the Executive Director as follows:

1. Transportation

The most economical and efficient form of transportation should be used, as determined by the nature and urgency of the travel, the number of persons making the trip, the distance to be traveled, and the relative cost of transportation, including time involved.

a. Commercial Air Travel

Commercial air travel should be used whenever it is most economical, especially when distance to be traveled is over 250 miles. Tourist class accommodations are to be used, except when not available. A receipt must be presented for reimbursement.

b. Personal Vehicle/Rental Cars

A private automobile may be used when public transportation is not feasible, or convenient, or an HRPDC/HRTPO vehicle is not available. If an HRPDC/HRTPO vehicle is available and the employee wishes to use his/her private vehicle, prior approval by the employee's Deputy Executive Director and/or the Executive Director must be obtained. Reimbursement will be for one-half the total mileage plus parking fees and tolls, if applicable.

A rental automobile may be used when appropriate, e.g., when ground transportation costs (taxies, etc.) would exceed the cost of renting an automobile. Actual expenses supported by receipts will be reimbursed. Comprehensive insurance coverage is always to be ordered when renting vehicles.

c. Other

Other travel by public transportation may be authorized. A receipt must be presented for reimbursement.

2. Lodging

The cost of lodging for authorized personnel will be reimbursed based on the standard room rate and submission of all receipts. Employees should refer to Appendix E – Travel Reimbursement Guide for maximum reimbursement rates in selected areas. Lodging guidelines EXCLUDE taxes and surcharges. Taxes and surcharges are reimbursable.

3. Meals

a. Actual expenses for meals supported by receipts, including tips (not to exceed 20%), will be reimbursed to employees on official travel. Employees should refer to Appendix F – Travel Reimbursement Guide for maximum reimbursement rates in selected areas.

b. Meal expense claims are subject to approval by the employee's supervisor, Deputy Executive Director and the Executive Director and shall be submitted in accordance with HRPDC/HRTPO administrative policies.

c. Meal costs will only be reimbursed by the HRPDC/HRTPO in the case of overnight travel. Meal costs incurred during day trips out of the area will not be reimbursed, except for attendance at an authorized breakfast, luncheon, or dinner meeting. No alcoholic beverage charges will be reimbursed.

4. Incidental Expenses

Incidental expenses such as ferry, bridge, road and tunnel tolls, conference and convention registration fees, telephone and internet charges, and tips and gratuities will be reimbursed at cost unless otherwise specified in this travel policy.

C. Travel Vouchers & Authorization

Authorization for reimbursement of travel expenses is made on a properly filed HRPDC/HRTPO Travel Reimbursement form.

D. Travel Reservations & Payment Procedures

1. Travel Advance

Employees may obtain an advance of funds to cover the estimated cost of travel expenses by presenting the Travel Authorization to your immediate supervisor and Deputy Executive Director with an estimation of needs. The supervisor and Deputy Executive Director will review and recommend action to the Executive Director. Requests must be submitted to Accounting ten (10) business days prior to date needed.

2. Corporate Credit Card

Employees can use the corporate credit card only to make their hotel reservation. Ten (10) business days before traveling, the employee should request a check, made payable to the hotel, for the expected amount of the room, fees, taxes, etc. This check should be presented to the hotel upon check in. Also ten (10) business days before traveling, the employee may request a travel advance check to cover any incidentals that may occur. All travel costs

must be cleared within five (5) business days of return to work after travel. Receipts are necessary.

3. Personal Credit Card

Employees can also use their personal credit card to make the reservation, pay for the room, and all other costs, and request reimbursement immediately upon return to work. The employee will receive a reimbursement check within ten (10) business days of submittal to Accounting, so funds would be available before the credit card bill arrives. Again, receipts are necessary.

E. Reimbursement

All requests for reimbursement for local travel should be made at the end of each month. Out of town travel reimbursement may be requested upon completion of the trip. If a travel advance has been made, any differences between the amount of the advance and the actual expenses must be settled within five (5) business days after completion of the trip. Requests for reimbursements are made to your immediate supervisor and appropriate Deputy Executive Director.

Revised: February 14, 2013

XIV. External Communications

A. Purpose

HRPDC/HRTPO seeks to inform their localities, agencies, and residents by engaging in pro-active and interactive communications. HRPDC/HRTPO's External Communications Policy recognizes that the most effective and quickest methods to communicate agency policies and activities to the public is by working in partnership with the traditional news media, while also directly communicating with constituents through digital media platforms, such as the website and third party social media applications. HRPDC/HRTPO have an overriding interest and expectation in deciding what is "spoken" on their behalf to the media/general public and on social media sites, therefore, it is important that all agency communication tools be used in ways that provide clear communication, maximize transparency, maintain the security of the network, and are appropriately professional.

This policy sets guidelines for the establishment and use by the agencies and their employees of communicating with media outlets/general public and for the use of social media sites as a means of conveying significant information to their localities.

1. Definition of Media

   The term "media" refers to all individuals and organizations who maintain print, broadcast, or digital communication vehicles for public consumption. This definition includes:

   a. Newspapers
   b. Magazines
   c. Television
   d. Digital news sites
   e. Websites
   f. E-newsletters
   g. Other vehicles

2. Definition of Social Media

   The term "social media" is understood to be content created by individuals, using accessible, expandable, and upgradeable publishing technologies, through and on the Internet. Examples of social media include:

   a. Facebook
   b. Blogs
   c. MySpace
   d. RSS
   e. YouTube
   f. Twitter
   g. LinkedIn

h. Flicker
i. Pinterest
j. Other social networking sites

B. Communicating with Media Outlets

1. Routine Media Requests

A routine request for information from HRPDC/HRTPO is one that seeks basic facts. Calls or visits from the media/public should always be referred immediately to the appropriate Deputy Executive Director or appropriate Principal if the Deputy Executive Director is not available. The Deputy Executive Director or Principal will determine if the information requested is routine or non-routine and necessitates collaboration with the Executive Director. The Deputy Executive Director or Principal will notify the Executive Director of any media request even if it is a routine request. All staff may communicate basic and routine information that is readily available to the public and is in relation to their specific responsibilities. Examples include:

a. seeking general information about HRPDC/HRTPO programs or projects;
b. seeking general information about services offered;
c. or other requests seeking information that is readily available and non-controversial.

2. Non-routine Media Requests

A non-routine request may be of a sensitive or controversial nature and include responses that require the interpretation of policy, employee records, and public record requests for detailed records, legal action, or emergency situations. These types of issues often become headlines in the media and have the ability to become viral online. This provision provides the framework for the HRPDC/HRTPO's Executive Director to respond appropriately and as soon as possible to these issues. HRPDC/HRTPO staff shall notify the Executive Director or Deputy Executive Director if the Executive Director is not available immediately when a sensitive or controversial issue pertaining to operations of a department is identified, or when an emergency situation occurs (i.e. those that will have an impact on a large number of residents could potentially generate great media interest and those that involve high-profile individuals or departments). HRPDC/HRTPO staff should not wait until there is media interest before contacting the Executive Director. Immediate notification is critical in order for the Executive Director to prepare for, and to respond to, media inquiries.

Sensitive or Controversial Issues may include, but are not limited to:

a. issues that may affect the HRPDC/HRTPO's public image or citizen confidence.
b. personnel issue regarding any employee, such as performance evaluation, reasons for termination, reasons for not hiring, or harassment claims.
c. legal claims or lawsuits filed against HRPDC/HRTPO or any of its employees or agents.

Sensitive and controversial issues of interest to the media may be best assessed by asking the following:

- Is the issue a threat, existing or potential, to life, health or property?
- Could the issue likely be interpreted to negatively affect public confidence in/or opinion of HRPDC/HRTPO?
- Is the issue of particular interest to the general public?
- Are there legal ramifications, existing or potential, raised by the issue?
- Has more than one member of the media inquired about the same issue?
- Has someone threatened to go to the media about the issue?
- Is there unusual or inappropriate interest by a person or small group of people about a seemingly routine issue?

3. HRPDC/HRTPO Spokespersons

Inquiries from media outlets are given a high priority by HRPDC/HRTPO and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate. For commission wide inquiries, the spokesperson will most often be the Executive Director or Deputy Executive Directors. For department-related (routine) issues, the spokesperson will most often be the respective Principal. The Executive Director will be the spokesperson for all sensitive or controversial issues relating to the agencies and their respective departments.

Unless otherwise authorized, the HRPDC/HRTPO's spokespersons are:

a. Executive Director
b. Deputy Executive Director
c. Principals (routine issues) - *Exceptions regarding departmental spokespersons may be made at the discretion of the Principal.*

4. HRPDC/HRTPO Initiated Communications

Proactive media contact is sometimes initiated as a means of notifying the public of important information or upcoming events. This may be through news releases, media advisories, news briefings, news conferences, personal contacts with reporters, etc. Principals will work with the PICA Department

or the Public Involvement & Title VI Administrator for scheduling media events and/or submission of media releases/advisories. All proposed communications shall be reviewed and approved by the appropriate Deputy Executive Director and Executive Director before release.

C. Social Media

1. HRPDC/HRTPO Websites

   a. The authorized website of HRPDC is www.hrpdcva.gov. The authorized website of HRTPO is www.hrtpo.org. The websites are to be used as communications, awareness building, and image enhancement tools for the agencies, as well as an online portal for agencies' services. All departments should utilize the websites as an effective means to communicate with residents and targeted groups, including community leaders and organizations, local and potential businesses, current and potential residents, and employees. The websites should highlight HRPDC/HRTPO accomplishments, educate the community about the role of HRPDC/HRTPO as they relate to local jurisdictions and the community at large, and encourage the public's participation in the agencies' work, as well as serve as a resource for regional data.

   b. The websites are coordinated by the HRPDC/HRTPO Public Communications Departments. Requests for web design work for completely new web sections and related content for posting on the agencies' website will be routed through the Public Communications Departments.

   c. Departments are responsible for monitoring their respective areas on a monthly basis to ensure accurate and timely information. Each department will provide the Public Communications Departments with one contact, who will be responsible for the department's web content. Website submissions should meet the goals and expectations of the HRPDC/HRTPO as a whole.

   d. Content should fall within the parameters of agency policies and state and federal law, including copyright laws.

   e. Departments may not develop separate sites with separate web addresses (URLs) without written authorization from the Executive Director.

   f. Links to other websites are limited to government or public agencies; local organizations that receive HRPDC/HRTPO funding; or non-profit websites that have a formal, distinct and project-specific relationship with HRPDC or HRTPO.

2. Social Networking

a. Official sites for HRPDC/HRTPO through social media and other digital applications carry the same weight as the agencies' official websites and must be treated with the same respect. Emerging online collaboration platforms are fundamentally changing the way local government is able to work and engage with citizens and community partners. Social networking can improve interactivity between government agencies and the public, and often reaches new and different populations from traditional media.

b. Before a site is created, a Department Principal shall contact the appropriate Deputy Executive Director to discuss the need for the creation of a site(s) such as Facebook, YouTube, Twitter, MySpace, Blogs, etc. The Principal must provide a business case for the need and for a social networking application. All sites must receive final approval from the Executive Director.

c. Pages should be set up as the organization's page, not as an individual. The HRPDC/HRTPO Public Communications Departments will be notified of the creation of any HRPDC/HRTPO social networking site.

d. One department employee should 'own' authority of the site. He/she should check it multiple times each day. No photos, video or documents will be posted to the site without approval of the Principal.

e. When working in an official capacity while online, employees are still representing HRPDC/HRTPO and must abide by our standards of ethical conduct. Set forth below are several general areas of concern.

(1) Do not say anything online that you would not say verbally in your official capacity.
(2) Do not misuse your position for your own gain or to help others inappropriately.
(3) Do not endorse any product, service, company, non-profit organization or any other enterprise
(4) Do not divulge non-public information. This includes any information designated as confidential, privileged, or any other type of information that may not be disclosed, even if someone else asks you for it.
(5) Do not engage in any partisan political activity.
(6) Do not fundraise for any charitable organization.

f. Where possible, social media pages shall clearly indicate they are maintained by the specific Commission department and shall have the department contact information prominently displayed.

g. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the relevant department or HRPDC/HRTPO.

h. Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to restrict or remove:

(1) Profane, obscene or pornographic language or content or links to such language or content;
(2) Solicitation of commerce, including but not limited to advertising of any business or product or sale;
(3) Comments in support of, or in opposition to, any political campaigns or ballot measures;
(4) Conduct or encouragement of illegal activity;
(5) Defamatory or personal attacks;
(6) Threats to any person or organization;
(7) Conduct that violates any federal, state or local law;
(8) Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation as well as any other category protected by federal, state or local laws.
(9) Comments on topics or issues not within the jurisdictional purview of HRPDC/HRTPO.

i. Contact generated from unknown bloggers or other editors of social media sites or digital news sites should be directed immediately to the department Principal who will evaluate the media outlet and determine an appropriate response. The best response is to ask what information they need, and then tell them you will gather the information and call them back.

j. HRPDC/HRTPO reserve the right to restrict or remove any content that is deemed to be in violation of this communications policy or any applicable law.

k. HRPDC/HRTPO reserves the right to deny access to any department social media site for any individual who violates the HRPDC/HRTPO External Communications Policy, at any time and, without prior notice.

l. If comments are positive or negative and in the context to the topic at hand, the content should be allowed to remain, regardless of whether it is favorable or unfavorable to HRPDC/HRTPO and/or its' respective departments.

m. Like e-mail, communication via agency-related social networking sites is a public record. This means that both the posts of the Principal and any feedback by other employees or non-employees, including citizens, will become part of the public record.

Because others might not be aware of the public records law, agencies should include the following statement (or some version of it) somewhere on the social networking site*: "Representatives of Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization communicate via this Web site. Consequently any communication via this site (whether by a Commission employee or the general public) may be subject to monitoring and disclosure to third parties, including law enforcement."*

n. No confidential information shall be posted/transmitted. This includes the prohibiting of posting and/or transmitting of photographs or videos related to department training, activities, or work-related assignments without express written permission from the Department Principal.

o. The Executive Director has the authority to terminate social media accounts and pages.

D. Records Management & Preservation

1. In the spirit of transparency, account administrators who receive messages through the private message service offered by the social media site shall direct the user to contact them at a public e-mail address maintained by their department. Alternatively, account administrators could reply to the inquiry using their HRPDC/HRTPO e-mail account. Departments should set all privacy settings to moderate. Again, comments expressing an opposing viewpoint must be allowed. Departments should only remove comments that are spam, comments that would not be acceptable in a public forum such as a public hearing, or comments which fall into the categories of removable content listed above.

2. All comments or posts made to HRPDC/HRTPO department account walls or pages are public, not private, and are considered a public record under Code of Virginia 2.2-3704 and will be managed as such.

3. HRPDC/HRTPO must assume responsibility for public records and comply with the retention period set forth in their approved retention and disposition schedule. HRPDC must assign their own schedule of collection and disposal for social networking sites according to the administrative value of the record and permanently retain records with historical value.

E. Freedom of Information Act

The Freedom of Information Act, also known as FOIA, is a federal statute that provides the public with the right to request access to records in the possession of government agencies. FOIA establishes a presumption that records are accessible to the people, except for those records protected from disclosure by any of the nine exemptions contained in the law or by one of three special law enforcement record exclusions. FOIA does not grant an absolute right to examine documents; FOIA establishes the right to request records and to receive a response to the request. If a record cannot be released, the requestor is entitled to be told the reason for the denial. The requester also has a right to appeal the denial and, if necessary, to challenge it in court.

1. Virginia FOIA

   The Virginia Freedom of Information Act (FOIA), § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

   A public record is any writing or recording -- regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

   The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

2. FOIA Rights

   a. Citizens have the right to request to inspect or receive copies of public records, or both.

   b. Citizens have the right to request that any charges for the requested records be estimated in advance.

   c. If citizens believe that their FOIA rights have been violated, they may file a petition in district or circuit court to compel compliance with FOIA.

3. Making a Request from HRPDC/HRTPO

   a. Citizens may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that citizen requests be in writing, nor

do they need to specifically state that they are requesting records under FOIA. From a practical perspective, it may be helpful to both them and the person receiving their request to put their request in writing. This allows them to create a record of their request. It also gives us a clear statement of what records they are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to their FOIA request if they elect not to put it in writing.

b. Their request must identify the records they are seeking with "reasonable specificity." This is a common sense standard. It does not refer to or limit the volume or number of records they are requesting; instead, it requires that they be specific enough so we can identify and locate the records they are seeking.

c. Their request must ask for existing records or documents. FOIA gives them a right to inspect or copy records; it does not apply to a situation where they are asking general questions about the work of HRPDC/HRTPO, nor does it require HRPDC/HRTPO to create a record that does not exist.

d. They may choose to receive electronic records in any format used by HRPDC/HRTPO in the regular course of business. For example, if they are requesting records maintained in an Excel database, they may elect to receive those records electronically, via e-mail or on a computer disk, or to receive a printed copy of those records

e. If you have questions about their request, they should cooperate with staff's efforts to clarify the type of records they are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but employees may need to discuss their request with them to ensure it is understand what records they are seeking.

To request records from HRPDC/HRTPO, citizens may direct their request to the Executive Director at 723 Woodlake Drive, Chesapeake, VA 23320, 757-420-8300, 1-800-875-9788 (toll free), 1-800-390-2578 (TTY-toll free), 757-523-4881 (fax). Citizens may also contact the Executive Director with questions concerning requesting records from HRPDC/HRTPO. In addition, the Freedom of Information Advisory Council is available to answer any questions they may have about FOIA. The Council may be contacted by e-mail at foiacouncil@leg.state.va.us, or by phone at 804-225-3056 or [toll free] 1-866-448-4100.

4. HRPDC/HRTPO Responsibilities

The reason behind a request for public records from HRPDC/HRTPO is irrelevant, and they do not have to state why they want the records before we respond to their request. FOIA does, however, allow HRPDC/HRTPO to ask them to provide their name and legal address. HRPDC/HRTPO must respond to a request within five working days of receiving it. "Day One" is considered the day after a request is received. The five-day period does not include weekends or holidays. FOIA requires that HRPDC/HRTPO make one of the following responses to their request within the five-day time period:

a. Provide them with the records that they have requested in their entirety.

b. Withhold all of the records they have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, a response must be sent in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.

c. Provide some of the records they have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide them with the remainder of the record. We must provide them with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.

d. Inform them in writing that the requested records cannot be found or do not exist (we do not have the records they want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to them.

e. If it is practically impossible for HRPDC/HRTPO to respond to their request within the five-day period, we must state this in writing, explaining the conditions that make the response impossible. This will allow the HRPDC/HRTPO seven additional working days to respond to their request, giving 12 working days to respond to their request.

f. If a request is made for a very large number of records, and the HRPDC/HRTPO feels we cannot provide the records to them within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to their request. However, FOIA requires that we make a reasonable

effort to reach an agreement with them concerning the production or the records before we go to court to ask for more time.

5. Costs

a. Citizens may have to pay for the records they request from HRPDC/HRTPO. FOIA allows the HRPDC/HRTPO to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. It cannot include general overhead costs.

b. If it is estimated that it will cost more than $200 to respond to a request, HRPDC/HRTPO may require requestors to pay a deposit, not to exceed the amount of the estimate, before proceeding with their request. The five days that we have to respond to their request does not include the time between when we ask for a deposit and when we respond.

c. They may request that we estimate in advance the charges for supplying the records that they have requested. This will allow them to know about any costs upfront, or give them the opportunity to modify their request in an attempt to lower the estimated costs.

d. If they owe us money from a previous FOIA request that has remained unpaid for more than 30 days, HRPDC/HRTPO may require payment of the past-due bill before we will respond to their new FOIA request.

6. Commonly Used Exemptions

The Code of Virginia allows any public body to withhold certain records from public disclosure. HRPDC/HRTPO will withhold records subject to the following exemptions:

a. Personnel records (§ 2.2-3705.1 (1) of the Code of Virginia)

b. Records subject to attorney-client privilege (§ 2.2-3705.1 (2)) or attorney work product (§ 2.2-3705.1 (3))

c. Vendor proprietary information (§ 2.2-3705.1 (6))

d. Records relating to the negotiation and award of a contract, prior to a contract being awarded (§ 2.2-3705.1 (12))

F. Personal Use of Media During Working Hours

Letters to the Editor may not be prepared on agency time, printed on agency letterhead, mailed at agency expense or emailed from an agency email address.

Responses or letters to the media shall not include the employee's official title or imply that comments are made on behalf of HRPDC/HRTPO. You should include a sentence stating that you are speaking as a private citizen. Similar disclaimers must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for a radio or television program unless the employee is officially representing HRPDC/HRTPO.

G. Personal Use of Media Outside of Working Hours

As a citizen, as well as an employee, you can, of course, use social media in all the same ways as anyone else outside of work hours. It is important to recognize however, that what you publish on the Internet may reflect on your employer, HRPDC/HRTPO. Employees who use social media for personal purposes should be mindful of the HRPDC/HRTPO Personnel Manual*: "Any action by an employee that negatively reflects on or otherwise discredits HRPDC/HRTPO (through speech pursuant to official duties, or related to matters of personal interest), or which is a direct hindrance to effective performance of an employee or HRPDC/HRTPO, may result in disciplinary action".* Therefore, while HRPDC/HRTPO employees are free to express themselves as private citizens on social media sites; such communications should not impair working relationships, impede the performance of duties, impair discipline and harmony among coworkers, or unduly impede the performance and abilities of the HRPDC/HRTPO.

When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to HRPDC/HRTPO's prohibition on harassment and discrimination is strongly recommended in the personal use of social media. Employees who use social media for personal purposes should:

- Use a disclaimer anywhere there may be uncertainty about the capacity in which they are acting. A disclaimer, such as: "The postings on this site are my own and do not represent the views or opinions of my employer" can help protect you;
- Recognize that anything posted on the Internet is there for good. Even if you attempt to delete the post, photo, comment, etc., it is likely that it has been stored in any number of other places. Content posted to the Internet should be thought of as permanent;
- Avoid sharing confidential or otherwise sensitive government material in a personal space. Try and keep your personal online presence and your work online presence separate;
- Respect copyright and fair use;
- Above all, use common sense.

For Individuals who hold senior positions, or who work in politically sensitive areas, a disclaimer does not by itself exempt them from special responsibility when posting online. By virtue of their position, these individuals should consider

whether personal thoughts they publish may be misunderstood as expressing the positions or opinions of HRPDC/HRTPO. For individuals in positions like this, caution is especially advisable.

H. Security Guidelines

1. From a security standpoint, social media users should be mindful of how to best prevent fraud or unauthorized access to either social media sites or the HRPDC/HRTPO network. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. The harm intended may be mild, such as: making unofficial posts, tweets or messages—possibly of an embarrassing nature—that will be seen by the public as official messages, using the compromised site to spread malware, or encouraging users to either click links or download unwanted applications that the attacker has added to the site.

2. In general, users should show caution when interacting with external entities, those both known and unknown to the user. If at all in doubt of the legitimacy of any information sent to you, please avoid linking to external sites.

4. In order to prevent potential harm, users of social networking sites should minimize the amount of information an attacker is likely to gain from a successful attack. For example, individual user IDs and passwords should not be duplicated across multiple sites. In this way, if one site is compromised, the attacker cannot also gain access to other sites for which the user is authorized. For added security, the following guidelines should be adhered to:

   a. Follow agency password policy.

   b. Refrain from adding, installing, attaching or linking to any additional external services or applications that may potentially grant or enable access to the content, information or posts within the Social Media account.

   c. Use caution when accessing links received from External Entities.

   d. Exercise caution when utilizing shortened links (links that have been shortened for ease of relaying the original link), as these may lead to a malicious site. Avoid clicking on shortened links. Consider requesting the link be re-sent in another form.

   e. Be watchful for spoofed emails and/or website (seemingly official-looking communications that lead the user to a malicious website or

attempt to solicit the user's personal or financial information). Consult the IT Manager regarding any security related matter.

f. If there is ever a breach of computer security that compromises personal information, you must contact the Executive Director immediately, as HRPDC/HRTPO may have a duty to notify the individuals whose information was compromised.

I. Policy Violations

Violation of the standards of this External Communications Policy may result in disciplinary action, up to and including dismissal, as determined by the Executive Director in accordance with the HRPDC/HRTPO Personnel Manual.

This Policy will not be applied in a manner that violates the legal rights of any party pursuant to applicable law.

XV. Information Technology

The HRPDC/HRTPO recognizes that computer workstations and access to the Internet are valuable and useful tools for employees to use in the performance of their daily responsibilities. The efficiency, reliability, and availability of computers and network resources depend largely upon employee cooperation and compliance with IT policies. It is important to protect technology and encourage its appropriate use.

This policy applies to all employees, both regular and temporary, and all contractors, consultants, vendors, interns, volunteers and others who use the resources owned or leased by the HRPDC. Employees are required to comply with HRPDC/HRTPO policies, local, state and federal laws and are responsible for using these resources in an appropriate, ethical, and lawful manner.

Appendix F of this Personnel Manual contains the full policy on the use of Information Technology and is designed to assist employees in understanding expectations regarding the use of the HRPDC/HRTPO communications resources and electronic equipment. ***Employees should understand that they have no right to, or reasonable expectation of, privacy in their use of the Internet or the HRPDC's/HRTPO's other electronic communication resources, including e-mail. The HRPDC/HRTPO reserves the right to monitor and review any employee's access and use of the Internet or the HRPDC's/HRTPO's other electronic communications resources for any reason at any time.*** All electronic messages and other files created on or transmitted through the HRPDC/HRTPO computer network are the property of the HRPDC/HRTPO. The employee's signature on the Acknowledgement page of this Personnel Manual indicates that he/she has received, read and agreed to abide by the terms of the policy on Information Technology. Employees who violate this policy will be subject to disciplinary action consistent with the offense, up to and including termination, at the discretion of the Executive Director.

XVI. Equipment & Vehicles

A. Equipment

The HRPDC/HRTPO has portable computer and video equipment available for use by employees. Portable equipment is stored in a locked storage cabinet located in an IT Department office. Employees may reserve portable equipment on an as-needed/as-available basis for use on HRPDC/HRTPO-sponsored activities. Reservations for equipment usage should be made on the "AVUSER" calendar in HRPDC/HRTPO Outlook email system. Employees must enter the following information on the AVUSER calendar:

- User ID of FirstInitialLastName (e.g., LGreen)
- Equipment being reserved (BR1, PEP3 TR1, etc.)
- Event or reason for equipment reservation
- Location of event
- Duration of time for reservation

Employees are responsible for all equipment checked out under their names. In the event that equipment is lost, damaged or stolen, please report this to the IT Manager. Inappropriate use of HRPDC/HRTPO equipment may result in disciplinary action or termination.

B. Vehicles

1. The HRPDC/HRTPO maintains several vehicles for use by the staff when traveling to work-related meetings in and out of the area, and staff is encouraged to use the these vehicles when available. When using HRPDC/HRTPO vehicles, staff must reserve a *specific vehicle* on the "VEHICLE CHECKOUT" calendar in the HRPDC/HRTPO Outlook email system. Staff must note their name, the purpose and location of the trip as well as the duration of usage. Keys to all vehicles are kept at the receptionist's desk and must be returned as soon as the employee returns to the office. No personal use of HRPDC/HRTPO vehicles is permitted.

   Private automobiles may be used when HRPDC/HRTPO vehicles are not available. Reimbursement will be in accordance with the travel policy set forth in Section XIII of this Personnel Manual.

2. All employees must have a valid driver's license in their possession when operating an HRPDC/HRTPO-owned vehicle. Employees with suspended or restricted licenses may not operate an HRPDC/HRTPO vehicle and must notify the Human Resources Administrator of the suspension or restriction. Failure to follow this policy may result in disciplinary action up to and including termination.

3. Employees must obey all federal state and municipal laws and ordinances pertaining to traffic regulations at all times when operating an HRPDC/HRTPO vehicle. Seatbelts must be worn at all times by drivers and passengers.

4. Employees are responsible for all traffic violations, fines, etc. received when operating an HRPDC/HRTPO vehicle.

5. Necessary care shall be exercised to prevent damage to a vehicle. If at any time an employee experiences a problem with a vehicle, the Facilities Superintendent must be notified immediately. All accidents must be immediately reported to the General Services Manager to ensure proper handling of any related insurance claims and services. Emergency contact and insurance information are located in the each vehicle.

   Damages to HRPDC/HRTPO vehicles from unauthorized use, neglect or abuse may result in disciplinary action. Disciplinary action will depend upon the driving record of the employee and the circumstances surrounding the incident.

6. Smoking is prohibited in all HRPDC/HRTPO vehicles.

7. Credit cards for gas are kept in all vehicles. Please put your name, vehicle mileage and vehicle name or color on all gas receipts and turn them in to the General Services Assistant Manager. Some cards may require a PIN. Please see General Services staff if you do not know the PIN.

8. The HRPDC/HRTPO maintains two E-Z Passes for employee use when using an HRPDC/HRTPO vehicle for official business. E-Z Passes should be reserved as needed when reserving a vehicle and are available on a first-come, first-served basis. All passes must be returned to the receptionist's desk after use. Personal use of E-Z Passes is prohibited. Unauthorized use of an HRPDC/HRTPO E-Z Pass may result in disciplinary action.

XVII. Records Retention

Public records are defined as all writings made, maintained, or kept by the HRPDC/HRTPO for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds. Electronic files are treated the same as paper files and, like paper files, are considered to be public records and may be subject to inspections under the Virginia Freedom of Information Act unless they are covered by a specific exemption.

Due to the legal consequences of non-compliance in records retention of all types, the HRPDC/HRTPO must retain all records that require temporary and/or permanent retention in hard copy or electronic format according to the subject matter involved. The HRPDC/HRTPO generally follows the records retention and disposition schedules set forth by the Library of Virginia. The HRPDC/HRTPO will periodically store files at a secure off-site storage location. Please see the General Services or Administrative Support Departments for a complete list of files stored off-site or to coordinate off-site storage of permanent records.

All incoming original correspondence and copies of outgoing correspondence and related materials are kept in central files. Employees shall not keep original correspondence, but shall forward all original correspondence to the Admin Support department to be filed. To assist with proper coding and filing of information, a list of file codes is maintained on the HRPDC/HRTPO network. Questions regarding proper procedures should be directed to the Admin Support department. Employees may keep *copies* of correspondence for their personal working files if desired.

Please see the Human Resources Administrator for a guide for determining the retention and destruction of general administrative, personnel, IT, general services and fiscal records of the HRPDC/HRTPO. If in doubt, always retain. All employees must retain records and documents in accordance with HRPDC/HRTPO policy and Virginia law. Failure to follow this policy may result in disciplinary action up to and including termination.

XVIII. Resignation & Termination

A. Resignation

A resignation shall be defined as a voluntary separation, initiated by the employee, from employment with the HRPDC/HRTPO through written notification. Each employee who voluntarily terminates employment with HRPDC/HRTPO must notify the organization as far in advance as possible of the effective resignation date. The employee shall provide written notice to the Executive Director, with a copy to the employee's supervisor and Deputy Executive Director, stating the effective resignation date, and the reason for termination. The written notice should be delivered by professional employees at least 30 working days prior to the effective date and by nonprofessional employees at least 15 days prior to the effective date. This allows some time for the recruitment, selection and training of the replacement. All resignation notices shall be sent to the Human Resources Administrator for inclusion in the employee's personnel file.

For other aspects of the resignation policy, including benefits, retirement, etc., see the appropriate sections of this manual.

B. Exit Interviews

A Deputy Executive Director and/or the Human Resources Administrator will interview an employee who voluntarily terminates his/her employment with HRPDC/HRTPO. The purpose of the exit interview is to gain information to aid the HRPDC/HRTPO in developing effective programs to reduce employee turnover and improve employer/employee relations. An exit interview shall be conducted whenever possible when an employee terminates employment for any reason. The interview shall be conducted on or before the employee's last day of work during normal working hours, if possible. The interview shall be confidential and information resulting from exit interviews shall be released only in summary form to the Deputy Executive Director(s) and Executive Director to maintain confidentiality.

C. Termination

Employment is always at-will and may be terminated by either HRPDC/HRTPO or the employee at any time, with or without cause, and with or without notice. The at-will nature of employment at HRPDC/HRTPO cannot be altered by verbal statements or by representations made by persons without authority. No representative of HRPDC/HRTPO other than the Executive Director has the authority to terminate a staff member's employment with the HRPDC/HRTPO.

XIX. Miscellaneous

A. Employee Recognition

Employees who have reached their five-year anniversary with the HRPDC/HRTPO will receive a plaque recognizing their dedication to the organization. In addition, as employees reach milestone anniversaries (5, 10, 15, etc., years) the HRPDC/HRTPO Chairman will recognize their service to the HRPDC/HRTPO. Recognition will be for employees who have reached the landmark anniversaries between the time of the previous year's Annual Meeting and the current year's Annual Meeting.

B. Personnel Records

Personnel files are under the supervision of the Human Resources Administrator. An employee has the right to review his/her own file for any reason. All files will be reviewed in the office and at the convenience of the Human Resources Administrator. No files will leave the office of the Human Resources Administrator except to be reviewed by a Grievance Review Panel, if a formal grievance is submitted. Employee records will contain the resume, personal reference letters, letter of offer, position descriptions, updated salary increase information, and other official personnel information discussed in this manual and as authorized by the Executive Director. Annual employee evaluations are kept in a separate file but are available upon request and will be reviewed under the same provisions as all other personnel records.

Supervisors may review the files of any employee under their supervision in the Human Resources Administrator's office. If they wish to review files on employees who desire transfer to their department, they may review only the resume and related material pertaining to that position.

C. Hazardous Weather & Emergency Situations

The Executive Director or designee has the discretion to close the HRPDC/HRTPO offices when a situation exists that endangers life, HRPDC/HRTPO property, involves the safety and welfare of employees or otherwise warrants such action.

1. Closure Notifications

   Should the Executive Director or designee authorize the closing of the HRPDC/HRTPO office because of an emergency or inclement weather situation, a telephone notification "tree" will be used to advise all employees whether the office will be opened late or not at all that day. The Executive Director initiates the process. A hazardous weather phone list will be distributed periodically. Employees should advise the Human Resources Administrator of telephone number changes.

It is important that all staff members receive notification prior to 6:00 A.M. on days when weather conditions are marginal. Employees should call in the order listed on the call tree, as some employees need to contact additional staff. If an employee cannot reach a staff member on his/her list who also needs to call others, the employee must also contact the additional staff. If notification is not received, assume the office will open on time.

2. Closures

If the Executive Director or designee authorizes the full-day closure of the HRPDC/HRTPO office, employees shall be paid their regular rate of pay for the hours they were scheduled to work. Full day closures will be counted as 8-hour workdays. For employees who work an alternate schedule, should a closure occur on a "long" day, additional hours must be taken as leave or extended to other days that same workweek. Should a closure fall on a regular "short" day, an employee may shorten the "long" days that week to compensate.

3. Liberal Use of Leave

If the HRPDC/HRTPO office is open but an employee feels it is unsafe for them to report to work during inclement weather, liberal use of leave will be allowed. Employees must follow the normal call-in procedures set forth by the HRPDC/HRTPO when absent from work.

4. Delayed Openings

If the Executive Director or designee authorizes a delayed opening, employees will receive their regular rate of pay from their regularly scheduled start time until the delayed opening. Employees are expected to report to work when conditions permit safe travel.

If an employee reports to work later than the time of the delayed opening, employees must use leave to cover their absence from the time of the delayed opening until their arrival. If an employee does not report to work on the day of a delayed opening, employees must use leave to cover their full day absence.

Employees must follow the normal call-in procedures when absent from work and notify his/her supervisor of their absence. Employees who voluntarily arrive at work prior to offices opening will be paid at their regular rate and will not be paid overtime or given compensatory leave for such time.

5. Early Closure

If the Executive Director or designee authorizes an early closure of the HRPDC/HRTPO office, employees will receive their regular rate of pay from

the time of early closure to the end of their regularly scheduled workday. Employees who leave prior to the early closure must use leave from their time of departure to the end of their regularly scheduled workday.

Employees who voluntarily remain at work after early office closure will be paid at their regular rate and will not be paid overtime or given compensatory leave for such time.

6. Employees on Approved Leave

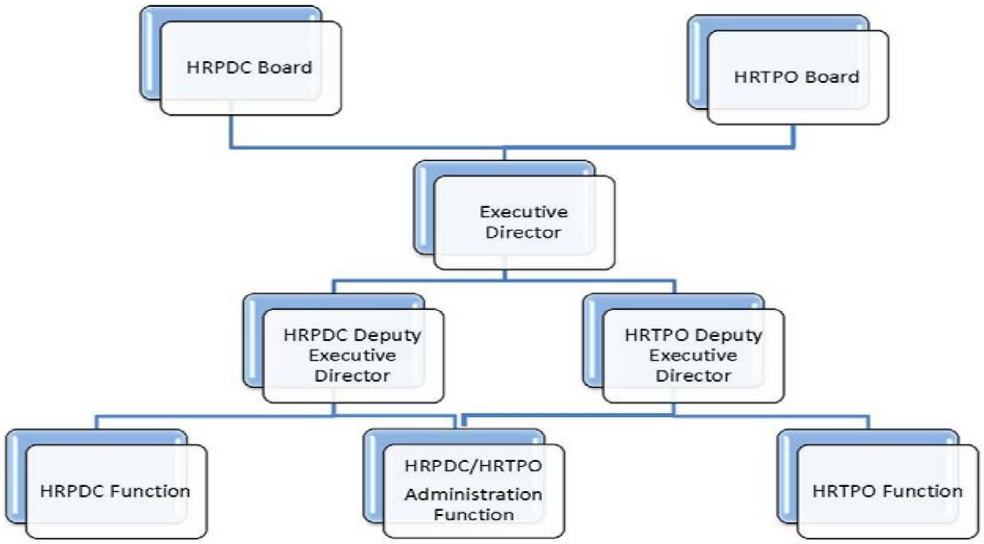
Employees in any pre-approved leave status (i.e., annual, sick, PTO, LWOP, etc.) on the date of office closure, delayed opening or early closure will remain in that status.

D. Ownership of HRPDC/HRTPO Products and Documents

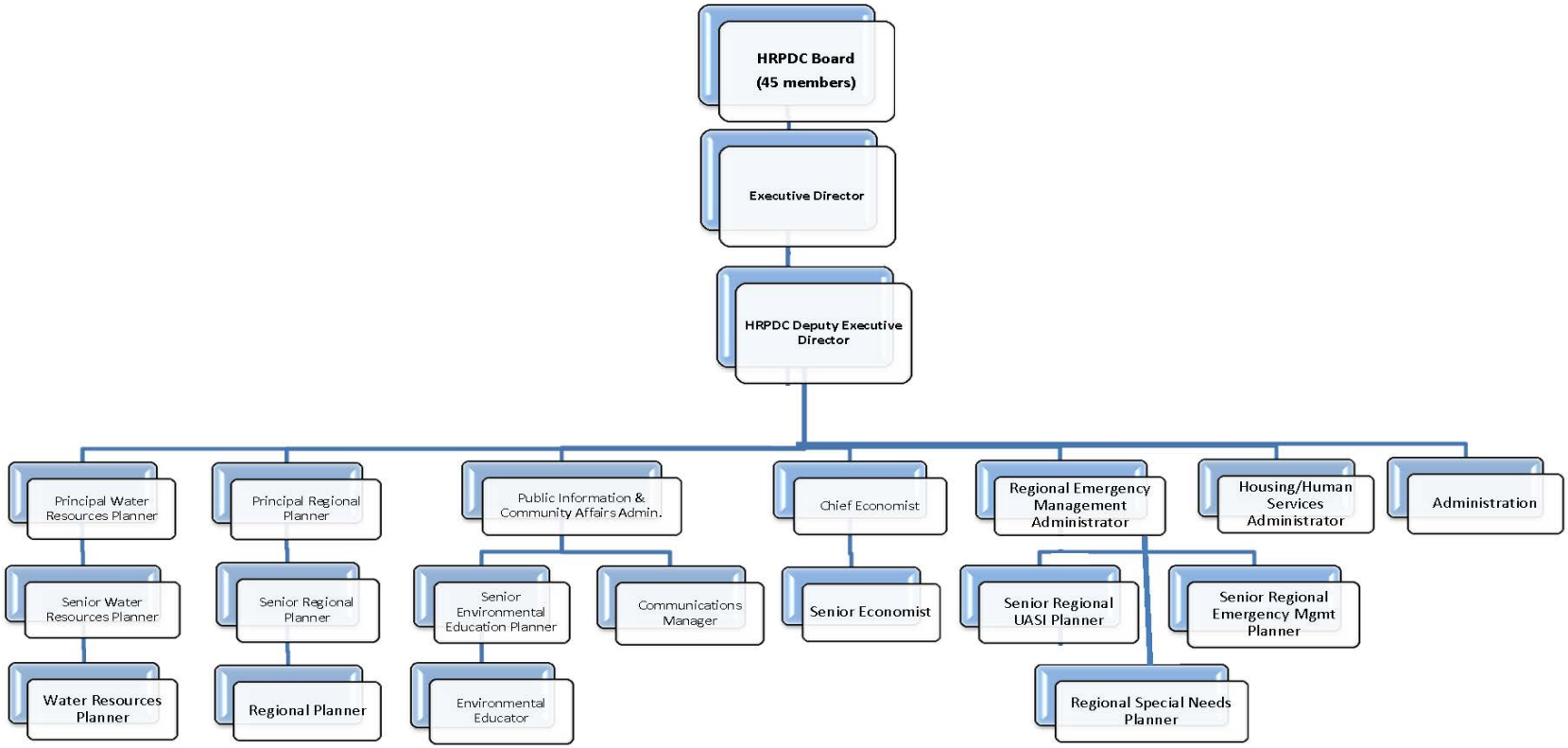
All products and documents produced by any staff member in the course of their employment with the HRPDC/HRTPO as part of their duties and responsibilities with the organization shall be the property of and owned by the HRPDC/HRTPO.

Appendix A

HRPDC/HRTPO Organizational Structure



Hampton Roads Planning District Commission



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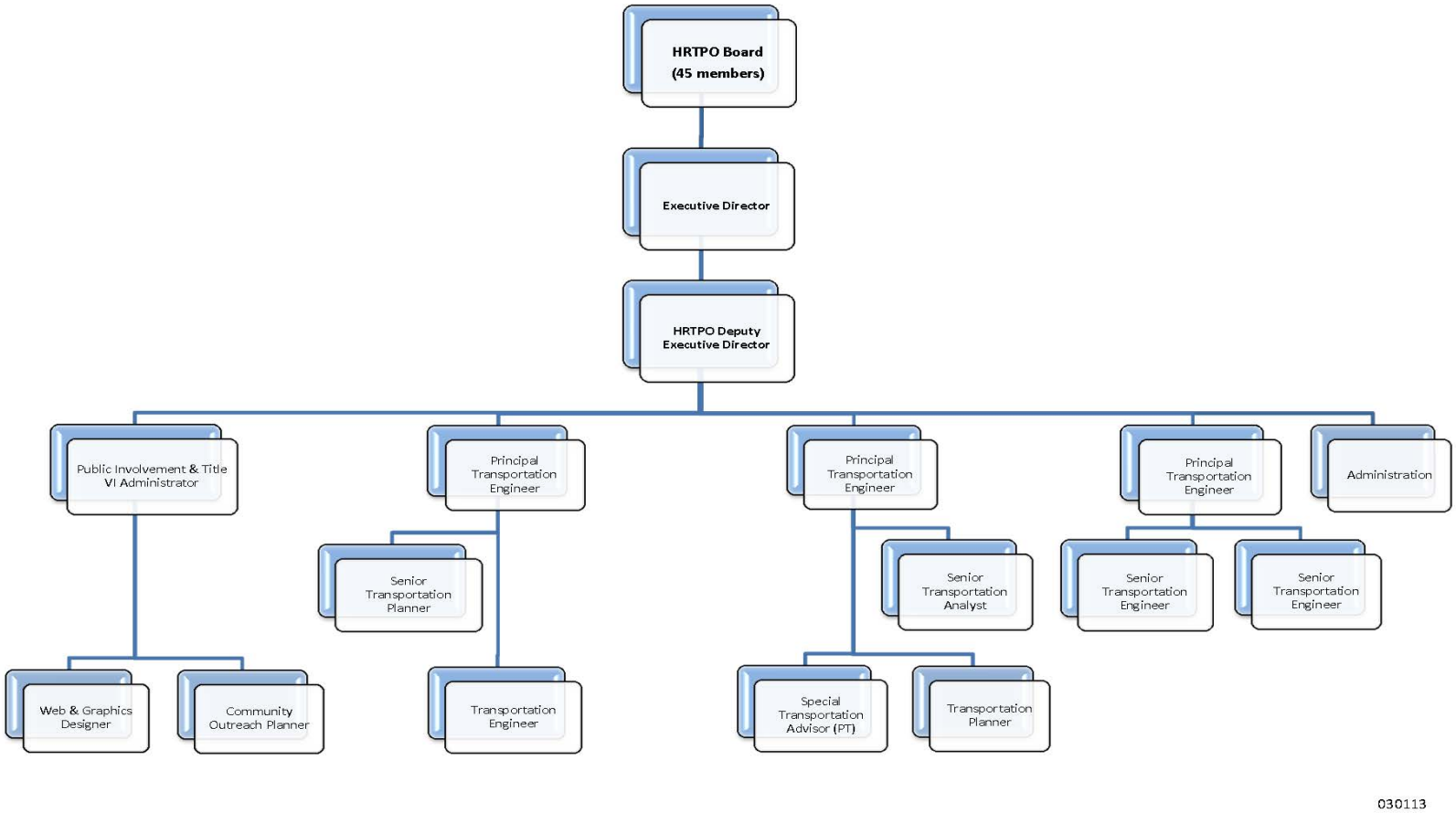
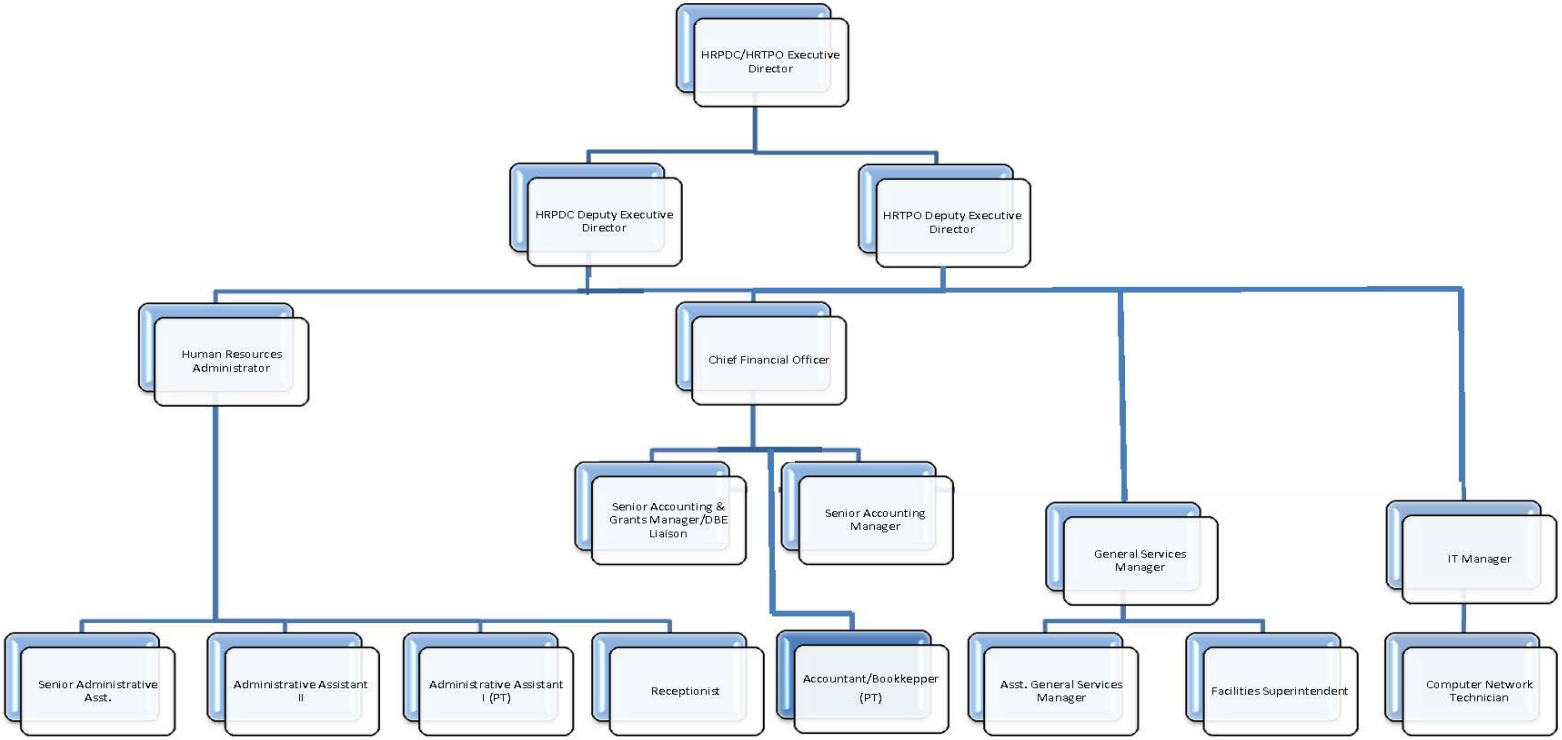
Hampton Roads Transportation Planning Organization



HRPDC/HRTPO Administration



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Appendix B

HRPDC/HRTPO Affirmative Action Plan

GOALS

In compliance with Title VI of the Civil Rights Act of 1964, it is the policy of the Hampton Roads Planning District Commission and Hampton Roads Transportation Planning Organization (hereinafter referred to as the HRPDC/HRTPO):

- To provide equality of opportunity in employment with the HRPDC/HRTPO for all persons;
- To carry out all planning, programs, and activities in compliance with Title VI of the Civil Rights Act of 1964;
- To the fullest extent practicable, provide that the composition of the technical advisory committees shall reflect the composition and interest of the population in the area.

To effectuate its non-discrimination policy, the HRPDC/HRTPO adopts this Affirmative Action Plan.

EMPLOYMENT AND PERSONNEL PRACTICES

HRPDC/HRTPO is an equal opportunity employer. The HRPDC/HRTPO bases employment decisions on an individual's qualifications to perform the functions of the job without regard to race, color, religion, sex, age, national origin, veteran status, disability, genetic information or other protected classification. Recruiting, hiring, training, promotion, wage determinations, discipline, benefits, and other employment matters are based on these principles of nondiscrimination.

HRPDC/HRTPO is dedicated to maintaining a work environment that is free of unlawful discrimination. The HRPDC/HRTPO does not tolerate unlawful discrimination by or toward any employee or applicant. Employees have a comprehensive complaint procedure available to them to redress any concerns relating to discrimination or unlawful harassment.

AFFIRMATIVE ACTION PROGRAM

The Executive Director of the HRPDC/HRTPO shall direct the implementation of this affirmative action program to promote equal opportunity in every aspect of employment policy and practice, including but not limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The HRPDC/HRTPO is fully committed to providing equal opportunity for all employees and applicants for employment based on their demonstrated ability and competence, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other protected classification. HRPDC/HRTPO will strive to recruit and retain a diverse and talented workforce by encouraging applications through a variety of sources.

This implementation should include, but not be limited to, the following actions:

- A notice of the HRPDC/HRTPO Policy on non-discrimination in employment shall be included in the employee's handbook and posted in a conspicuous place.

- Advertisements for all positions, depending on type of placement required (professional, support, clerical) would be made using a variety of recruitment tools including, but not limited to: posting through various websites including career placement sites, **or** professional organization sites, **or** college placement offices; **or** advertising in local or national newspapers; **or** posting on our own website; or a combination of any or all of the above.

- All advertisement and notices of employment opportunities shall state that the HRPDC/HRTPO is an equal opportunity employer.

- Any staff member, whether professional or support, who enrolls in approved course-work relevant to his/her work at the HRPDC/HRTPO, sponsored by a local educational institution, and concurrent with his/her employment at the HRPDC/HRTPO, shall be reimbursed for the course-work upon his/her successful completion of same, if funding is available in the approved HRPDC/HRTPO budget. All employees and applicants shall be advised of the availability of this program.

- The HRPDC/HRTPO will continue to be an active participant in the Department of Housing and Urban Development (DHUD) Work/Study program as long as it remains funded by DHUD.

- When required, the HRPDC/HRTPO will conduct an assessment to be sure the HRPDC/HRTPO and staff are well represented and include this assessment in the HRPDC/HRTPO's Overall Program Design (OPD). This assessment may be part of the Equal Opportunity Strategy and may be comprised of the following:

  - An evaluation of the HRPDC's/HRTPO's past planning efforts.

  - A statistical analysis of the HRPDC's/HRTPO's minority population.

  - A demographic analysis of the HRPDC/HRTPO and staff.

  - A description of specific actions undertaken by the HRPDC/HRTPO to maintain or improve the HRPDC's/HRTPO's present situation as regards minorities.

- Meetings with supervisory and personnel employees shall be conducted within 30 days following the start of work, at which time all major aspects of HRPDC's/HRTPO's equal

employment opportunity obligations will be discussed. Follow-up meetings will be conducted to review these issues.

- HRPDC/HRTPO shall conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minority group applications, including, but not limited to, the Virginia Employment Commission, schools, colleges, and minority group organizations.

- All employees engaged in the direct recruitment of employees shall be instructed regarding HRPDC's/HRTPO's Equal Employment Opportunity Policy and the methods followed by HRPDC in locating and hiring minority group employees.

- HRPDC/HRTPO shall encourage present employees to refer minority group applicants for employment by posting appropriate notices or bulletins in areas accessible to all employees. In addition, information and procedures with regard to referring minority group applicants shall be provided to employees.

- Periodic inspections shall be conducted to insure that working conditions and employee facilities do not indicate discriminatory treatment of personnel.

    - The spread of wages paid within each classification shall be periodically evaluated to determine any evidence of discriminatory wage practices.

Selected personnel actions shall be periodically reviewed in depth to determine whether there is evidence of discrimination. Where such evidence is found, HRPDC/HRTPO shall promptly take corrective action.

Appendix C

Family Medical Leave Act (FMLA) and Unpaid Leaves of Absence for Employees Who are Not Eligible for FMLA

I. INTRODUCTION

The function of this policy is to provide employees with a general description of the rights and obligations provided for by the FMLA as well as to describe the HRPDC/HRTPO family and medical leave policy for those employees who are not eligible for the FMLA. Employees of the HRPDC/HRTPO may or may not be eligible for FMLA depending on the number of employees employed by the HRPDC/HRTPO at the time leave is requested, as well as on other factors described below. When an employee is not eligible for the FMLA, the employee is nevertheless encouraged to apply for non-statutory unpaid family and medical leave. Under appropriate circumstances at the HRPDC's/HRTPO's discretion, the HRPDC/HRTPO may provide non-statutory unpaid family and medical leave similar to that offered under the statutory FMLA. The HRPDC's/HRTPO's provision of such benefits to ineligible employees does <u>not</u> alter the at-will nature of the employee's relationship with the HRPDC/HRTPO, nor does it entitle the employee to all of the legal rights provided for by the FMLA.

II. FMLA ELIGIBLE EMPLOYEES

The HRPDC/HRTPO generally provides FMLA leave to eligible employees for qualified absences. To be eligible for FMLA an employee must meet *all* of the following conditions:

A. The employee must have worked for the HRPDC for 12 months or 52 weeks. The 12 months or 52 weeks generally need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week;

B. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Generally hours of paid or unpaid leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA; and

C. The employee must work in a worksite where 50 or more employees are employed by the HRPDC within 75 miles of that office or worksite.

If an employee does not meet the eligibility requirements for the FMLA, the HRPDC/HRTPO may still grant a request for a non-statutory family and medical leave of absence.

III. REASONS FOR FMLA LEAVE

The HRPDC/HRTPO will generally provide eligible employees FMLA leave for the following reasons:

A. The birth of a child of the employee and in order to care for and bond with such child within one year of birth.

An employee's entitlement to FMLA leave for birth and bonding expires 12 months after the date of birth. Both mothers and fathers have the same right to take FMLA leave for the birth of a child. Birth and bonding leave must be taken as a continuous block of leave unless the HRPDC/HRTPO agrees to allow intermittent leave (e.g., allowing a parent to return to work on a part-time schedule).

B. The placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child within one year of placement.

FMLA leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to FMLA leave to attend counseling sessions, appear in court, consult with his or her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement. FMLA leave to bond with a child after placement must be taken as a continuous block of leave unless the HRPDC/HRTPO agrees to allow intermittent leave. An employee's entitlement to FMLA leave for the placement of a child for adoption or foster care expires 12 months after the placement.

C. A serious health condition that makes the employee unable to perform the essential functions of his or her job.

An employee is "unable to perform the functions of the position" where the health care provider finds that the employee is 1) unable to work at all; or 2) unable to perform any one of the essential functions of the employee's position.

An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

D. To care for the employee's spouse, or a son, daughter, or parent who has a serious health condition.

An employee must be needed to provide care for his or her spouse, son, daughter, or parent because of the family member's serious health condition in order for the

employee to take FMLA leave. An employee may be needed to provide care to the family member, for example:

- when the family member is unable to care for his or her own medical, safety or other needs, because of the serious health condition or needs help in being transported to the doctor; or

- to provide psychological comfort and reassurance to the family member with a serious health condition.

Please see the Human Resources Administrator for definitions of spouse, parent and son/daughter.

E. Any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is military member on covered active duty.

Qualifying exigencies are situations arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country. Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; taking leave to spend time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

F. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (military caregiver leave).

Eligible family members of both current service members and certain veterans are entitled to military caregiver leave.

The HRPDC/HRTPO may also grant requests for a non-statutory family and medical leave of absence to employees who are not eligible for the FMLA. Employees making such requests should generally follow the procedures set forth in this policy.

IV. Amount of Leave Available to Eligible Employees under the FMLA

An eligible employee can take up to 12 weeks for FMLA circumstances III.A through III.E under this policy during any 12-month period. The HRPDC/HRTPO will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the HRPDC/HRTPO will compute the amount of leave the employee has taken under this policy in the last 12

months and subtract it from the 12 weeks of available leave and the balance remaining is the amount the eligible employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance III.F above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the HRPDC/HRTPO will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Where the HRPDC/HRTPO provides family and medical leave to ineligible employees, the agency will generally (at its discretion) provide a similar amount of leave as would be available for eligible employees.

V. NOTICE BY EMPLOYEES

All employees requesting FMLA leave or non-statutory family and medical leave must complete the Request for FMLA Leave form and provide notice of the need for the leave to the employee's direct supervisor, Deputy Executive Director, Human Resources Administrator and Executive Director. Generally, once the request is received, the HRPDC will provide the employee with a Notice of Eligibility and Rights within five business days after the employee provides sufficient notice. If the HRPDC employs less than 50 employees at the time leave is requested, the employee may not be eligible for FMLA leave, although the HRPDC may still grant non-statutory family and medical leave.

When leave for planned medical treatment is necessary, employees are required to schedule treatment in order to not unduly disrupt operations, if possible.

An employee using either type of leave is required to report to his/her supervisor and the Human Resources Administrator any changes in the employee's contact information, including any temporary change in address and telephone number, occurring during use of either type of leave. Employees may also be required to report periodically on the employee's status and intent to return to work.

When the need for the leave is foreseeable, the employee must provide the HRPDC/HRTPO with at least 30 days' notice. When an employee becomes aware of a need for either type of leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA or non-statutory family and medical leave is not foreseeable, the employee must comply with the HRPDC's/HRTPO's usual and customary notice and procedural requirements for requesting leave.

The employee's notice should state the anticipated timing and duration of the leave. Any changes in the timing and duration should be promptly reported in writing to the employee's supervisor and the Human Resources Administrator.

VI. MEDICAL CERTIFICATION

A. Certification of a Serious Health Condition

The HRPDC/HRTPO may require medical certification for any leave based on a serious health condition. If requested, the employee must provide this medical certification as soon as possible and no later than within 15 days of the request, absent special circumstances. Failure to provide certification may result in a denial of continuation of leave.

If an employee is seeking FMLA leave, the HRPDC/HRTPO has a right to and may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The HRPDC/HRTPO will not use the employee's direct supervisor for this contact. Before the HRPDC/HRTPO makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the HRPDC/HRTPO will obtain the employee's permission for clarification of individually identifiable health information.

B. Certification of Qualifying Exigency for Military Family Leave

The HRPDC/HRTPO will require certification of the qualifying exigency for military family leave under the FMLA. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

C. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The HRPDC/HRTPO will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

D. Recertification

If an eligible employee has been granted FMLA leave based on a serious health condition or has been granted non-statutory family and medical leave, the HRPDC/HRTPO may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the HRPDC/HRTPO may request recertification for the serious health condition of the employee or the employee's

family member every six months in connection with an FMLA or family and medical absence. The HRPDC/HRTPO may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

VII. THE HRPDC'S DESIGNATION OF FMLA OR NON-STATUTORY FAMILY AND MEDICAL LEAVE

Generally, within five business days after the employee has submitted an appropriate and sufficient certification form, the HRPDC/HRTPO will complete and provide the employee with a written response to the employee's request for FMLA leave, or for non-statutory family and medical leave.

VIII. APPLICATION OF VACATION AND SICK LEAVE

The HRPDC/HRTPO will require employees to apply vacation, sick, and/or PTO leave concurrently to leave taken under this policy. Upon request, the HRPDC/HRTPO will allow an employee on FMLA to retain up to 40 hours of accrued leave. In addition, employees should understand that family and medical leave, if applicable, runs concurrently during absences associated with claims for workers compensation or disability. In any case, for eligible employees the combination of paid leave and unpaid FMLA leave may not exceed twelve (12) weeks in any twelve-month period or 26 weeks in any twelve-month period for military caregiver leave as described in Section III.F. This twelve-month period is a rolling period to be measured backward from the date an employee uses any family and medical leave. Generally, FMLA leave is consumed in eight-hour increments, although an employee may have a right to take such leave in smaller increments or intermittently.

After 12 weeks, if an employee is no longer eligible for FMLA yet continues to require leave for any qualifying event outlined in Section III of this policy, AND continues to maintain accrued leave, the employee may request continued leave as outlined in the HRPDC annual, sick and PTO leave policy in Sections VI.A through VI.D. All such requests must be made in writing, approved by the Deputy Executive Director and the Executive Director, and forwarded to the Human Resources Administrator for inclusion in the employee's personnel file.

Generally, an employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the HRPDC's/HRTPO sick leave policy) prior to being eligible for unpaid leave. These rules may also apply to similar leave granted under the HRPDC's/HRTPO's non-statutory family and medical leave policy.

IX. BENEFITS WHILE ON LEAVE

Eligible employees on FMLA leave retain previously accumulated benefits while on leave and will continue to accrue leave benefits while on paid leave. However, benefits during an

unpaid period of absence, including vacation, sick and PTO leave, will cease to accrue until the employee returns to work. Coverage under any group health insurance plan continues during leave. If the employee normally pays all or part of the premiums for such benefits (including payment via payroll deduction), the employee must arrange for continued payment of such premiums during the period of unpaid family medical leave. The HRPDC/HRTPO will continue to pay the employee's Optional Life Insurance benefit during unpaid FMLA leave.

Generally, if an employee chooses not to return to work for reasons other than a continued serious health condition, the HRPDC/HRTPO will require the employee to reimburse the HRPDC/HRTPO for the amount it paid for the employee's health insurance premium during the leave period.

X. RETURN TO WORK

The HRPDC/HRTPO complies with the FMLA and endeavors to place eligible employees returning from FMLA in their former position or in a position comparable in status and pay, subject to budgetary restrictions, the HRPDC's/HRTPO's need to fill vacancies, the ability of the HRPDC/HRTPO to find qualified temporary replacements, and other considerations of the HRPDC/HRTPO. Before being permitted to return from family and medical leave, the employee will be required to present the HRPDC/HRTPO with a certification from their treating physician indicating that they are capable of returning to work and performing the essential functions of their position, with or without reasonable accommodation.

Ineligible employees who are on any form of family and medical leave, whether paid or unpaid, remain at-will employees.

Appendix D

Worker's Compensation Panel of Physicians

The closest emergency facility may be used in an emergency situation. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

If needed, employees must select a doctor from the panel below. If an employee declines to select a physician from the panel below, the employee will have to pay for any medical treatment or doctor's bills, and will be denied workers' compensation for any absence based on a disability, which is not certified by an approved panel physician.

TREATING PHYSICIANS

Cetrone, Anthony MD Elbeshbeshy, Tarek MD Rawls, Hobie MD Sack, David MD Webb, Michael MD	NowCare - Indian River 6632 Indian River Road Virginia Beach , VA 23464	757-424-4300
Alexander, James MD Baddar, Michael MD Conage, Thomas MD Downs, E. Jay MD Hurst, Casey MD McNeil, Harold DO	I&O Medical Center 838-A Old George Washington Hwy. Chesapeake , VA 23323	757-487-9600
Gormley, Robert MD Hall, James MD Hippenstiel , Mark MD Leaven, Trey MD	Patient First Battlefield 705 N. Battlefield Blvd. Chesapeake , VA 23320	757-547-0688
Dumlao, Aldo MD	Patient First Cedar Road 1239 Cedar Rd Chesapeake , VA 23322	757-549-9935

SPECIALIST PANEL
(to be selected by the treating physician)

ORTHOPAEDIC

Blasdell, Steven MD Caines, Michael MD Johnson, Wayne MD Knauft, Richard MD Luciano -Perez, Ernesto MD Marlow, Aaron MD	Virginia Orthopaedic & Spine Specialists 3300 High Street, Suite 1 Portsmouth, VA 23707	757-397-0783
Caines, Michael MD Johnson, Wayne MD Luciano -Perez, Ernesto MD Marlow, Aaron MD	Virginia Orthopaedic & Spine Specialists 5838 Harborview Blvd., Suite 100 Suffolk , VA 23435	757-397-0783

ORTHOPAEDIC BACK AND SPINE

Kerner, Mark MD	Virginia Orthopaedic & Spine Specialists MAST ONE Building 1040 University Blvd., #200 Portsmouth, VA 23703	757-397-0783

PHYSICAL MEDICINE (PM & R)

Arora, Reeta MD Jackson, Teresa MD Sinkiewicz, Melissa DO	Virginia Orthopaedic & Spine Specialists MAST ONE Building 1040 University Blvd., #200 Portsmouth, VA 23703	757-397-0783

SPORTS MEDICINE - SHOULDERS AND KNEES

Aboka, Alexander MD	Virginia Orthopaedic & Spine Specialists 3300 High Street, Suite 1 Portsmouth, VA 23707	757-397-0783
Aboka, Alexander MD	Virginia Orthopaedic & Spine Specialists 5838 Harborview Blvd., Suite 100 Suffolk , VA 23435	757-397-0783

Appendix E

Travel Reimbursement Guidelines
(VDOT Guidelines – October 1, 2013)

LODGING, MEALS & INCIDENTAL EXPENSES REIMBURSEMENT RATES (IN-STATE)

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable for IN-STATE travel reimbursement. If a location is not listed, the standard rate applies.

IN-STATE Location	**Date Applicable**	**Lodging Rate Excludes Taxes & Surcharges**	**Meals & Incidental Expense (M&IE) Rate** Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD		**$83**	**$41**
Abingdon (Washington)		95	46
Blacksburg (Montgomery)		97	46
Charlottesville (Albemarle and Green County)		126	56
Chesapeake/Suffolk	9/1-5/31	83	56
	6/1-8/31	85	56
Fredericksburg (Spotsylvania,Caroline,Stafford County)		85	56
Loudoun County		105	61
Lynchburg (Campbell County)		85	51
Manassas (Pr William Co)		88	56
Norfolk/Portsmouth		89	61
Richmond (City Limits)		114	66
Roanoke (City Limits)		97	51
Virginia Beach	9/1-5/31	94	56
	6/1-8/31	166	56
Wallops Island (Accomack County)	9/1-6/30	88	56
	7/1-8/31	133	56
Warrenton (Fauquier County)		111	46
Washington, D.C. (see regional included below)	7/1-8/31	167	71
	9/1-10/31	219	71
	11/1 – 2/28	184	71
	3/1 – 6/30	224	71
Williamsburg/James City/ York County	9/1-3/31 4/1-8/31	83 93	51 51

Washington, D.C. includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and Maryland counties of Montgomery and Prince George's.

LODGING, MEALS & INCIDENTAL EXPENSES REIMBURSEMENT RATES (OUT-OF-STATE)

The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable for **OUT-OF-STATE** travel reimbursement. If a location is not listed, the standard rate applies.

OUT-OF-STATE Location	**Date Applicable**	**Lodging Rate Excludes Taxes and Surcharges**	**Meals & Incidental Expense (M&IE) Rate** Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD		**$94**	**$46**
Arlington/Ft.Worth/Grapeville,TX (Tarrant County)		140	56
Atlanta, GA (Fulton, Cobb, & DeKalb Co.)		133	56
Austin, TX (Travis)		120	71
Baltimore, MD	3/1-11/30	147	71
	12/1-2/28	119	71
Baltimore County, MD		98	61
Boston/Cambridge, MA (Suffolk County)	9/1-10/31 11/1-3/31 4/1-6/30 7/1-8/31	237 170 229 207	71 71 71 71
Charleston, SC (Berkeley, Charleston, & Dorchester Co.)	6/1-10/31	150	56
	11/1-2/28	133	56
	3/1-5/31	173	56
Charlotte, NC (Mecklenburg County)		110	51
Chicago, IL (Cook, Lake Counties)	12/1-2/28	128	71
	3/1-6/30	186	71
	7/1-8/31	166	71
	9/1-11/30	209	71
Cincinnati, OH (Hamilton & Clermont Co.)		127	56
Cleveland, OH (Cuyahoga County)		111	56
Dallas, TX (Dallas County)	1/1-10/31	123	71
	11/1-12/31	108	71
Denver/Aurora, CO (Adams, Arapahoe, Denver and Jefferson Counties)		156	66
Detroit, MI (Wayne County)		100	56

OUT-OF-STATE Location	Date Applicable	Lodging Rate Excludes Taxes and Surcharges	Meals & Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD		**$94**	**$46**
Floral Park/Garden City/Great Neck, NY (Nassau County)		150	66
Fort Lauderdale, FL (Broward County)	10/1-12/31	134	71
	1/1-3/31	180	71
	4/1-5/31	147	71
	6/1-9/30	108	71
Houston, TX (Fort Bend, Harris, Montgomery Counties, L.B. Johnson Space Center)		118	71
Kansas City, MO (Cass, Clay, Jackson, Platte Counties)		106	61
Las Vegas, NV (Clark County)		92	71
Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)		133	71
Miami, FL (Miami-Dade County)	10/1-12/31	140	66
	1/1-3/31	187	66
	4/1-5/31	138	66
	6/1-9/30	109	66
Minneapolis/St. Paul, MN (Hennepin, Ramsey Counties)		133	71
Nashville, TN (Davidson)		122	66
Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)		132	61
New Orleans, LA (Jefferson, Orleans, Plaquemine, St. Bernard Parishes)	10/1-12/31	140	71
	1/1-6/30	151	71
	7/1-9/30	108	71
New York City, NY(Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)	9/30-12/31	303	71
	1/1-2/28	191	71
	3/1-6/30	267	71
	7/1-8/31	229	71
Orlando, FL (Orange County)	1/1-4/30	123	56
	5/1-12/31	101	56
Palm Springs, CA (Riverside County)	9/1-12/31	105	71
	1/1-5/31	125	71
	6/1-8/31	86	71

OUT-OF-STATE Location	Date Applicable	Lodging Rate Excludes Taxes and Surcharges	Meals & Incidental Expense (M&IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken
STANDARD		**$94**	**$46**
Philadelphia, PA (Philadelphia County)	9/1-11/30	163	66
	12/1-8/31	155	66
Phoenix/Scottsdale, AZ (Maricopa County)	9/1-12/31	106	71
	1/1-4/30	133	71
	5/1-8/31	88	71
Pittsburgh, PA (Allegheny County)		125	71
San Antonio, TX (Bexar County)		110	66
San Diego, CA (San Diego County)		139	71
San Francisco, CA (San Francisco County)	9/1-10/31	226	71
	11/1-12/31	172	71
	1/1-8/31	189	71
Savannah, GA (Chatham County)		98	56
Seattle, WA (King County)		152	71
St. Louis, MO St. Louis, St. Charles, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington Counties)		108	66
Tampa/St. Petersburg, FL (Pinellas and Hillsborough Counties)	5/1-12/31	99	51
	1/1-4/30	116	51
White Plains/Tarrytown/New Rochelle/ NY (Westchester County)		139	71

Prior approval of the Deputy Executive Director and Executive Director is required when lodging costs exceed guideline amounts.

MEALS & INCIDENTAL EXPENSES (M&IE)

Meals and certain incidental travel expenses are reimbursable for overnight business travel. These rates are all inclusive (taxes, tips, etc.). Incidental expenses include bellhop/waiter tips, valet, personal telephone calls, laundry and transportation between lodging and meals, etc.

M&IE RATE TABLE - The M&IE per diem rate must correspond to the location of the overnight stay:

Breakfast	$7	$7	$8	$9	$10	$11	$12
Lunch	$11	$11	$12	$13	$15	$16	$18
Dinner	$18	$23	$26	$29	$31	$34	$36
Meals	$36	$41	$46	$51	$56	$61	$66
Incidental Expenses	$5	$5	$5	$5	$5	$5	$5
MIE TOTAL	**$41**	**$46**	**$51**	**$56**	**$61**	**$66**	**$71**

Appendix F

Information Technology

I. Introduction

For purposes of this policy, references to the internet apply to use of both the internet and e-mail. References to electronic communications include messages that are transmitted or stored via computer, e-mail, or other similar devices provided by the HRPDC/HRTPO. This policy applies to all employees, both regular and temporary, and all contractors, consultants, vendors, interns, volunteers and others who use the resources owned or leased by the HRPDC/HRTPO. All employees are required to comply with HRPDC/HRTPO policies, local, state and federal laws and are responsible for using these resources in an appropriate, ethical, and lawful manner.

II. Purpose

The purposes of this IT policy are to:

- Establish appropriate behavior and awareness of acceptable IT business practices;
- Assist staff in the operation of IT systems in a secure manner;
- Assist management in the implementation and configuration of secure information-handling systems; and,
- Determine that IT policies and practices of the HRPDC/HRTPO are followed by employees.

III. Enforcement

The HRPDC considers violations of IT policy a matter of serious concern and will act to enforce the policy.

A. Monitoring:

In order to assess and maintain efficiency and security, the HRPDC/HRTPO engages in general, system-wide monitoring of its electronic data resources, as well as any other stored or transmitted information created or received by HRPDC/HRTPO employees on the agency's electronic data resources. Use of HRPDC/HRTPO electronic data resources may be viewed, recorded, logged, and stored along with the source and destination. The HRPDC/HRTPO reserves the right to disclose any such information to supervisors as well as others outside the HRPDC/HRTPO, unless exempted by law.

1. The HRPDC has the right to view employees' use and usage patterns, and to take appropriate action to maintain the security of its electronic data

resources and to assure HRPDC/HRTPO resources are used to promote the highest levels of productivity.

2. Supervisors may request an employee's use of the HRPDC/HRTPO electronic data resources be monitored. Requests may be made for the following purposes and any other purposes legitimately related to the transaction of HRPDC/HRTPO business:

   a. to determine compliance with this policy

   b. to evaluate the efficiency, quality, or productivity of HRPDC/HRTPO services;

   c. to evaluate the achievement of service goals

   d. to investigate activities that are indicative of attempts to compromise the security of HRPDC/HRTPO electronic data resources

   e. to investigate reasonably suspected misconduct and/or violations of HRPDC/HRTPO policies and/or violations of law

   f. to comply with a law, regulation, court order or for other legitimate governmental purpose.

B. Filtering

Employee access to internet sites may be blocked when such access is: (1) not reasonably related to an employee's official duties and responsibilities; (2) inconsistent with law or HRPDC/HRTPO policy; or (3) for any other legitimate reason or concern that is inconsistent with an employee's responsibilities or mission and goals of the HRPDC/HRTPO.

IV. Usage

The HRPDC/HRTPO recognizes workstations and access to the Internet are valuable and useful tools for employees to use in the performance of their daily responsibilities. Internet access is intended for HRPDC/HRTPO business purposes. Employees are responsible for using the internet in a responsible, ethical, and legal manner.

HRPDC/HRTPO employees are allowed access to Facebook, YouTube, Twitter, as well as other social networking sites as long as it is used for business, educational, or project research. Inappropriate use may result in revocation of the privilege and may include disciplinary action. Employees shall not create proxies in an attempt to circumvent any web filtering appliances. Log files are subject to inspection and audit at any time.

Employees shall have no expectations of privacy regarding their use of the HRPDC/HRTPO system or that any matter, data, equipment, or information created, stored, printed, copied, sent or received using the HRPDC/HRTPO electronic resources is the employee's personal property. Internet related activity, including the identity of each user and the sites visited by each user may be recorded. The HRPDC reserves the right to monitor and review an employee's access and use of the Internet or the HRPDC/HRTPO's other electronic communications resources at any time. Each employee shall be monitored for at least one 60-day period during the course of the year. Workstations will be audited for any illegal or improper software or content during this time.

A. Acceptable Use (Not all inclusive)

1. Work directly related to the mission or work task of the employee's assignment
2. Research, analysis, and/or professional society activities related to local, regional, state, or federal government work, tasks, and duties
3. Training or education
4. Announcement of new laws, procedures, policies, rules, services, programs, information, or activities
5. Use or interaction with folders or files, as necessary, to store messages or documents that may need to be retrieved later. (Employees are responsible for ensuring their electronic files and folders are kept to a minimum to avoid burdening system resources).
6. Personal use of the HRPDC/HRTPO electronic data resources is permitted for reasonably brief periods of time, during an employee's rest or break periods or during other periods of time when the employee is not expected to be actively performing his/her official duties. Because the HRPDC/HRTPO offers an Alternate Work Schedule, employees shall be aware of their co-workers' work schedules to ensure other employees are not being deprived of resources required to perform their work activities. Employees who engage in personal use of the HRPDC/HRTPO electronic data resources beyond that permitted herein may have their access revoked, and may be subject to disciplinary action.

B. Prohibited Uses (Not all inclusive)

Employees who are entrusted with any HRPDC/HRTPO facilities or equipment, including, but not limited to, computers, e-mail, network, internet, telephone and voicemail systems, are prohibited from using any such assets for an improper purpose. Improper purpose and use includes, but is not limited to:

1. Violations of a person's rights of privacy or publicity
2. Accessing, displaying, viewing, listening, archiving, storing, distributing, editing or recording of obscene, pornographic, or sexually explicit material

3. Personal use of any equipment that interferes with an employee's productivity and job performance
4. Unauthorized disclosure of the HRPDC/HRTPO personal/confidential information including but not limited to personal contact information, medical information, social security numbers, bank account numbers, etc.
5. Solicitation
6. Any transaction that would result in violations of the laws of the United States, Commonwealth of Virginia, or the City of Chesapeake.
7. Sending, receiving, soliciting, printing, copying, or replying to texts or images that disparage others based on their race, religion, color, sex, sexual orientation, national origin, veteran status, disability, ancestry, age or other protected classification.
8. Use of the internet to download entertainment software games or play games against opponents including, but not limited to online gambling, online poker, online bingo, online sporting-betting and online casinos.
9. Sending, receiving soliciting, printing, copying, or replying to messages that are maliciously disparaging or defamatory
10. Spreading gossip, rumors, and innuendos about employees, clients, suppliers, or other outside parties
11. Sending, receiving, soliciting, printing, copying, or replying to messages or images that contain foul, obscene, off-color, or adult oriented language
12. Sending, receiving, soliciting, printing, copying, or replying to messages or images intended to alarm others, embarrass the organization, negatively affect employee productivity or harm employee morale.
13. Installing or attaching any personally purchased software, hardware or non-business software on workstations or any other HRPDC/HRTPO computer, PDA, or IT hardware without prior approval from the IT Manager and Executive Director or designee
14. Copying or sending copies of documents in violation of copyright laws
15. Use of the Internet to disrupt any discussion group, mailing list or newsgroup with frivolous, vulgar, or repetitious postings by posting a binary, or excessively large, unrelated text file or posting articles that are off-topic according to the charter or other public statement of the forum
16. Downloading and using personal, computer-grade Instant Messaging software (ex; AOL Instant Messenger, Yahoo, MSN) to transmit IM via the public internet or the HRPDC/HRTPO internal intranet.
17. Use of the internet or HRPDC/HRTPO computer resources to threaten others; intercept e-mail; infiltrate a computer or computing system (e.g., hacking); interfere, clog, or damage the performance, files, data, or software components of a computer or computer system. This includes, but is not limited to: the introduction of malicious code (e.g., creating or propagating viruses, worms, Trojan horses, etc.), disruption of services (e.g., network sniffing, pinging floods, packet spoofing, denial of service attacks, etc.) port or security scanning, damaging files, or to attempt any of the foregoing, is prohibited.

18. Use of computer program(s) to decode or attempt to decode passwords or encrypted information, or to circumvent or attempt to circumvent security or access controls
19. Misrepresenting, under any circumstances, an employee's true identity
20. Using another person's User ID(s) and password(s)
21. Disclosing passwords to family members or other persons and/or allowing other persons to access any of the HRPDC/HRTPO electronic data resources
22. Accessing encrypted, secured, or another individuals data without authorization
23. Developing or running personal websites on the HRPDC/HRTPO electronic data resources
24. Altering or reconfiguring any software or hardware of the HRPDC/HRTPO electronic data resources without express authorization of the IT Manager.
25. Sending non-business mail (junk mail) to mailing lists, or to all users, including but not limited to personals, items for sale, pets for sale/adoption, chain emails, and petitions
26. Creating, copying, installing, or using any software or data files on a HRPDC/HRTPO electronic device in violation of any applicable copyright or license, or without authorization from the IT Department
27. Monopolizing systems, overloading networks, or wasting computing resources (e.g., computer time, connect time, over-the-wire modeling, disk space, paper, etc.)
28. Using HRPDC/HRTPO electronic data resources for profit or non-profit activities, including advertising and political purposes that are not work-related
29. Using HRPDC/HRTPO electronic data resources to purchase, obtain, or offer products or information for HRPDC/HRTPO purchases except as authorized under normal HRPDC Purchasing Procedures.
30. Connecting privately owned electronic devices to HRPDC/HRTPO electronic data resources, installing personal software on any HRPDC electronic device, or loading HRPDC software on an individual's personal electronic device without permission of the IT Department.
31. Giving the impression that one is representing, giving opinions, or otherwise speaking on behalf of the HRPDC/HRTPO or any department of the HRPDC/HRTPO, unless expressly authorized to do so by the Executive Director. Where appropriate and/or when necessary to avoid such impression, the following explicit disclaimer shall be used for communications transmitted by the HRPDC/HRTPO electronic mail system:

    "The opinions or statements expressed herein are my own and should not be taken as a position, opinion, statement, or endorsement of the Hampton Roads Planning District Commission/Hampton Roads Transportation Planning Organization".

It is impossible to conceive of every possible action that may be in violation of the standards and policies in this manual, As a result, conduct will be reviewed and may

be deemed to be in violation of this manual after a full review by the Executive Director. Conduct in violation of this manual will result in disciplinary action up to and including termination.

V. Confidential, Proprietary, and Personal Information

Unless an employee's job function or responsibilities require, or authorized by the Executive Director, employees are prohibited from using email to transmit confidential information to outside parties. Employees may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the organization, employees, clients, suppliers, and other business associates. Confidential information includes but is not limited to client lists, credit card numbers, Social Security numbers, employee performance reviews, salary details, passwords, and information that could embarrass the HRPDC/HRTPO and its employees were it to be made public.

A. Communication with Attorneys

In order to preserve the attorney-client privilege for communications between attorneys and clients, email to seek legal advice or pose a legal question is cautioned. Email communications with attorneys should have the following in the subject line of the email: "CONFIDENTIAL ATTORNEY CLIENT COMMUNICATION".

B. On-line Banking / Personal Financial Transactions

Employees should exercise discretion when conducting personal financial transactions (e.g., On-line Banking) when using HRPDC/HRTPO data resources. Should employees choose to use the HRPDC/HRTPO resources, the HRPDC/HRTPO assumes no responsibility or liability for any breaches or damages that may occur as a result of said financial transactions. Personal financial transactions will be the sole responsibility of the employee.

VI. Anti-Virus

Due to today's internet-based environment, workstations, servers, and networks are exposed to malicious code. Viruses, worms, and Trojans all pose a threat to the HRPDC/HRTPO information systems. Virus scanning programs monitor workstations and servers for any form of malicious code.

The HRPDC/HRTPO currently maintains hardware appliances and software to scan e-mail and block internet traffic from virus-producing sites. The HRPDC maintains a three-tier virus protection program; one at our perimeter, one at the server level, and another at the workstation level. All workstations, laptops, and servers will maintain virus-scanning software that is installed and maintained by the IT department. All virus software will be updated as new virus signature files are released. Employees shall not knowingly store, copy, save, or transmit virus-infected files on the HRPDC/HRTPO network. Because viruses may hide in executable programs, software should not be downloaded. For software

products only available via the internet, please contact the IT department for assistance in acquiring the software. Peer-to-Peer (P2P) applications that share files or allow access to HRPDC/HRTPO owned computers are not permitted.

Employees will not disable virus-scanning programs. The IT department may disable virus-scanning software during the performance of maintenance on the system or software being installed or upgraded. Employees shall report immediately to the IT department any indication that a computer may have been exposed to a virus.

Any employee who disables virus-scanning programs will be in violation of policy and will be subject to disciplinary actions up to and including termination.

VII. E-mail

Electronic Mail (email) is to be used for HRPDC/HRTPO business purposes. All e-mail messages are the property of the HRPDC/HRTPO and subject to review by authorized personnel. Staff cannot expect a right to privacy when using the HRPDC/HRTPO e-mail system. The HRPDC/HRTPO reserves the right to access any user's system and the information stored therein, and employees should not consider any of the materials transmitted via network resources or stored in network resources to be private.

Incoming and outgoing email messages are not private. Employees should take particular caution to carefully screen any personal e-mail received from other sources before deciding to forward such messages within or outside the HRPDC/HRTPO. Sending, knowingly receiving, viewing, downloading, or displaying material that might reasonably be determined unlawful or inappropriate, including obscene or pornographic material, is not permitted.

The internet and other HRPDC/HRTPO electronic communications may not be used to send unsolicited bulk e-mail, or otherwise unsolicited messages where the recipient objects to the content of the message or to the receipt of the message in general. No email or other electronic communications may be sent that hides the identity of the sender or that represents the sender as anyone other than the actual sender.

Individual encryption systems that bypass the email server's virus-checking capability are not authorized on HRPDC/HRTPO workstations. Employees assume responsibility for the content of any message he or she chooses to send, regardless of who originally created the content. Jokes and other messages that contain content that might reasonably be viewed by another person as offensive or discriminatory may not be circulated using the HRPDC/HRTPO resources. Employees shall promptly disclose to their supervisor any message they believe contains inappropriate content.

The HRPDC/HRTPO email system is subject to the Virginia Freedom of Information Act and copies of messages and attachments can be requested by citizens or the media. Employees shall be responsible for maintaining files and communications consistent with the Records Retention policy of the HRPDC/HRTPO.

Email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on the email system or unwarranted or unsolicited interference with others' use of email or the email system. Email is subject to the policies concerning other forms of communication as well as other applicable policies including, but not limited to, confidentiality, conflict of interest, general conduct and sexual harassment. Supervisors, Deputy Executive Director(s) and the Executive Director shall evaluate the appropriate use of network resources in their department/agency.

VIII. Wireless Access

The HRPDC/HRTPO wireless access system is for business use only. Business use includes, but is not limited to, use by clients, guests, visitors and vendors, as well as Skype and Polycom video conferencing, and the remote testing of the HRPDC/HRTPO primary network. For security reasons, the main in-house network is not available through a Wireless Access Point (WAP). Employee access to company data is limited based on user profiles defined by IT and is automatically enforced.

IX. Remote Access

Remote access implementations that are covered by this policy include, but are not limited to, dial-in modems, ISDN, DSL, VPN, and cable modems. This policy covers single connections from an individual workstation to the HRPDC/HRTPO network. Remote access will be granted to authorized HRPDC/HRTPO employees only. Employees authorized to use remote access are responsible for providing the connection between the computer and the HRPDC/HRTPO.

Remote access to the HRPDC/HRTPO network is through a secure remote access method, Virtual Private Network (VPN) or a secure web site interface (HTTPS). Employees with authorized remote access are responsible for ensuring unauthorized users are not allowed access to HRPDC/HRTPO-owned computers or resources. VPNs are available for use via HRPDC/HRTPO owned and certified equipment only. Non-HRPDC/HRTPO equipment connections to the HRPDC/HRTPO trusted network are not allowed. All computers connected to the internal network via the VPN must use standard HRPDC/HRTPO anti-virus applications, as well as have the latest security patches. VPN access is controlled using the employee's Active Directory account and password. Access from a remote site to an HRPDC/HRTPO network that contains sensitive or restricted information will require additional authentication procedures.

X. Bring Your Own Device (BYOD)

The HRPDC/HRTPO grants its employees the privilege of purchasing and using their personal smartphones and tablets at work for their convenience. The HRPDC/HRTPO reserves the right to revoke this privilege if an employee does not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of

HRPDC/HRTPO data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Employees must agree to the terms and conditions set forth in this policy in order to connect personal devices to the HRPDC/HRTPO wireless network and/or Microsoft 2010 Exchange server.

A. Acceptable Use

1. Acceptable business use is defined as activities that directly or indirectly support the business of the HRPDC/HRTPO.

2. Acceptable personal use on company time is defined as reasonable and limited personal communication or recreation, such as reading, personal emails, listening to music, or game playing, as long as this is done via the employee's carrier and not conducted over the HRPDC/HRTPO wireless network.

3. Because most mobile devices now have cameras and/or video capabilities, discretion with recording images is highly encouraged.

4. Devices may not be used at any time to:

    a. store or transmit illicit images
    b. harass others
    c. engage in outside business activities

Employees are allowed to have most productivity, entertainment, utility apps; etc., (Weather, Facebook, Twitter) as long as the employee pays for the software and/or corresponding services. The device's operating system must support Microsoft Exchange 2010 in order to interact with HRPDC/HRTPO email services. Once synced, employees may use their mobile devices to access HRPDC/HRTPO-owned resources such as email, calendars, contacts, documents, etc. The IT department is fully responsible for synchronization of the device. Connectivity issues are supported by IT; however, employees should contact the device manufacturer or their carrier for operating system or hardware related issues. Devices must be presented to IT for proper job provisioning and configuration of standard applications, such as browsers, office productivity software and security tools before access to the network is granted.

B. Mobile device virus protection

All portable devices are required to have virus protection, prior to connecting to the HRPDC/HRTPO Exchange server, or wireless LAN. Employees are responsible for the purchase of such virus protection.

C. Reimbursement

The HRPDC/HRTPO will not reimburse employees for the cost of their personal device, monthly reoccurring service costs, long distance or roaming charges, or any associated maintenance plans or contracts the employee may enter in to unless approved in advance by the Executive Director.

D. Mobile Device Security

In order to prevent unauthorized access, personal devices must be password protected using the features of the device as well as a strong password to access the company network, regardless whether the phone is connected over the carrier's network, or the HRPDC/HRTPO wireless LAN.

1. Passwords must be at least eight characters long, consisting of at least one capital letter, one lower case letter, one number, and one special character.

2. The device must lock itself with a password or PIN when idle for 5 minutes.

3. The device should be set to lock after five (5) failed login attempts.

4. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.

5. Employees are requested to contact the IT Department prior to downloading and installing new programs that could affect the security of the HRPDC/HRTPO network.

6. Smartphones and tablets, which are not on the HRPDC/HRTPO list of supported devices, shall not be connected to the network.

7. Smartphones and tablets belonging to employees that are used for **personal use only** are not allowed to connect to the network.

8. The employee's device may be remotely wiped if:

    a. the device is lost or stolen
    b. the employee terminates employment with the HRPDC/HRTPO
    c. IT detects a data or policy breach, virus or similar threat to the security of the HRPDC/HRTPO data and technology infrastructure.

E. Risks/Liabilities/Disclaimers

1. IT will take every precaution to prevent the employee's personal data from being lost in the event it must wipe or remote wipe a device; however it is

the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.

2. The HRPDC/HRTPO reserves the right to disconnect devices or disable services without notification.
3. Lost or stolen devices must be reported to the HRPDC/HRTPO IT Manager within 24 hours. Employees are responsible for notifying their carrier immediately upon loss of a device.

4. Employees are expected to use his or her device in an ethical manner at all times and adhere to the HRPDC/HRTPO acceptable use policy.

5. The employee is responsible for all costs associated with his or her device.

6. The employee is responsible for the physical security and location of their device.

7. The employee assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

The HRPDC/HRTPO reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

XI. Intellectual Property

The majority of software for use on HRPDC/HRTPO workstations is protected by federal copyright laws and is generally protected by a license agreement between the purchaser and the software owner. The software provided by the HRPDC/HRTPO shall only be used on computing equipment as specified in the software license(s). Employees, clients and contractors shall not copy or reproduce any licensed software on HRPDC/HRTPO equipment, except as expressly permitted by the software license. Unauthorized copies of software shall not be installed on HRPDC/HRTPO-owned equipment. Employees may not send or otherwise provide to any other person any software licensed to the HRPDC/HRTPO or data owned or licensed by the HRPDC/HRTPO without explicit authorization from the IT Manager.

No software may be installed, copied, or used on HRPDC/HRTPO computer systems except as permitted by the owner of the software and by law and approved by the IT Manager. Unauthorized use of copyright protected material (including, but not limited to, graphic images, movies, music, and software) is a serious matter and is a violation of federal law. Employees who reproduce and/or distributes copyrighted materials without written permission and in excess of "fair use" may be at risk for the penalties associated with copyright infringement. Employees shall not download or store any software on HRPDC/HRTPO owned workstations or servers, for which the organization does not have a

valid license. The HRPDC/HRTPO prohibits the illegal use of software and/or violations of software license agreements.

XII. Passwords

Employees shall maintain individual, confidential passwords on their workstations. The creation of passwords consists of the following:

1. A minimum of eight characters that shall include at least one capital letter, one number, and one special character.

2. The password cannot be reused for a minimum of 18 months.

3. The password must be changed at least every 180 days.

If a password is reset by the IT staff either for maintenance, repair or at the request of a supervisor or senior staff, the password will be set to the HRPDC/HRTPO default password. The user will then be required to change the password. Please see the IT department for default password.

The HRPDC/HRTPO prohibits the sharing of passwords with non-management employees. Users are strongly discouraged from writing their passwords down. If the password is discovered by IT staff as being easily found or shared with other non-management employees, the password will be reset and the user must create a new password.

XIII. Security

Employees shall respect the integrity of the HRPDC/HRTPO computer systems and electronic information. Employees shall not wrongfully modify or access files, documents, passwords, or data that belong to other users or misrepresent oneself by accessing or using another's system or individual account. The HRPDC/HRTPO maintains a variety of resources (firewall, filtering, monitoring, virus protection, etc.) to protect agency servers, workstations, network, users, and data. Employees shall not attempt to disable, defeat, or circumvent any HRPDC/HRTPO security appliance or facility. Employees may not use any encryption device or other security protection device on HRPDC/HRTPO resources without written authorization from the HRPDC/HRTPO IT Manager and Executive Director.

Entering information in a computer or database that is known to be false and/or unauthorized, or altering an existing database, document, or computer disk with false and/or unauthorized information is prohibited.

Making any modification to HRPDC computer equipment, systems files, or software without specific authorization is prohibited. Modification includes the installation of any software on any HRPDC equipment.

Supervisors may request an employee's password and access to an employee's account and shall notify the IT department when an employee relocates or terminates from the HRPDC/HRTPO or requires termination of access.

XIV. Electronic Media Destruction

In order to meet confidentiality and privacy requirements all electronic storage media (i.e., floppy disks, optical (CD-ROM/RW/DVD, etc.), thumb drives, tape, hard drives, Zip disks, embedded memory systems (routers, PDA, key fobs, smart cards, etc.), shall be erased or destroyed before any transfer or disposal of equipment occurs. Media that contains sensitive data (privacy, financial or personal health information) shall destroyed before disposal by one of the following means:

1. Degaussing

2. Shredding (physical or electronic)

3. Physical destruction/ impairment beyond reasonable use

In addition to disciplinary actions outlined in the HRPDC/HRTPO Personnel Manual, disclosure of sensitive, personal, private, confidential or proprietary information may result in civil and criminal penalties.

XV. Data Backup

A. Workstation Backups

Workstations are equipped with dual hard drives and all information written to the C:\ drive of your workstation is simultaneously written to another drive in order to protect the loss of the data on a workstation from a single hard drive failure.

B. Network Backups:

Network backups are performed nightly Monday through Friday. Saturday backups are weekly backups that duplicate everything regardless of its last modification.

XVI. Employee Responsibilities

Employees are vital frontline defenders of the integrity of HRPDC/HRTPO electronic data resources. Security of electronic data resources is the responsibility of all employees of the HRPDC/HRTPO. Therefore, all employees having access to the HRPDC's electronic data resources shall:

A. Cooperate in the ongoing task of preserving and protecting the HRPDC/HRTPO electronic data resources.

B. Maintain the confidentiality of his/her assigned User ID(s) and Password(s). All employees will be held personally accountable for all activities logged to their User ID(s) and Password(s) on the activity logs and violation reports.

C. Be responsible for visitors, clients, or vendors to whom they grant access to system resources.

D. Abide by this policy by encouraging compliance by fellow employees, reporting violations, and pointing out areas in which this IT policy may be improved.

By their signature of the Acknowledgement page of the Personnel Manual, employees assert that they have read and understand the HRPDC/HRTPO policy on Computer Resources, Internet, and Electronic Communications.

XVII. Conservation of Resources

PCs, monitors, and peripheral devices (such as devices that use wall chargers) should be turned off when not in use or if the user will remain away from their workstation for a substantial length of time. Power settings should be set to create a usable balance between conservation and productivity. All workstations are to be turned off when leaving for the day, with the exception of those utilizing remote access (Citrix).

While there are no objections to staff making use of the various printers throughout the building, we ask that employees understand the associated costs of supplies to the HRPDC/HRTPO as well as the environmental impact. When possible please print to the PDF format or email as needed.

XVIII. Penalties for Violation

Employees should understand that violations of these policies may not only subject them to disciplinary action within the HRPDC/HRTPO, but may expose them to civil and/or criminal action. The HRPDC/HRTPO will cooperate with the inquiries of any legitimate law enforcement authority relating to employee use of the Internet or other HRPDC/HRTPO computer resources.

Appendix G

Employee Acknowledgement of Receipt of Personnel Manual

I have been presented with and am in receipt of the HRPDC/HRTPO Personnel Manual that outlines my privileges, benefits, and conditions of employment as an employee of the HRPDC/HRTPO. I have familiarized myself with the information contained in this personnel manual and understand that it governs my employment with the HRPDC/HRTPO. I understand that I may refer any questions that I have on these subjects to my supervisor, the Deputy Executive Director or the Human Resources Administrator.

The information in this manual is subject to periodic review by the Personnel and Budget Committee of the HRPDC/HRTPO and may be changed by action of the HRPDC/HRTPO Boards. I understand that any changes in the policies as listed herein may be made by the HRPDC/HRTPO Boards and the Executive Director may accordingly modify, supersede, or eliminate the policies outlined in the manual. I understand that any changes that are made will be announced and distributed in writing to all employees of the HRPDC/HRTPO for inclusion in the manual and that it is my obligation to keep my manual current.

Employment with HRPDC/HRTPO is at-will. Accordingly, I understand I voluntarily entered into employment and I am free to resign at any time. Similarly, HRPDC/HRTPO is free to terminate the employment relationship at any time, with or without cause, so long as it is not prohibited by law. I understand that the terms and conditions of the enclosed manual are incorporated in this Acknowledgment, and I hereby consent to its terms and conditions.

_____

Employee Signature

_____

Print Name

_____

Date

AGENDA NOTE – HRPDC QUARTERLY COMMISION MEETING

ITEM #8I: MEMORANDUM OF UNDERSTANDING BETWEEN THE HRPDC & HRTPO REGARDING THE COMPOSITION OF THE PERSONNEL AND BUDGET COMMITTEE

SUBJECT:
Approval of a Memorandum of Understanding outlining the composition of the HRPDC/HRTPO Personnel and Budget Committee.

BACKGROUND:
The Personnel and Budget Committee of the HRPDC is an ad-hoc Committee of the HRPDC and has traditionally met to discuss such matters as the budget, audit, personnel policy and procedure changes and has been comprised of the Chair, Vice-Chair, Treasurer and Secretary and two other board members from the HRPDC. Given the formal functions of the HRPDC and HRTPO, it is recommended that composition of the Personnel and Budget Committee be reorganized to include the Chair and Vice Chair of both boards, the Treasurer, the Secretary, two Chief Administrative Officers (CAOs) - one from the Southside and Peninsula, and one additional elected official from the HRPDC (currently Mr. Louis Jones of Virginia Beach). A draft Memorandum of Agreement (MOA) is attached that outlines the relationship of the Personnel and Budget Committee to both the HRPDC and HRTPO boards.

Attachment 8-I

RECOMMENDED ACTION:
The HRPDC Personnel and Budget Committee recommend approval of the Memorandum of Understanding between the HRPDC and HRTPO as it relates to the composition of the Personnel and Budget Committee.

Third
Memorandum of Understanding
Between
The Hampton Roads Transportation Planning Organization
And
The Hampton Roads Planning District Commission

This Memorandum of Understanding (MOU) is executed as of January 16, 2014 by and between the Hampton Roads Transportation Planning Organization, hereinafter referred to as HRTPO, and the Hampton Roads Planning District Commission, hereinafter referred to as HRPDC.

WHEREAS, the HRTPO is the Metropolitan Planning Organization for the Hampton Roads Metropolitan Area; and

WHEREAS, the HRPDC is the Regional Planning Organization for the Hampton Roads Region; and

WHEREAS, the HRPDC provides the planning and administrative staff, hereinafter referred to as Staff, to the HRTPO as per the First MOU, and responsibilities of Staff are defined in the annual Unified Planning Work Programs which outline the specific work to be carried out by Staff; and

WHEREAS, the Personnel and Budget Committee, hereinafter referred to as P&B Committee, previously established by the HRPDC, shall be reorganized to include representatives of both organizations to include: the Chair and Vice Chair of the boards of HRPDC and HRTPO, the Treasurer, the Secretary, two Chief Administrative Officers (CAOs) – one from the Southside and one from the Peninsula, and one additional elected official from the HRPDC.

NOW, THEREFORE, it is by mutual agreement that the P&B Committee shall serve both the HRPDC and the HRTPO pursuant to this Memorandum of Understanding.

McKinley Price, Chairman Hampton Roads Transportation Planning Organization	Kenneth I. Wright, Chairman Hampton Roads Planning District Commission

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8J: CONTRACT FOR ENVISION HAMPTON ROADS

SUBJECT:
Approval of a contract with Christopher Newport University (CNU) to conduct marketing research among residents of the Hampton Roads region.

BACKGROUND:
As part of the regional strategic planning process, the HRPDC plans to conduct marketing research to engage residents to participate in the establishment of a shared Regional Vision. CNU will use input from HRPDC to assist HRPDC in the analysis of feedback from a series of community values listening sessions, design a standardized 12 - minute survey questionnaire, conduct a proper telephone survey of 1,800 Hampton Roads region households, analyze the findings using statistical modeling, present the report to the HRPDC on or about May 1, 2014, and perform other marketing research and consulting services as assigned.

This project is funded through a fundraising campaign and HRPDC local funds.

The anticipated total cost of the contract will not exceed $75,000.

Period of Performance: March 1, 2014 through June 30, 2014.

General Scope of Work: CNU shall provide the following:

Quantitative Survey:

1. Use input from HRPDC and the qualitative listening process to design a standardized 12+ minute survey questionnaire.
2. Conduct a proper telephone survey among 1,800 Hampton Roads region households:
3. Survey Contract Performance / Deliverables include:
    a. Analysis of the findings using cross tabulation and statistical modeling
    b. MS PowerPoint full document report (65-85+ pages) and MS Word document executive summary (4 to 6 pages).
    d. Presentation of the findings to HRPDC on or about May 1, 2014.
    e. Presentation to full planning committee within 1-2 weeks thereafter.

Phase II - Post Primary Research:

Perform other marketing research and consulting services for HRPDC as assigned by HRPDC and/or the full planning committee.

Attachment 8-J

RECOMMENDED ACTION:
Authorize Executive Director to sign a contract with Christopher Newport University for marketing research.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8J: CONTRACT FOR ENVISION HAMPTON ROADS

SUBJECT:
Approval of a contract with Christopher Newport University (CNU) to conduct marketing research among residents of the Hampton Roads region.

BACKGROUND:
As part of the regional strategic planning process, the HRPDC plans to conduct marketing research to engage residents to participate in the establishment of a shared Regional Vision. CNU will use input from HRPDC to assist HRPDC in the analysis of feedback from a series of community values listening sessions, design a standardized 12 - minute survey questionnaire, conduct a proper telephone survey of 1,800 Hampton Roads region households, analyze the findings using statistical modeling, present the report to the HRPDC on or about May 1, 2014, and perform other marketing research and consulting services as assigned.

This project is funded through a fundraising campaign and HRPDC local funds.

The anticipated total cost of the contract will not exceed $75,000.

Period of Performance: March 1, 2014 through June 30, 2014.

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1. Use input from HRPDC and the qualitative listening process to design a standardized 12+ minute survey questionnaire.
2. Conduct a proper telephone survey among 1,800 Hampton Roads region households:
3. Survey Contract Performance / Deliverables include:
    a. Analysis of the findings using cross tabulation and statistical modeling
    b. MS PowerPoint full document report (65-85+ pages) and MS Word document executive summary (4 to 6 pages).
    d. Presentation of the findings to HRPDC on or about May 1, 2014.
    e. Presentation to full planning committee within 1-2 weeks thereafter.

Phase II - Post Primary Research:

Perform other marketing research and consulting services for HRPDC as assigned by HRPDC and/or the full planning committee.

Attachment 8-J

RECOMMENDED ACTION:
Authorize Executive Director to sign a contract with Christopher Newport University for marketing research.

HRPDC Marketing Research Scope of Work

I. PURPOSE:

As part of its regional strategic planning process, the Hampton Roads Planning District Commission (HRPDC) plans to conduct marketing research among residents of the Hampton Roads region.

II. BACKGROUND:

The Hampton Roads Planning District Commission (HRPDC) has embarked on an effort to develop Hampton Roads' first Community-based Regional Strategic Plan entitled, Envision Hampton Roads. This innovative approach to planning will give the residents of Hampton Roads the right to set the course for their community's future. Envision Hampton Roads will use interviews, mapping exercises, surveys and other means to hear from residents and use that information to present different community scenarios based on the information gathered. This process will allow residents to react to the scenarios and choose the future that best matches their vision. The goal of Envision Hampton Roads is to engage residents to participate in the establishment of a shared Regional Vision that ultimately creates a blueprint for the Region's future that leads to Hampton Roads being a great place to live, work, play, learn, and visit. In developing Envision Hampton Roads, the HRPDC will be following a 7 step Community Based Planning approach with the first step beginning with establishing Community Values followed by Vision, Strategy, Plan, Fund, Build, and Achieve.

III. SCOPE OF SERVICES: The Contractor shall perform the following tasks:

Phase I - Quantitative Survey:

1. Use input from HRPDC and the qualitative listening process to design a standardized 12+ minute survey questionnaire.
2. Conduct a proper telephone survey among 1,800 Hampton Roads region households:
    a. Include sixteen municipalities that make up the HRPDC's service area. To wit: the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and Gloucester, Isle of Wight, James City, Southampton, Surry and York counties.
    b. Use a randomized calling method that that gives all telephone households and mobile telephone users an opportunity to be included in the study.
    c. Ensure each of the municipalities in the region proper proportional representation.
    d. That provides an accurate reflection of the demographic profile of the region.

3. The survey can be started as soon as March 1, 2014 but must be completed, including analysis and reporting, by May 1, 2014.

4. Survey Contract Performance / Deliverables include:
    a. Analysis of the findings using cross tabulation and statistical modeling
    b. MS PowerPoint full document report (65-85+ pages) and MS Word document executive summary (4 to 6 pages).
    c. Full report will include coding 4 open-end questions.
    d. Presentation of the findings to HRPDC on or about May 1, 2014.
    e. Presentation to full planning committee within 1-2 weeks thereafter.
    f. Raw data in SPSS or other commonly used format.
    g. Data tables with 18 banner points.
    h. Print out of all verbatim comments.

Phase II - Post Primary Research:

1. Perform other marketing research and consulting services for HRPDC as assigned by HRPDC and/or the full planning committee.

2. Contract Performance / Deliverables:
    a. Specific tasks TBD.
    b. Provide hourly rates by professional categories (see below) that would be charged if subsequent work is requested.
        i. Agency Principal
        ii. Strategic Planning
        iii. Research Professional iv. Administrative

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8K: 2014 ECONOMIC FORECAST

SUBJECT:
The annual HRPDC regional economic forecast for 2014.

BACKGROUND:
Each January since 1990, the HRPDC has delivered a regional economic forecast for the coming year. The forecast presentation includes a review of local and national trends and provides a forecast for gross regional product, employment, unemployment, retail sales, and residential construction. The HRPDC economic forecast was approved as part of the FY14 HRPDC Unified Work Program.

This item was presented in Workshop Agenda Item #3.

RECOMMENDED ACTION:
The HRPDC staff recommends the Commission approve the economic forecast for 2014 for release to the public.

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8L: CONSULTANT SERVICES CONTRACT TASK ORDER – FOG ONLINE CERTIFICATION WEBSITE

SUBJECT:
Authorize issuance of a task order under the existing URS Corporation Continuing Services Contract for maintenance of and enhancements to the FOG Online Certification website.

BACKGROUND:
The FOG Certification website was developed in 2012 to help localities inform and train individuals working in the food service industry on proper maintenance of grease control devices and the harmful effects of fats, oils and grease (FOG) on the region's sanitary sewer systems. Certification is required by FOG ordinances in some Hampton Roads localities and the site offers two programs at no cost: one for food service establishment employees and another for individuals hauling grease from food service establishments. In addition to the free certification programs, the website also provides training materials and resources from detailed presentations and step-by-step instructional guides, to posters and educational brochures that can be downloaded and printed.

This project is funded by the localities through the Regional Wastewater Program.

Contract Amount: Up to $44,097.85.

Period of Performance: January 1, 2014 through December 31, 2014

General Scope of Work: URS shall provide the following:

Maintenance:

- Ensure that the database and webpages are working properly.
- Monitor the backup process to ensure that redundant backups are successfully maintained.
- Respond to user questions and issues forwarded by HRPDC staff, and assist HRPDC in responding to user inquiries.
- Provide general troubleshooting services.
- Ensure that system security measures are adequately provided.
- Monitor the database to anticipate and solve problems.

Enhancements:

- Provide enhanced backend user access to create, delete, or modify profiles and company associations.
- Modify backend reporting to include additional variables including email addresses and/or unique identification numbers for improved tracking.
- Amend account registration process to include company association prior to completion of certification.
- Modify certification cards to include employer name.

Attachment 8L

RECOMMENDED ACTION:
Authorize the Executive Director to issue a task order to maintain and perform site enhancements to the FOG Online Certification website under the Continuing Services Contract with URS Corporation.

ATTACHMENT B10

SCOPE OF WORK

FOG SUPPORT 2014

The Hampton Roads Planning District Commission (HRPDC) and URS Corporation (URS) developed an Internet-based training and certification program to help member jurisdictions minimize sanitary sewer overflows and related problems caused by Fat, Oil, and Grease (FOG) deposits in the sanitary sewer system. The site was implemented and became fully operational in 2012, and was maintained through 2013 under the terms of the original task order for the development of the website. Current maintenance is scheduled to expire for the FOG site on December 31, 2013.

Although the system is running well, there is an ongoing need for contractor maintenance, driven largely by questions from new or infrequent users who are unfamiliar with FOG. Other items, such as general troubleshooting issues, or solving potential problems encountered by users also create the need for ongoing support. Changes in server or software technology are constant, and often need to be addressed to maintain a stable system. This scope of services provides for simple support and maintenance of the FOG system from January 1, 2014 through December 31, 2014 as described below.

This Task Order also provides funding for developing enhancements and modifications to the FOG website, as requested by FOG C0mmittee members.

The A/E will use Virginia Technology Group as a subconsultant on this assignment. URS and Virginia Technology Group have completed related web development and implementation assignments for HRPDC in the past, and enjoy a good working relationship with HRPDC and its member jurisdictions.

Task 1: One-Year Services (Through December 31, 2014)

The A/E and its sub-consultant (Virginia Technology Group) shall provide monthly system support and maintenance, up to an average of eight (8) labor hours per month of technical and administrative support. Specific work includes time to:

- Ensure that the database and webpages are working properly.
- Monitor the backup process and ensure that redundant backups are successfully maintained.
- Respond to user questions and issues forwarded by HRPDC staff, and assist HRPDC in responding to user inquiries.
- Provide general troubleshooting services, such as monitoring capacity and bandwidth usage on the host server.
- Ensure that system security measures are adequately provided.
- Proactively monitor the database to anticipate and solve problems, such as potential data corruption and storage limitations on the server.

- Work with end users, time permitting and as-directed by HRPDC, to troubleshoot client-side problems, such as over-restrictive spam and anti-virus filters, firewall-related problems, and data formatting errors.

This task also includes hosting the FOG system on a commercial-grade server system (Azure) for a period of twelve (12) months.

Task 2: Website Enhancements

HRPDC has discussed ideas for enhancements and modifications to the FOG website with FOG Committee members. Generally, the committee members have requested the following enhancements and modifications:

- The ability to enter user profiles for people who took a paper test (mainly those who take the Spanish or Chinese version) or for those without computer access.
- The ability to remove or edit company associations from a user record (both haulers and FSEs)
- The ability to remove duplicate or blank listings (for both haulers/FSEs).
- The ability to add records of people (without email address) from locality-maintained databases
- For the backend reports, the committee members would like to be able to see email addresses for certified employees.
- Either provide a unique ID number for tracking user profiles or make email visible – so there is a way to determine the difference between profiles with the same name.
- On the certification card, display the company name along with the employee name.
- Ability to add FSE name to profile during account registration (in order to capture that in the beginning vs. waiting for the person to make the association after completing the test).

HRPDC has shared these requests with URS, but there has not been a meeting to coordinate and clarify them with the committee members present. Coordination is required before significant additions or changes to the website coding are undertaken, because some of these requests will require development of new administrative capabilities and portals, and some of them were specifically precluded (for various reasons) during the original development of the FOG website. Some items can be handled as simple maintenance, at less cost than coding additional administrative capabilities.

Regardless, it is clear the FOG Committee would like to have additional coding completed on the website. This task provides a budget amount to work with HRPDC and the FOG Committee to code enhancements, generally as described above. If the requested changes are greater than the budget will allow, URS will work with HRPDC and the FOG Committee to prioritize and deliver as many of the requests as can be accommodated for the budget. If there is remaining unused budget, URS will credit the remaining balance back to HRPDC at the end of this task order.

This task includes attending a scoping meeting and a progress meeting with HRPDC and the FOG Committee to clarify and prioritize the requests.

Assumptions and Limitations:

These are straightforward tasks comprising a continuation of certain services formerly performed by the A/E and Virginia Technology Group for HRPDC. The tasks outlined in this Scope of Work are being priced using the following assumptions and limitations:

i. The above maintenance services are budgeted assuming that the work can be completed with an average of eight (8) labor hours per month. Some months may require more or less than 8 hours of maintenance labor, but the average shall not exceed 8 hours per month.

ii. The primary contact for end users shall continue to be a designated representative at HRPDC. FOG users should not contact URS or Virginia Technology Group directly. If HRPDC's designated support representative directs URS or Virginia Technology Group to contact end users, URS or Virginia Technology Group will do so. This check is put in place to prevent end users from consuming the budget without approval from HRPDC.

iii. Maintenance work for end users that may require several hours of labor, and/or potential work at end-user sites will be performed only when directed by HRPDC. Maintenance work beyond the allotted 8 hours per month will be performed only if directed in writing by HRPDC.

iv. URS and HRPDC agree to shape this work to allow the deliverables under this scope of services to be reasonably produced for the accompanying fee estimate.

v. This project will be developed assuming the following design specifications:
    a. The site will support the current major browsers (IE, Firefox, and Chrome) with a "Current Version minus Two" approach, meaning the current version, plus the previous two versions, (currently 11, 24, 30, respectively).
    b. Microsoft Azure WebSites and VMs
    c. Microsoft SQL Azure
    d. Microsoft Azure Table and Blob Storage
    e. SendGrid
    f. ASP.NET 4.0+ MVC 3+ (Server)

vi. In order to keep development costs down, additional cross-browser compatibility is not part of these design requirements, nor is compatibility with alternate operating systems or database systems. URS will try to avoid design components that are problematic across different browser platforms, but will use the browser specification above for this assignment.

vii. The web pages will not be designed to any web coding standard, requirement, code, or protocol, such as the Americans with Disabilities Act.

viii. Because the anticipated changes are straightforward, and because scoping and progress meetings will take place during the course of this assignment, final training is not required.

Deliverables and Schedule:

The following deliverables shall be produced under this Task Order:

1. Up to an average of eight (8) hours of system support and maintenance per month, plus monthly system hosting and backup on a commercial server, from January 1, 2014 through December 31, 2014.
2. A scoping meeting and progress meeting as described in Task 2, with minutes provided by

URS.

3. Website enhancements as described in Task 2.

All deliverables will be produced in electronic formats. No paper hardcopy deliverables are anticipated.

A-E FEE PROPOSAL
10/21/2013

HRPDC STORMWATER IQC

URS CORPORATION

FOG SUPPORT 2014

FOG SUPPORT 2014

BASIC SERVICES	COST	Total Cost
TASK 1. One-Year Services (Through December 31, 2014)	$	15,000.00
TASK 2. Website Enhancements	$	29,097.85
TOTAL COST FOR BASIC SERVICES	**$**	**44,097.85**

OPTIONAL SERVICES	COST	Total Cost
OPTIONAL TASK 1. NOT USED	$	-
OPTIONAL TASK 2. NOT USED	$	-
OPTIONAL TASK 3. NOT USED	$	-
OPTIONAL TASK 4. NOT USED	$	-
TOTAL COST FOR OPTIONAL SERVICES	**$**	**-**

A-E FEE PROPOSAL
10/21/2013

HRPDC STORMWATER IQC

URS CORPORATION

FOG SUPPORT 2014

TASK 1. One-Year Services (Through December 31, 2014)

(A) LABOR COSTS (Loaded)

Personnel Category	Contract Rate	Manhours	Total Cost
Project Director/Principal	$ 187.50	0	$ -
QA/Principal Engineer	$ 168.75	20	$ 3,375.00
Project Manager/Task Manager	$ 156.25	0	$ -
Senior Engineer	$ 133.75	0	$ -
Mid-Level Engineer	$ 116.25	0	$ -
Health and Safety Officer	$ 108.75	0	$ -
Field Supervisor	$ 107.50	0	$ -
Senior CADD Operator	$ 85.00	0	$ -
Junior Engineer	$ 83.75	0	$ -
GIS Technician	$ 75.00	0	$ -
CADD Operator	$ 72.50	0	$ -
Project Administrator	$ 61.25	6	$ 367.50
Field Technician	$ 57.50	0	$ -
Total Loaded Labor Cost			**$ 3,742.50**
Total Labor Hours		26	

(B) OFFICE COSTS

Item and Unit of Measure	Unit Cost	Quantity	Total Cost
Blueprints (Ea.)	$ 1.20	0	$ -
BW Photocopies , 8-1/2x11 (Ea.)	$ 0.12	0	$ -
BW Photocopies , 11x17 (Ea.)	$ 0.25	0	$ -
Color Photocopies , 8-1/2x11 (Ea.)	$ 1.00	0	$ -
Color Photocopies , 11x17 (Ea.)	$ 2.00	0	$ -
3-Ring Binders (Ea.)	$ 15.00	0	$ -
GBC Binders (Ea.)	$ 1.50	0	$ -
Express Mail, Letter (Ea.)	$ 10.00	0	$ -
Express Mail, Small Box (Ea.)	$ 25.00	0	$ -
Printing	$ 107.34	1	$ 107.34
Hosting Fee (Azure System)	$ 120.00	12	$ 1,440.00
Total Office Costs			**$ 1,547.34**

(C) SUBCONSULTANT COSTS

Subconsultant	Unit Cost	Quantity	Total Cost
Virginia Technology Group	$ 8,640.00	1	$ 8,640.00
Subconsultant 2	$ -	0	$ -
Subconsultant 3	$ -	0	$ -
Subconsultant 4	$ -	0	$ -
Total Subconsultant Costs			**$ 8,640.00**

(D) TRAVEL COSTS

Item and Unit of Measure	Unit Cost	Quantity	Total Cost
Mileage (mile)	$ 0.550	85	$ 46.75
Total Travel Costs			**$ 46.75**

(F) SUMMARY

Item	Total Cost
(A) Labor Costs	$ 3,742.50
(B) Office Costs	$ 1,547.34
(C) Subconsultant Costs	$ 8,640.00
(D) Travel Costs	$ 46.75
Subtotal	$ 13,976.59
Markup on ODCs and Subs @ 10 %	$ 1,023.41
Total Cost and Fee for Task	**$ 15,000.00**

CLARIFICATIONS:

A-E Fee Proposal dated 21 October 2013.

A-E FEE PROPOSAL
10/21/2013

HRPDC STORMWATER IQC

URS CORPORATION

FOG SUPPORT 2014

TASK 2. Website Enhancements

(A) LABOR COSTS (Loaded)

Personnel Category	Contract Rate	Manhours	Total Cost
Project Director/Principal	$ 187.50	0	$ -
QA/Principal Engineer	$ 168.75	40	$ 6,750
Project Manager/Task Manager	$ 156.25	0	$ -
Senior Engineer	$ 133.75	0	$ -
Mid-Level Engineer	$ 116.25	0	$ -
Health and Safety Officer	$ 108.75	0	$ -
Field Supervisor	$ 107.50	0	$ -
Senior CADD Operator	$ 85.00	0	$ -
Junior Engineer	$ 83.75	0	$ -
GIS Technician	$ 75.00	0	$ -
CADD Operator	$ 72.50	0	$ -
Project Administrator	$ 61.25	4	$ 245
Field Technician	$ 57.50	0	$ -
Total Loaded Labor Cost			**$ 6,995**
Total Labor Hours		44	

(B) OFFICE COSTS

Item and Unit of Measure	Unit Cost	Quantity	Total Cost
Blueprints (Ea.)	$ 1.20	0	$ -
BW Photocopies , 8-1/2x11 (Ea.)	$ 0.12	0	$ -
BW Photocopies , 11x17 (Ea.)	$ 0.25	0	$ -
Color Photocopies , 8-1/2x11 (Ea.)	$ 1.00	0	$ -
Color Photocopies , 11x17 (Ea.)	$ 2.00	0	$ -
3-Ring Binders (Ea.)	$ 15.00	0	$ -
GBC Binders (Ea.)	$ 1.50	0	$ -
Express Mail, Letter (Ea.)	$ 10.00	0	$ -
Express Mail, Small Box (Ea.)	$ 25.00	0	$ -
Express Mail, Tube (Ea.)	$ 25.00	0	$ -
Compact Disks (ea.)	$ 1.00	0	$ -
Total Office Costs			**$ -**

(C) SUBCONSULTANT COSTS

Subconsultant	Unit Cost	Quantity	Total Cost
Virginia Technology Group	$ 20,000.00	1	$ 20,000
Subconsultant 2	$ -	0	$ -
Subconsultant 3	$ -	0	$ -
Subconsultant 4	$ -	0	$ -
Total Subconsultant Costs			**$ 20,000**

(D) TRAVEL COSTS

Item and Unit of Measure	Unit Cost	Quantity	Total Cost
Mileage (mile)	$ 0.550	170	$ 94
Total Travel Costs			**$ 94**

(F) SUMMARY

Item	Total Cost
(A) Labor Costs	$ 6,995
(B) Office Costs	$ -
(C) Subconsultant Costs	$ 20,000
(D) Travel Costs	$ 94
Subtotal	$ 27,089
Markup on ODCs and Subs @ 10 %	$ 2,009
Total Cost and Fee for Task	**$ 29,098**

CLARIFICATIONS:

A-E Fee Proposal dated 21 October 2013.

TIME AND MATERIALS TASK ORDER NO. 10

In accordance with the Agreement for Consulting and Professional Services between the Hampton Roads Planning District Commission (Commission) and URS Corporation (Consultant), dated April 2, 2010 and amended effective July 1, 2013, this Task Order describes the Services, Schedule, and Payment Conditions for Consultant's Services on the Project known as:

FOG Online Certification Website Maintenance & Enhancements

Commission Authorized Representative:	Dwight Farmer
Address:	723 Woodlake Drive Chesapeake, VA 23320
Telephone No.:	(757) 420-8300

Consultant Authorized Representative:	Bill Cashman
Address:	277 Bendix Road, Suite 500 Virginia Beach, VA 23452
Telephone No.:	(757) 499-4224

SERVICES. The Services shall be described in Attachment B10 to this Task Order.

SCHEDULE. The Estimated Schedule shall be set forth in Attachment B10 to this Task Order. Because of the uncertainties inherent in the Services, Schedules are estimated and are subject to revision unless otherwise specifically described herein.

PAYMENT. Consultant charges shall be on a "time and materials" basis and shall be in accordance with the Consultant's fee proposal for this Task Order as set forth in Attachment B10.

TERMS AND CONDITIONS. The terms and conditions of the Agreement referenced above shall apply to this Task Order, except as expressly modified herein.

ACCEPTANCE of the terms of this Work Authorization is acknowledged by the following signatures of the Authorized Representatives.

COMMISSION	CONSULTANT
Signature	Signature
Dwight L. Farmer Executive Director/Secretary	
Typed Name/Title	Typed Name/Title
Date of Signature	Date of Signature

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #9: HRPDC THREE-MONTH TENTATIVE SCHEDULE

The HRPDC staff has developed a tentative schedule of issues that will come before the Commission for action over the next three months. These issues are the primary action items the Commission will be considering. Other items may be added depending on new priority requests from the Commission, state and federal legislative and regulatory activities and new funding opportunities.

February 2014
Annual Retreat

March 2014
Housing Program Update
Coastal Zone Management Grants
Draft Unified Planning Work Program

April 2014
FY 2015 HRPDC Budget
FY 2015 Unified Planning Work Program
UASI Program Report

AGENDA NOTE – HRPDC QUARTERLY COMMMISSION MEETING

ITEM #10: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES

A. DIRECTORS OF UTILITIES COMMITTEE & DIRECTORS OF HEALTH SUMMARY MINUTES

The summary minutes of the December 5, 2013 joint meeting of the Directors of Utilities Committee and Directors of Health are attached.

Attachment 10-A

B. REGIONAL ENVIRONMENTAL COMMITTEE MEETING SUMMARY

The summary of the January 2, 2014 meeting of the Regional Environmental Committee is attached.

Attachment 10-B

C. PROJECT STATUS REPORT

Attached are the project status reports on other HRPDC programs.

Attachment 10-C

MEETING OF THE
DIRECTORS OF UTILITIES COMMITTEE
AND THE
DIRECTORS OF HEALTH

The joint meeting of the Directors of Utilities Committee and Directors of Health was held on December 5, 2013. The following items were addressed during the meeting:

- Mr. Dan Horne, Virginia Department of Health (VDH), Office of Drinking Water (ODW), updated the Committee on the development of proposed revisions to the VDH Waterworks Regulations and the EPA's publication of the final revised Total Coliform Rule effective April 1, 2016. He also noted the January 4, 2014 effective date of the Reduction of Lead in Drinking Water Act of 2011, and the EPA's October 2013 determination that fire hydrants must meet the new definition of "lead-free." The Committee discussed support of legislation currently moving through Congress to exempt fire hydrants from the new requirements.

- Mr. Peter Pommerenk, planning and analysis bureau manager for the City of Virginia Beach Department of Public Utilities presented a review of drinking water fluoridation, including regulation and common practices, peer reviewed literature, commonly cited health benefits and concerns, and a summary of other issues related to ethics and risk.

- Director Tom Leahy, Virginia Beach Department of Public Utilities, briefed the Committee on the study being conducted in partnership with the City's Sherriff and Public Safety Department for providing back-up water supplies for jails in the event of an emergency. The effort is intended to assist Public Safety in assessing alternatives to support sheltering of inmates in place.

- During the roundtable portion of the meeting, the VDH Office of Drinking Water clarified recent changes for public notification requirements for localized water main breaks.

- The Committee discussed sewer system consolidation and the December 3, 2013 draft of the Memorandum of Agreement for HRSD implementation of the regional wet weather capacity improvements. HRSD General Manager Ted Henifin reviewed locality comments and items addressed through revisions to the MOA. The Committee noted issues that require more discussion. A follow-up conference call between the MOA partners is scheduled for December 6, 2013.

- HRPDC staff reports included the forthcoming HRPDC Groundwater Permit Summary Map for 2013 and the Committee meeting schedule for 2014.

- The Committee complimented HRPDC's askHRgreen.org "value of water" radio commercial and noted the availability of a new EPA report entitled, "The Importance of Water to the U.S. Economy."

Attachment 10-A

MEETING SUMMARY
REGIONAL ENVIRONMENTAL COMMITTEE

The Regional Environmental Committee met on January 2, 2014. The following items were discussed.

- Ms. Whitney Katchmark, HRPDC, briefed the Committee on the findings of a recent report issued by the U.S. Geological Survey, "Land Subsidence and Relative Sea-Level Rise in the Southern Chesapeake Bay Region." HRPDC staff collaborated with USGS staff on the report.
- Mr. Benjamin McFarlane, HRPDC, briefed the Committee on the status of HRPDC Coastal Zone Management Program grant projects.
- Mr. McFarlane briefed the Committee on a proposal concept by HRPDC staff for funding under the Hurricane Sandy Coastal Resiliency Competitive Grant Program, and local staff discussed various potential projects from localities.
- Ms. Julia Hillegass, HRPDC, briefed the Committee on the HRPDC's legislative agenda and led a discussion on local legislative concerns.
- Ms. Jai McBride, HRPDC, and Ms. Hillegass led a listening session with the Committee for the Envision Hampton Roads Regional Strategic Plan.
- Several committee members and guests provided status reports.

PROJECT STATUS REPORTS

1. Regional Economics Program

Technical Assistance
Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. Both the HRPDC Data Book and the Commission's Benchmarking Study provide easy access to a great deal of regional information. Staff also provides special reports and newsletter articles on topics of timely significance, such as payroll and unemployment reports. Over the past two months, staff has provided briefings to member localities (per request), provided interviews and presentations for information purposes, and has responded to information requests from individuals, member localities, regional organizations, and the media.

Hampton Roads Data Center
In keeping with the state mandate that calls for Planning District Commissions to collect and maintain demographic, economic, and other data concerning the region and member localities, and to act as a state data center affiliate in cooperation with the Virginia Employment Commission, staff routinely collect and maintain a variety of data sets. This year, as per the Commission's work program, staff are moving from the publication of data in an annual Data Book, to an online data repository that will enable efficient access for those seeking regional data. Staff are in the process of moving to an online system; a process that is expected to be ongoing as new information is released.

HRPDC Annual Economic Forecast
Each January, the HRPDC Economics Department delivers a regional economic forecast. This effort includes a review of trends in the regional economy over the preceding year along with a detailed regional forecast for the coming year. Staff will deliver the regional economic forecast at the HRPDC Quarterly Meeting on January 16, 2014.

2. Emergency Management Project Update

Ready Hampton Roads
Staff continues to support the Ready Hampton Roads (RHR) program. Current efforts are described below.

ReadyHamptonRoads.org
HRPDC staff are currently reviewing bids and responses to an RFQ advertisement for improvements to the RHR.org site. These improvements will include:

- Calendar syncing
- A virtual joint information center

- A secure area for committees and working groups to collaborate online
- A responsive site that works well on all devices

The redesign of the site will include a dramatic enhancement of user appeal, increase in time spent on the site, and improved content.

ReadyHR Strategic Plan
The HRPDC's Inclusive Emergency Planner continues to develop the strategic plan that will establish ReadyHR.org as a 'one stop shop' for citizens looking for emergency and disaster related public information and educational information. An initial meeting was held in 2013 and participants supported the development of the plan and utilizing RHR as the regional public information tool. Since that time, several other organizations have begun efforts to regionalize disaster public information. In January, HRPDC staff will work with these organizations to combine the multiple regional public information efforts under the ReadyHR banner. This will streamline efforts and will contribute to the success of the regional public information effort. These efforts include the Regional Catastrophic Planning Team's community outreach framework development, VA Department of Health/Eastern North Carolina effort, and VDEM's effort to regionalize public information.

HRPDC was selected by the Regional Catastrophic Planning Team's Community Outreach Subcommittee to develop the Regional Community Outreach Framework. This framework will be a part of the larger RHR Strategic Plan.

Ready Hampton Roads Preparedness Channel
The Special Needs Subcommittee designated $25,000 to support a ReadyHR on demand channel for the region. HRPDC's Inclusive Emergency Planner is developing an RFP in January. Anticipated launch of the channel is June 2014. The channel will feature videos on how to prepare, where to find information before, during and after an event, and volunteer opportunities. The channel will not be intended for use in providing disaster response/life safety information.

Social Media Campaign
HRPDC's Inclusive Emergency Planner has developed a 2014 social media preparedness topic calendar to guide development of a regional social media campaign. Each month, most posts and tweets will pertain to a focused topic. These posts and tweets will also be provided to localities and other stakeholders for use on their social media. HRPDC will utilize Hootsuite to manage the monthly social media campaigns. Whenever possible, the topic selected is aligned to a national campaign month or week to increase effectiveness of the messaging.

Each month HRPDC's Inclusive Emergency Planner evaluates data on the social media campaign to make improvements. This may include data such as time of day followers on Facebook are active, types of posts that receive the most engagement, types of Tweets that are retweeted, etc.

Ready Hampton Roads Serving Outside HR
HRPDC's Inclusive Emergency Planner currently represents Ready Hampton Roads as a member of the Department of Homeland Security Division of Science and Technology's Virtual Social Media Working Group and will be serving as the lead public information officer for the upcoming Regional Catastrophic Planning Team's Multiagency Coordination Center exercise.

Additionally, HRPDC's Inclusive Emergency Planner will be participating in an experiment in January being conducted by the National Defense University on personally identifiable information avoidance when using social media for situational awareness. Participants in the experiment will include other large regions and localities, Department of Homeland Security, Department of Justice, U.S. Northern Command, U.S. Department of Health & Human Services, and FEMA. HRPDC's Inclusive Emergency Planner will be using the information learned and best practices developed from this experiment to guide development of similar policies and practices for ReadyHR.

Special Needs Subcommittee
The REMTAC Special Needs Subcommittee continues to be supported by the Regional Inclusive Emergency Planner (formerly the Regional Special Needs Planner) and EM Staff as needed.

HIPAA Compliance Project
A HIPAA consultant met with stakeholders on October 24, 2013 at the HRPDC to give an overview and answer questions on how HIPAA impacts the region and localities. The meeting was live streamed and can be reviewed from a link off the HIPAA resource page developed on ReadyHamptonRoads.org located at: http://readyhamptonroads.org/Practitioners/HIPAA.aspx
The meeting was attended virtually by Marcie Roth, FEMA's Director of the Office of Disability Integration and Coordination, and Harvey Ball, Deputy Director of the US Department of Health and Human Services Operations Team Lead for the Office of Assistant Secretary for Preparedness & Response, Office of Policy & Planning.

Since October, the consultant has completed:

- A review of current HIPAA-related policies and procedures
- Provided a gap analysis to identify areas HRPDC is not currently compliant with HIPAA
- Provided a security and privacy self-assessment for HRPDC staff to complete
- Draft policies and form templates for review by the HRPDC

During the evaluation, it was determined that local emergency management offices may need to comply with HIPAA, federal privacy laws, and/or the state privacy law. Because of this, the Special Needs Subcommittee will be comparing the effectiveness of the registry tool to the requirements it will impose on local offices to determine if

the registry tool should be continued. HRPDC's Inclusive Emergency Planner and the HIPAA consultant will provide specifics on the requirements and steps needed to comply so that local emergency managers may make an informed decision.

New York City Class Action Lawsuit
An opinion and order in the NYC class action lawsuit was issued in November 2013. The lawsuit claimed that NYC violated the ADA and Rehab Act by failing to properly and adequately plan for the needs of individuals with disabilities during a disaster. The opinion and order is a 119 page legal document. HRPDC's Inclusive Emergency Planner read and analyzed the document and provided a 15 page summary of trial evidence and opinions for the region's stakeholders. This summary has been used across the state.

Functional Needs Support Services (FNSS) Training & Shelter Support Unit Training
To date, HRPDC's Inclusive Emergency Planner has provided two FNSS trainings locally and was asked to provide the training on behalf of the Virginia Department of Emergency Management to statewide emergency management stakeholders. Pam Wakefield, American Red Cross, was asked by Red Cross Headquarters to write up a description of the FNSS training as a national best practice for the American Red Cross. The FNSS training was provided to the City of Hampton's shelter management staff as well as shelter management staff and county/city executives from Isle of Wight, Portsmouth, and Suffolk.

The Special Needs Subcommittee has dedicated funding to support the MMRS providing training to localities on the set up and use of the shelter support units (SSU). All training must be conducted by June 2014. To date Norfolk, Gloucester and Newport News have requested trainings. In January, HRPDC's Inclusive Emergency Planner will also request funds to film the trainings to create a just in time training video on the SSU to provide online and distribute to localities.

Special Needs Charter & Long Term Strategic Plan
In March, the Special Needs Subcommittee will begin outlining a five year strategic plan and examining and possibly refining its mission statement. The Subcommittee will utilize the Regional Gap Assessment, Region V Measure and the NYC Opinion and Order to guide its strategic priorities. Once the strategic plan has been developed, short term plans of action to meet the long term goals will be established.

Also in March, the Subcommittee will review and revise the charter.

Research Sharing Tool
HRPDC's Inclusive Emergency Planner is currently evaluating online tools to easily aggregate relevant articles and research for regional stakeholders. This tool will make providing articles, links and research relevant to inclusive planning easy and very accessible to those interested. The tool selected will be accessible from tablets and smart phones.

Natural Registries National Working Group
HRPDC's Inclusive Emergency Planner and Emergency Management Administrator are working with Marcie Roth, FEMA's Director of the Office of Disability Integration and Coordination, on establishing a national-level working group to examine the possibility of utilizing service, or natural, registries in addition to or instead of self-identifying registries. These registries provide a more complete and up to date list of individuals who will need extra support and services during a disaster and will reduce the burden on local emergency managers who are overtasked already.

These registries include lists like Hampton Roads Transit's Paratransit rider list (~24,000 individuals), Meals on Wheels, Dept. of Health, and the VA. The purpose of the working group is to:

- Identify natural registries
- Identify potential problems and issues with gaining access to the registries (HIPAA, privacy laws, resources, software changes)
- Brainstorm solutions to the identified problems and issues
- Work at the local, regional and national level with natural registry organizations
- Draft policies and legislation to encourage and support sharing of the natural registries with local emergency managers

2014 & Beyond Projects
HRPDC's Inclusive Emergency Planner is also working on projects that will begin later in 2014. These include:

- A volunteer program similar to Evacuteer
- A set of tools and MOAs for local emergency managers to use during response and recovery including:
    - MOAs and points of contact for accessing durable and consumable medical equipment
    - Volunteer subject matter experts in specialized areas (visually impaired, Autism Spectrum Disorder, behavioral health) to assist in evaluating accessibility of facilities and services and to provide services within a shelter to provide direct support
    - Paratransit services and vehicle owners
- An online emergency operations plan assessment tool that combines guidance from FEMA, the National Council on Disability, Red Cross, the NYC Opinion and Order, and more to provide a self-assessment of any EOP. The tool would provide a report that includes lists of required, recommended, and optional components that are missing.

Regional Emergency Management Technical Advisory Committee (REMTAC)
The Emergency Management staff continues to manage and support the Regional Emergency Management Technical Advisory Committee and its associated tasks and committees. The REMTAC last met November 12, 2013.

Mitigation Planning

- Poquoson Multi-Hazard Mitigation Plan Update
  HRPDC continues to assist with the 2009 Multi-Hazard Poquoson mitigation plan. A kick-off meeting with a Poquoson representative, HRPDC Staff and Salter's Creek Consulting occurred November 25, 2013, whereupon a development timeline and roadmap were accomplished.
- Hampton Roads Hazard Mitigation Plan
  The REMTAC is in full support of moving forward with a Regional Hazard Mitigation Plan, with Peninsula, Southside and Western Tidewater annexes. Currently, HRPDC Staff are revising the grant application to increase the level of specificity and detail of the proposed enhanced hazards analysis, based on available local input and other available data, in order to satisfy a request by FEMA.

Urban Area Security Initiative (UASI)

The Emergency Management staff continues to manage and support the Hampton Roads Urban Areas Security Initiative (UASI) Grant Program for the Urban Area Working Group (UAWG). Recent activity includes:

- FY 2013 State Homeland Security Grant Program (SHSGP) Funding Results
  After the region was no longer eligible to receive UASI grant funding, regional stakeholders turned to the SHSGP to sustain regional capabilities. The HRPDC and Resource Allocation Subcommittee of the UAWG went through a thorough process to select and submit an application package totaling $2.1 million ($1,076,685 in regional sustainment). While the region did receive $1.2 million, these funds were directed to projects submitted by individual localities. $150,950 was allocated to sustain regional projects submitted by the UAWG.

- Regional All-Stakeholders Meeting
  The Hampton Roads Urban Area Working Group (UAWG) is organized by discipline. During the December meeting, representatives were asked to invite additional members from the discipline they represent. During the meeting, the HRPDC provided an analysis of funds received since the region was no longer eligible to receive UASI funding. As the amount of funding received was not sufficient to sustain regional capabilities, the possibility of using a regional contribution was discussed.

Hampton Roads Interoperable Communications Advisory Committee (HRICAC)

Beginning in June, 2013, the HRPDC has begun providing project management and support for the HRICAC and associated tasks and subcommittees. Recent activity includes:

- Regional Interoperability Communication Road Map
  The HRPDC has applied for and received an FY 2011 UASI grant for the completion of a regional interoperability road map. Two workshops were held with regional communications stakeholders to gather information. The plan is now complete.

- Region V Interoperability Field Operations Guide (IFOG)
  The HRPDC on behalf of HRICAC is managing a grant funded contract to complete a region V IFOG. The IFOG will serve as a reference guide for public safety radio technicians and communications planners providing communications points-of-contacts, tables of radio channels, and technical reference information.

- HRTacRan End User Equipment
  The HRPDC has applied for a received a FY 2011 UASI grant for the replacement of HRTacRan end-user equipment. The HRPDC has contracted with a vendor to provide the necessary equipment and installation. To date, the communications equipment has been received and a SOW between the vendor and HRPDC for installation had been signed. The equipment will be placed in each locality's Emergency Operation Center and allow for video conferencing over the internet and Hampton Roads Microwave Ring.

3. Housing & Human Services Technical Assistance

The staff is monitoring the State's proposed biennial budget in which Governor McDonnell included continued funding for the newly established Virginia Housing Trust Fund (VHTF). Approximately $9 million was included in the 2014-2016 budget in additional funding for the Virginia Housing Trust Fund, the Rapid Re-Housing Program, and efforts to further enhance data collection on homelessness.

Staff members continue to assist the Hampton Roads Housing Consortium (HRHC) and will assist in completing the second and final phase of the "Pathways to Partnership" initiative. The first phase of the project brought professionals from the public, private and non-profit organizations together to discuss important issues such as expanding housing opportunities for low and moderate income households. The second phase of the project, which will be held in January, will focus on implementation of some of the findings from the group discussions.

Hampton Roads Loan Fund Partnership

Staff recently completed a grant application for 2014 HOME funding from the Department of Housing and Community Development (DHCD). The HOME program provides down payment and closing cost assistance to qualified individuals in the region. Staff members are also working on year-end closing reports for the program.

Google Analytics Report

askHRgreen.org

YOUR GO-TO RESOURCE FOR EVERYTHING GREEN IN HAMPTON ROADS

Website Analysis 2013

Month	Web Site	Visits	Page Views	Pages per Visit	Bounce Rate	Avg. Time on Site	% New Visits	Unique Visitors
January	askhrgreen.com	2,833	6,841	2.41	54.18%	0:02:39	75.43%	2,280
February	askhrgreen.com	2,543	6,953	2.73	50.33%	0:03:06	70.66%	1,939
March	askhrgreen.com	3,486	8,125	2.33	60.93%	0:02:36	74.01%	2,758
April	askhrgreen.com	3,649	8,339	2.29	61.85%	0:02:07	74.32%	2,901
May	askhrgreen.com	2,645	5,357	2.03	65.78%	0:01:40	74.63%	2,144
June	askhrgreen.com	2,108	4,491	2.13	65.65%	0:02:02	73.53%	1,656
July	askhrgreen.com	2,943	7,246	2.46	61.88%	0:02:25	73.33%	2,296
August	askhrgreen.com	2,613	6,005	2.3	62.88%	0:02:07	68.66%	1,937
September	askhrgreen.com	2,610	5,996	2.3	60.92%	0:01:59	75.75%	2,140
October	askhrgreen.com	2,985	6,883	2.31	57.12%	0:02:17	75.31%	2,400
November	askhrgreen.com	5,818	11,109	1.91	69.82%	0:01:30	82.12%	4,979
December	askhrgreen.com	4,554	9,153	2.01	64.62%	0:01:26	82.26%	3,939
Year-to-Date		**38,787**	**86,489**	**2.23**	**62.09%**	**0:02:05**	**75.93%**	**29,844**
7/1/13-12/31/2013		**21,523**	**46,392**	**2.16**	**63.95%**	**0:01:51**	**77.60%**	**17,015**
7/1/12-6/30/2013	**12-13 Fiscal Year Total**	**34,080**	**75,251**	**2.21**	**61.27%**	**0:02:10**	**75.50%**	**26,081**

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #11: CORRESPONDENCE OF INTEREST

A. Letter to Mr. Curtis Brown regarding Ms. Dawn Brantley, HRPDC Regional Inclusive Planner, from Virginia Department of Emergency Management, December 4, 2013.

Attached is a letter to Mr. Curtis Brown from Susan Mongold, Director, Office of Training and Exercises commending Ms. Dawn Brantley, HRPDC Regional Inclusive Emergency Planner, for her assistance in conducting training on serving people with functional and access needs in shelters at the Virginia Emergency Operations Center.

Attachment 11-A

B. Letter to Mayor Harvey J. Porter, Jr., Town of Newsoms, from Virginia Department of Housing and Community Development, November 25, 2013.

Attached is a letter to Mayor Porter notifying him of the approval of a planning grant in the amount of $25,000 to assist the town with the development of plans for a housing and drainage project.

Attachment 11-B

C. Letter to Mr. Michael Johnson, County Administrator, Southampton County from Virginia Department of Housing and Community Development, December 10, 2013.

Attached is a letter to Mr. Michael Johnson notifying him of the approval of a planning grant in the amount of $40,000 to assist Southampton County and the City of Franklin with infrastructure consolidation.

Attachment 11-C

D. Email to Ms. Shernita Bethea, HRPDC Housing/Human Services Administrator from Ms. Lorraine Parker, homebuyer, December 18, 2013.

Attached is an email to Ms. Shernita Bethea from Ms. Lorraine Parker thanking her for assistance in home closing funds.

Attachment 11-D

E. Letter to Ms. Jennifer Coleman, HRPDC from Ms. Joy Mautz, Deputy Clerk, City of Hampton, November 18, 2013.

Attached is a letter to Ms. Jennifer Coleman from Ms. Joy Mautz, Deputy Clerk notifying her of the appointment of Mayor George Wallace to serve on the Hampton Roads Planning District Commission.

Attachment 11-E

COMMONWEALTH of VIRGINIA

Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

December 4, 2013

Dear Mr. Brown:

I'm writing to commend your employee, Dawn Brantley, for outstanding service and support; and thank you for allowing her to lend her expertise to our training efforts. As you know, we recently conducted a classroom version of the Red Cross course: Serving People with Functional and Access Needs in Shelters, at the Virginia Emergency Operations Center. We were unable to secure a legal representative through the Office of the Attorney General, and Dawn stepped in to provide that perspective.

Dawn's unique perspective as a former municipal emergency manager and current inclusive planner in one of the state's largest and most diverse areas gives her instant credibility with our audience. Her ability to precisely convey complex legal terms and concepts to a lay audience, especially in light of the recent New York court decisions concerning Superstorm Sandy, made her participation invaluable. Finally, her engaging and energetic presentation style contributed to overall session effectiveness and left the participants asking for more. Fortunately, we have worked with Dawn to also present a webinar covering some of the same information and much more in a few days. Dawn's subject matter expertise went a long way toward filling critical gaps in our shelter training—in particular, in addressing the sometimes challenging area of functional and access needs. Dawn is an asset to Hampton Roads, and to preparedness efforts in our state.

We extend our heartfelt thanks to both Dawn and to you for making it possible for her to support a state partner in this manner. We look forward to more collaboration in the future, and to assisting you in our shared mission at every opportunity.

Thank you,

Susan Mongold
Director, Office of Training and Exercises

"Working to Protect People, Property and Our Communities"

Robert F. McDonnell
Governor

James S. Cheng
Secretary of Commerce
and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

November 25, 2013

Mr. Harvey J. Porter, Jr.
Mayor
Town of Newsoms
P.O. Box 55
Newsoms, Virginia, 23874

RE: 2013 CDBG Planning Grants - Approval
Newsoms Housing and Drainage Planning Grant

Dear Mayor Porter:

We are in receipt of the Town's initial items concerning the above referenced planning grant. We are pleased that your project has proceeded to this point and feel that your submissions satisfy the requests we made in our initial letter to you dated March 28, 2013. Our review of these items indicates that the Town and the stakeholders have demonstrated an acceptable preliminary level of interest and need in developing plans for the proposed project. DHCD will make a total of up to $25,000 available to the Town for developing solutions to the identified needs.

Elizabeth Boehringer, a Community Development Specialist in our Community Development Division, has been assigned to work with you to continue the planning efforts and to assist you in conducting a Facilitated Planning Strategy meeting. The result of this meeting will be a work plan and budget that will be included in the proposal for planning grant funds to be submitted to DHCD. Ms. Boehrginer will be in touch with you shortly or can be reached 804-371-7065. *Please note that the County and the selected grant manager must be at the Facilitated Planning Session. It is DHCD's expectation that the County will take a lead role in this project, particularly in managing the financial aspect.*

Once the FPS meeting has occurred and a work-plan and budget have been developed, please complete the CDBG Planning Grant Proposal. **This proposal should be submitted to us within seven (7) working days of the date of the Facilitated Planning Strategy.** It is DHCD's expectation that this planning grant will help prepare the Town for an application for CDBG funding. As of today, planning grant funding has been earmarked for your planning project.

In summary, the next steps in this process are:

1. Town procures any needed technical assistance to further study the needs as identified above and to develop solutions to these needs. Please note that the Town must abide by the Virginia Public Procurement Act and may not execute contracts that will obligate CDBG funds until these contracts have been reviewed by DHCD.

2. DHCD's staff person will meet with the Town and stakeholders and hold a Facilitated Planning strategy session to develop a work-plan that will encompass a discussion of all activities that need to be completed and by when they will be completed.
3. Within seven (7) working days of the Facilitated Planning Strategy the Town must submit a Planning Grant proposal to DHCD that includes the work plan and cost of completing the activities.
4. Upon receipt, DHCD will evaluate the proposal and, if determined to be necessary, set-up a Contract Negotiation Meeting with the Town and a contract will be issued within one week of the Contract Negotiation Meeting.
5. Please note that requests must now be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may submit your proposal information as an attachment to your existing project information.

Should you have any questions, please call Matt Weaver or Chris Thompson at (804) 371-7061.

Sincerely,

Denise H. Ambrose

Denise H. Ambrose
Associate Director

cc: Michael W. Johnson, County Administrator, County of Southampton
Dwight L. Farmer, Executive Director, Hampton Roads PDC
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD
Tonya Thomas, DHCD
Traci Munyan, DHCD
Chris Thompson, DHCD
Matt Weaver, DHCD

Robert F. McDonnell
Governor

James S. Cheng
Secretary of Commerce
and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

William C. Shelton
Director

December 10, 2013

Mr. Michael W. Johnson
County Administrator
Southampton County
26022 Administration Center Drive
Courtland, VA 23837

RE: 2013 CDBG Planning Grant– Approval
Southampton County - Franklin City Infrastructure Consolidation

Dear Mr. Johnson:

We are in receipt of the County's initial items concerning the above referenced planning grant. We are pleased that your project has proceeded to this point and feel that your submissions satisfy the requests we made in our initial letter to you dated July 9, 2013. Our review of these items indicates that the County and the stakeholders have demonstrated an acceptable preliminary level of interest and need in developing plans for the proposed project. DHCD will make a total of up to $40,000 available to the County for developing solutions to the identified needs.

Elizabeth Boehringer, a Community Development Specialist in our Community Development Division, has been assigned to work with you to continue the planning efforts and to assist you in conducting a Facilitated Planning Strategy meeting. The result of this meeting will be a work plan and budget that will be included in the proposal for planning grant funds to be submitted to DHCD. Ms. Boehringer will be in touch with you shortly or can be reached at 804-371-7065.

Once the FPS meeting has occurred and a work-plan and budget have been developed, please complete the CDBG Planning Grant Proposal. **This proposal should be submitted to us within seven (7) working days of the date of the Facilitated Planning Strategy.** As of today, planning grant funding has been earmarked for your planning project.

In summary, the next steps in this process are:

1. County procures any needed technical assistance to further study the needs as identified above and to develop solutions to these needs. Please note that the County must abide by the Virginia Public Procurement Act and may not execute contracts that will obligate CDBG funds until these contracts have been reviewed by DHCD.

2. DHCD's staff person will meet with the County and stakeholders and hold a Facilitated Planning Strategy session to develop a work-plan that will encompass a discussion of all activities that need to be completed and by when they will be completed.
3. Within seven (7) working days of the Facilitated Planning Strategy the County must submit a Planning Grant proposal to DHCD that includes the work plan and cost of completing the activities.
4. Upon receipt, DHCD will evaluate the proposal and, if determined to be necessary, set-up a Contract Negotiation Meeting with the County and a contract will be issued within one week of the Contract Negotiation Meeting.
5. Please note that requests must now be submitted electronically through the Agency's Centralized Application and Management System (CAMS). To access CAMS, visit the website at www.dhcd.virginia.gov and click on the CAMS icon in the upper-right hand corner. You may submit your proposal information as an attachment to your existing project information.

Should you have any questions, please call Matt Weaver or Chris Thompson at (804) 371-7061.

Sincerely,

Denise H. Ambrose

Denise H. Ambrose
Associate Director

cc: Randy Martin, City Manager, City of Franklin
Dwight Farmer, Hampton Roads Planning District Commission
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD
Tonya Thomas, DHCD
Traci Munyan, DHCD
Matthew Weaver, DHCD
Chris Thompson, DHCD

From: Parker, Lorraine [mailto:Lillian.Parker@norfolk.gov]
Sent: Wednesday, December 18, 2013 12:22 PM
To: Shernita Bethea
Subject: My new home

Ms. Bethea,

This is a bit late but believe me when I say "thank you" from the bottom of my heart in helping me to get into my own home.

I can't begin to thank you and the HR Planning District Commission enough for giving me the extra help that I needed to make this dream come true. It's been a long, hard road for me in ways that most would never understand. But with God's grace and mercy I have persevered. I keep walking around in my house looking and admiring everything and still a bit in awe.

Thank you again. I wish you and everyone at HRPDC a Merry Christmas and prosperous New Year. When my path crosses that of someone else who may be in the same position as me, I will surely recommend your organization to them.

Be blessed,

Lorraine Parker
License Inspector
Commissioner of Revenue, City of Norfolk
Tel: (757) 664-7396 | Fax: (757) 441-1346
Commissioner of Revenue Website Like us on Facebook Follow us on twitter

Office of the City Council

November 18, 2013

Jennifer Coleman
Administrative Assistant
Hampton Roads Planning District Commission
The Regional Building
723 Woodlake Drive
Chesapeake, Virginia 23320

Dear Jennifer:

On November 13, 2013, the Hampton City Council appointed Mayor George Wallace, to the Air Quality Control Committee and he will also serve on the Hampton Roads Planning District Commission to expire on June 30, 2014.

Councilman Will Moffett will continue to serve as alternate on the HRPDC until on June 30, 2014.

Sincerely,

Joy Mautz
Deputy Clerk

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #12: OLD/NEW BUSINESS