

Policies, Procedures and Operations Manual

**Regional Planning Commission for the Parishes of Jefferson, Orleans,
Plaquemines, St. Bernard, St. Charles, St. John the Baptist,
St. Tammany, and Tangipahoa**

September 12, 2017



Contents

- AUTHORITY & ORGANIZATION OF THE REGIONAL PLANNING COMMISSION 9
 - Enabling Legislation..... 9
 - Powers and Duties of the Commission 9
 - Membership..... 10
 - Committees 12
 - Transportation Policy Committee 12
 - Budget and Personnel Committee..... 12
 - Technical Advisory Committee 13
 - Officers and Executive Director 13
 - Qualifications and Terms of Office – Elections 15
 - Regular Meetings 15
 - Special Meetings 15
 - Summary Minutes of Official Meetings 16
 - Payment of Per Diem 16
 - Order of Business at Commission Meetings 16
 - Quorum 17
 - Voting 18
 - Rules of Order 18
 - Audit..... 18
 - **Registered Office/ Registered Agents** 18
 - Public Liability Insurance..... 18
 - Public Hearing Rules..... 18
 - Closed Meetings..... 19
- ADMINISTRATIVE OPERATIONS MANUAL 20
 - 1.0 History of the Regional Planning Commission 20
 - 2.0 Definitions 20
 - RPC/ Commission/ Agency – 20
 - Commission Member 20
 - Commission Employee/ Employee..... 20
 - Authorized Persons 20
 - 3.0 Administrative Policies..... 20
 - 3.1 Organizational Structure 21

3.2 Annual Parish Assessment.....	22
3.3 Annual Operating Budget.....	22
3.4 Budget and Personnel Committee	23
3.5 Release of Commission Information	23
3.6 Informational Statements to News Media.....	23
3.7 Information Regarding Employees and Former Employees	24
3.8 RPC Cost Principles and Allowable Costs	24
4.0 Personnel and Payroll	24
4.1 Employment	24
4.2 Equal Employment Opportunity	25
4.3 Opportunities for Promotion	25
4.4 U.S. Employment Eligibility Verification.....	25
4.5 Final Approval Requirements for Personnel	25
4.6 Assignment of Work.....	26
4.7 Pay Plan	27
4.8 Payroll Processing.....	27
4.9 Review of Time Sheets and Attendance	27
4.10 Personnel Records.....	28
4.11 Employee's Withholding Allowance Certificate (W-4).....	28
4.12 Changes in Employee's Status	28
4.13 Probationary Period	28
4.14 Employee Reviews.....	28
4.15 Hourly Personnel	29
4.16 Graduate Assistants/ Intern	29
4.17 Temporary Contract Personnel	29
4.18 Outside Activities.....	29
4.19 Terminations	30
5.0 PROCUREMENT OF CONSULTANTS.....	30
5.1 Consultant Selection.....	30
Sole Source Consultant	30
Local Colleges and Universities.....	30
Contracts with Participating Parishes	30
5.2 Third Party Consultant Selection Process	31

5.3 Project and Grant-Related Records Retention.....	32
5.4 Evaluation of Statements of Qualifications.....	34
5.5 Non-Discrimination	35
5.6 Debriefing of Unsuccessful Proposers.....	35
5.7 Vendor Protest Procedures and Requirements	35
5.8 Timing Requirements and Categories of Protests.....	35
5.9 Review of Protest	36
5.10 Protest Decisions.....	36
5.11 Judicial Appeals	36
5.12 Other Contract Clauses	37
5.13 Budget Considerations	37
5.14 Reference to Grant Agreements	37
5.15 Availability of Financial Records to Auditors and Audits	37
5.16 Contract Time Extensions.....	37
5.17 Disadvantaged Business Enterprises.....	38
6.0 Employee Responsibilities and Conduct	38
6.1 Ethics and Professional Standards	39
6.2 Monitoring and Reporting.....	40
6.3 Annual Ethics Training.....	40
6.4 Non-Smoking and Drug Free Workplace.....	40
6.5 Sexual Harassment Policy.....	41
6.6 Employee Discipline	41
6.7 Grievance Procedures	42
6.8 Administrative Procedure	43
Appeal Step 1: Human Resources Coordinator	43
Appeal Step 2: Budget and Personnel Committee	43
6.9 Timeframe	43
6.10 Documentation.....	44
6.11 Voluntary Withdrawal	44
6.12 Grievances Related to Performance Reviews	44
6.13 Grievances Related to Involuntary Terminations	44
6.14 Grievances of Employees on Probationary Status	45
6.15 Further Appeals.....	45

6.16 Cell Phone Policy for Distracted Driving.....	45
7.0 Employee Benefits	45
7.1 Holidays	45
7.2 Accrual of Annual Leave.....	46
7.3 Reporting Annual Leave	46
7.4 Unused Leave	47
7.5 Sick Leave	47
7.6 Leave without Pay	48
7.7 Accrual of Annual and Sick Leave.....	48
7.8 Maternity Leave	48
7.9 Military Leave.....	49
7.10 Family and Medical Leave	49
7.11 Leaves of Absence	49
7.12 Sickness or Death in Family.....	49
7.13 Jury Duty.....	50
7.14 Other Leaves.....	50
7.15 Reemployment Rights	50
8.0 Retirement and Medical Programs.....	50
8.1 Louisiana State Employees Retirement System.....	50
8.2 Deferred Compensation Program	51
8.3 Social Security.....	51
8.4 Medical, Dental and Life Insurance Plans	51
8.5 Administration of Retiree Medical Benefit	51
8.6 Dependent Care Changes.....	52
8.7 Consolidated Omnibus Budget Reconciliation Act (COBRA) Coverage.....	52
8.8 Worker’s Compensation Insurance	52
8.9 Disability Insurance Plan	52
9.0 Professional Development.....	53
9.1 Training.....	53
9.2 Travel	53
9.3 Trade Associations and Professional Societies.....	53
10.0 Travel and Expense Reimbursement	53
10.1 Request for Travel	53

10.2	Expense Reports	54
10.3	Expense Advance.....	54
10.4	Travel Reimbursement.....	55
10.5	Incidental Expenses	55
10.6	State Travel Regulations.....	55
10.7	Travel Expenses for Commission Member Designees	56
10.8	Exceptions to Regulations	56
10.9	Fraudulent Claims.....	56
10.10	Transportation.....	56
10.11	Travel Routes.....	56
10.12	RPC Vehicle Policy	56
10.13	Vehicle Log Book	58
10.14	Accident Policy	59
10.15	Use of Privately-Owned Vehicles	59
10.16	Rental Cars.....	60
10.17	Air Transportation	60
10.18	Train or Bus	60
10.19	Cell Phone Reimbursement.....	61
11.0	Office Environment	61
11.1	Office Hours and Attendance	61
11.2	Reduced Work Week.....	61
11.3	Office Space.....	62
11.4	Office Furniture, Furnishings and Equipment	62
11.5	Office Equipment.....	62
11.6	Disposal of Surplus Equipment.....	62
11.7	Use of RPC Computers	62
11.8	Public Property	62
11.9	Computer Viruses.....	62
11.10	Portable Drives	63
11.11	Alternations or Modifications to Computer Equipment	63
11.12	Password Protection on RPC Documents or Files	63
11.13	Prohibited Computer Use.....	63
12.0	Record Keeping	63

12.1 Contractual Agreements	63
12.2 Personnel Records.....	64
12.3 Project and Grant-Related Records Retention.....	64
13.0 Financial Operations	64
13.1 Initiation of Purchase Orders	64
13.2 Public Bid Law.....	65
13.3 Materials & Supplies	65
13.4 Use of State and GSA Contracting.....	65
13.5 Request for Check	65
14.0 Cash Receipts & Disbursements	66
14.1 Internal Controls.....	66
14.2 Segregation of Duties	66
14.3 Approval and Verification.....	66
14.4 Record Retention and Physical Restrictions.....	67
14.5 Management of Commission Funds.....	67
14.6 Charitable Contributions	68
14.7 Credit Cards	68
15.0 Accident Reporting, Claims, Insurance	69
15.1 Personal Injury.....	69
15.2 Automobile Accident.....	70
15.3 Damage to Commission Property	70
15.4 Insurance	70
16.0 Banking.....	70
17.0 Postage.....	70
18.0 Hosting of RPC Visitors.....	70

APPENDICES:

- A. Organizational Chart
- B. Appeals Process for Unsuccessful Bidders Policy
- C. Louisiana Code of Governmental Ethics
- D. Non Smoking & Drug Free Workplace Policy
- E. Sexual Harassment Policy
- F. Vehicle Policy
- G. Cell Phone Policy

AUTHORITY & ORGANIZATION OF THE REGIONAL PLANNING COMMISSION

■ Enabling Legislation

The Regional Planning Commission for Jefferson, Orleans, St. Bernard and St. Tammany Parishes was established in accordance with Louisiana Revised Statutes 33:131 et seq., as amended, and created by identical ordinances of the four parishes, to wit: Ordinance No. 10203 of Jefferson Parish adopted June 17, 1971; Ordinance No. 4562, Mayor Council Series of Orleans Parish, adopted May 20, 1971; Ordinance No. 18-71, of St. Bernard Parish, adopted May 4, 1971; and, Ordinance No. 519 of St. Tammany Parish, adopted on June 17, 1971.

Plaquemines Parish, by Ordinance No. 96-115 adopted July 11, 1996 by its Parish Government, became a member of the Regional Planning Commission. Concurring ordinances of the other four parishes were adopted, to wit: Ordinance No. 19790 of Jefferson Parish, adopted August 14, 1996; Ordinance No. 17710 of Orleans Parish, adopted August 15, 1996; Ordinance No. 282-07-96 of St. Bernard Parish, adopted July 16, 1996; and Ordinance No. 96-2491 of St. Tammany Parish adopted September 11, 1996.

Tangipahoa Parish, by Ordinance No. 13-26 adopted July 22, 2013 by its Parish Government, became a member of the Regional Planning Commission. Concurring ordinances of the other five parishes were adopted, to wit: Ordinance No. 24555 of Jefferson Parish, adopted August 14, 2013; Ordinance No. 025366 of Orleans Parish, adopted June 30, 2013; Ordinance No. 13-151 of Plaquemines Parish, adopted July 11, 2013; Ordinance SBPC #1388-05-13 of St. Bernard Parish, adopted May 21, 2013; and Ordinance No. 13-2974 of St. Tammany Parish June 6, 2013.

St. John the Baptist Parish, by Ordinance No. 16-52 adopted November 14, 2016 by its Parish Government, became a member of the Regional Planning Commission. St. Charles Parish, by Ordinance No. 16-12-4 adopted December 12, 2016 by its Parish Government, became a member of the Regional Planning Commission. Concurring ordinances of the other six parishes were adopted, to wit: Ordinance No. 25356 of Jefferson Parish, adopted May 13, 2017; Ordinance No. 027292 of Orleans Parish, adopted February 17, 2017; Ordinance No. 17-42 of Plaquemines Parish, adopted March 23, 2017; Ordinance SBPC #1851-02-17 of St. Bernard Parish, adopted February 10, 2017; Ordinance No. 5775 of St. Tammany Parish adopted February 2, 2017; and Ordinance No. 16-61 of Tangipahoa Parish, adopted December 12, 2016.

The Commission is empowered to perform comprehensive planning for the eight-parish region of Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes as provided in Section 1 of Louisiana Revised Statutes 33:131 et seq.

■ Powers and Duties of the Commission

The Commission shall have such powers as may be necessary to enable it to fulfill its functions, promote planning, and in all respects carry out the purpose of the enabling authority. The duties of the Commission include all responsibilities of a Metropolitan Planning Organization (MPO) as required by the State of Louisiana and the U.S. Department of Transportation. All public officials shall, upon request, furnish to a commission, within a reasonable time, such available information

as it may require for its work. A commission, its members, officers, and employees, in the performance of their functions, may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks thereon. In general, a commission shall have such powers as may be necessary to enable it to fulfill its functions, promote planning, and in all respects carry out the purposes of this subpart. (LRS 33:140)

■ **Membership**

The Regional Planning Commission is comprised of forty-one (41) members. Each of the eight member parishes has five representatives who are selected in accordance with parish ordinances. The Secretary of the Louisiana Department of Transportation and Development is the forty-first member.

■ **Jefferson Parish Membership**

1. Parish President
2. Council Chair
3. One (1) member selected by the Parish Council and approved by the Parish President from among the Mayors of the Municipalities located within the Parish of Jefferson, which member shall represent the municipalities therein located.
4. Two (2) members who must not otherwise hold elected or appointive office in Jefferson Parish; to be appointed by the Parish Council and approved by the Parish President.

■ **Orleans Parish Membership**

1. Mayor of the City of New Orleans
2. The two (2) members of the Council elected from the City at-large
3. Two (2) members appointed by the Mayor who must not hold public or appointive office and who have the approval of the Council.

■ **Plaquemines Parish Membership**

1. The Parish President of the Parish Government.
2. The Chair of the Plaquemines Parish Council
3. One (1) member who otherwise holds elected or appointed office in the Parish of Plaquemines, provided same is not otherwise prohibited by law, to be appointed by the Parish Council.
4. Two (2) members who must not otherwise hold elected or appointive office in Plaquemines Parish; to be appointed by the Parish Council and approved by the Parish President

■ **St. Bernard Parish Membership**

1. Parish President
2. Two (2) Council members in the Parish of St. Bernard, provided same is not otherwise prohibited by law, to be appointed by the Parish Council.

3. Two (2) members who must not otherwise hold elected or appointive office in St. Bernard Parish to be appointed by the Parish Council.

■ **St. Charles Parish Membership**

1. Parish President
2. Two (2) Council members in the Parish of St. Charles, provided same is not otherwise prohibited by law, to be appointed by the Parish Council.
3. Two (2) members who must not otherwise hold elected or appointive office in St. Charles Parish to be appointed by the Parish Council and approved by the Parish President.

■ **St. John the Baptist Parish Membership**

1. Parish President
2. Two (2) Council members in the Parish of St. John the Baptist, provided same is not otherwise prohibited by law, to be appointed by the Parish Council.
3. Two (2) members who must not otherwise hold elected or appointive office in St. John the Baptist Parish to be appointed by the Parish Council and approved by the Parish President.

■ **St. Tammany Parish Membership**

1. Parish President
2. Two (2) members who must otherwise hold elected or appointive office in the Parish of St. Tammany, provided same is not otherwise prohibited by law, to be appointed by the Parish Council.
3. Two (2) members who must not otherwise hold elected or appointive office in St. Tammany Parish, provided same is not otherwise prohibited by law, to be appointed by the Parish Council and approved by the Parish President.

■ **Tangipahoa Parish Membership**

1. Parish President
2. The Chair of the Tangipahoa Parish Council;
3. The Mayors of the Cities of Hammond and Ponchatoula shall serve on an annual rotating basis;
4. Two (2) members who must not otherwise hold elected or appointive office in the Parish of Tangipahoa, provided same is not otherwise prohibited by law, to be appointed annually by the Parish President.

■ **State of Louisiana Membership**

The Secretary of the Department of Transportation and Development

Any parish, other than the member parishes of Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa which may wish to participate in the RPC structure, shall be on a contractual basis rather than on full membership.

Annual assessment in such cases, however, shall not be less than the assessment levied on that existing member parish having the lowest population.

■ Committees

The Commission maintains three standing Committees to assist with the management and operations of its fiduciary responsibilities as well as the Commission's technical programs, as follows: Transportation Policy Committee, Budget and Personnel Committee, and Technical Advisory Committee. The Commission reserves the right to establish other committees from time to time to assist in carrying out its federal, state, and regional mandates.

■ Transportation Policy Committee

The Transportation Policy Committee shall adopt regional transportation policy; the Regional Planning Commission shall take official action on recommendations made by the Transportation Policy Committee.

The Transportation Policy Committee consists of the full Commission plus the Governor of the State of Louisiana or a designated representative, the Chairperson of the Regional Transit Authority or a designee and the Director of the Department of Transit Administration for Jefferson Parish or a designee.

To insure that all major transportation modes are represented and have an active role in the setting and selection of transportation priorities for the region, the committee's membership shall include the Chief Operating Officer of the Port of New Orleans; the General Manager of the New Orleans Public Belt Railroad; the Director of Louis Armstrong New Orleans International Airport; the Executive Director of the Louisiana Motor Transport Association; the chair or designee of the Greater New Orleans Expressway Commission; and the Mayors of Covington, Mandeville, Slidell, and Hammond or Ponchatoula (annual rotation).

■ Budget and Personnel Committee

The Budget and Personnel Committee shall meet immediately prior to the monthly meeting of the Transportation Policy Committee. Membership shall consist of the Officers of the Commission plus, the Chair shall appoint one (1) additional member from each member parish to serve on this Committee. Additionally, the Secretary of the Department of Transportation and Development, or his/her designee shall be a member of this Committee.

The Budget and Personnel Committee has overall fiduciary responsibility for the Commission. As such, the Budget and Personnel Committee shall be kept fully informed regarding all financial matters pertaining to the work of this Commission by the RPC Executive Director and the Director of Management and Finance.

The Budget and Personnel Committee shall exercise review of the RPC operating budget and make recommendations to the full Commission concerning the operating costs and expenses of this Agency prior to adoption of the annual budget by the Commission.

In matters pertaining to the hiring or dismissal of RPC staff, the RPC Executive Director shall notify and submit his/her recommendations to the Budget and Personnel Committee for discussion and concurrence prior to execution.

The Budget and Personnel Committee shall review staff salaries at least annually for cost of living and/or merit pay adjustments. Special requests may be submitted by the RPC Executive Director to the budget and Personnel Committee for review at his/her discretion.

■ Technical Advisory Committee

The Technical Advisory Committee consists of the Planning Directors and Public Works Directors from Orleans, Jefferson, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes, representatives from the Louisiana Department of Transportation and Development, Federal Highway Administration, Federal Transit Administration, and various non-profit organizations engaged in transportation policy and program development. Also, on this Committee are representatives of each transportation mode, i.e., rail, air, trucking, transit, and bicycle/pedestrian interests.

This Committee is responsible for assisting RPC staff in the development and review of the items that are to be included in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). The RPC Executive Director shall annually review and update the Committee membership.

■ Officers and Executive Director

1. Officers

The officers of the Commission shall consist of a Chair, 1st Vice-Chair, 2nd Vice-Chair, 3rd Vice-Chair, 4th Vice-Chair, 5th Vice-Chair, Secretary and Treasurer.

(a) **Chair.** The Chair shall preside at all meetings of the Commission and shall be the chief officer of the Commission. The Chair may join in the signing of all official instruments or contracts of the Commission.

(b) **1st Vice-Chair.** The 1st Vice-Chair shall exercise the functions of the Chair in the absence, incapacity or unavailability of the Chair. The 1st Vice-Chair may join in the signing of all official instruments or contracts of the Commission.

- (c) **2nd Vice-Chair.** The 2nd Vice-Chair shall exercise the functions of the Chair in the absence, incapacity or unavailability of the Chair and 1st Vice Chair. The 2nd Vice-Chair may join in the signing of all official instruments or contracts of the Commission.
- (d) **3rd Vice-Chair.** The 3rd Vice-Chair may exercise the functions of the Chair in the absence, incapacity or unavailability of the Chair, 1st Vice-Chair, and 2nd Vice-Chair. The 3rd Vice-Chair may join in the signing of all official instruments or contracts of the Commission.
- (e) **4th Vice-Chair.** The 4th Vice-Chair may exercise the functions of the Chair in the absence, incapacity or unavailability of the Chair, 1st Vice-Chair, 2nd Vice-Chair and 3rd Vice-Chair. The 4th Vice-Chair may join in the signing of all official instruments or contracts of the Commission.
- (f) **5th Vice-Chair.** The 5th Vice-Chair may exercise the functions of the Chair in the absence, incapacity or unavailability of the Chair, 1st Vice-Chair, 2nd Vice-Chair, 3rd Vice-Chair, and 4th Vice-Chair. The 5th Vice-Chair may join in the signing of all official instruments or contracts of the Commission.
- (g) **Secretary.** The Secretary may exercise the functions of the Chair, 1st, 2nd, 3rd, 4th, or 5th. Vice-Chairs in their absence. The regular duties of the Secretary shall include the making of such reports and other duties as may be consistent with his/her office or as may be required from time to time by the Chair. The Secretary may join in the signing of all official instruments or contracts of the Commission.
- (h) **Treasurer.** The Treasurer may exercise the functions of the Chair, 1st, 2nd, 3rd, 4th, or 5th. Vice-Chairs, or the Secretary in their absence. The regular duties of the Treasurer shall include the making of such reports and other duties as may be required from time to time by the Chair. The Treasurer may join in the signing of all official instruments or contracts of the Commission.

2. Executive Director

The administrative operations of the Commission shall be managed by an Executive Director appointed by the Commission, or in his/her absence, by the Deputy Director. The Executive Director may be authorized, empowered and directed to expend funds, to enter into contracts and to execute official instruments in accordance with the policies and limitations of authority prescribed by the Commission in the approved policy manual or through official resolutions. The Executive Director shall be present at every meeting of the Commission unless excused by the Chair.

The Executive Director will also be the planner in charge, with compensation to be fixed by the Commission or as part of the annual operating budget process.

■ Qualifications and Terms of Office – Elections

The officers shall be qualified members of the Commission. The Executive Director shall be a paid employee of the Commission and shall hold no membership thereon, except that his/her attendance at Commission meetings and the tenure of his/her appointment shall be at the pleasure of the Commission.

The term of each officer, other than the Executive Director, shall be one calendar year, from January 1 through December 31, or until a successor is elected and installed.

Officers shall be elected by a majority vote of the Commission members present and voting at the first regular meeting in December of every calendar year, except as is hereinabove excepted.

Vacancies occurring in any office, if for any reason, shall be filled by a majority vote of the Commission. Such appointments shall be for the remaining portion of the unexpired term for which they are elected to serve.

■ Regular Meetings

Regular meetings of the Commission shall be held monthly at the Commission office at a time and date to be designated by the Commission giving written public notice of the regular meetings at the beginning of each calendar year, unless five (5) days prior written notice designating another time or location is given each member by the Secretary, who shall advise as to the place and time such meeting is to be held. Written public notice shall include posting the information on RPC's website.

In the event the time or location of the regular meeting is changed, the Secretary shall inform the public by posting a copy of the notice at the principal office of the public body; and by publication of the notice on the RPC website no less than twenty-four (24) hours before the meeting and mailing or emailing a copy of the notice to any member of the news media who requests notice of such meetings.

The Secretary shall transmit to each member of the Commission either by mail or email a notice of each meeting together with the proposed agenda and a copy of summary minutes of the preceding meeting, within a reasonable time before the proposed meeting. The agenda for regular meetings of the Commission shall be prepared by the Secretary and shall include such matters as the Chair and the Secretary think appropriate for consideration by the Commission. Any member of the Commission may, by written request, direct the Secretary to include an item on the agenda for any particular meeting.

■ Special Meetings

The Commission may call special meetings at the direction of the Chair upon notice by the Secretary. Notice shall be in writing delivered via mail, in person or email, at least forty-eight (48) hours before the meeting. A notice for a special meeting shall state the purpose for which the meeting is called and business at such special meeting shall be confined to the purpose or

purposes expressed in the call for the meeting. Any two members of the Commission may call for a special meeting by giving written notice to the Secretary, who in turn must give immediate notice to the members of the Commission.

The Executive Director shall attend special meetings unless otherwise directed by the Chair.

■ **Summary Minutes of Official Meetings**

Summary minutes of regular and special Commission meetings are to be maintained. A file is prepared for each meeting which includes the meeting notice, agenda, meeting packet and any information distributed or read at the meeting, and summary minutes.

■ **Payment of Per Diem**

Per Title 33, Section 140 of the Louisiana Revised Statutes, when so directed and authorized by the Regional Planning Commission, members thereof who hold no other elected or appointed office may be paid a per diem of fifty dollars each for attendance at regular or specially called meetings of the full commission or the executive committee thereof in no event to exceed two such meetings per month, i.e. in no event is payment of a total per diem per such member to exceed one hundred dollars per month, payable out of the funds of the Regional Planning Commission.

■ **Order of Business at Commission Meetings**

The order of business at regular meetings and at special meetings, unless otherwise required by the notice of call for any special meetings, shall be as follows:

- 1) Budget and Personnel Committee Meeting
 - a) Call of the Budget and Personnel Committee meeting to order
 - b) Statement of the Chair as to existence or lack of quorum for transaction of business of the Budget and Personnel Committee
 - c) Action on agenda items by the Budget and Personnel Committee
 - d) Adjournment of Budget and Personnel Committee.
- 2) Transportation Policy Committee Meeting
 - a) Call of Transportation Policy Committee meeting to order.
 - b) Roll call; Statement of the Chair as to existence or lack of quorum for transaction of business before the Policy Committee.
 - c) Recommendation of approval of previous meeting minutes (not required at special meeting).
 - d) Action on matters to be approved by the Commission.
 - e) Adjournment of Transportation Policy Committee.
- 3) Regional Planning Commission Meeting
 - a) Call of the full Commission meeting to order.
 - b) Roll call; Statement of the Chair as to existence or lack of quorum for transaction of business.

- c) Proof of notice of meeting
- d) Approval of previous meeting minutes
- e) Committee Reports
 - i) Budget and Personnel Committee
 - ii) Other Committee Reports
- f) Financial Report
 - i) Balance Sheet of Local Activities
 - ii) Monthly Budget Report
- g) Action on matters specified in agenda for the particular meeting or in the notice of call for a special meeting
- h) As applicable:
 - i) Unfinished Business (not required at special meetings)
 - ii) Amendments to the New Orleans Transportation Improvement Program
 - iii) Amendments to the St. Tammany Transportation Improvement Program
 - iv) Amendments to the Tangipahoa Transportation Improvement Program
 - v) Consultant Selections
 - vi) Other Business of the Commission
- i) Travel Requests
- j) Contract Extensions
- k) Consultant Billings
- l) Public Comment Period
- m) Other Matters (not required at special meetings)
- n) Discussion relative to the future business to be included in future agenda (not required at special meetings).
- o) Adjournment

■ Quorum

Eight (8) members shall constitute a quorum, provided that each participating parish is represented by at least one member who is an elected official or the qualified designee of said elected official. Pursuant to Subsection B of Section 132, each elected official member and the Secretary of the Louisiana Department of Transportation and Development shall have the right to designate a representative to attend, participate and vote in his/her place and stead at meetings of the Commission and Transportation Policy Committee. Such designation shall be in writing, delivered via mail, in person or email, nontransferable and shall remain in full force and effect until revoked in writing by the elected official who made the designation.

No person so appointed shall serve as a designated representative of any other member of the Commission, nor shall such person be allowed to vote except as the designated representative of the elected official.

■ Voting

Each member shall have one vote. A majority of the vote cast, ignoring abstentions, is required for the adoption of any motion or resolution. The Chair shall vote as a member. A resolution or motion shall fail in the event of a tie vote.

■ Rules of Order

Except as otherwise required by these rules of procedure, the rules of order of the Commission shall be in accordance with the latest revised edition of *Robert's Rules of Order, Revised*.

■ Audit

The Commission shall arrange for a systematic and continuous recordation of its financial affairs and transactions. The Commission shall also obtain an annual audit adhering to federal guidelines.

■ Registered Office/ Registered Agents

1. **Registered Office.** The registered office of the Commission shall be the Regional Transportation Management Center, 10 Veterans Blvd, New Orleans, Louisiana 70124.
2. **Registered Agents.** The registered agents of the Commission shall be the Chair and the Secretary of the Commission.

■ Public Liability Insurance

Each member parish shall provide for its five (5) members, public liability insurance to indemnify its membership from personal liability resulting from any Commission action or activity. The State of Louisiana, Regional Transit Authority, Port of New Orleans, New Orleans Public Belt Railroad, Greater New Orleans Expressway Commission, and any other public, quasi-public, or private organization shall also provide such coverage for their representatives on the Regional Planning Commission and Transportation Policy Committee.

■ Public Hearing Rules

The following rules are hereby established by the Commission governing the procedure to be followed at a public hearing of the Commission.

1. Each speaker, before speaking on a proposal, shall give their name and address, and identify whom they are representing.
2. The proponents will present their case, and they will be allowed thirty (30) minutes for all speakers. Each speaker shall be allowed three (3) minutes.

3. The opponents will present their views after the proponents, and they will be allowed thirty (30) minutes for all speakers.
4. The arguments on both sides must be confined to essential points in support or opposition to the proposal.
5. No personalities shall be indulged in by either side and such procedure shall be sufficient cause for stopping the speaker from further argument.
6. No questions shall be directed to the speaker without consent of the Chair.

Additional documents or maps or other data relating to the proposal will be received and considered when filed within three working days exclusive of Saturdays, Sundays and holidays, following the date of the public hearing. Five (5) copies of such documents or maps must be filed.

Public hearings shall be recorded and a verbatim transcript shall be available in multiple copies and all members of the Commission will be provided a record of the hearing before voting on the proposal.

The hearing records will be kept in the Commission office. Such records will be made available for public examination upon receipt of a written request.

■ Closed Meetings

The Commission has the right to enter into a closed meeting in accordance with the applicable laws of the State of Louisiana. Such meetings will be closed to the public.

The law requires that a two-thirds majority vote of the Commission be recorded prior to such action. Furthermore, such closed meeting purpose shall be stated publicly in advance and shall be limited to matters set forth in applicable Louisiana State Laws. No vote shall be taken in any closed session of the Commission.

ADMINISTRATIVE OPERATIONS MANUAL

1.0 History of the Regional Planning Commission

The Regional Planning Commission for Jefferson, Orleans, St. Bernard and St. Tammany Parishes was established in 1971 (LA Revised Statutes 33:131 et. seq., as amended) in order to support regional planning and transportation coordination efforts. Plaquemines and Tangipahoa Parishes later joined the Commission in 1996 and 2013, respectively. St. Charles and St. John the Baptist Parishes became full members in 2016.

RPC is the designated Metropolitan Planning Organization (MPO) for the New Orleans Metropolitan Statistical Area (MSA), the Mandeville-Covington MSA, the Slidell MSA and the Hammond-Ponchatoula MSA. RPC also serves as a Council of Government (COG) for the region supporting planning and programs that benefit the region as a whole. In addition, RPC provides Economic Development support for Louisiana Economic District No. 1.

The Commission is made up of elected officials, appointed citizen members, and representatives from transportation agencies and organizations and is supported by a professional staff of full time employees. It is the goal of the RPC to improve the lives of the residents of the region and facilitate partnerships across parish boundaries to promote general prosperity.

2.0 Definitions

The following terms used in this document have the meanings indicated below:

RPC/ Commission/ Agency – Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes

Commission Member - A member of the Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes or his/her designee.

Commission Employee/ Employee - Employees of the Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes.

Authorized Persons - A Commission member who is an elected official may designate an alternate to travel in his/her stead when such elected official is unable to personally travel due to extenuating circumstances and feels that his/her representation is necessary.

3.0 Administrative Policies

The RPC Administrative Policy and Procedures Manual shall provide a source of approved policies applicable to the administrative operations of the Commission. The amendments to the manual, if approved by the Budget and Personnel Committee, will be offered as a resolution to the Commission. If adopted by a majority vote of the Commission at a lawful meeting, it becomes the

official policy of the Commission and is incorporated into the Manual and distributed to staff and Commission.

Minor updates to this document (e.g. changes in appendices to update current personnel, updates to benefit carriers, modifications for clarification or minor corrections, etc.) may be approved by the Executive Director with notification to the Commission without the need for formal adoption.

3.1 Organizational Structure

The administrative organization of the Commission will consist of two divisions: a Management and Finance Division and a Planning Division.

Roles and Responsibilities include:

- **Commission Chair:** The Commission Chair shall be elected by the Commission to fulfill the duties of the Chair as specified in the RPC Policies and Procedures Manual. The current Chair shall be noted on RPC letterhead and on the RPC website.
- **Chair of the Budget and Personnel Committee:** The Chair of the Commission shall serve as the Chair of the Budget and Personnel Committee.
- **Executive Director:** The administration operations of the Commission shall be managed by an Executive Director appointed by the Commission, or in his/her absence, by the Deputy Director. The Executive Director may be authorized, empowered, and directed to expend funds, to enter into contracts and to execute official instruments in accordance with the policies and limitations of authority prescribed by the Commission in the approved Policy Manual or through official resolutions.
- **Deputy Director:** The Deputy Director shall assist the Executive Director in the management and conduct of all technical programs and direct the day-to-day activities of the RPC technical staff.
- **Director of Management & Finance:** The Director of Management & Finance shall be responsible for the annual operating budget, project accounts, and compliance with state and federal grant terms. The Director of Management & Finance or the Executive Director must approve all authorizations for disbursements prior to purchase.
- **Human Resources:** The Deputy Director is responsible for staff coordination and Human Resource functions.
- **Compliance Officer** is responsible for ensuring compliance with all applicable Federal regulations related to Title VI, Disadvantaged Business Enterprises (DBE), environmental justice, public involvement, non-discrimination and civil rights.
- **Contracts Administrator** is responsible for contract development and execution with state and federal grantor agencies.
- **Office Manager:** The Office Manager is responsible for supporting the RPC staff by overseeing office operations and grant support functions.
- **Supervisor:** The term Supervisor applies to any RPC staff who is responsible for directing the work of one or more other RPC employees. Supervisors shall consist of any employee who has been duly authorized by the Executive Director or Deputy Director and is charged with the responsibility to oversee, advise, and/or direct the technical activities of one or

more members of the Commission staff. The charge to be responsible will be issued by the Executive Director.

- Geographic Information Systems (GIS) Manager: The GIS Manager is an RPC employee responsible for supervising and overseeing GIS development and data management functions.
- Information Technology (IT) Manager: The IT Manager is an RPC employee responsible for overseeing staff computer (hardware and software) technical needs and issues.
- IT Contractor: RPC's IT Contractor is responsible for supporting the IT Manager to ensure RPC staff computers and related equipment is operating efficiently and effectively to allow Staff to carry out their duties.

The Table of Organization as provided herein shall serve as the basic organizational structure for the operation of the Regional Planning Commission (See Appendix "A").

3.2 Annual Parish Assessment

The annual assessment for each member parish shall be a pro-rata share developed utilizing the latest, official U.S. Census Decennial statistics, or as otherwise directed by the Commission. The budgeted assessments are based on Federal Grant match requirements and other expenditures budgeted from our General Funds. The utilization of parish contributions for special local parish projects will require the approval of the RPC Budget and Personnel Committee and the Commission.

3.3 Annual Operating Budget

The Operating Budget of the RPC shall provide a forecast of Commission revenues and expenditures for the next fiscal year (July 1 – June 30). It also provides the Commission with a basis for monitoring expenditures and revenues throughout the fiscal year.

The Executive Director will provide the list of staff salaries proposed in the budget to the Director of Management and Finance or the appropriate personnel in charge of preparing the budget.

The annual Operating Budget will be prepared as soon as practical following the notice of funding levels from the various federal, state, and local funding sources. The proposed budget will be presented to the Executive Director for approval and submission to the Budget and Personnel Committee for review and approval. Upon approval by the Budget and Personnel Committee, the Operating Budget will then go to the full Commission for approval and adoption.

After adoption of the annual Operating Budget, budget reports will be presented at each monthly meeting of the RPC. The RPC will take action on any significant variances of actual revenues and expenditures compared to budgeted, as an amendment to the Operating Budget.

3.4 Budget and Personnel Committee

The Budget and Personnel Committee shall meet immediately prior to the monthly meeting of the Transportation Policy Committee. Membership shall consist of the Officers of the Commission and the Secretary of the Louisiana Department of Transportation and Development, or their designee. The Chair of the Commission shall serve as the Chair of the Budget and Personnel Committee; a simple majority of those present shall constitute a quorum.

The Budget and Personnel Committee has overall fiduciary responsibility for the Commission. As such, the Budget and Personnel Committee shall be kept fully informed regarding all financial matters pertaining to the work of this Commission by the RPC Executive Director and the Director of Management and Finance.

The Budget and Personnel Committee shall exercise review of the RPC operating budget and make recommendations to the full Commission concerning the operating costs and expenses of this Agency prior to adoption of the annual budget by the Commission.

The Budget and Personnel Committee shall review staff salaries at least annually for cost of living and/or merit pay adjustments. Special requests may be submitted by the RPC Executive Director to the Budget and Personnel Committee for review and his/her discretion.

In matters pertaining to the hiring or dismissal of RPC staff, the RPC Executive Director will notify and submit his/her recommendations to the Budget and Personnel Committee for discussion and concurrence prior to execution.

3.5 Release of Commission Information

Only the Commission Chair shall announce statements of Commission policy. Once such policy is enunciated, it is the official policy unless changed by the Commission and shall be distributed to employees by the Office Manager. Employees are expected to know and understand fully the policies of the Commission as stated in the Policy Manual and conform thereto.

It is the Commission's intent to maintain an open door policy to all members of the media. Reasonable requests for RPC-oriented information, publications, documents or photographs by the news media will be complied with as completely and as quickly as possible.

The media must be notified of all Commission meetings. Copies of all documents, resolutions, etc., prepared by the staff for presentation at the meeting will be provided to the media upon request. All requests for information about the Commission or Commission activities will be referred to the Executive Director.

3.6 Informational Statements to News Media

All members of the Commission may make statements relative to the activities of the Commission. Such statements, unless made pursuant to a resolution directing such statement, are the views of the individual member only and not policy of the Commission.

Committee Chairs are authorized to release information relative to the activities of their respective committee. Employees of the Commission will be made available, upon request, to members of the news media to supply specific information regarding work they are doing.

Employees may answer questions of the news media relative to work they are personally engaged in; however, such replies must be factual and in conformance with Commission policy.

No employees, other than the Executive Director and employees authorized by the Executive Director should initiate contact with the news media.

Nothing herein shall be construed to prevent the Commission staff from contacting, releasing information, statements, materials, photographs, etc., to the news media in pursuance of duties.

3.7 Information Regarding Employees and Former Employees

Inquiries regarding employees or former employees of the Commission are handled by the Director of Management & Finance unless they are made by the news media, in which case, they are referred to the Executive Director.

The Commission shall not reply to requests for employee's address, telephone number, whereabouts or any other information except the verification of the fact that the employee or former employee does or did work for the Commission and the dates of employment.

Inquiries from credit agencies, business houses, housing authorities, casualty and bonding companies, etc., requesting information or certain facts for credit rating purposes, loans, bonding, etc., shall not be answered unless approved by the employee.

3.8 RPC Cost Principles and Allowable Costs

The Commission follows the Federal, State and Local cost guidelines referenced in each Grant document signed for all costs incurred. The Commission must follow the most restrictive cost guideline regardless of the funding source. In addition to the Grant document cost guidelines and the State guidelines referenced in this manual, the Commission adheres to the allowable costs as defined in 2 CFR Part 200 Subpart E. (Updated 9/11/18)

4.0 Personnel and Payroll

4.1 Employment

Employees shall have the ability to follow oral and written instructions and adhere to agency personnel policies and directives. In general, RPC employees have an advanced degree (master's or higher) in planning, urban design, engineering or a related field. Knowledge of the English language, spelling, and basic mathematics is a necessity. All employees must have knowledge of modern office practices.

Pertaining to Affirmative Action, the Commission, even though it does not meet federal threshold guidelines, has voluntarily adopted an Equal Employment Opportunity Policy in accordance with the Equal Employment Opportunity (EEO) Commission's guidelines. The RPC Human Services

Coordinator is responsible for ensuring RPC compliance with all applicable federal and state laws and executive orders pertaining to fair employment practices.

Applicants will be considered for employment on the basis of job qualifications without regard to gender, gender identity, race, color, religion, sexual orientation, national origin, political affiliation, disability, marital status, age, creed, culture, or ancestry. The Commission will seek to fill vacant positions with qualified low income applicants.

4.2 Equal Employment Opportunity

RPC is an equal opportunity employer. It is the stated policy of the Commission to provide equal employment opportunities for all persons, regardless of gender, gender identity, race, color, religion, sexual orientation, national origin, political affiliation, disability, marital status, age, creed, culture, or ancestry including, but not limited to, hiring, promotion, tenure, recruitment or compensation. The Commission shall abide by all federal and state laws and executive orders pertaining to fair employment practices.

4.3 Opportunities for Promotion

All employees are given consideration for promotion regardless of gender, gender identity, race, color, religion, sexual orientation, national origin, political affiliation, disability, marital status, age, creed, culture, or ancestry based on Commission need and budgetary constraints, employee merit, work load, and length of service with the Commission. To be considered for promotion, employees must demonstrate their ability in performing assigned duties, including verbal and/or written instructions.

4.4 U.S. Employment Eligibility Verification

RPC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9. RPC may also use the Federal Government’s E-Verify system to determine the eligibility of their employees to work in the United States.

4.5 Final Approval Requirements for Personnel

Staff appointments and changes in salary or title will be approved as follows:

		Final Approval
A. Staff Appointment/ Initial Employment		
	1. All Personnel except the Executive Director and the	Executive Director with concurrence by Budget & Personnel Committee and funding availability

	Director of Management and Finance	
	2. Deputy Director	Executive Director with concurrence by Budget & Personnel Committee Updated 12/12/17 Resolution 17-1013
	3. Director of Management and Finance	Executive Director with concurrence by Budget & Personnel Committee
	4. RPC Executive Director	Budget & Personnel Committee and Regional Planning Commission Board
B. Staff Change		
	1. Change of Salary (in accordance with RPC operating budget)	Executive Director with concurrence by Budget & Personnel Committee and funding availability
	2. Change of Title - All Positions	Executive Director and Deputy Director
	3. Terminations	
	(a) All staff positions with exception of the Director of Management and Finance and Executive Director	Executive Director with concurrence by Budget & Personnel Committee
	(b) Director of Management and Finance	Executive Director with concurrence by Budget & Personnel Committee and RPC Board
	(c) Executive Director	Budget & Personnel Committee and Regional Planning Commission Board

4.6 Assignment of Work

Except assignments by the Executive Director, all assignments of work to employees are to be made by an employee's immediate supervisor who will provide the support necessary for the staff member to carry out the assignment and following consultation with the Deputy Director. Staff members are expected to fulfill the responsibility of their positions with little direct supervision. Staff members are encouraged to coordinate their efforts with other employees working on similar projects to promote cooperation and collaboration and improve the overall work at RPC.

If work assignments are unclear or if the employee does not have sufficient resources or abilities to carry out the work assignment, the employee is to contact their supervisor for support stating the issue and noting possible solutions. The supervisor will then work with the employee to properly address the issue.

Employees who do not perform their function(s) in a satisfactory manner may be addressed through disciplinary procedures (Section 6.3).

4.7 Pay Plan

Compensation for employees engaged in RPC's federally assisted programs will be considered reasonable to the extent that is consistent with that paid for similar work in state or local government and/or comparable private sector positions.

An entry level salary range will be established for each position. New personnel will generally be hired within the entry level range only. Budget and Personnel Committee action will be required to authorize an initial salary above the established entry level range.

Pay raises/adjustments and promotions will be considered periodically in light of available funds, and when proposed, will be included in the annual operating budget which is subject to Budget and Personnel Committee review prior to submission to the RPC Board for approval. Such adjustments or promotions will be recommended by the Executive Director following consultation with the Deputy Director and based on merit and budgetary considerations.

4.8 Payroll Processing

A record of all aspects of employee time worked, leave, holidays and distribution of hours to the various grant accounts is accomplished by means of the bi-weekly time sheets. Employees will use the Commission's designated electronic timekeeping system (e.g. Microix) for tracking hours. Time sheets shall be submitted electronically to Director of Management & Finance by 12:00pm (Noon) on the Monday preceding the pay date. No salary will be distributed to an employee prior to receipt of their electronic timesheet for the applicable period.

Employees shall complete their electronic timesheet as follows:

- For any time charged to a grant, select the appropriate Charge Code (as designated by the Deputy Director), indicate the date and number of hours worked, and include in the Notes section a brief description of the work performed.
- For any charges to "Other Leave", select "Other Leav" as the Charge Code and include in the Notes section the reason for leave (e.g. "Holiday - New Year's Eve", "Jury Duty", etc.).
- If Annual Leave or Sick Leave is taken, select as appropriate under "Pay Type" and note the applicable date and number of hours. No description is needed in the Notes section.

By submitting the timesheet electronically to the Director of Management and Finance, the employee certifies that the information is, to the best of their knowledge, complete and accurate and time charged to grants is applicable to the given grant.

4.9 Review of Time Sheets and Attendance

Staff submits their timesheets via Microix. The RPC Office Manager with assistance from Accounting reviews each staff member's timesheet and ensures the appropriate charge codes are applied as well as reviews sick or annual leave taken based on the RPC office calendar.

The RPC does not support and, therefore, does not have an official overtime policy for its employees. However, an employee may be eligible for flex time based on prior written approval of their supervisor to compensate for extra hours worked during that pay period. An employee must

have written approval from the Executive Director in order to utilize flex time hours outside of the normal pay period in which the extra work hours were incurred.

4.10 Personnel Records

All personnel records are to be maintained by the Management and Finance Division. Personnel records are confidential and can only be reviewed by the Executive Director or the Director of Management and Finance. An employee may be authorized by the Executive Director to view his/her personal file.

Staff is paid every two weeks by the Accounting Section on receipt of all time sheets for the pay period. Employee pay is scheduled to be paid via direct deposit into the employee's bank account (if the employee has opted for electronic funds deposit) or by check on the Friday following the end of each pay period. If the pay day falls on a legal holiday, payroll may be distributed the last work day preceding the legal holiday.

Employees will be notified via email with at least 14 days' notice if the pay date is later than scheduled.

4.11 Employee's Withholding Allowance Certificate (W-4)

The Employee's Withholding Allowance Certificate (W-4) is used by employees to notify the accounting section of a change in the number of exemptions claimed for federal income tax withholding purposes. The Employee's Withholding Allowance Certificate is prepared and signed by the employee and retained in the payroll records file.

4.12 Changes in Employee's Status

An employee will be informed of any proposed status change (i.e., employee's pay rate, job classification, or termination) two weeks prior to the effective date of the change. The change in status will be reported to the employee in writing by the Director of Management & Finance or the Executive Director with a copy retained in the payroll records and a copy provided to the employee.

4.13 Probationary Period

New employees will be hired for a probationary period of six (6) months. At the end of the six-month period, a permanent status can be granted by the Executive Director based on a written evaluation made by the employee's immediate supervisor and the Deputy Director. The probation may be extended for additional six-month periods to provide additional time for evaluation of the employee's performance. If at the end of a six-month period, the employee's supervisor is unable to recommend permanent employment and the Executive Director concurs, the employee will be recommended for termination by the Executive Director with concurrence of the Budget & Personnel Committee.

4.14 Employee Reviews

It is the intent of RPC for the Executive Director and/or Deputy Director to perform employee reviews on at least an annual basis. Reviews will include a discussion of the employee's current

work load, past performance, ability to adhere to verbal and written instructions, future work and goals. Employees will be required to sign the Staff Evaluation Form thereby acknowledging receipt of the same; and they will be provided with a copy for their personal records.

4.15 Hourly Personnel

Recognizing the possible need for additional "in-house" assistance for specific projects, the Executive Director may approve the engagement of Hourly Personnel within the constraints of the operating budget.

Such employees will be paid on an hourly basis and will not be eligible to participate in the Commission's Retirement, Health and Life Insurance Programs. The Commission will pay its share of Social Security and Medicare for Hourly Personnel and deduct the employee's share from their payroll. State and federal income taxes are also withheld when applicable. Hourly Personnel do not accrue sick or annual leave and are not paid for holidays. Hourly Personnel are not eligible for severance pay upon severance from the Commission.

4.16 Graduate Assistants/ Intern

RPC may opt to employ graduate assistants and/or interns to assist with various projects and programs. The graduate assistant/intern may be paid directly by RPC as Hourly Personnel or secured through a university or workforce development program.

Graduate assistants/ interns do not participate in the Commission's Retirement, Health, and Life Insurance Programs. If paid directly by RPC, the Commission will pay its share of Social Security and Medicare for graduate assistants/ interns and deduct the employee's share from their payroll. State and federal income taxes are also withheld when applicable. Graduate assistants/ interns do not accrue sick or annual leave and are not paid for holidays unless included in their agreement through a university. Graduate assistants/ interns are not eligible for severance pay upon severance from the Commission.

4.17 Temporary Contract Personnel

An employment agency may be used when temporary personnel are needed for a short time. The Executive Director or, in his/her absence, the Deputy Director may approve the duties of the temporary contract personnel requested and length of time they will be needed.

4.18 Outside Activities

The Commission does not attempt to regulate the activities of employees in their off-duty hours. However, employees shall not, under any circumstances, engage in a business or practice that represents a potential conflict of interest with Commission activities. Conflicts of interest may include, but not be limited to, any outside employment relating to any project funded by the Commission or outside employment relating to consultant proposals to be submitted to the Commission.

It is expected that all employees will conduct themselves as a responsible member of the community conformable with the provisions of the Hatch Act of 1939 and the Hatch Modernization Act of 2012.

Any conduct inimical to the Commission's image or interest there under may be grounds for dismissal.

4.19 Terminations

When an employee leaves the employment of the Commission, that employee's personnel file is updated to note the date and reason for termination. Unused annual leave credits up to 90 days are paid to each employee who leaves the Commission. No reimbursement is given for unused sick leave. Unpaid, unused annual leave (including that in excess of 90 days) and unused sick leave may be added to an employee's holding account for Louisiana State Employees' Retirement System (LASERS) retirement computation at the time of an employee's retirement.

5.0 PROCUREMENT OF CONSULTANTS

5.1 Consultant Selection

The following guidelines shall be utilized in the selection of consultants:

Sole Source Consultant

Whenever it is deemed that a consultant has such singular and sole expertise in the scope of services as may be required, and that substantial savings to RPC could be achieved by utilizing the services of a single (or consortium) of such consultants, then the Executive Director shall so select and recommend to the full Commission for its endorsement and final approval; however, said selection of a "sole source" consultant must be thoroughly justified in writing before a contract may be executed and in accordance with applicable state of Louisiana regulations and any funding agreement which may be utilized to pay said consultant.

Local Colleges and Universities

Whenever and wherever possible, if services cannot be performed "in house" and such services are available through the expertise of staff of any Louisiana college or university, with first priority given to colleges or universities within the standard metropolitan statistical area (SMSA), the Executive Director may select such college or university as he/she deems appropriate and capable and recommend same to the full Commission for endorsement and final approval.

Contracts with Participating Parishes

Whenever and wherever services which cannot be performed "in house" are required, or such services can be obtained from participating parishes within the RPC utilizing the expertise of such staffs and where savings will thereby be achieved, the Executive Director will select such planning agency, or such staff of participating parishes, to perform such services, and recommend same to the Commission for endorsement and final approval.

However, should any such local agency within the participating parishes select to employ sub-consultants, personnel, firm(s), association(s) or corporation(s), the RPC must be notified prior to selection so that approval or disapproval is obtained.

It is the intention of this section to utilize staff personnel of participating parishes rather than to provide funds to such agencies for consultants.

5.2 Third Party Consultant Selection Process

In the event services are not to be performed "in house," and consultant services are required, the consultant selection process shall be as follows:

- 1) The Commission shall:
 - a) Prepare a Request Qualifications (RFQ) or Request for Proposals (RFP), and in the case of the Unified Planning Work Program, a task description which details the work to be accomplished within general budgetary and time specifications.
 - b) Require interested consultants to complete DOTD Standard Form 24-102 "Professional Engineer and Related Services Questionnaire," or other standard form as specified and provided in the RFQ/RFP, which provides a list of the specific qualifications of individuals and/or firms which appear capable of meeting the requirements of the assignment.
 - c) Obtain completed copies of DOTD Standard Form 24-102 or other form as specified in the RFQ/RFP for staff evaluation from at least three qualified individuals and/or firms. Staff shall conduct an evaluation and prepare a quantitative ranking of the firms based on the response to the RFQ/RFP.
 - d) When responding to a RFQ/RFP or submitting a proposal to the Agency, potential consultants (third party contractors) shall submit with such proposal notification that the signatory to the contract is authorized to act on behalf of the consultant/third party contractor; and,
 - e) The consultant/third-party contractor must certify that it is under no suspension or debarment that would disqualify it from participating with the RPC in Federal, State or local grants and cooperative agreements.
 - f) Any subconsultants to the third party contractor (prime consultant) shall also provide the same certification and shall be required to execute like certifications with the award of any third party contract to which they are a sub-consulting party.
 - g) The execution of these documents will be required by RPC as a prerequisite to the issuance of the Notice to Proceed by RPC to any third party contractor. The certifications shall be executed in multiple form so as to be attached to all executed copies of the contract documents.

- 2) In accordance with RPC's adopted minority participation policy, all members of a consultant team and their financial participation rates must be identified on Standard Form 24-102 at the time the qualifications statement is submitted.
- 3) Any proposals not adhering to the specifications contained in the Request for Qualifications, or RPC Request for Proposals, shall be withdrawn from consideration.
- 4) Should oral presentations be necessary, all invitees shall have similar opportunities for consideration.
- 5) A complete list of all consultants and sub-consultants shall be submitted to the Budget and Personnel Committee for final review, discussion, and input, including the results of the quantitative staff evaluation, identifying the top three ranked firms.
- 6) Based on the staff evaluation and review by the RPC Budget and Personnel Committee, the Commission will select the individual and/or firms which, in its judgment, can best perform the required services. Such selection shall be made by the full Commission citing the reason for selection and based on a motion, second, and vote of the RPC Board. The person and/or firm so selected will be promptly notified thereof and negotiations shall commence as to contract, terms, conditions, amount, scope of services, time of performance, method of payment, and the usual and legally required covenants pertaining thereto. In the case of FHWA or FTA contracts associated with the Unified Planning Work Program (UPWP), full documentation of the consultant selection process and the draft contract agreement will be forwarded to LADOTD for review and approval prior to contract execution by the Commission.
- 7) The Chair or the RPC Executive Director shall be authorized to execute, on behalf of the Regional Planning Commission, such contract with the third party consultant as will be negotiated without the need or requirement of further or specific authorization; said contract shall first be reviewed and signed by RPC Legal Counsel.
- 8) Should it be impossible to agree upon the fee or other contract details, the consultant shall be so notified in writing and negotiations will terminate. The full Commission will be so advised.
- 9) No consultant shall select a sub-consultant unless the identity of such sub-consultant shall first be made known in writing to the RPC. The sub-consultants shall be identified and included in the RFQ/RFP submission. Further, any and all sub-contracts of third party consultants, must be furnished to the RPC and approved by it prior to the retention of services or work orders being given.

5.3 Project and Grant-Related Records Retention

A file of all contracts with grantor agencies, leases or other similarly legally binding agreements is to be maintained by the Director of Management and Finance and the Contracts Administrator. Files may be either hard copy or electronic format.

In compliance with current Louisiana Law, L.R.S. 44:1, et. seq., it is the policy of this agency to retain project and grant-related data files on its Microsoft Exchange Server for a minimum period of five (5) years from the official close out of the grant. Records and documents greater than five (5) years in age may be purged or deleted unless otherwise specified in grant agreement documents or involved in a dispute.

5.4 Evaluation of Statements of Qualifications

Criteria	Scoring Range	Weight	Weighted Points Possible
1. Experience			
(a) Firm's demonstrated experience in performing like or comparable work.	0-4	3	12
(b) Demonstrated experience of key staff in performing like or comparable work.	0-4	4	16
2. Past Performance on RPC Projects			
Prior demonstrated ability to perform quality work on time on like and comparable RPC projects.	0-4	6	24
3. Current Work Load			
Assessment of the ability of firm to undertake and successfully complete the RPC work required in a timely and professional manner in addition to the other work in process of the firm.	0-4	5	20
4. Firm Size Relative to Magnitude of Work			
Assessment of the firm's capability to successfully complete, in a timely and professional manner, all work required in view of the level of staffing and assets of the firm relative to the level of staffing and assets required to do all work required.	0-4	3	12
5. Location of Work			
(a) Will the work be undertaken or produced at a location readily accessible to the RPC at no cost to RPC? Yes= 2; Generally accessible = 1; No= 0	0-2	4	8
(b) Will the key staff be readily available to meet with RPC staff as required with minimum travel cost? Yes= 2; Generally available = 1; No =0	0-2	4	8
Total Weighted Points:			100
6. Criteria Special to Work Advertised			
Do the firm and key staffs' qualifications and experience address the special criteria essential to the work required? Yes= 4; Generally = 3; Minimum= 1; No= 0	0-4	1	4
Total Possible Points:			104

5.5 Non-Discrimination

All RPC contracts shall be awarded without discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, political affiliation, disability, or age of the persons seeking such contracts. Further, all such contracts shall include a provision that the contractor shall not discriminate on the basis race, color, religion, gender, sexual orientation, gender identity, national origin, political affiliation, disability, or age in any matter relating to employment. This provision does not apply to a contractor or subcontractor that is a religious corporation, religious association, religious educational institution, or religious society.

5.6 Debriefing of Unsuccessful Proposers

Unsuccessful proposers shall be notified of the RPC's award of Agreement to the successful proposer within five (5) working days of said decision. When a contract is to be awarded on some basis other than price alone, unsuccessful proposers shall be debriefed upon their written request submitted to the Contracts Administrator within 15 working days. Debriefings shall be provided at the earliest time after the Contracts Administrator and the RPC Deputy Director make a final determination recommending the award of the contract. The debriefing shall be conducted by the RPC Deputy Director, or designee, familiar with the rationale for the selection decision and contract award. (See Appendix "B" – RPC Appeals Process for Unsuccessful Bidders).

Debriefing shall be limited to discussion of the unsuccessful proposer's proposal and must not include specific discussion of a competing proposer's proposal. Debriefing shall be factual and consistent with the evaluation of the unsuccessful proposer's proposal; and provide information on areas in which the unsuccessful proposer's technical proposal was deemed weak or deficient.

5.7 Vendor Protest Procedures and Requirements

The purpose of these procedures is to set forth the procedures to be utilized by RPC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award. All protests must be addressed to the RPC Contracts Administrator and received during normal office hours of (9:00 AM to 5:00 PM, Central Standard Time.

In order for a bid protest to be considered by RPC, it must be submitted by an interested party, e.g., any person who is an actual or prospective proposer, bidder, or offeror in the procurement involved. A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by RPC, and will be returned to the submitting party without any further action by RPC.

5.8 Timing Requirements and Categories of Protests

RPC will consider the following categories of bid protests within the time period set forth in each category below.

Any bid protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled bid opening or deadline for submittal of proposals, as appropriate, in order to be considered by RPC. Any protest based on such grounds not filed within this period will not be considered by RPC. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions.

Any bid protests regarding the evaluation of bids or proposals by RPC, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with RPC no later than 72 hours after the protestor's receipt of RPC's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by RPC.

5.9 Review of Protest

RPC will notify the protestor within 3 days of timely receipt of a bid protest that the protest is being considered. In the notification, RPC will inform the protestor of any additional information required for evaluation of the protest by e-mail, and set a time deadline for submittal of such information. If RPC requests additional information and it is not submitted by the stated deadline, RPC may either review the protest on the information before it, or decline to take further action on the protest. In its sole discretion, RPC may give notice of any bid protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or offerors to submit comments to RPC relative to the merits of the bid protest. RPC will set a time deadline for the submittal of such comments, which will be no less than 5 days after RPC provides notification of the protest.

In its sole discretion, RPC may schedule an informal conference on the merits of a bid protest. All interested parties will be invited to participate in the conference. Any information provided at the conference will only be considered by RPC in deciding the bid protest if it is submitted to RPC in writing within 3 days after the conference.

5.10 Protest Decisions

After review of a bid protest, the Contracts Administrator, or designee, shall make a recommendation to the Deputy Director of the appropriate disposition of such protest. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and RPC's own investigation and analysis. If the protest is upheld, RPC will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation, revised evaluation of bids or proposals or Contracts Administrator's determination, or termination of the contract. If the protest is denied, RPC Contracts Administrator will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

5.11 Judicial Appeals

A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of Louisiana, or to the federal grantor agency in the case of an alleged violation of Federal law or regulation.

5.12 Other Contract Clauses

All consultant and subconsultant contracts shall contain, among others, such clauses as required by law as to non-discrimination, utilization of minority business enterprises, compliance with the Civil Rights Acts, non-interest of Commission members or members of Congress, documentation of adoption by the consultant of an Affirmative Action Plan or an Equal Employment Opportunity Policy, as may be required; the foregoing are merely illustrative and not exclusive, and such contracts may contain any and all other clauses as are appropriate and as negotiated.

5.13 Budget Considerations

All consultant and sub-consultant contracts shall not be awarded until it has been determined that the contract is in conformance with the applicable funding/program budget.

5.14 Reference to Grant Agreements

All contracts with consultants and sub-consultants shall reference applicable grant agreements or contracts wherein compliance with grantor regulations is mandatory. A clause must be included which states that no payment can be made to the contractor until the federal portion of funds applicable to the invoice submitted has been received by the Commission.

5.15 Availability of Financial Records to Auditors and Audits

All contracts with consultants and sub-consultants will contain the proviso that the consultant or sub-consultant will permit access to all financial records relating to the contract by the Commission's auditor, the Louisiana Legislative Auditor, and/or representatives of the Louisiana Department of Transportation and Development, the U.S. Department of Transportation, or other federal grantor agency, as appropriate.

Further, if a consultant under contract to RPC is required to submit an audit per the Office of Management and Budget Super Circular (2 CFR Part 200), a copy of such audit shall be provided to the RPC. Such audit will specifically address the use of federal funds provided the consultant by the Regional Planning Commission.

Should the Commission fail to receive such audit report, then the appropriate regulatory agencies will be notified by the Regional Planning Commission and copies of such notification sent to the consultant.

5.16 Contract Time Extensions

The Consultant may request a time extension for an approved consultant contract if such request meets the following conditions:

- The time extension is necessary to properly complete the scope of services.
- There is no change to the dollar amount to the original contract.
- The time extension will not impede the subject project's completion.

To request a time extension, the Consultant shall prepare on company letterhead a written request of contractual time extension to be submitted to the Regional Planning Commission for formal action. The request will be reviewed and approved by the Project Manager and the

Executive Director prior to being submitted to the Regional Planning Commission. The subject written request submitted to the Regional Planning Commission shall include:

1. Project/Contractual name
2. Consultant name
3. RPC contract number and funding source and identifier number
4. Contract budget
5. Original contractual time period
6. Length of requested time extension
7. Percentage of completion of the contract at the time the extension request is submitted to the Regional Planning Commission
8. Reason for requesting the time extension

Formal action by the Regional Planning Commission (either approval or denial) will be reflected in the official Minutes of the Regional Planning Commission meeting.

If the time extension is approved by the Commission, the Consultant's letter requesting the extension shall be marked with the new contractual end date and the date the Commission approved the extension. The letter shall be placed in the contract file. A copy of the marked letter shall be sent by RPC's Contract Administrator to the Consultant by mail, in person or by email, and provided to the RPC Project Manager for their files.

5.17 Disadvantaged Business Enterprises

It is the policy of the Commission to utilize businesses owned, controlled, and operated by women and minorities in all aspects of procurement to the maximum extent possible pursuant to all appropriate federal and state laws and executive orders.

The Commission has adopted a Disadvantaged Business Enterprise (DBE) Policy and Program to ensure that women and minorities have equal opportunities for participation in all aspects of the Commission's procurement activities.

To the extent legally practicable, the Commission will ensure that all contractors providing services, materials or supplies to the Commission provide employment opportunities to minorities and females equal to those provided to all other groups or individuals. Such contractors will also be expected to take positive steps toward the utilization of minority and female business enterprises, to the maximum extent possible; where the same is consistent with sound procurement practices and the intent of the law.

The Commission's DBE Liaison Officer is responsible for developing, administering and implementing the Commission's Disadvantaged Business Enterprise Program.

6.0 Employee Responsibilities and Conduct

In order to provide for the orderly and effective operation of the RPC, it is essential that all employees maintain a clear description of duties, work obligations, and expectations that pertain

to appropriate and desired conduct with fellow employees, the Commission, and the general public.

The success of this organization will be measured by our collective productivity, ability to work together, and commitment to getting the job done right the first time as cost-effectively as possible. This is our shared goal and basic responsibility.

RPC's work impacts the community in which we reside. Both as individuals and team members, we will work together to improve the quality of life of our residents and make our communities better places to live, work, and learn.

All employees shall at all times be polite and forthcoming with the public and maintain a temperate demeanor in dealing with the public as well as fellow employees.

6.1 Ethics and Professional Standards

The RPC will follow the Louisiana Code of Governmental Ethics, under R.S. 42:1101, et. seq. A summary of Louisiana's Code of Governmental Ethics is attached (see Appendix "C"). This document is referenced and herewith incorporated into RPC's Ethics Policy which is further defined below.

RPC's Policy Goals (R.S. 42:1101) are as follows: 1) to foster and ensure public confidence in the workings, integrity, and decision-making process of the Commission; 2) to ensure the independence and impartiality of Commission members and RPC's public employees; 3) to ensure that RPC decisions and policy are made in the proper channel of the government structure; and 4) to ensure that no public official or employee of the RPC will use their position for private gain.

RPC Commissioners and employees will adhere to the General Prohibitions (R.S. 42:1111 – 1121), including prohibitions on the solicitation or acceptance of gifts or other things of economic value from persons who have or are seeking to obtain a contractual or other business or financial relationship with the RPC. These same restrictions apply to the employee's spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.

The gift prohibition does not prohibit food or drink consumed as the personal guest of the person or firm provided the total cost of the food and drink does not exceed \$60 per event.

Per R.S. 1113B – appointed members of the RPC are not only prohibited from bidding on or entering into any contract, subcontracts, or transactions under the supervision or jurisdiction of the Commission, but also being "in any way interested" in them. This restriction applies to their immediate family members and legal entities in which they or their immediate family members have a "substantial economic interest."

Per R.S. 1119 Nepotism – members of the immediate family of the RPC Director or governing authority board may not be employed by the RPC. It is a violation of the Ethics Code to have one or more employees on the payroll who are not rendering services for which they are being paid or

having one or more employees on the payroll whose employment is prohibited by the nepotism section of the Code. (R.S. 42:1161F).

Per R.S. 1121 Post Employment – During the two year period following the termination of public service, RPC employee or elected officials, or other board members, may not assist another for compensation in a transaction involving the RPC.

6.2 Monitoring and Reporting

The RPC Director and/or Deputy Director have a responsibility to report possible Code violations to the State Ethics Board (R.S. 42:1161A). Any member of the Commission or staff who is aware of a possible violation shall meet with the Executive Director or Deputy Director to discuss the situation and to present any supporting documentation. The Director or Deputy Director will forward the complaint to the Ethics Board for their review and further action.

It is a violation of the Code for any public employee to be disciplined or otherwise subjected to acts of reprisal for reporting to the RPC Director, Deputy Director, the RPC Board, or any person of competent authority or jurisdiction, information which he/she reasonably believes is in violation of any law, order, rule, or regulation within the RPC's jurisdiction or any other alleged acts of impropriety within any governmental entity (R.S. 42:1169). Contact information for the Ethics Administration Program is at 225-219-5600 or through the web site at www.ethics.la.gov.

6.3 Annual Ethics Training

Each RPC employee shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. Copies of the Annual Training Certification are on file and maintained by the RPC Office Manager.

RPC requires that all employees, including elected officials, annually attest through signature verification that they have been provided copies and read the RPC's Ethics Policy.

6.4 Non-Smoking and Drug Free Workplace

RPC complies with the intent of the Louisiana Smokefree Air Act of 2007 (No. 815) which was enacted to preserve and improve the health, comfort, and environment of the people of the state by limiting exposure to tobacco smoke. This Act explicitly prohibits smoking in enclosed places of employment, including the Regional Transportation Management Center and the offices of the Regional Planning Commission.

RPC complies with the intent of the Drug-Free Workplace Act of 1988 (as described in 49 USC 32.200) and shall maintain a drug-free workplace. The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. (See Appendix "D" – RPC Non-Smoking and Drug Free Workplace Policies).

Employees are also prohibited from coming to work with unlawful drugs in their system. Employees shall sign a copy of this policy which will be placed in the employee's personnel record. Employees

of the RPC shall comply with this policy as a condition of employment. Employees found violating this policy will be subject to termination of employment.

If an employee of the RPC is convicted of a drug statute violation occurring either in or outside the workplace, they must report such in writing to the Director of Management and Finance or the Executive Director no later than five days after said conviction.

6.5 Sexual Harassment Policy

RPC is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. RPC's policy on sexual harassment is part of its overall proactive efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, national origin, citizenship status, marital status, disability, gender or gender identification, and sexual orientation. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment includes Quid Pro Quo Harassment, Verbal Conduct, and 3rd Party Harassment.

Each employee of the RPC shall refrain from sexual harassment in the workplace. No employee should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to ensure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive, or disruptive or which create a hostile or offensive environment must and will be eliminated. Instances of sexual harassment shall be investigated in a prompt and effective manner.

RPC's full Policy on Sexual Harassment is attached as Appendix "E". All employees of RPC, particularly those in supervisory or management capacity are expected to become familiar with the contents of this policy and to abide by the requirements it establishes. All employees are required to sign the policy acknowledging they have received a copy of the policy and understand its provisions. A signed copy of the acknowledgement form will be kept in the employee's personnel record.

All RPC Employees shall participate in an annual Sexual Harassment Prevention Training provided by RPC in accordance with State regulations. Certificates of the completed trainings will be kept in each employee's personnel record.

6.6 Employee Discipline

Consistent criteria will be applied in disciplinary action for infraction of RPC Policies and Procedures or unsatisfactory performance of position function.

In cases of serious, flagrant offenses, the Executive Director is to refer the matter immediately to the Budget and Personnel Committee. If the offending employee is in a nonsupervisory classification, the Executive Director may discharge the employee at once. If the offending employee is in a supervisory classification, the Executive Director, with the concurrence of the Budget and Personnel Committee, may suspend or discharge the employee.

In less serious matters of misconduct, unsatisfactory performance, or if an employee is found to have unknowingly violated RPC's policies and procedures, an email shall be sent by the Deputy Director with the Executive Director copied in which the applicable policy is stated, the act or omission is identified, and the affected employee is instructed of the appropriate action to rectify the situation. No notice shall be placed in the employee's personnel file.

First Level: If an employee is found to have knowingly violated RPC's policies and procedures, upon the first instance an email shall be sent by the Deputy Director with the Executive Director copied in which the act or omission is identified and the affected employee is instructed of the appropriate action to rectify the situation. A copy of this admonition is kept in the applicable employee's personnel file.

Second Level: If the employee commits the same infraction after being notified, or if there is an occurrence of another type of unacceptable conduct or work performance of an equally serious nature, the employee's immediate supervisor is to file a formal written notice with the Executive Director stating clearly the manner in which the employee's performance is not satisfactory, with a copy to RPC's Human Resources Coordinator.

The Executive Director will arrange an in-person meeting with the affected employee, the Executive Director, the Human Resources Coordinator, and the employee's immediate supervisor in which the issue and applicable resolutions are discussed. At the discretion of the Executive Director, the RPC's Legal Counsel may be present. At the conclusion of this meeting, the employee and the Executive Director shall sign an acknowledgement which re-states the offense and indicates the stipulated resolution and notes any employee protest to//comment on the resolution. The acknowledgement will also note that this is the second infraction and that a copy of this statement will be placed in the applicable employee's personnel file.

If the unsatisfactory situation is not corrected as a result of the written notification and meeting, and stipulated resolution of the issue, the Executive Director, following consultation with the Human Resources Coordinator, may submit his recommendation to the Budget and Personnel Committee for review, discussion, and final determination.

6.7 Grievance Procedures

A grievance is an expression of dissatisfaction relating to wages, hours of work, or administration of personnel policies, perceived unfair or inequitable treatment of discipline, or other conditions of employment.

It is the policy of the Regional Planning Commission to ensure that employees receive fair and equitable treatment; to provide employees with an easily accessible informal administrative procedure for expressing dissatisfaction, and to foster sound employee-management relations through communication and ultimate reconciliation of work-related problems.

The employee Grievance Procedure described herein has been established as a primary means of meeting these policy objectives.

6.8 Administrative Procedure

Every reasonable effort should be made by supervisors and employees to resolve any questions, problems and misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the issue arises. Supervisors, in turn, should take positive and prompt action to answer employees' questions and resolve complaints presented to them. Supervisors shall notify agency's Human Resources Coordinator of any grievance or problems with any employee under his/her supervision, the particulars of said grievance and the resolution of same. Where discrimination is the basis for the grievance, employees shall also meet with RPC's Compliance Officer prior to initiating a grievance to receive guidance and assistance.

Appeal Step 1: Human Resources Coordinator

If the employee's problem has not been resolved after presenting it to his/her supervisor, a grievance may be initiated with the Human Resources Coordinator as Appeal Step 1. To be accepted for consideration, a grievance must be initiated within five days following the date when the employee first had knowledge of the incident that gave rise to the grievance. The grievance shall be presented in writing specifying the date, time, place and particulars which gave rise to the grievance (including the identity of persons involved, any writing or correspondence at issue and any witnesses). The Human Resources Coordinator will arrange a meeting with the employee to discuss the complaint, develop all the available facts and information relative to the grievance (by conducting an informal hearing if deemed necessary), and issue a written decision within five days after receiving the grievance.

Appeal Step 2: Budget and Personnel Committee

If a satisfactory resolution of the grievance is not reached in Step 1, the employee may request that the grievance be presented to the Budget and Personnel Committee for review at Appeal Step 2. The grievance must be in writing and presented to the Chair of the Budget and Personnel Committee within five days after receipt of the Human Resources Coordinator's decision. The grievance is considered settled on the basis of the Human Resources Coordinator's decision if such a request is not presented. Upon receiving the grievance appeal, the Chair of the Budget and Personnel Committee shall, within five days, call and conduct a special meeting of that Committee for the purpose of hearing and disposing of the appeal. The appeal shall be conducted solely on the basis of the record and written determination. The employee shall have the right to appear before the Committee. The Committee's written decision will be presented to the employee within five days following the meeting. The decision of the Budget and Personnel Committee will be advisory to the full Commission who will consider the matter at its next regularly scheduled meeting for such action as it deems proper.

6.9 Timeframe

In the interest of the prompt resolution of employee complaints, action at each step of the Grievance Procedure should be taken as rapidly as possible, but no later than the prescribed time limit.

Grievance hearings will be scheduled at the Commission offices at mutually satisfactory times. Such hearings shall have the authority to compel the attendance and/or testimony of any RPC employee and to request the attendance of any other person(s) called by the employee claiming grievance. All documents that are within the files of the Commission relevant to the case must be produced. The Commission's attorney must be present.

6.10 Documentation

Grievance appeal hearings, including the employee's statement to the Budget & Personnel Committee, shall be recorded and transcribed at the expense of the Commission.

A written summary of the complaints and facts and information accumulated shall be prepared and forwarded to the RPC Executive Director and Human Resources Coordinator, together with copies of grievance appeals and responses.

Grievance testimony and information must be treated in a most discreet and confidential manner by all persons involved. Utilization of the Grievance Procedure by an employee will in no way adversely affect his/her employment record; however, a record of such procedure will become a part of his/her permanent personnel file.

The employee is entitled to have one copy each of Commission records, correspondence, etc. reproduced at Commission expense; however, said reproduced materials must be germane and supportive of the grievance and introduced as evidence.

All correspondence relating to filing of grievances or hearing determinations will be hand-delivered or mailed (registered, return receipt requested).

6.11 Voluntary Withdrawal

Any party claiming grievance can, at any time, voluntarily withdraw his/her appeal by submitting his/her withdrawal in writing to their Supervisor and the Human Resources Coordinator.

6.12 Grievances Related to Performance Reviews

In cases where an employee believes that the overall performance rating or a particular rating received under a performance review is unfair, the employee may discuss his/her concerns with the supervisor in an attempt to reach a satisfactory resolution and enter any remarks deemed appropriate in the section provided on the performance review form. If a satisfactory resolution cannot be reached, the employee may initiate a grievance in accordance with the administrative procedure outlined above in Appeal Steps 1 and 2.

6.13 Grievances Related to Involuntary Terminations

In cases where an employee believes he/she should not have been involuntarily terminated (released or discharged), the employee may initiate a grievance at Step 2 of the procedure above.

6.14 Grievances of Employees on Probationary Status

In cases where a grievance has been initiated by an employee in probationary status, the decision of the Executive Director is final.

6.15 Further Appeals

Nothing contained herein is intended to preclude a direct or further appeal to any other administrative body, department or agency (local, state or Federal), or to any appropriate court of law.

6.16 Cell Phone Policy for Distracted Driving

The Regional Planning Commission (RPC) is committed to the safety of our employees and others when traveling on the roadway. As part of our leadership in the Louisiana Strategic Highway Safety Plan, RPC seeks to set a high standard for roadway safety, including a reduction in distracted driving behaviors. Therefore, employees must not use handheld or hands-free cell phones for calls or text-based communications, mobile electronic devices or voice features while operating a motor vehicle under any of the following situations:

- When the employee is operating a vehicle owned, leased, or rented by the RPC;
- When the cell phone or mobile electronic device is owned, leased, or rented by the RPC;
- When the employee is using a cell phone or mobile electronic device to conduct RPC-related business;
- When the employee is operating a personal motor vehicle on RPC premises;
- When the employee is operating a personal motor vehicle in connection with RPC-related business;

Violations of this policy will be recorded in the employee's personnel file. Upon a third violation, the employee is subject for immediate dismissal.

(Updated 9/11/18)

7.0 Employee Benefits

RPC values our employees and provides a comprehensive benefits package to support their health and wellbeing, as described more fully below. A summary of benefits and list of current providers may be obtained from the Director of Management & Finance or the Office Manager.

7.1 Holidays

RPC follows the holiday schedule of the largest member parish at the beginning of each calendar year. Currently Jefferson Parish is the largest member parish and includes the following holidays:

New Year's Day
Martin Luther King Jr. Day
Lundi Gras*

Mardi Gras
Good Friday
Memorial Day

Independence Day
 Labor Day
 Veterans Day
 Thanksgiving (Thursday and Friday)

Christmas Eve*
 Christmas Day
 New Year's Eve*

*if designated by the Council or Parish President

If a scheduled holiday falls on a weekend, the Executive Director may declare a holiday on the Friday preceding, or the Monday following the scheduled holiday.

If a non-exempt employee is required to work on a holiday, the employee shall receive compensatory time.

The Executive Director has the discretion to proclaim a holiday which is observed by the State of Louisiana or Jefferson Parish.

Employees will note Holidays on their electronic timesheet using the Charge Code “Other Leav”, entering 7 hours on the appropriate date and “Holiday: [Name of Holiday]” in the Notes section.

7.2 Accrual of Annual Leave

All full-time, permanent employees are eligible to receive annual leave with pay according to the following schedule:

Less than three years Commission service	11 days per year	2.96 hours per pay period
At least 3 years but less than 10 years	18 day per year	4.85 hours per pay period
At least 10 years but less than 15 years	21 days per year	5.65 hours per pay period
15 or more years of Commission service	24 days per year	6.46 ours per pay period

7.3 Reporting Annual Leave

Annual leave may only be taken with prior approval of employee's supervisor, except that annual leave may be used to cover an emergency absence not previously approved, with the subsequent approval of the supervisor. Each supervisor is responsible for arranging annual leave to allow a sufficient work force for the effective operation of each section. Employees will note Annual Leave on their and RPC’s electronic calendar (e.g. in Outlook) and in the appropriate section of their electronic timesheet on the date the leave was taken.

Periods of annual leave used shall not exceed two consecutive weeks unless previously approved by the Executive Director.

7.4 Unused Leave

Unused annual leave may be carried forward from year-to-year; however, the number of days carried forward shall not exceed 90 days at January 1 of any year. Accumulated annual leave in excess of 90 days at January 1st of each year will be transferred to a holding account for LASERS retirement computation at the time of an employee's retirement. An employee shall not receive additional pay to compensate for unused annual leave nor any resigned or terminated employee may be compensated more than the maximum of 90 accumulated annual leave days.

Payments of unused, accrued annual leave days not to exceed 90 days will be made to employees on separation based on the employee's pay at the time of separation. On the death of an employee, the amount shall be paid to the employee's estate, or designated beneficiary.

7.5 Sick Leave

Each permanent, full-time salaried employee accrues 4.04 hours of sick leave per payroll. Use of accrued sick leave is applicable to the health maintenance, illness of or accidental injury to the employee, and may be used for absence due to illness of a or death of a family member. In no case shall an employee be compensated for unused accumulated sick leave; however, unused Sick Leave at the time of an employee's separation from RPC (e.g. termination, resignation or retirement) may be added to their LASERS time of service calculation. Sick leave accrues indefinitely. Employees shall note Sick Leave in the appropriate section of their electronic timesheet on the date the leave was taken.

If the sick leave is unplanned, the employee will contact the Office Manager to inform RPC that they will be taking sick leave. Either the Office Manager or the employee will then make the appropriate out of office notation on RPC's electronic calendar and electronic timesheet.

If sick leave is planned and will result in three (3) or more consecutive days of sick leave, the employee will inform their immediate supervisor and the Office Manager of their intention to take such leave in advance and note the leave on their online calendar (e.g. in Outlook). It is the prerogative of the Executive Director to request a physician's statement certifying illness or injury if an employee takes three (3) or more consecutive days of sick leave.

If an employee suffers an illness or accident which results in absence in excess of the amount of sick leave accrued, the employee may claim annual leave to cover the days of absence in excess of accrued sick leave. If an employee suffers an illness or accident which results in absence from work in excess of that for which sick or annual leave is accrued, the absence not so covered will be considered leave without pay.

Note: Employees that were employed prior to 1982 may have additional sick leave benefits that were accrued under the previous benefits plan.

7.6 Leave without Pay

A full time employee who develops a documented, life-threatening health problem and exhausts all available sick and annual leave may request to be retained as an active employee on leave without pay, and this request shall be approved if the following conditions are met: The individual must have been a continuous, full-time RPC employee for a minimum of ten consecutive years while in the employ of the RPC; or on leave with or without pay for certified health reasons, the employee is considered to be disabled as defined by a doctor's determination, in writing, that the individual is unable to work as a result of a major life-threatening illness. The employee will be placed in an active status on leave without pay and shall continue to participate in the RPC health insurance program indefinitely. This benefit will extend to employee coverage only, and shall not include dependents. The Commission shall pay 80% of the monthly premiums, and the employee shall pay 20% of the monthly premiums.

Leave without pay status shall not exceed six months after all sick and annual leave time has been used. If, at the end of the six months of leave without pay, the employee is unable to return to work, the case will be submitted to the Commission for further consideration.

7.7 Accrual of Annual and Sick Leave

Accrual of annual and sick leave will continue while an employee is absent on sick or annual leave with full pay. If an employee is placed on leave without pay, the employee accrues no sick or annual leave until the employee returns to work.

7.8 Maternity Leave

A pregnant employee may continue to work as long as she is able to perform her duties safely and efficiently. The pregnant employee is responsible for notifying her supervisor and the Office Manager of any physical condition which could adversely affect her safety or efficiency before her leave of absence is taken. The employee may draw upon her accumulated sick leave for fourteen weeks: two weeks prior to delivery and twelve weeks after delivery. In the event there are complications before or after delivery, a note from the employee's doctor would be sufficient to extend that sick leave by continued use of her accumulated sick leave. The employee may also draw upon her accumulated annual leave until such time as the accumulated annual leave is depleted, then she would be on leave without pay.

The employee on maternity leave is entitled to reemployment with the Commission at a position of comparable pay and status. Reemployment must commence within 6 months after discharge from the hospital unless special circumstances such as medical complications occur. The Executive Director has the right to extend maternity leave beyond the limits described above for special instances.

7.9 Military Leave

A full-time, permanent employee who volunteers for or is called to active duty with any branch of the Armed Forces of the United States is granted military leave and reemployment rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Soldiers' and Sailors' Civil Relief Act (SSCRA).

If the employee elects to terminate rather than take military leave, the employee is entitled to reemployment with the Commission.

In addition, employees caring for an injured or seriously ill service member or veteran may be eligible for military caregiver leave under the provisions of the Family and Medical Leave Act (FMLA).

7.10 Family and Medical Leave

To the extent that it may apply, RPC follows the provisions of the most recent version of the Family and Medical Leave Act (FMLA). In addition to utilizing their sick and annual leave, eligible employees (both female and male) are entitled to twelve workweeks of unpaid leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty."

7.11 Leaves of Absence

Various types of leaves of absence may be granted Commission employees when such leaves are considered to be in the best interest of the Commission or are made mandatory by law. In all cases, employees are placed on a "no pay" status during such absences.

An employee granted a leave of absence does not accrue sick leave or annual leave, and the Commission makes no contribution to the Health and Life Insurance Plan, although they may be continued at the employee's expense. All earned leave will remain in an employee's record.

7.12 Sickness or Death in Family

In the event of serious illness or death in the immediate family of an employee, the Office Manager may allow an employee to be absent from work for a maximum of three (3) days at the employee's regular rate of pay. The hours absent are recorded as Other Leave (Fund Code: Other Leav) with "Personal Time Off" noted in the comment section on the

employee's electronic timesheet. Additional time may be approved, but will be charged to annual leave or leave taken without pay at the option of the employee.

7.13 Jury Duty

A permanent, full-time salaried employee will receive usual compensation from the Commission while performing jury service in addition to the jury fees received. The hours absent are recorded as Other Leave with "Jury Duty" noted in the comment section on the employee's electronic timesheet. Time used for Jury Duty will not be charged to the employee's accrued annual leave. The employee must present the jury summons to the Office Manager prior to performing jury service.

7.14 Other Leaves

If considered to be in the best interest of the Commission, other types of leaves may be granted to full-time employees upon approval by the Executive Director, following consultation with the Budget and Personnel Committee.

7.15 Reemployment Rights

If the returning employee is assured a position by law (military or maternity leave), the Commission is required to place the employee in his/her original job or in a position of like status and pay.

Employees failing to return to work on the day the leave expires as stated above or in the applicable Federal statute may be terminated by the Executive Director effective the last day actually worked for which wages were paid.

8.0 Retirement and Medical Programs

8.1 Louisiana State Employees Retirement System

Participation in the retirement program administered by the Louisiana State Employees Retirement System (LASERS) is provided by the Regional Planning Commission for all eligible employees. LASERS is a defined benefit plan (i.e. pension plan) under Section 401(a) of the Internal Revenue Code. Both RPC and the employee contribute to LASERS while the employee is employed at RPC. After 5 years of contributions, the employee is entitled to benefits (payments) from LASERS at the time of retirement. The benefit amount is based on the number of years of eligible service/ contributions to LASERS and the employee's salary for the years previous to the time of retirement. Benefits continue for the life of the employee.

Accumulated Annual Leave in excess of the limitations of Section 7.4 will be transferred to a holding account for LASERS retirement computation at the time of an employee's retirement. At the time of separation from RPC, employees will be given the option to have unused Annual Leave (up to 90 days) converted to additional credit in LASERS or to receive a one-time, lump-sum payment. An employee's unused Sick Leave will automatically be

converted to additional credit in LASERS. No unused leave can be used for retirement eligibility purposes under LASERS.

8.2 Deferred Compensation Program

A deferred compensation program through Nationwide Retirement Solutions [formerly National Association of Counties (NACO)] has been established by the Commission for the voluntary participation of all eligible employees. It is a salary deduction program at no cost or liability to the Commission. To enroll in the program, an employee should contact the Office Manager.

8.3 Social Security

All employees who do not participate in the LASERS program will be subject to Social Security requirements in accordance with current federal laws. Both RPC and the employee will contribute to Social Security as required by current regulations.

8.4 Medical, Dental and Life Insurance Plans

RPC shall administer a medical plan, a dental plan and a life insurance plan to all full time employees. These plans will be reviewed annually by the Executive Director and the Director of Management & Finance in concert with the development of the operating budget for each new fiscal year. The reviews will include employee dependent eligibility and employee contributions developed for such coverage for the fiscal year.

Currently, RPC offers medical benefits through the State of Louisiana, Division of Administration, Office of Group Benefits (the "OGB"; "OGB Insurance"). The Director of Management & Finance or the RPC Office Manager can provide employees with current plan information.

8.5 Administration of Retiree Medical Benefit

At the time of retirement, an employee who has been with the agency for a minimum of fifteen years and who qualifies for Medicare coverage at the time of retirement can elect to have the Commission provide either Medicare Part B or Louisiana Office of Group Benefits (OGB) coverage based on OGB regulations. Eligible Retirees are defined as those current employees of the Commission satisfying all of the following conditions: (i) employed by the Commission on or before the OGB Commencement Date; (ii) continuously employed by the Commission during the period beginning on the OGB Commencement Date and ending on Retirement and; (iii) eligible for Medicare and timely enrolled in retiree medical benefits through OGB Insurance or a successor thereto.

The Commission, in adopting its budget each year, will determine the amount of funds it could provide for such coverage and inform affected employees within 14 days of such determination. Premiums shall be paid hereunder until the earlier of: (i) the death of the Eligible Retiree or his or her Eligible Spouse, if later; or (ii) the date on which an Eligible Retiree or Eligible Spouse ceases to pay any medical insurance premium when due; or (iii) the date on which an Eligible Retiree or Eligible Spouse otherwise ceases to be eligible for

coverage under OGB Insurance or any successor thereto. This Premium Plan shall terminate upon the death of all Eligible Retirees (including all Eligible Spouses), provided that this Premium Payment Plan may be earlier terminated by the Commission in accordance with applicable law.

8.6 Dependent Care Changes

It will be the responsibility of each employee to notify, immediately, the Director of Management & Finance of changes to employee dependent coverage when either of the following occurs:

- Change of marital status.
- Insured, dependent child(ren) reach the age of twenty six (26).

If the employee fails to notify the Director of Management and Finance of such above changes where the dependent coverage change would otherwise reduce the premiums made by the Commission on the behalf of that dependent, the employee is required to reimburse the Commission for overpayment on that employee's dependent(s) behalf. Such reimbursement to the Commission will be remediated through payroll deduction(s).

8.7 Consolidated Omnibus Budget Reconciliation Act (COBRA) Coverage

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan. The Regional Planning Commission will adhere to applicable COBRA regulations, as they may apply, in providing the option to continue health coverage at the employee's expense after separation.

8.8 Worker's Compensation Insurance

Worker's Compensation shall be provided by the Commission for all employees in accordance with applicable state legal requirements. Workers' compensation is a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for relinquishment of the employee's right to sue his or her employer for the tort of negligence. Benefits can include payments in place of wages (for work time lost due to the injury), reimbursement or payment of medical and like expenses, and benefits payable to dependents.

8.9 Disability Insurance Plan

RPC offers a Disability Insurance Plan to staff members which will pay a disabled employee a percentage of their salary (as of the time the employee was disabled) as specified in the disability insurance policy. Staff members may choose to participate or opt out. The cost of the plan is paid solely by the employees who choose to participate. Only full time, permanent staff are eligible for participation. In addition, the plan shall have a provision

that employees that are 70 years of age or older are only eligible for a maximum of twelve (12) months of disability benefits. The plan also has a 180 day (six month) waiting period from the time an employee is certified as disabled and the time that disability payments commence. Current plan information and contacts for the current plan are available from the Director of Management & Finance or the Office Manager.

9.0 Professional Development

9.1 Training

Consistent with all federal and state regulations, requirements and budgetary constraints of the Commission and needs of employees, training will be provided to develop and increase skills of all employees within budgetary availability.

9.2 Travel

Subject to prescribed approval, Commission personnel and Commission members may attend certain conventions sponsored by trade associations or professional societies in which the Commission participates directly or through its employees or at which the Executive Director deems it is beneficial to the Commission to be represented. Further policies related to travel are included in the Travel Rules and Expense Reimbursement Section (9.0 below).

9.3 Trade Associations and Professional Societies

The Commission, at its discretion, participates as a member in trade and professional associations that:

- Provide the Commission and/or industry a genuine service;
- Promote programs that are compatible with the Commission's interest; or
- Assess participants on an equitable basis for financial support.

In order to obtain approval for a membership to be paid by RPC, an RPC Purchase Order will be completed stating the name(s) of the employee(s) that will be included in the membership and how the organization relates to their work, with an invoice for the membership amount attached. The form shall be signed by the employee requesting payment and, if approved, by the Executive Director. Individual memberships for employees will be paid by the Commission at the discretion of the Executive Director when individual membership is more cost effective than a group membership.

10.0 Travel and Expense Reimbursement

10.1 Request for Travel

All RPC employees will prepare a written request for travel, noting the purpose and need, estimated cost (airfare, lodging, car rental, if needed, registration, and meals, etc.) for review by the Executive Director and the Director of Management and Finance. In such instances where state or federal funds are involved, the Director, or designee, will have the

travel request forwarded on to the appropriate grantor for approval, unless the travel is already pre-approved as part of the federal grant agreement. In all cases, the request for travel will be presented to the RPC Board for their review and approval. In certain circumstances, in-state travel to attend a work-related conference or meeting may be approved by the Executive Director based on the purpose and need for the trip and supporting documentation.

Same Day Travel will not require Commission or Executive Director approval; but employees will be required to use an RPC owned vehicle unless none are available. Also, the RPC Vehicle Mileage Log, RPC Expense Report, and State Travel Guide policies shall be followed.

10.2 Expense Reports

Expense reports are used by Commission members and employees to report all eligible costs incurred on behalf of the Commission while on Commission business or for Commission-related activities, to serve as a basis for making proper accounting distribution of such costs, and to provide the records required by grantor agencies. The Executive Director and the Director of Management and Finance must approve all expense reports.

Expense account forms will be pre numbered in sequential order per the notebook located in the copy room. When reporting expenses, the employee/Commission member will sign for a pre numbered form in said notebook. See Travel Reimbursement Policy in 10.5 below.

10.3 Expense Advance

Travel advances may be allowed after the travel has been approved; travel advances also need to be approved by the Executive Director or Director of Management and Finance. An expense advance check may be issued by the Executive Director to a Commission member or employee authorized to travel on behalf of the Commission, or for a Commission-related activity such as supplies for a public meeting.

Types of advances include:

- Payment for airplane or train ticket
- Check for hotel room costs
- Payment for rental car
- Per diem for the days approved for travel up to the amounts stated in the State of Louisiana Travel Regulations

Settlement of expense advances shall be made no later than one month after the expiration of the travel authorization period or the event for which the advance was provided. If settlement is not made within the specified period, the amount due the Commission may be deducted from the employee's next pay check.

Any Commission member who travels on behalf of the Regional Planning Commission shall be obligated to reconcile whatever travel expenses have been advanced within one month of returning from such travel. Any Commission member who does not comply with this requirement shall not be eligible for future travel advances in connection with the Regional Planning Commission until such time as past due travel expense reports have been properly submitted.

In case of an emergency, a Commission employee may incur such expenses at his/her own risk, without prior approval; however, before reimbursement for expenses are incurred, proper authorization and approval must be obtained.

10.4 Travel Reimbursement

On return from a trip, in order to be reimbursed for approved travel expenses, a Commission member or employee must complete an expense report detailing expenses as required on the form, and reconciling the amount due to or from the Commission with his/her expense(s) and advance(s) as applicable. The expense report will be accompanied by corresponding receipts and, for mileage, a map (such as one from Google or Bing) showing the starting point, the end point and the corresponding mileage. All in town mileage will be calculated from RPC's offices as the start and end point. Expense reports will indicate the appropriate fund code to which the expenses should be billed. Employees and Commission members are to attach a copy of the travel authorization and documentation of the event (agenda, meeting notes, etc.). Employees are to also attach a copy of their approved timesheet to the expense report showing the applicable travel.

10.5 Incidental Expenses

Other expenses incidental to travel that may be reimbursed include:

- Communication expense relative to official Commission business including internet connection fees;
- Registration fees for conferences, seminars, etc.
- Charges for storage and handling of equipment;
- Taxi, shuttle, rental car (pre-approval by RPC Executive Director required), transit fares, mileage, tolls and similar transportation costs;
- Tips (for baggage handling and meals only);
- Limousine/ hired car services to and from terminals or stations if less than a taxi or rental car.

Laundry, pressing, barbering, shoe shines and other services personal in nature are not eligible for reimbursement for either employees or Commissioners.

10.6 State Travel Regulations

The RPC employees, unless special permission is given by the Commission, or otherwise provided by the federal grantor agency, will follow the "Louisiana Travel Guide" published annually. The web reference is (www.doa.la.gov/Pages/osp/Travel/TravelPolicy.aspx) for travel funded through State of Louisiana agencies. For travel funded by other sources, the Louisiana State Travel Guide is used to determine appropriate reimbursement rates in

accordance with the information provided in the Travel Request and the applicable grant agreement.

10.7 Travel Expenses for Commission Member Designees

When a designee travels for a Commission member, any request for travel advance, including the cost of transportation for the designee, must be requested by the elected official and the designee, and the appropriate request form signed by both parties. Expense reports for such designee-attended travel shall also require the signature of the elected officials and the appropriate designee.

10.8 Exceptions to Regulations

The State of Louisiana Travel Regulations shall govern reimbursement of travel expenses (transportation, meals, lodging and miscellaneous expenses) for all Commission members and employees with the following exceptions:

- Where allowances are fixed by law;
- To follow the terms and conditions of the grant or fund paying for the travel; or
- Where the best interests of the Regional Planning Commission call for exceptions (e.g. staying at a conference hotel which is at a higher rate than allowed in the Louisiana Travel Regulations but would limit travel time and costs to and from conference activities).

No change from the established regulations will be allowed without written approval from the Executive Director.

10.9 Fraudulent Claims

Any person who submits a claim pursuant to the aforementioned regulations, and who willfully makes and subscribes any such claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to immediate dismissal, as well as being criminally and civilly liable within the provisions of state law.

10.10 Transportation

RPC's transportation policies are applicable to all Commission members and employees.

10.11 Travel Routes

The most direct and usually traveled route must be used by official travelers unless a longer route would result in significant time savings. All mileage shall be computed using online mapping software such as Google Maps, Bing Maps or MapQuest. If RPC travel includes multiple stops, the electronic map shall indicate the route taken.

10.12 RPC Vehicle Policy

General Use of RPC Vehicles

It is RPC's policy that employees utilize RPC vehicles for transportation to and from meetings in lieu of using the employee's personal vehicle. If an RPC vehicle is not available (i.e. all the vehicles are reserved or in use by other employees), an employee may use their personal vehicle and be reimbursed for mileage per the Travel Regulations. RPC vehicles will be reserved using the Outlook "Cars" calendar which note the time the employee plans to leave RPC and the expected time of return, the employee's name, and which vehicle they will be utilizing. Employees are required to fill out the Vehicle Mileage Log which is kept in each vehicle, including the destination and purpose of the meeting. (See Appendix "F" - RPC Vehicle Policy).

It is the policy of the Regional Planning Commission that vehicles owned and operated by the Regional Planning Commission are operated in a safe and efficient manner and in accordance with state laws by all authorized employees. Failure to comply with this policy may result in revocation of vehicle privileges and/or corrective disciplinary action up to and including termination.

All Regional Planning Commission vehicles shall be properly marked with decals on both sides of the vehicle identifying the vehicle as owned by the Regional Planning Commission in compliance with Louisiana Law. All Regional Planning Commission vehicles shall at all times carry proof of registration and insurance. All Regional Planning Commission vehicles shall have a current vehicle inspection sticker.

No smoking is allowed in Regional Planning Commission vehicles.

Regional Planning Commission vehicles may not be driven outside of the State of Louisiana without prior written approval by the Executive Director in which the destination and purpose of the trip is logged.

Premium fuel cannot be charged to Regional Planning Commission gasoline credit cards.

Regional Planning Commission vehicles may not be used for personal use.

Political Activity is prohibited. RPC vehicles shall have no political advertising, bumper stickers or signs. RPC vehicles shall not be used to transport political paraphernalia or promote political activity.

Regional Planning Commission employees who are authorized to use Regional Planning Commission vehicles are the only persons insured and authorized to operate Regional Planning Commission vehicles. No other person, including spouses, may use a Regional Planning Commission vehicle.

It is illegal to use a Regional Planning Commission gasoline credit card for the purchase of any fuel destined for a private vehicle or for non-fuel goods.

Vehicles owned by the Regional Planning Commission are to be operated in accordance with federal, state and local laws, and in particular those laws concerning substance abuse.

No vehicle owned by the Regional Planning Commission is to be operated by any person who has consumed alcoholic beverages within the previous 12 hours before driving.

No employee may operate a Regional Planning Commission owned vehicle without having in his/her possession a valid, appropriate state driver's license. Each employee shall provide a copy of their valid driver's license to the Director of Management and Finance so that the employee may be covered by RPC's Vehicle Insurance Policy.

When a Regional Planning Commission vehicle is ticketed for a parking or traffic violation, the person who was operating the vehicle at the time shall be responsible and a copy of the citation shall be maintained in the employee's personnel file as well as the file for the vehicle.

Picking up hitchhikers and giving rides to strangers are both prohibited when operating a Regional Planning Commission vehicle. Only authorized personnel and those on official RPC business are permitted to ride in RPC vehicles, except in cases of emergencies.

No RPC vehicle will be driven by an employee on a hardship license resulting from a Drive While Under the Influence (DUI) or Driving While Intoxicated (DWI) violation. Employees are required to immediately report this type of situation to the Executive Director. Employees must notify the RPC Executive Director and RPC Attorney if their license is suspended, revoked, or cancelled, or if they are disqualified from driving.

Employees operating a Regional Planning Commission vehicle must immediately notify the RPC Executive Director and RPC Attorney if they are involved in an accident or receive a law enforcement ticket.

The Regional Planning Commission is not responsible for articles or personal items of the employee left in a Regional Planning Commission vehicle.

All safeguards should be taken to protect Regional Planning Commission vehicles; i.e., locking of doors, securing equipment, parking in legally designated spaces, etc.

10.13 Vehicle Log Book

All RPC vehicles shall contain a log book in which the following information shall be recorded:

- Vehicle Identification Number & license plate
- Mileage recorded at the beginning of each trip
- RPC employee operating vehicle
- Destination Location
- Mileage recorded at the end of each trip
- Trip Purpose

All RPC employees are required to submit receipts for fuel purchases and/or vehicle maintenance and repairs to the RPC Accounting Section.

- Recordation of all maintenance and repairs (by RPC Accounting Section)
- Recordation of all fuel purchased (by RPC Accounting Section)

10.14 Accident Policy

Any employee who is involved in an accident with an RPC vehicle which results in damage to property or equipment, or personal injury to the employee or others where such injury requires the attention of a physician or other licensed medical specialist, is subject to post-accident substance testing. Any employee who has a confirmed positive intoxicating substance test result will be terminated.

10.15 Use of Privately-Owned Vehicles

When an employee must use his/her automobile for Commission business (not including normal home-to-work commuting) and an RPC vehicle is not available during the required timeframe, the employee may claim reimbursement on an expense report for the following automobile expenses as incurred:

- A per mile mileage allowance for travel by the most direct route, exclusive of any personal travel, at the rate noted in the most current Louisiana State Travel Regulations;
- Toll charges for bridges, highways, tunnels or ferries;
- Parking charges; and
- Overnight or airport parking charges.

Mileage will be documented using online mapping software (e.g. Google maps or Bing maps).

An employee may use personal transportation such as a private automobile in lieu of air travel. In such cases, the employee is entitled to the equivalent of coach class air fare or the mileage reimbursement, whichever is less. The employee will not receive an advance or reimbursement for lodging, meals, or other expenses while traveling to or from the destination. Expenses will be honored only during authorized time spent at the destination. While traveling, the employee shall be required to use annual leave for the amount of time that exceeds the time of travel via air transportation. Per diem will also be based on air travel timing. Documentation of equivalent air travel times and price are to be included in the travel reimbursement request.

When two (2) or more persons travel in the same personally-owned vehicle, only one charge will be allowed for the use or expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers. In no case will a traveler be allowed mileage or transportation when gratuitously transported by another person.

All accidents involving personally-owned vehicles being operated on official Commission business must be reported immediately to the RPC Attorney, Executive Director, and the Director of Management and Finance.

10.16 Rental Cars

Approval and Arrangements for car rentals should be made in advance to charge the rental directly to the Commission. If prior arrangements cannot be made, the employee will pay for the rental and include the cost on the expense report with a copy of the invoice. RPC employees and Commissioners follow state travel regulations on car rentals; prior review and approval of the RPC Executive Director is required prior to finalization of car rental arrangements.

Under the standard rental agreement, the employee renting the vehicle agrees to limit operators of the automobile to himself/herself and fellow Commission employees who are at least 21 years of age, licensed and otherwise duly qualified as above.

Both an employee and the Commission are insured against bodily injury and property damage liability under blanket insurance policies carried by the car rental companies. Also, fellow employees are similarly insured if permission to operate the automobile is granted by the renting employee.

A "Collision Damage Waiver" (to release the renter of responsibility for the first \$100 collision damage to a rented automobile) should be purchased since it is not the Commission's policy to assume the risk of loss due to collision damage.

10.17 Air Transportation

Air transportation for employees and Commission members is provided only for travel on Commission business. Air travel for Commission members and employees will be reimbursed only at coach or economy class rates. Whenever possible, travelers shall request and make use of special discount air fares. The difference between the air coach or economy class rates and first/business class air rates will be paid by the traveler, if travel was performed at first/business class air rates. If space is not available in less than first/business class air accommodations in time to carry out the purpose of the travel, the traveler will secure a certification from the airline indicating this fact and approval by the Executive Director to pay for first/business class travel. The certification will be attached to the travel voucher.

10.18 Train or Bus

An employee may use train or bus transportation in lieu of air travel. In such cases, the employee is entitled to the equivalent of coach class air fare or the train/ bus ticket price, whichever is less. While traveling, the employee shall be required to use annual leave for the amount of time that exceeds the time of travel via air transportation. Per diem will also be based on air travel timing. Documentation of equivalent air travel times and price are to be included in the travel reimbursement request.

10.19 Cell Phone Reimbursement

As determined by the Executive Director, employees who are required to be accessible via their personal cell phones before and after office hours may be reimbursed for the cost of their personal cell phone plan up to \$75 per month. Employees that receive said reimbursement are required to be accessible via cell phone at all times for emergency communications. (See Appendix “G” – RPC Cell Phone Policy).

This policy will be reviewed periodically to determine for further reimbursement adjustments (either up or down) are justified.

11.0 Office Environment

11.1 Office Hours and Attendance

Regular office hours at the Commission office are generally from 9:00 A.M. to 5:00 P.M., Monday through Friday of each week. Employees will be allowed a one-hour lunch period (unpaid). The work week of employees of the Regional Planning Commission shall consist of 35 hours per week. Any exceptions or adjustments to the normal work schedule must be requested and approved in writing by the Deputy Director or the Executive Director.

Significantly late arrival, illness, unexpected absence or other emergency absence is to be reported to the Office Manager as near as possible to 9:00 a.m. noting the reason and expected time of arrival. Absence on Commission business or personal leave is to be noted by each employee on their electronic calendar (e.g. Outlook calendar). Personal leave, either annual or sick leave, is to be noted as “Leave” on the employee’s and the RPC Outlook calendars; and recorded appropriately on the employee’s electronic timesheet.

11.2 Reduced Work Week

A full-time employee with a minimum of 20 years employment or a full-time employee who has been in the employ of the Commission for a minimum of 10 years and who has reached the age of 65 will be allowed, upon written request, to work a 30 hour work week. The conditions of this request include:

- Salary would be adjusted downward based on the employee’s hourly rate at the time of the request.
- All benefits will be retained based on the employee’s reduced wages. Computation of accrued annual and sick leave shall be based on the reduced, thirty (30) hour work week.
- The employee’s supervisor shall respond to the request for reduced work week within 30 days to determine if it would adversely impact the employee’s responsibilities. If the supervisor denies the request, the supervisor shall state the reasons for the denial in writing with a copy provided to the employee, the Executive Director and the Director of Management and Finance. In no instance shall the approval of such employee’s request be unreasonably withheld.

11.3 Office Space

The Executive Director is responsible for authorizing allocation of office space. The preparation or remodeling of office space must be approved by the Commission.

Leases for office space must be signed by the Chair of the Commission on authority of the Commission.

11.4 Office Furniture, Furnishings and Equipment

All non-expendable office furniture, furnishings, equipment, and machines of an acquisition cost of \$5,000 or more are recorded as "equipment" and inventory records must be maintained.

11.5 Office Equipment

Office equipment such as computers, copiers, plotters, and shredders will be acquired within budgetary constraints based on determination of requirements for effective and efficient pursuit of Commission activities and with the prior approval in writing of the Executive Director. If office machinery is required on a temporary, infrequently recurring basis, such machinery may be rented, with approval of the Director of Management and Finance.

11.6 Disposal of Surplus Equipment

Surplus equipment will be disposed of according to all applicable state regulations pertaining to the Disposition of Surplus Movable Property.

11.7 Use of RPC Computers

RPC provides computers to its employees to assist in carrying out their duties. In order to ensure that these computers work properly, employees are to follow the following policies and procedures to avoid adversely impacting their computer and/or the RPC network. Any issues with computers, email and/or the RPC's network or assistance needed to follow these policies and procedures should be addressed to RPC's IT Manager, RPC's IT Contractor, and the Deputy Director.

11.8 Public Property

All RPC computers are public property and all information contained on them is part of the public record and subject to public information requests.

11.9 Computer Viruses

If an employee suspects that their computer has been infected by a computer virus, the employee will immediately remove their computer from the network (e.g. unplug the network cord) and notify the IT Manager, the IT Contractor, and the Deputy Director for further instructions.

11.10 Portable Drives

In order to avoid inadvertently releasing a virus into RPC's networked computer system, portable drives (e.g. thumb drives, portable hard drives, USB flash drive and similar devices) are to be scanned for viruses on the designated computer not connected to the RPC network prior to insertion into an RPC networked computer. Currently this computer is located in the map Plotter room next to the typewriter/word processor.

11.11 Alternations or Modifications to Computer Equipment

Any modifications or alterations to RPC computer hardware including the installation of software shall be approved in writing by the RPC's IT Manager **and** the RPC IT Contractor; or in the absence of the RPC IT Manager and the IT Contractor, the RPC's Deputy Director. The proposed change will be reviewed for acceptability; if the modification/ alteration is deemed unacceptable, it will be removed to return the RPC computer to its original state. The purchase of any computer equipment or related software will still require prior review and sign off by the Executive Director.

If an employee violates this policy, they will receive a written warning from the IT Manager with a copy to the Executive Director notifying the RPC employee to immediately remedy the situation by removing the unauthorized hardware.

11.12 Password Protection on RPC Documents or Files

If in the normal course of business, an RPC employee may find the need to set a password for a document or file, then the employee must provide that employee's immediate supervisor, RPC's Executive Director or in the absence of the Executive Director the Deputy Director, a copy of the password protected document along with the password created for that document; or, in the instance of a data file, the name of the password protected file and that file's password. If an employee violates this policy, they will receive a written warning from their immediate supervisor, the Executive Director or the Deputy Director with a copy to the Executive Director notifying the RPC employee to immediately remedy the situation.

11.13 Prohibited Computer Use

It is prohibited to utilize any RPC computers or the Wi-Fi provided at the Regional Transportation Management Center to access inappropriate internet websites, in particular pornographic or gambling sites. RPC will utilize software to monitor the browsing histories on RPC computers and through the Wi-Fi network. Failure to adhere to this policy will result in disciplinary action in accordance with RPC's disciplinary procedures.

12.0 Record Keeping

12.1 Contractual Agreements

A file of all contracts with grantor agencies, leases or other similarly legally binding agreements is to be maintained by the Director of Management and Finance and the Contracts Administrator. Files may be in either hard copy or electronic format.

12.2 Personnel Records

All personnel records are to be maintained by the Management and Finance Division. Personnel records are confidential and can only be reviewed by the Executive Director or the Director of Management and Finance. An employee may be authorized by the Executive Director to view his/her personal file. Currently, personnel files are stored on the U: Drive of the Director of Management and Finance.

12.3 Project and Grant-Related Records Retention

In compliance with current Louisiana Law, L.R.S. 44:1, et seq., it is the policy of this agency to retain project- and grant-related data files on its Microsoft Exchange Server for a minimum period of three (3) years. Records and documents greater than three (3) years in age may be purged or deleted unless otherwise specified in grant agreement documents or involved in a dispute.

13.0 Financial Operations

13.1 Initiation of Purchase Orders

Purchase Orders are used when an employee is requesting authorization to purchase goods and/or services rendered in relation to an RPC project, event or program. No purchase of goods and services is to be made, and no order for purchase of goods or service is to be placed without an approved purchase order.

The employee requesting the purchase shall complete a purchase order form, sign where indicated at the bottom of the form, attach documentation as applicable (for example written cost estimates or invoices, a printout showing the item cost, event documentation such as invitation or agenda, etc., and secure the Executive Director's signature approving the purchase. The form shall note the grant or fund where the expense is to be charged.

After the purchase order is completed and approved, the copies of the purchase order will be kept as follows:

- 1) The original Purchase Order shall be submitted to Accounting, for control of outstanding purchase orders.
- 2) One copy is retained by the individual placing the order for the goods.
- 3) One copy shall be given to the Office Manager if the Office Manager is the one that will be placing the order.

Once the goods are received, the employee requesting the Purchase Order shall inform Accounting. Before paying an invoice for a corresponding Purchase Order, Accounting shall confirm with the employee who submitted the Purchase Order that the goods were received and acceptable.

13.2 Public Bid Law

The RPC follows the guidelines and requirements of the Louisiana Public Bid Law (La. R.S. 38:2211-2296, et seq.). The RPC is not a public works entity and, therefore, does not contract for construction, remodeling, drainage structure, utilities, or related construction improvements; nor does RPC make use of force accounts.

13.3 Materials & Supplies

The RPC adheres to La. R.S. 38:2212.1A, et. seq., which set forth monetary thresholds for purchasing materials including equipment, vehicles, supplies, and all other movable property, (with the exception of professional services):

- For a purchase below \$10,000, no procedure is specified; however, RPC reserves the right to request bids or price quotes for any threshold below \$10,000
- For a purchase between \$10,000 and \$30,000, at least three telephone, facsimile or written quotations must be obtained on the same open specification and documented in the project procurement file which is maintained by the project manager and Accounting.
- For purchases exceeding \$30,000, the procurement must be advertised and awarded to the low responsive and responsible bidder based on timely received sealed bids.

13.4 Use of State and GSA Contracting

The Commission reserves the right to take advantage of central purchasing policies and procedures of any of the local political entities participating in the Commission or of the State of Louisiana or the General Service Administration (GSA).

For items not procured under a municipal or State contract or through GSA, open specifications for such equipment, supplies or materials shall be as drawn by the Commission and reviewed by the RPC Executive Director prior to advertising, shall be complete and precise, shall be readily available to those interested in bidding, and sufficiently identified in the advertisement as to give fair and adequate notice to those who might be interested in submitting competitive bids and in compliance with Louisiana Public Bid Laws.

Whenever and wherever possible and feasible, the Commission will attempt to provide minority (disadvantaged) business enterprises notice of upcoming procurements and opportunities to participate therein.

13.5 Request for Check

A Request for Check form is used to authorize payments not always supported by third party invoices, statements or purchase order at the time of the request and to authorize disbursements for travel expense advances to Commission members and employees. The Purchase Order Form is to be completed as stated above with the box checked for "Request for Check" marked. The employee making the Request for Check shall complete the form,

sign where indicated at the bottom of the form, attach documentation as applicable (for example written cost estimates or invoices, etc.) and secure the Executive Director's signature approving the Request for Check. The form shall note the grant or fund where the expense is to be charged.

To reconcile a check request, the employee shall provide the original receipt along with a copy of the original Request for Check along with supporting documentation to Accounting within 7 days of receiving the receipt.

14.0 Cash Receipts & Disbursements

14.1 Internal Controls

It is the policy of the Regional Planning Commission to maintain a system of internal controls to provide reasonable assurance as to the following:

1. Transactions are executed in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary to:
 - Permit preparation of financial statements in conformity with generally accepted accounting principles are requirements established by the federal grantor agencies.
 - Maintain accountability for assets.
3. Waste, fraud and inefficiency are being prevented.

14.2 Segregation of Duties

The Commission will segregate the responsibilities of receiving funds, maintaining accounting records, preparing deposit slips, disbursing funds and reconciling bank statements to the extent feasible. Additional supervisory procedures will be implemented on those procedures that cannot be segregated among different employees.

14.3 Approval and Verification

The Executive Director and/or the Director of Management and Finance will perform a thorough review of supporting information to verify the propriety and validity of transactions. Approval authority is to be commensurate with the nature and significance of the transactions and in compliance with the Commission's policies. The RPC Deputy Director may assume this oversight responsibility in the absence of either the RPC Executive Director or Director of Management and Finance.

14.4 Record Retention and Physical Restrictions

Records will be maintained and controlled in accordance with the established retention period which is normally five years following close out of the project. Physical restrictions will be placed on documentation and Commission assets that require protective measures.

14.5 Management of Commission Funds

The Management and Finance Division shall maintain the necessary accounts for proper management of Commission funds, as follows:

1. The RPC will keep all its funds in an authorized banking institution in the area.
2. The RPC will request all of our grantors to direct deposit (ACH) RPC earned funds into the RPC's bank account to the extent that they can.
3. All checks received will be opened, logged, prepared for deposit and deposited in the bank and recorded into the books using separation of duties under our internal control policy.
4. The RPC will deposit funds and disburse funds timely.
5. Whenever possible, receipts are deposited on the same day they are received. When checks are received, they are immediately endorsed and deposited.
6. The monthly bank statements will be reconciled timely, by an appropriate RPC employee and reviewed by accounting and the Executive Director or Deputy Director.
7. The RPC will deposit funds and disburse funds timely.
8. The Executive Director shall be authorized to sign checks or authorize electronic funds transfer (EFT), with the co-signature of the Director of Management and Finance, in amounts not to exceed two thousand dollars (\$2,000). When cash disbursements are honored via direct deposit, such disbursements will be authorized in writing by the Executive Director and the Director of Management and Finance.
9. Disbursements in excess of \$2,000, via Electronic Funds Transfer (EFT) (direct deposit) or with a check, require the signature of the Executive Director and/or Commission officers unless specific authorization has been granted by the Commission.
10. The Commission hereby authorizes the Executive Director and the Director of Management and Finance (or the Deputy Director due to absence of either the Executive Director or Director of Management and Finance) to sign checks or authorize EFTs in excess of \$2,000.00 for the following purposes:
 - Office Rent
 - Duplication Costs (copier)
 - Insurance/Hospitalization
 - Federal Withholding Tax, Designated Depository
 - FICA - Internal Revenue Service
 - Unemployment Compensation, Louisiana Department of Employment Security
 - RPC Staff Salaries
 - Reimbursement to RPC from Project Accounts
 - Office of Telecommunications

- Contributions to Retirement fund(s)

11. In an emergency situation, the Director of Management and Finance may also fax to an Officer of the Commission a summary list of requested disbursements which exceed the Director of Management and Finance's authority. In addition to the summary page, it will be accompanied with a copy of the invoice(s), or other documents, to provide the Officer a complete description of the requested disbursements. On the summary page, the Officer may decline to approve one, or more, or all requested disbursements. On the summary page, there will be a signatory line for the Officer's action, which after signed, is faxed back to the Commission's offices. Those disbursements which are approved by the Commission's Officer is to convey the authority to the Director of Management and Finance to co-sign checks with the Executive Director for such approved disbursements, or to convey authority EFT (direct deposit) for the approved disbursements.
12. The Commission hereby authorizes the Executive Director and an Officer of the Commission or the Executive Director and the Director of Management and Finance to sign checks in payment of consultant billings which have been approved by the Commission at a regular, or special meeting, of the Regional Planning Commission; or to authorize the issuance of payments to Commission approved consultant billings via direct deposit to the account of a consultant who has so elected. Those Commission consultants which elect reimbursement via direct deposit to their account, such authorization will be issued, in writing, to the Director of Management and Finance. Consultant written authorization will include the Consultant's bank name, bank contact name and telephone number / email address, the Consultant's bank routing number and the account number to which the Commission's disbursement is to be made. The Consultant's authorization shall be signed by that firm's approved signatory.

In the packet for the regular or special Regional Planning Commission meeting, a written summary page of the Consultant's billing(s) to be considered at that meeting will become a part of the official proceedings and actions of the Commission at its meeting, and such action is to authorize the Commission's staff to submit requisitions to the appropriate grantor(s) in payment of the approved Consultant's invoices and to issue payments upon the receipt of the requisitioned funds as authorized above.

14.6 Charitable Contributions

It is the specific policy of the Commission that no charitable or similar contributions can or will be made by the RPC to any person, firm, charity, research organization or the like. This does not preclude payment for services rendered under a Commission-approved contract. Employee solicitations for charitable, non-profit causes (such as United Way) may be made upon approval of the Executive Director.

14.7 Credit Cards

Employees may request to use the RPC Credit Card(s) for purchases following the same procedures to complete the Purchase Order Form but marking the appropriate boxes for

“Request for RPC Visa Charge.” The Purchase Order Form will require review and prior approval by the RPC Executive Director for all credit card uses.

To reconcile a Visa charge, or fuel charge, the employee is to provide the original receipt along with a copy of the Purchase Order/Request for Visa Charge form to Accounting within 7 days of receiving the receipt.

The monthly Credit Card Statements are reviewed by Accounting verifying all charges and attaching copies of the receipts documenting costs and appropriate RPC task code. This file along with all supporting documentation is then submitted to the RPC Executive Director for final review and signature approval prior to issuance of the payment check which is signed by the Executive Director and the Director of Management and Finance.

It is RPC’s policy that employees utilize RPC owned vehicles and fuel cards for transportation to and from meetings in lieu of using the employee’s personal vehicle. If an RPC vehicle is not available (i.e. all the vehicles are reserved or in use by other employees), an employee may use their personal vehicle and be reimbursed for mileage per the State Travel Regulations. RPC vehicles will be reserved using the Outlook “Cars” calendar which note the time the employee plans to leave RPC and the expected time of return, the employee’s name, and which vehicle they will be utilizing. Employees are required to fill out the Vehicle Mileage Log which is kept in each vehicle, including the destination and purpose of the meeting. The Office Manager or the Executive Director make the car key and fuel card available at the time of use per the Outlook Cars Calendar. Employees are required to return both the keys and fuel card and gasoline receipts to the RPC Office Manager upon return to the office.

It is the policy of the Regional Planning Commission that vehicles owned and operated by the Regional Planning Commission are operated in a safe and efficient manner and in accordance with RPC’s Vehicle Policy (adopted January 1, 2010) and state laws by all authorized employees. Failure to comply with this policy may result in revocation of vehicle privileges and/or corrective disciplinary action up to and including termination.

All Regional Planning Commission vehicles shall be properly marked with decals on both sides of the vehicle identifying the vehicle as owned by the Regional Planning Commission in compliance with Louisiana Law. All Regional Planning Commission vehicles shall at all times carry proof of registration and insurance. All Regional Planning Commission vehicles shall have a current vehicle inspection sticker.

15.0 Accident Reporting, Claims, Insurance

15.1 Personal Injury

Accidents resulting in injury to or death of an employee are to be reported immediately to the Director of Management and Finance or Office Manager for notification to the insurer covering comprehensive liability coverage.

15.2 Automobile Accident

An automobile accident occurring while an employee is using a personally owned vehicle or RPC vehicle for Commission business is to be reported immediately to the Director of Management and Finance or Office Manager for notification to the insurer covering comprehensive general liability insurance.

15.3 Damage to Commission Property

Damage to Commission property is to be reported to the Director of Management and Finance for notification to the insurer covering fire and extended coverage on office furniture and fixtures.

15.4 Insurance

The Commission shall carry the following insurance coverage:

- Workers Compensation in accordance with State and Federal regulations.
- Comprehensive General Liability including non-ownership automobile coverage in the amount of \$100,000.00 and \$300,000.00. Bodily injury, \$50,000.00 and \$100,000.00.
- Fire and extended coverage on all office furniture and fixtures, computer equipment, printing equipment and supplies in the amount of \$50,000.00.
- Commercial Blanket Position Bond in the amount of \$100,000.00 covering embezzlement, collusion, etc.
- Public Liability Insurance to indemnify its membership from personal liability resulting from any Commission action or activity.
- Blanket Umbrella Liability Insurance for its membership and staff in the amount of \$1,000,000.00.

16.0 Banking

The Commission selects and enters into a contract with a bank in accordance with Louisiana State Legislation (L.R.S. 39:1211 et seq.) to serve as a depository for Commission funds.

17.0 Postage

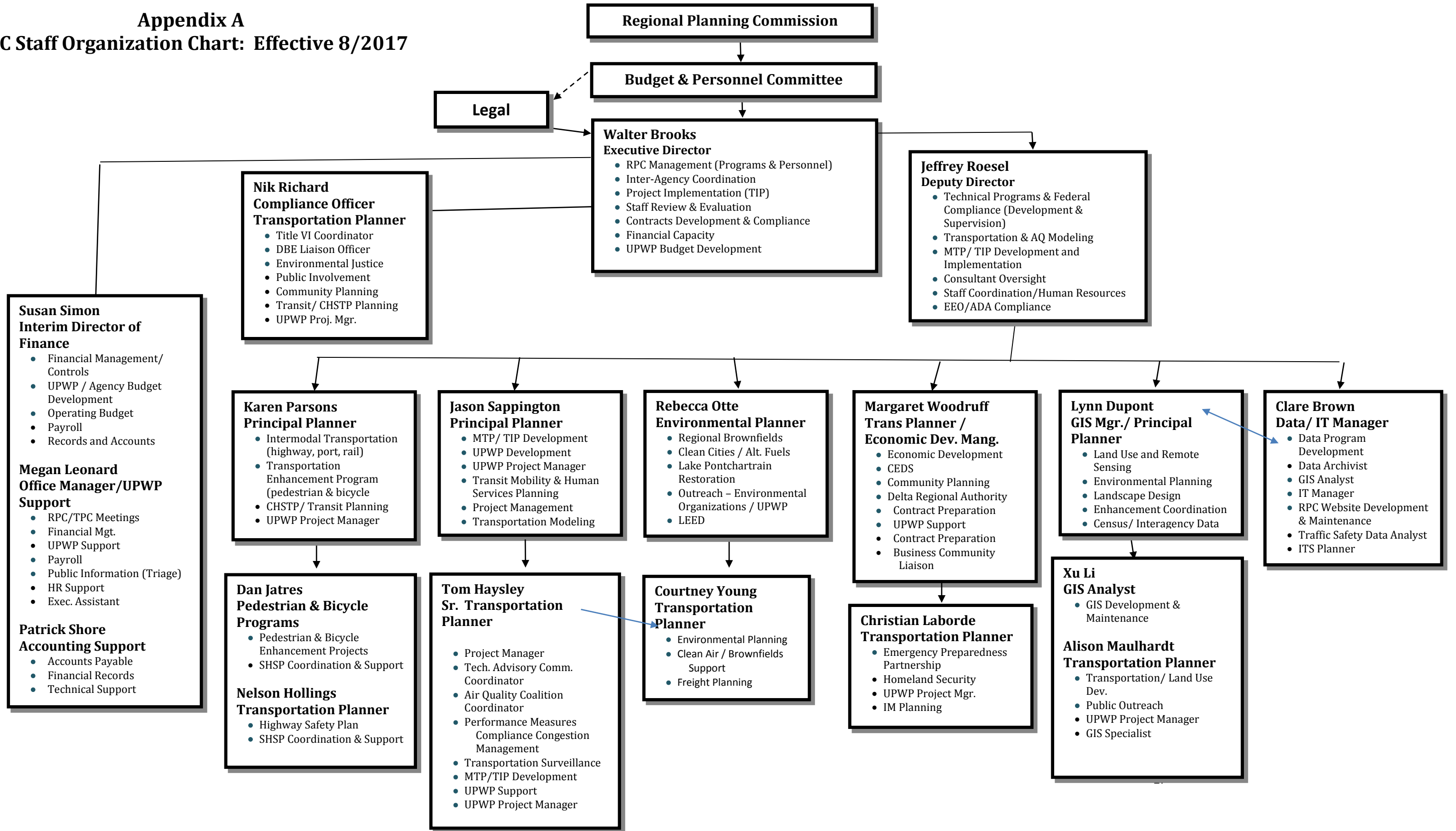
Postage shall be applied on all Commission mail by means of a postage meter or postal permit (such as Stamps.com). There is no provision for the use of the postage meter for personal mail and such use is prohibited.

18.0 Hosting of RPC Visitors

Receipts in connection with the dining and/or hosting of visitors learning about RPC programs and policies should include the name(s) of the visitor(s), the organization which the visitor(s) represents, and a brief description of what Commission business was

discussed. All visitor briefings shall conform to the policies set forth in this Administrative Operation Manual including the sexual harassment policy and RPC vehicle policy.

Appendix A
RPC Staff Organization Chart: Effective 8/2017



Appendix B

RPC Policies Regarding Appeals Process for Unsuccessful Bidders (FTA Funded Purchases & Projects)

- 1. Debriefing of Unsuccessful Proposers:** Unsuccessful PROPOSERS shall be notified of the Regional Planning Commission's (RPC) award of Agreement to the successful PROPOSER within five (5) working days of said decision. When a contract is to be awarded on some basis other than price alone, unsuccessful proposers shall be debriefed upon their written request submitted to the Finance Director within 15 working days. Debriefings shall be provided at the earliest time after the Finance Director and Deputy Director of RPC makes a final determination recommending the award of the contract. The debriefing shall be conducted by the Deputy Director, or designee familiar with the rationale for the selection decision and contract award.
- 2. Debriefing:** Debriefing shall be limited to discussion of the unsuccessful proposer's proposal and must not include specific discussion of a competing proposer's proposal. Debriefing shall be factual and consistent with the evaluation of the unsuccessful proposer's proposal; and provide information on areas in which the unsuccessful proposer's technical proposal was deemed weak or deficient.
- 3. Vendor Protest Procedures:** The purpose of these procedures is to set forth the procedures to be utilized by RPC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award. In order for a bid protest to be considered by RPC, it must be submitted by an interested party (as defined below in accordance with the procedures set forth herein. A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by RPC, and will be returned to the submitting party without any further action by RPC.

Definitions For Purposes of these Bid Protest Procedures:

- i. The term "Bid" includes any bid or offer submitted by a bidder in response to an Invitation for Bid (IFB), and a proposal submitted by an offeror in response to a Request for Proposals (RFP), or Request for Qualifications (RFQ).
 - ii. The term "contract" means that document to be entered into between RPC and the successful bidder and offeror.
 - iii. The term "days" refers to normal office hour/ business days of RPC, which are between 9 AM and 5 PM, Monday through Friday excluding holidays.
 - iv. The term "interested party" means any person who is an actual or prospective proposer, bidder, or offeror in the procurement involved;
 - v. The term "solicitation" means an Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ) or other form of document used to procure equipment or services.
- 4. Grounds for Protest:** Any interested party may file a bid protest with RPC on the grounds that:
- i. RPC has failed to comply with applicable Federal or State Law;
 - ii. RPC has failed to comply with its procurement procedures;
 - iii. RPC has failed to comply with the terms of the solicitation in question, including the failure to adhere to the evaluation criteria set forth in the solicitation, if applicable;
 - iv. RPC has issued restrictive or discriminatory specifications;

- v. Award is made to other than the lowest responsive and responsible bidder on formally advertised (IFB) procurements.

5. Contents of Protest: A bid protest must be filed in writing and must include:

- i. The name and address of the protestor;
- ii. The name and number of the procurement solicitation;
- iii. A detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of RPC procurement procedures, or specific term of the solicitation alleged to have been violated;
- iv. Any relevant supporting documentation the protesting party desires RPC to consider in making its decision;
- v. The desired relief, action, or ruling sought by the protestor.

Protests must be filed with:

**Finance Director
Regional Planning Commission
10 Veterans Blvd.
New Orleans, LA 70124**

All protests must be received at the Finance Director address listed above during normal office hours of 9:00 AM to 5:00 PM., Central Standard Time. If any of the information required by this section is omitted or incomplete, the Finance Department will notify the protestor, in writing, within one day of the receipt of the protest, and the protestor will be given one day to provide the omitted or incomplete information in order for the protest to be further considered. Note that this provision only applies in the case of a failure to state any grounds for a protest and does not apply to stating inadequate grounds for a protest or the failure to submit documentation.

6. Timing Requirements and Categories of Protests: RPC will consider the following categories of bid protests within the time period set forth in each category:

- i. Any bid protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled bid opening or deadline for submittal of proposals, as appropriate, in order to be considered by RPC. Any protest based on such grounds not filed within this period will not be considered by RPC. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions.
- ii. Any bid protests regarding the evaluation of bids or proposals by RPC, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with RPC no later than 72 hours after the protestor's receipt of RPC's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by RPC.

7. Review of Protest by RPC: RPC will notify the protestor within 3days of timely receipt of a bid protest that the protest is being considered. In the notification, RPC will inform the protestor of any additional information required for evaluation of the protest by e-mail, and set a time deadline for submittal of such information. If RPC requests additional information and it is not submitted by the stated deadline, RPC may either review the protest on the information before it, or decline to take further action on the protest. In its sole discretion, RPC may give notice of any bid protest to other bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or offerors to submit

comments to RPC relative to the merits of the bid protest. RPC will set a time deadline for the submittal of such comments, which will be no less than 5 days after RPC provides notification of the protest.

In its sole discretion, RPC may schedule an informal conference on the merits of a bid protest. All interested parties; will be invited to participate in the conference. Any information provided at the conference will only be considered by RPC in deciding the bid protest if it is submitted to RPC in writing within 3 days after the conference.

- 8. Effects of Protest on Procurement Actions:** Upon receipt of a timely protest regarding either the solicitation process of the solicitation documents in the case of sealed bids, RPC may postpone the opening of bids until resolution of the protest. The filing of the protest will not, however, change the date on which bids are due, unless RPC determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and ensure fair treatment for all bidders. Upon receipt of a timely protest regarding evaluation of bids or proposals, or the approval or award of a contract, RPC may suspend contract approval or other pending action, and will take the necessary actions to effect this change or issue a stop work order if appropriate, until the resolution of the protest. **In this event, the successful bidder or proposer may not recover costs as a change order.**

Notwithstanding the pendency of a bid protest, RPC reserves the right to proceed with any appropriate step or action in the procurement process or in the implementation of the contract in the following cases:

- i. Where the item to be procured is urgently required;
- ii. Where RPC determines, in writing, that the protest is vexatious or frivolous;
- iii. Where delivery or performance will be unduly delayed, or other undue harm to RPC will occur, by failure to make the award promptly;
- iv. Where RPC determines that proceeding with the procurement is otherwise in the public interest.

- 9. Summary Dismissal of Protests:** RPC reserves the right to summarily dismiss all or any portion of a bid protest that raises legal or factual arguments or allegations that have been considered and adjudicated by RPC in a previous bid protest by any interested party in the same solicitation or procurement action.

- 10. Protest Decisions:** After review of a bid protest, the Finance Director or designee shall make a recommendation to the Deputy Director of the appropriate disposition of such protest. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and RPC's own investigation and analysis. If the protest is upheld, RPC will take appropriate action to correct the procurement process and protect the rights of the protestor, including re-solicitation, revised evaluation of bids or proposals or Finance Director's determination, or termination of the contract. If the protest is denied, RPC Finance Director will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

- 11. Judicial Appeals:** A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of Louisiana.

- 12. Federal Transit Administration Appeals (Only if Federal Transit Administration funds are used in the procurement):** A protestor adversely affected by a bid protest decision of the RPC may submit a protest to the Federal Transit Administration (FTA) in accordance with the provisions of FTA Circular 4220.1E, currently in effect as of the date of RPC's decision on the bid protest. Under the provision of the FTA Circular, FTA will only review protests regarding:

- i. The alleged failure of RPC to have written protest procedures or the alleged failure to have followed such protest procedures; or
- ii. The alleged failure to review a complaint or protest; or

- iii. Alleged violations of Federal law or regulation. In accordance with the FTA Circular, such protest must be filed no later than 5 days after the protestor knew or should have known of RPC's alleged failure listed above.

13. Although unlikely, RPC may proceed with the procurement in spite of a pending protest to the FTA under the following conditions:

- i. The items to be procured are urgently required;
- ii. Delivery or performance will be unduly delayed by failure to make the award promptly;
- iii. Failure to make prompt award will otherwise cause undue harm to RPC.

THE LOUISIANA CODE OF GOVERNMENTAL ETHICS



I. INTRODUCTION TO THE CODE OF GOVERNMENTAL ETHICS

A. Policy Goals (R.S. 42:1101)

- * To ensure the public confidence in the integrity of government
- * To ensure the independence and impartiality of elected officials and public employees
- * To ensure that governmental decisions and policy are made in the proper channel of the government structure
- * To ensure that public office and employment are not used for private gain

B. Administration (R.S. 42:1131 et seq.)

(1) **Board of Ethics**

- Composed of 11 members; 7 appointed by the Governor; 2 elected by the Senate, 2 elected by the House of Representatives
- Initial terms are staggered, thereafter; each term is for 5 years with a 2 term limit on Board membership
- Administers the Code as to all state and local public employees, appointed members of boards and commissions, and elected officials other than judges

(2) **Duties of the Board**

- Issue advisory opinions interpreting the Code (R.S. 42:1134E)
- Conduct private investigations of alleged violations of the Code (R.S. 42:1134C and 1141C)
- Establish a computerized data management system (R.S. 42:1134M)
- Conduct educational activities, seminars and publish appropriate materials to provide instruction (R.S. 42:1134N)
- Function as the Supervisory Committee on Campaign Finance Disclosure to administer and enforce the provisions of the Campaign Finance Disclosure Act (R.S. 18:1511.1)

II. KEY DEFINITIONS (R.S. 42:1102)

- A. **“Agency”** means a department, office, division, agency, commission, board, committee, or other organizational unit of a governmental entity.
- B. **“Agency head”** means the chief executive or administrative officer of an agency or any member of a board or commission who exercises supervision over the agency.
- C. **“Controlling interest”** means any ownership in any legal entity or beneficial interest in a trust, held by or on behalf of an individual or a member of his immediate family, either individually or collectively, which exceeds 25 percent of that legal entity.
- D. **“Immediate family”** as the term relates to a public servant means his children, spouses of children, brothers, sisters, spouses of his brothers and sisters, parents, spouse, and the parents of his spouse.
- E. **“Participate”** means not only to have final decision-making authority, but to take part in or to **have or share responsibility** for an action of the governmental entity through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or the failure to act or perform a duty.
- F. **“Public employee”** means anyone, whether compensated or not, who is (a) an officer or official of a governmental entity who is not filling an elective office; (b) appointed by an elected official to a position to serve the government or government agency, when the elected official was acting in his official capacity; (c) engaged in the performance of a governmental function; or (d) is under the supervision or authority of an elected official or another governmental employee.
- G. **“Public servant”** means a public employee or an elected official.
- H. **“Regulatory employee”** means a public employee who performs the function of regulating, monitoring, or enforcing regulations of any agency.
- I. **“Substantial economic interest”** means an economic interest which is of greater benefit to the public servant or other person than to a general class or group of persons, except the interest the public servant has in his public employment or the interest a person has as a member of the general public.
- J. **“Thing of economic value”** means money or any other thing having economic value, except:
- (1) promotional items having no substantial resale value;
 - (2) food, drink, or refreshments, including reasonable transportation and entertainment incident thereto, consumed while the personal guest of some person;

- (3) with reference to legislators and legislative employees only, reasonable transportation when organized primarily for educational or informational purposes, including food and drink incidental thereto; and,
- (4) salary and related benefits due to public employment.

K. **“Service”** means the performance of work, duties, or responsibilities, or the leasing, rental, or sale of movable or immovable property.

III. GENERAL PROHIBITIONS (R.S. 42:1111 - 1121)

NOTE: The following is a synopsis of some of the key provisions of the Code of Governmental Ethics. It is only a summary. For the official text of the provisions described below and for the text of other provisions of the Code, including information relative to exceptions to these general restrictions, refer to the Code at LSA R.S. 42:1101 et seq.

The Code of Governmental Ethics prohibits the:

- A. 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.
- B. 1111C(1)(a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.
- C. 1111C(2)(d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following:
 - (1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant’s agency;
 - (2) persons who are regulated by the public employee’s agency; or
 - (3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee’s official duties.

These same restrictions apply to the public servant’s spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.

- D. 1115 – Elected officials and public employees are prohibited from soliciting or accepting a gift from the following persons:
 - (1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant’s agency; or
 - (2) persons who are seeking, for compensation, to influence the passage or defeat of legislation by the public servant’s agency.

Public employees, not elected officials, are also prohibited from soliciting or accepting a gift from the following persons:

- (1) persons who conduct operations or activities regulated by the public employee's agency; or
- (2) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.

The prohibition against soliciting or accepting a gift from certain persons, extends to officers, directors, agents, or employees of such person.

The gift prohibition does not prohibit food or drink consumed as the personal guest of the person providing the food or drink, including reasonable transportation and entertainment incidental thereto. The person providing the food and drink may not provide a public servant more than \$60¹ of food and drink per single event. The \$60 limit does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.

The gift prohibition does not prohibit the receipt of promotional items having no substantial resale value (i.e.: cups, hats, or pens with a company's logo).

Section 1123(26)(b) allows teachers and other school employees to accept gifts valued at \$25 or less and \$75 as a total in one calendar year from or on behalf of students or former students.

- E. 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.
- F. 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:
 - (1) the public servant;
 - (2) any member of his immediate family;
 - (3) any person in which he has an ownership interest that is greater than the interest of a general class;
 - (4) any person of which he is an officer, director, trustee, partner, or employee;
 - (5) any person with whom he is negotiating or has an arrangement concerning prospective employment;
 - (6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his

¹ The limitation on food, drink and refreshment (R.S. 42:1115.1(C)) shall be adjusted by the Board of Ethics according to the Consumer Price Index (CPI-U) and adopted and promulgated as a rule annually.

economic interests.

An **elected official** may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120.

Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D.

Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.

- G. 1113A – For public servants, other than legislators or appointed members of boards and commission, bidding on or entering into any contract, subcontract or other transaction under the supervision or jurisdiction of the public servant's agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.
- 1113B - Appointed members of boards and commissions are not only prohibited from bidding on or entering into such contracts, subcontracts or transactions under the supervision or jurisdiction of their board, but also being “in any way interested” in them. Also, the restriction applies to their immediate family members and legal entities in which they or their immediate family members have a “substantial economic interest.”
 - 1113C – Legislators are prohibited from bidding on, entering into or being in any way interested in contract, subcontracts or other transactions that are under the supervision or jurisdiction of the legislative branch of government. This restriction also applies to the immediate family members of the legislator and to legal entities in which the legislator and/or his family members own an interest in excess of 25%.
 - 1113D - Additional prohibition applicable to legislators, certain executive branch officials, their spouses or legal entities in which either owns an interest in excess of 5% from entering into a contract with any branch, agency, department or institution of state government, with a few exceptions.
- H. 1116 - A public servant's use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his

immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.

- I. 1117 - It is prohibited for a public servant or other person to make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.

- J. 1119 - Nepotism
 - (1) Members of the immediate family of an agency head may not be employed in the agency.

 - (2) Members of the immediate family of a member of a governing authority or the chief executive of a governmental entity may not be employed in the governmental entity. The term "governing authority" includes parish councils, police juries, school boards, town councils, boards of aldermen, etc.

 - (3) Note that the application of this restriction is not affected by whether the agency head, chief executive or governing authority member has authority over or actually participates in the hiring decision - such family members are simply ineligible for employment.

 - (4) **Exceptions:**
 - (a) persons employed in violation of this rule continuously since April 1, 1980;
 - (b) a person employed for one year prior to their family member becoming an agency head;
 - (c) employment of a school teacher who is a member of the immediate family of the superintendent or a school board member as long as the family member is certified to teach or is temporarily authorized to teach while pursuing certification. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day, with a maximum penalty of \$1,500, may be imposed;
 - (d) employment as a health care provider, of an immediate family member of a hospital service district board member or of a public trust authority board member, as long as the family member is a licensed physician, allied health professional, or a registered nurse. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day may be imposed, with a maximum penalty of \$1,500; or
 - (e) persons employed as volunteer firefighters.

K. 1121- Post Employment

- (1) During the two year period following the termination of public service as an **agency head** or **elected official**, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.
- (2) During the two year period following the termination of public service as a **board or commission member**, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted “board or commission” to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.
- (3) During the two year period following the termination of public service as a **public employee**, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.

IV. PROCEDURE

- A. Complaints - The Board can initiate an investigation into any matter which it has reason to believe may be a violation of the Code by a 2/3 vote of its membership (8 votes). A copy of the vote and a detailed explanation of the matter are sent to the complainant and the respondent. Additionally, the Board must consider any signed sworn complaint.
- B. Investigations - The Board considers information discovered through a confidential investigation. Some cases lead to voluntary admissions of violations of the Code through the publication of a consent opinion.

V. PENALTIES

- A. Agency heads have a responsibility to report possible Code violations to the Board. R.S. 42:1161A
- B. Penalties that may be imposed upon a finding of a violation of the laws under the Board’s jurisdiction:
 - (1) Censure of an elected official or other person within its jurisdiction and imposition of a fine of not more than \$10,000 per violation. R.S. 42:1153A
 - (2) Removal, suspension, or reduction of the pay or demotion of a public employee or

other person and imposition of a fine of not more than \$10,000 per violation. R.S. 42:1153B

- (3) Imposition of restrictions on a former public servant and other persons to prevent appearances before the agency and to prohibit the negotiation for or entering into business relationships with the agency. R.S. 42:1151B
- (4) Rescission of contracts, permits and licenses, without contractual liability to the public, whenever the Board finds that a violation has influenced the making of such contract, permit or license, and that such rescission is in the best interest of the public. R.S. 42:1152
- (5) Order the payment of penalties if an investigation reveals that any public servant or other person has violated the Code to his economic advantage and penalties can include the amount of such economic advantage plus one half. R.S. 42:1155A
- (6) Order the forfeiture of any gifts or payments made in violation of the Code. R.S. 42:1155B
- (7) Imposition of late fees for reports that are not timely filed. R.S. 42:1157
- (8) Object to the candidacy of a person who has an outstanding fine, fee or penalty equal to or greater than \$250 pursuant to the Code of Governmental Ethics for which all appeals have been exhausted. R.S. 18:463A(2)(a)(vii)

VI. PERSONAL FINANCIAL DISCLOSURE (PFD)

- A. **PFDs must be filed annually by May 15th. The report must be filed each year the office or position is held and the year following the termination of the office or position. The report filed by May 15th covers activity in the prior calendar year.** If a public servant's term of office ends in January, he may file a "final" personal financial disclosure statement for the days served in January, if the disclosure statement is filed on or before May 15 of the year in which his service ends. By filing this "final" personal financial disclosure statement, he is not required to file the year following the termination of the holding of such office.
- B. Tier 1 PFD - Filed by persons holding statewide elected office, the secretaries of certain departments of state government, the superintendent of education, the commissioner of higher education, the president of each public postsecondary education system, and persons holding certain positions in the office of the governor. R.S. 42:1124. The penalty for late filing is \$500 per day.
- C. Tier 2 PFD – Filed by state legislators, elected officials holding a public office representing a voting district with a population of 5,000 or greater, members of the Board of Ethics, the ethics administrator, and members of the Board of Elementary and Secondary Education, the superintendent of the Recovery School District, the executive director of the Louisiana Housing Corporation, and the members of the Board of Pardons. The penalty for late filing is \$100 per day. R.S. 42:1124.2.
- D. Tier 2.1 PFDs – Filed by members and designees of boards and commissions which

have the authority to expend, disburse or invest \$10,000 or more in funds in a fiscal year, members of the State Civil Service Commission, and members of the Board of Commissioners of the Louisiana Stadium and Exposition District. The penalty for late filing is \$50 per day. R.S. 42:1124.2.1. Boards or commissions that do not have the authority to expend, disburse or invest more than \$50,000 in a fiscal year **and** whose members **are not eligible** to receive any compensation, per diem, or reimbursement of expenses for service on the board of commission are excluded from the reporting requirement.

- E. Tier 3 PFDs – Filed by elected officials holding a public office representing a voting district with a population of less than 5,000 and members of the governing authority or management board of a charter school. The penalty for late filing is \$50 per day. R.S. 42:1124.3.

VII. ETHICS TRAINING

Each **public servant** shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the board in any way necessary to fulfill the education requirements. Newly elected officials must receive training within 90 days of taking the oath of office. (R.S. 42:1170)

- (1) Persons who are public servants solely because they are an uncompensated, volunteer fireman or an uncompensated, auxiliary or reserve law enforcement officer are exempt from the training.
- (2) Nonsalaried employees of hospitals operated by a hospital service are exempt unless the employee is authorized to enter into contracts on behalf of the hospital for goods or services or the duties of the employee include the supervision of another public employee.
- (3) A former public servant whose public service in a calendar year lasted less than 90 days shall not be required to receive education and training.

An **elected official** must receive at least one hour of Campaign Finance training during his term of office.

VIII. MISCELLANEOUS

- A. It is a violation of the Code to have one or more employees on the payroll who are not rendering services for which they are being paid or having one or more employees on the payroll whose employment is prohibited by the nepotism section of the Code. R.S. 42:1161F
- B. No action can be maintained by the Board more than 2 years after the discovery of the occurrence of the violation nor more than 4 years after the occurrence of the violation,

whichever is shorter. R.S. 42:1163

- C. Judges, as defined in the Code of Judicial Conduct, are exempt from the provisions of the Code, although employees of the judge are subject to the Code. R.S. 42:1167

- D. It is a violation of the Code for any public employee to be disciplined or otherwise subjected to acts of reprisal for reporting to his agency head, the Board, or any person of competent authority or jurisdiction, information which he reasonably believes is in violation of any law, order, rule, or regulation within the Board's jurisdiction or any other alleged acts of impropriety within any governmental entity. A person who is a public employee because of a contractual arrangement with a governmental entity or agency, whose contract is wrongfully suspended, reduced, or terminated as an act of reprisal for reporting an alleged act of impropriety, shall be entitled to reinstatement of his contract and receipt of any lost compensation under the terms of the contract. R.S. 42:1169

- E. Attorneys who are also public servants are subject to the provisions of the Code in that capacity, notwithstanding any conflicting provisions in the Code of Professional Responsibility that might otherwise allow an attorney to engage in conduct which is prohibited by the Code.

Contact the Ethics Administration Program for additional information at 225-219-5600 or visit our web site at www.ethics.la.gov.

NOTE: This outline does not fully state the law. If interpretations of this outline conflict with the provisions of the Code of Governmental Ethics (LSA-R.S. 42:1101, et seq.), the Code will control.

Rev. 07/15

Appendix D

Non Smoking Policy for RPC Offices

RPC complies with the intent of the Louisiana Smokefree Air Act of 2007 (No. 815), which was enacted to preserve and improve the health, comfort, and environment of the people of the state by limiting exposure to tobacco smoke. This Act explicitly prohibits smoking in enclosed places of employment, including the Regional Transportation Management Center and the offices of the Regional Planning Commission.

This Act does not supercede any pertinent local restrictions and ordinances that, at the least, comply within the minimum applicable standards to establish smokefree public places.

Disputes arising from the RPC smoking policy should be brought to the attention of the Director of Management and Finance.

Drug Free Workplace Policy for RPC Offices

RPC complies with the intent of the Drugfree Workplace Act of 1988 (as described in 49 USC 32.200) as follows:

- 1) The unlawful manufacturing, distribution, dispensing, or use of a controlled substance is prohibited in the workplace.
- 2) Employees of the RPC must comply with this policy as a condition of employment. Employees found violating this policy will be subject to termination of employment.
- 3) If an employee of the RPC is convicted of a drug statute violation occurring in the workplace, they must report such to the Director of Management and Finance or the Executive Director no later than five days after said conviction.

Appendix E

RPC Policy on Sexual Harassment: Effective 9/1/2014

Policy Statement

The Regional Planning Commission (RPC) is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal.

The RPC's policy on sexual harassment is part of its overall proactive efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, national origin, citizenship status, marital status, disability, gender or gender identification, and sexual orientation. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964.

Each employee of the RPC must refrain from sexual harassment in the workplace. No employee should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to ensure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive, or disruptive or which create a hostile or offensive environment must, and will be eliminated. Instances of sexual harassment will be investigated in a prompt and effective manner.

All employees of RPC, particularly those in supervisory or management capacity are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

RPC Sexual Harassment Policy

Definition:

Sexual Harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors, or any conduct of a sexual nature when

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

Sexual Harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964.

Other conduct which may constitute sexual harassment includes:

- Verbal: Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy, or gender specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, “catcalls” , “smacking” or “kissing” noises.
- Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- Textual/Electronic: “Sexting” (electronically sending messages with sexual content, including picture and video), the use of sexually explicit language, harassment, cyber stalking, and threats via ALL FORMS OF ELECTRONIC COMMUNICATION (email, text, Instagram, on-line postings, blogs, instant messages and social networking sites such as Facebook and Twitter).

Each individual employee has the responsibility to refrain from sexual harassment in the workplace. An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct. The harassing employee will be subject to disciplinary action up to and including termination in accordance with RPC Policy.

Procedures for Filing a Complaint:

An employee who either observes or believes himself/herself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending employee. It is not necessary for the sexual harassment to be directed at the person making the complaint.

Formal Complaints are to be submitted to the Deputy Director of RPC, Jeff Roesel at 504-483-8528, jroesel@norpc.org. If the harasser is the Deputy Director, the problem should be reported to the Executive Director, Walter Brooks at 504-483-8512, or wbrooks@norpc.org. All complaints, including anonymous complaints will be accepted and investigated regardless of how the matter comes to the attention of management. However, because of the serious implications of sexual harassment charges, the difficulties associated with their investigation, and the questions of credibility involved, the claimants willing cooperation is a vital component of an effective inquiry and an appropriate outcome. Upon receipt of the complaint, the Deputy Director will advise the Executive Director of said complaint, will investigate said complaint, and report findings to the Executive Director within 30 days. Disciplinary action, if warranted, may range from counselling the offender (and documenting same with letter to personnel file), to a letter of reprimand, or ultimately, termination of employment with RPC.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

Electronic/Direct Communication: If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express his/her objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing a note or memo.

Contact with Supervisor: At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be reported to the Deputy Director, or if the harasser is the Deputy Director, the problem should be reported to the Executive Director.

Resolution Outside the RPC:

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so the problems can be identified and remediated internally. However, an employee has the right to contact the following entities:

US Equal Employment Opportunity Commission, New Orleans Field Office

Location: 1555 Poydras Street
Suite 1900
New Orleans, LA 70112
Phone: 1-800-669-4000
Fax: 504-595-2884
TTY: 504-595-2958

Or,

Louisiana Commission on Human Rights

Mailing Address: P.O. Box 94094
Baton Rouge, Louisiana 70804-9004
Physical Address: 1001 N. 23rd St., Suite 262
Baton Rouge, Louisiana 70802
Phone: (225) 342-6969
Fax: (225) 342-2063
TDD: (888) 248-0859

False and Frivolous Complaints:

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a

false and frivolous charge is a severe offense that can itself result in disciplinary action.

Appendix F

Regional Planning Commission

Vehicle Policy

January 1, 2010

- I. It is the policy of the Regional Planning Commission that vehicles owned and operated by the Regional Planning Commission are operated in a safe and efficient manner by those employees authorized to do so.

- II. Failure to comply with this policy may result in revocation of vehicle privileges and/or corrective disciplinary action up to and including termination.
 - a. All Regional Planning Commission vehicles shall be properly marked with decals on both sides of the vehicle identifying the vehicle as owned by the Regional Planning Commission in compliance with Louisiana Law.
 - b. All Regional Planning Commission vehicles shall at all times carry proof of registration and insurance.
 - c. All Regional Planning Commission vehicles shall have a current vehicle inspection sticker.
 - d. No smoking is allowed in Regional Planning Commission vehicles.
 - e. Regional Planning Commission vehicles may not be driven outside of the State of Louisiana without prior written approval in which the destination and purpose of the trip is logged.
 - f. Premium fuel cannot be charged to Regional Planning Commission gasoline credit cards.
 - g. Regional Planning Commission vehicles may not be used for personal use.
 - h. RPC Take Home Vehicles* – employee will be taxed on their personal use for commuting to and from work. Current policy does not allow any person to use a RPC take home vehicle for personal use. The IRS considers commuting a “personal use” and the value of same is therefore taxable. The following will be used to tax take home vehicle employees for the “commuting personal use.”

IRS allows the value of \$1.50 per commute/\$3.00 per day.

Example: 20 work days per month @ \$3.00 per day = \$60.00.

Employee would be taxed on the \$60.00 value in that month. Note: Employee does not have to pay the \$60.00 they only have to pay federal, state, and medicare taxes on the value. This fee will be automatically deducted from the employee's

payroll check. This fee is for the purpose of reimbursement for operational costs and deferred maintenance incurred as a result of use of the vehicle to and from the work site. Said fee will be reviewed annually by the Finance Director, and adjusted as appropriate.

*Take Home Vehicle policy was discontinued December 2015.

- i. Political Activity is prohibited. RPC vehicles shall have no political advertising, bumper stickers or signs. RPC vehicles shall not be used to transport political paraphernalia or promote political activity.
- j. Regional Planning Commission employees who are authorized to use Regional Planning Commission vehicles are the only persons insured and authorized to operate Regional Planning Commission vehicles. No other person, including spouses, may use a Regional Planning Commission vehicle.
- k. It is illegal to use a Regional Planning Commission gasoline credit card for the purchase of any goods destined for a private vehicle.
- l. Vehicles owned by the Regional Planning Commission are to be operated in accord with federal, state and local laws, and in particular those laws concerning substance abuse.
- m. No vehicle owned by the Regional Planning Commission is to be operated by any person who has consumed alcoholic beverages within the previous 12 hours before driving.
- n. No employee may operate a Regional Planning Commission owned vehicle without having in his/her possession a valid, appropriate state driver's license required in performance of his/her duties.
- o. When a Regional Planning Commission vehicle is ticketed for a parking or traffic violation the person who was operating the vehicle at the time shall be responsible and a copy of the citation shall be maintained in the employee's personnel file as well as the file for the vehicle.
- p. Picking up hitchhikers and giving rides to strangers are both prohibited when operating a Regional Planning Commission vehicle. Only authorized personnel and those on official RPC business are permitted to ride in RPC vehicles, except in cases of emergencies.
- q. No RPC vehicle will be driven by an employee on a hardship license resulting from a D.W.I. violation. Employees are required to immediately report this type of situation to the Executive Director. Employees must notify the RPC Executive Director and RPC Attorney if their license is suspended, revoked, or cancelled, or if they are disqualified from driving.

- r. Employees operating a Regional Planning Commission vehicle must immediately notify the RPC Executive Director and RPC Attorney if they are involved in an accident or receive a law enforcement ticket.
- s. The Regional Planning Commission is not responsible for articles or personal items of the employee left in a Regional Planning Commission vehicle.
- t. All safeguards should be taken to protect Regional Planning Commission vehicles; i.e., locking of doors, securing equipment, etc.
- u. All RPC vehicles shall contain a log book in which the following information shall be recorded:
 - Vehicle Identification Number & license plate
 - Mileage recorded at the beginning of each day
 - RPC employee operating vehicle
 - Destination for any trips taken out of the Greater New Orleans area
 - Mileage at the end of each day
 - Recordation of all maintenance and repairs
 - Recordation of all fuel purchased

II. Accident policy

- a. Any employee who drives a RPC vehicle home overnight and is involved in an accident during the course and scope of their employment is subject to post-accident substance testing. An employee is subject to substance testing following an accident if he or she is in a safety-sensitive position or if the employee is party to an accident which results in damage to property or equipment, or personal injury to the employee or others involved in the accident where such injury requires the attention of a physician or other licensed medical specialist. Any employee who has a confirmed positive intoxicating substance test result will be terminated.

Appendix G

RPC CELLULAR PHONE POLICY EFFECTIVE JUNE 1, 2010

*Amended 11/10/15

*Amended 09/12/17

Effective June 1, 2010, the Regional Planning Commission will cease the issuance of RPC owned cell phones to individual employees and shall instead pay a monthly allowance to each employee whose position requires them to retain a cell phone in the performance of their RPC duties.

Cell Phone Allowances will be for RPC business use only, excepting the incidental or emergency calls from non-RPC related sources.

Eligible Job Categories:**

Cell Phone Allowances will be restricted to the following Executive Director, Deputy Director and other staff at the discretion of the Director .

Monthly Usage Allowance:

Cell Phone Allowances require **PRIOR APPROVAL** by the RPC Executive Director and Finance Director. RPC has established a **minimum use plan** for all eligible job positions (see above) with a national service provider. The cell phone allowances shall be paid as follows :

1. Monthly Usage Allowance rate of \$40 per month per eligible employee
2. Access to RPC Server for conducting RPC business and e-mails at \$60 per month per eligible employee
3. Monthly equipment allowance at \$15 per RPC eligible employee
4. **Total Monthly Cell Phone Allowance \$75* per month per employee**
5. All participating employees shall submit a copy of their monthly bills to RPC Finance Director
6. Cell Phone Allowance shall be paid on the last pay period of the month. If an employee terminates prior to month end, the cell phone allowance shall be prorated based on days worked
7. RPC Finance Director shall periodically review the RPC Cell Phone Allowance Policy to adjust for cost changes by the national service provider
8. An employee may petition the Executive Director or the Finance Director for an adjustment in the monthly allowance rate based on submission of supporting documentation of RPC business -related needs

Requirements:

1. Employee may choose any plan they desire and is responsible for any and all contracts associated with same and the payment of any and all invoices incurred for the service under the contract.
2. Employees are responsible for purchase, maintenance and replacement of all cell phone equipment and accessories.

3. Employees must have a cell phone compatible with and capable of real-time synchronization with the RPC Exchange Server. This includes sending and receiving eMail, updating/checking Calendar/Schedules, and viewing Contacts. Cell phone should also be capable of receiving and sending text messages. Cell phone should be with a national provider capable of providing comprehensive regional (seven parishes) coverage, including coverage in other major metropolitan areas.
4. It is the Employee's responsibility to insure that the cell phone is compatible and meets all criteria under their allowance. Failure to meet the criteria shall result in stop or reduction of cell phone allowance. RPC encourages all employees to utilize the "i-phone" or equivalent for standardization of office functions.
5. Cell phone number must be a local call (504) based number.
6. Cell phone number, and any subsequent change of number, shall be provided to the RPC and will be retained and published to all RPC employees, as required per job duties and responsibilities as determined by the Executive Director.
7. Any employee who accepts a cell phone allowance will agree to the use of the cell phone during business hours, and other times or emergency declarations, as designated by the RPC Director.

Cellular Allowance FAQ:

Can I make personal calls on my phone if I am getting a cell phone allowance from the RPC?

Yes. Because you own the phone, you are free to use it for personal use. You do not have to reimburse the RPC for your personal use. Keep in mind that the time spent on personal calls during work time will be subject to restrictions put in place by the Director. RPC policies prohibit excessive use of RPC time for personal business.

Is the cell phone allowance taxable?

The Cell Phone Allowance is based on the lowest cost plan of minutes and services deemed necessary to properly carry out RPC business functions. The employee shall provide the RPC with a monthly copy of his/her cellular phone bill; RPC business-related usage will not be considered as taxable income. A copy of the cellular phone bill must be submitted to the Finance Director within 60 days of receipt; otherwise the Cell Phone Allowance will be reported as taxable income on your W-2 form.

Do I have a choice of cellular providers if I am approved for an allowance?

No. RPC will select the provider to establish a common base price for the RPC Cell Phone Allowance Program.

If I receive an allowance for cell phone equipment, am I responsible for buying new equipment if my current phone is broken or obsolete?

Yes. The phone is owned by the employee. Employees are responsible for the care and security of their own personal property. Employees are responsible for the purchase of new equipment or repairs to existing equipment.

My personal cellular coverage contract is in my spouse/friend/parent/significant other/etc's name.
Can I still receive an allowance?

Maybe. You may receive an allowance if the bill establishes that you own the cell phone or that it is for your use and you are responsible for the cost.

RESOLUTION

**REGIONAL PLANNING COMMISSION
JEFFERSON, ORLEANS, PLAQUEMINES, ST. BERNARD, ST. CHARLES, ST. JOHN THE BAPTIST, ST.
TAMMANY AND TANGIPAHOA PARISHES**

**AMENDMENT NO. 1
RPC POLICIES AND PROCEDURES MANUAL**

**RESOLUTION RE: TRANSITION PLAN TO PROVIDE
FOR CONTINUITY OF RPC OPERATIONS**

Introduced by ___ Councilman Stefancik _____, seconded

by _____ Mr. Charles Ponstein _____, on the _____ 12 _____ day of

_____ December _____, 2017.

- I. The RPC Deputy Director shall exercise the functions of the Executive Director due to the absence, incapacity or unavailability of the Executive Director in accordance with the policies and limitations of authority prescribed by the Commission in the approved policy manual or through official resolutions of the RPC Board.

- II. The RPC Executive Director shall notify the RPC Chairman in writing at least sixty days in advance of retirement. The Chairman in consultation with the Budget & Personnel Committee shall establish a transition period (no less than thirty days, but no more than six months) in order to provide for the orderly and seamless transition of duties to the Deputy Director who will assume the Director’s position with compensation and full responsibilities upon approval by the Budget & Personnel Committee and Commission.


The retiring Director will continue to inform, train, and work with the newly designated RPC Executive Director during the transition period to ensure continuity of work efforts, facilitate communications with local, state and federal partners, and provide updated budget and technical information on the status of new and on-going grants and projects being conducted by the Regional Planning Commission staff.

AYES: ___25___ NAYS: ___0___ ABSTENTIONS: _____

and the Chairman declared the Resolution duly carried.



 Michael Yenni
 CHAIRMAN



 Patricia Brister
 TREASURER