

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/87233569988>

Meeting ID: 872 3356 9988

Passcode: 890061

By call-in: 1 (301) 715-8592

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick* 7:00 – 7:05
- b. Vote to Allow Electronic Participation, if needed – *Chair O'Brien, Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person. 7:05 – 7:10
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. Presentations

- a. Blue Ridge Cigarette Tax Board Six-Month Update – *David Blount* 7:10 – 7:20
- b. PATH Mobility Management Program Update – *Lucinda Shannon* 7:20 – 7:35
 - i. Presentation, Marketing Study, Marketing Implementation Plan

4. *Consent Agenda – *Chair O'Brien*

7:35 – 7:40

- a. *Minutes of the September 5, 2024, Meeting
- b. *August Financial Reports
 - i. August Dashboard Report
 - ii. August Consolidated Profit & Loss Statement
 - iii. August Comparative Balance Sheet
 - iv. August Accrued Revenue Reports
- c. *Revised TJPDC Procurement Policy Staff Memo, Marked Up Version, Final Version
- d. *Revised TJPDC Personnel Handbook Staff Memo, Marked Up Version, Final Version
- e. *Annual Department of Housing and Community Development (DHCD) Funding Agreement

5. * New Business

- a. TJPDC Local Contributions – *Christine Jacobs* 7:40 – 7:55
 - i. Presentation and Finance/Executive Committee Recommendation

6. *Old Business

- a. *Draft FY26 Projected Operating Budget and Resolution – *Christine Jacobs* 7:55 – 8:05
 - i. Staff memo
 - ii. FY26 Projected Operating Budget Totals, Revenue and Local Contributions
 - iii. *Resolution

7. Executive Director's Report

8:05 – 8:15

- a. Monthly Report – *Christine Jacobs*

8. Other Business

8:15 – 8:45

- a. Roundtable Discussion by Jurisdiction
- b. Finance/Executive Meeting, November 7, 2024 – 5:45 pm-6:45 pm
- c. Next Meeting – November 7, 2024, 7:00 pm
 - Items for next meeting:
 - i. Annual Financial Audit Report and Acceptance
 - ii. Quarter One (July-September) Financial Report
 - iii. Rideshare CAP Strategic Plan Update (Tentative)
 - iv. Regional Housing Partnership Update



9. *ADJOURN

8:45

* Designates Items to be Voted On

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d'Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Project Administrator/Assistant
Isabella O'Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, ishannon@tjpd.org or visit the website www.tjpd.org.

Blue Ridge Cigarette Tax Board

October 2024



1

Blue Ridge Cigarette Tax Board

How It Works

- ❑ Blue Ridge Cigarette Tax Board established October 2021. Original members were Albemarle, Augusta, Fluvanna, Greene, Madison, and Orange counties, and City of Charlottesville; Town of Madison added December 2021; Rockingham County added effective July, 2024.
- ❑ New local taxes levied beginning January 2022
- ❑ As administrator for the BRCTB, TJPDC works with 25-30 distributors who submit monthly reports on sales and remit revenue designated by jurisdiction.
- ❑ TJPDC tracks/reconciles stamp purchases/pack sales/revenues.
- ❑ TJPDC distributes revenue to BRCTB members, net actual administrative costs and a 2% dealer discount, on a monthly basis.

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Blue Ridge Cigarette Tax Board

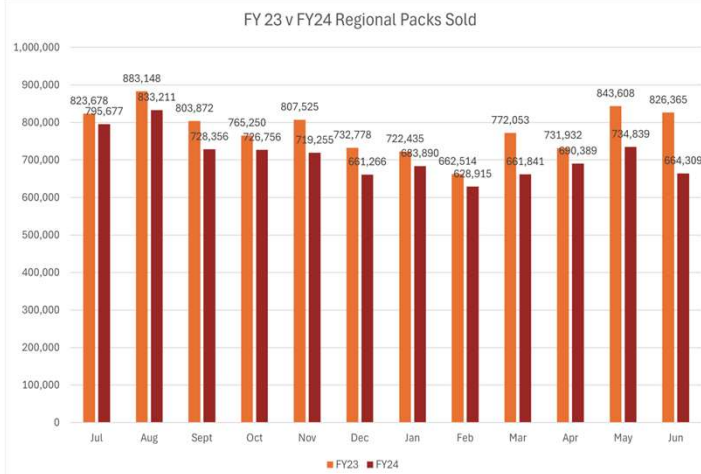
Cigarette Sales and Tax Revenue Generated

- FY 2024 gross revenue: ~\$2.9 million
- FY 2024 total packs sold: >8.5 million
- FY 2024 Admin costs: ~\$157K
- August 2024 packs sold: 764,060
- Of note:
 - Overall, packs sold continue to decline year to year (~9% FY23 to 24); FY 24 revenues were up due to a rate increase in one locality
 - Expenses may fluctuate, but average around 13K per month, spread across the member localities

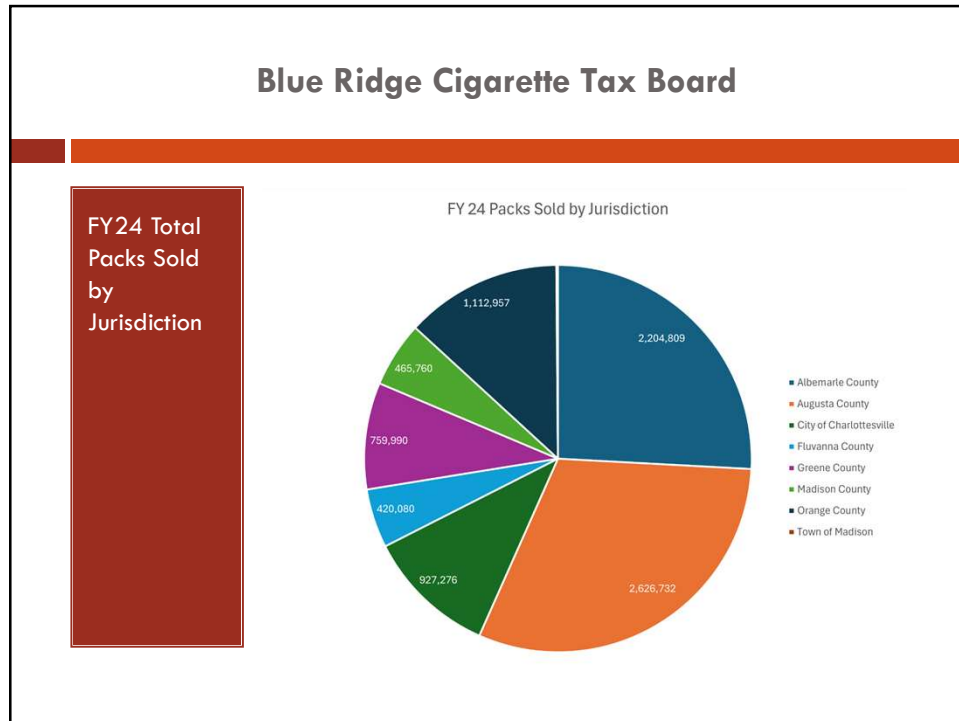
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Blue Ridge Cigarette Tax Board

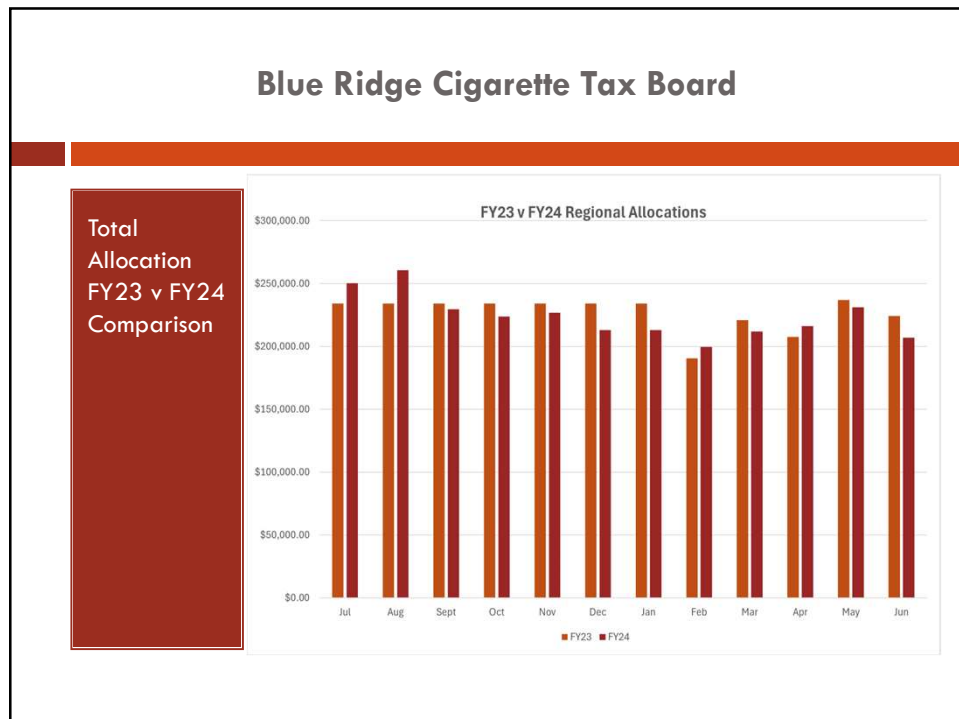
Packs Sold FY23 v FY24 Comparison



4



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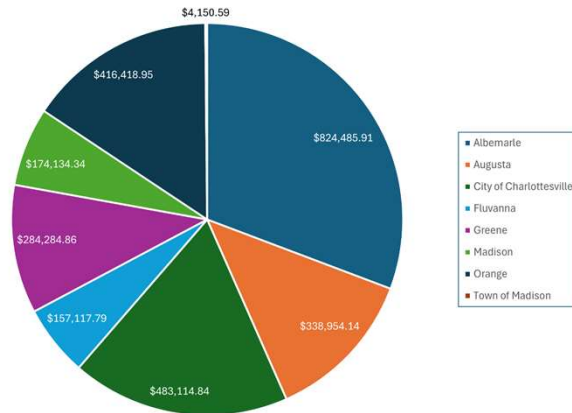


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Blue Ridge Cigarette Tax Board

FY24 Allocation by Jurisdiction

FY24 Allocations by Jurisdiction



7

Blue Ridge Cigarette Tax Board

What's New with the Board?

- The Board met twice (April and July) since your last meeting
- Approved FY25 budget of \$2.96 million; all but \$150K is pass-through
- Agreed to Rockingham County joining the Board
- Continued to refine the reserve fund policy
- Established a new option for distributors to make payments by ACH
- Designated the Executive Director (or designee) to hear any appeals of cigarette seizures

8

Blue Ridge Cigarette Tax Board

Compliance Efforts

- Goal: Initial goal to educate, inform and work with retailers/distributors to ensure compliance
- >250 retailers within the BRCTB footprint
- Most all retailers are in full compliance
- No seizures have been made, including during an “old product” purge at end of 2023.
- Only a handful of warnings for late reports/remittances by distributors

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Blue Ridge Cigarette Tax Board

Blue Ridge Cigarette Tax Board

<https://tjpd.org/brctb/>

10



PATH

Partnership for Accessible Transportation Help

2024 Update

PATH is a new Mobility Management program hosted by the TJPDC and funded by community partners, The Federal Transit Administration and the Virginia Department of Rail and Public Transportation.

The fiscal year for this grant is from October 1, 2023, to September 30, 2024.

This presentation will provide an update on the program and its success during its first year.

PATH aims to be a one stop entity for all the transportation providers in the Charlottesville Region.

10.4.2024



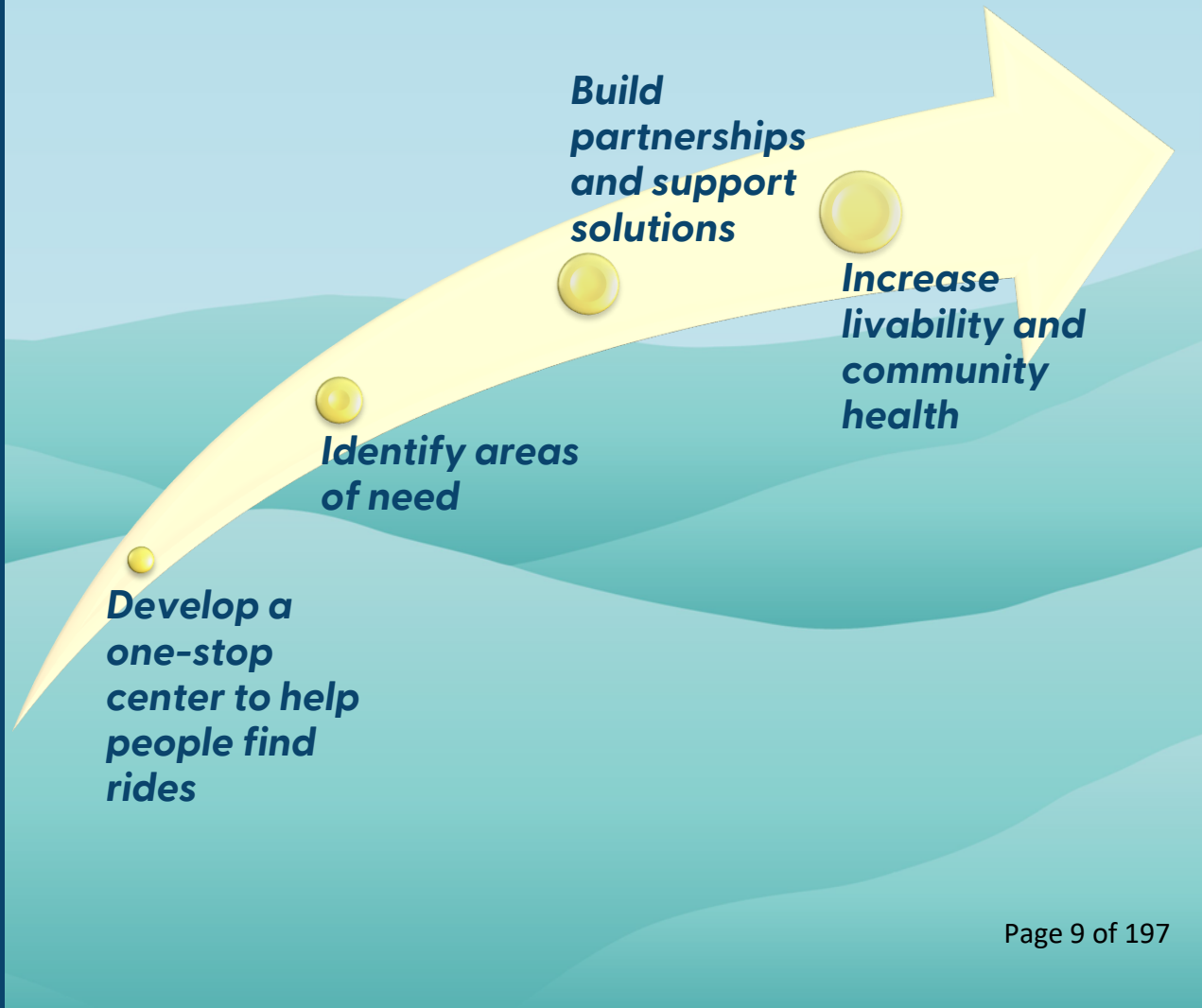
PATH's Goals



Build coordination among transportation providers and human service agencies



Expand and improve the availability of services for seniors and people with disabilities



Program Start Up

PATH's first fiscal year started on October 1st 2023 when DRPT's funds became available. TJPDC staff formed an agreement with JABA to staff and host a transportation help line.

Winter 2023

Secured funding and partnerships with multiple agencies.

Spring 2024

Designed and implemented data collection system.

Conducted marketing study.

Developed PATH brand.

Summer 2024

Hired and trained Transportation Counselor.

Marketed program and provided transportation counseling.

Fall 2024

Developing additional partnerships.

Developing bus field trip and transportation workshop for senior housing sites.

Marketing Activities



- **Developed PATH brand, conducted marketing study**
- **Published website, brochure, flyers, and magnets**
- **Participated in 32 marketing events and activities with partners**
 - **Tables at events handing out materials**
 - **Focus groups**
 - **Presentations to over 15 organizations that work with target populations**
 - **Distributed flyers and marketing materials (36 distribution points)**
 - **Social Media post on the BRHD network**
 - **Public service announcement on WNRN**



PATH Services

PATH is a free informational hub for all transportation options in the City of Charlottesville and Albemarle, Nelson, Greene, Louisa, and Fluvanna counties.

Reliable

Accessible

Flexible

By centralizing assistance through an accessible and user-friendly platform, PATH aims to ensure that every individual can navigate their journey with confidence and ease.

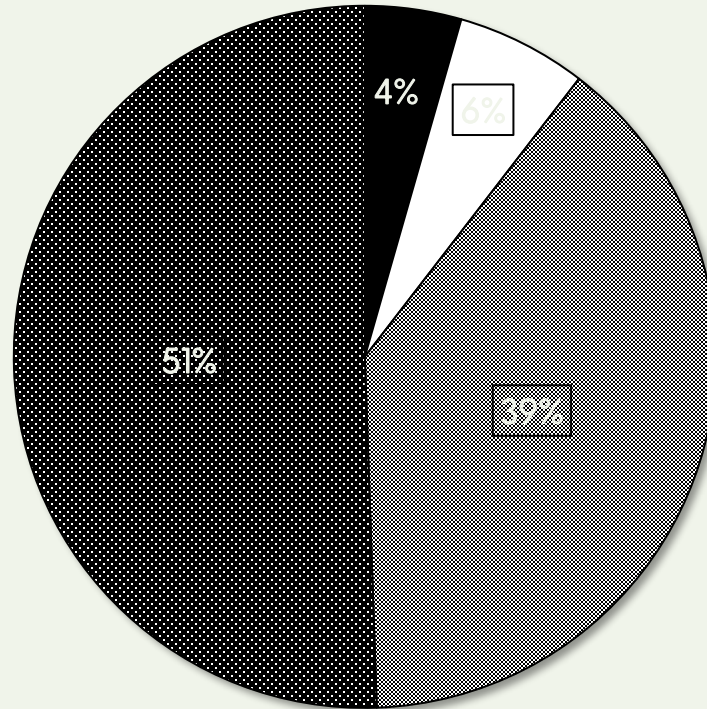
Anyone can call 888-879-7379 or visit www.pathva.org to find their ride.



10.4.2024

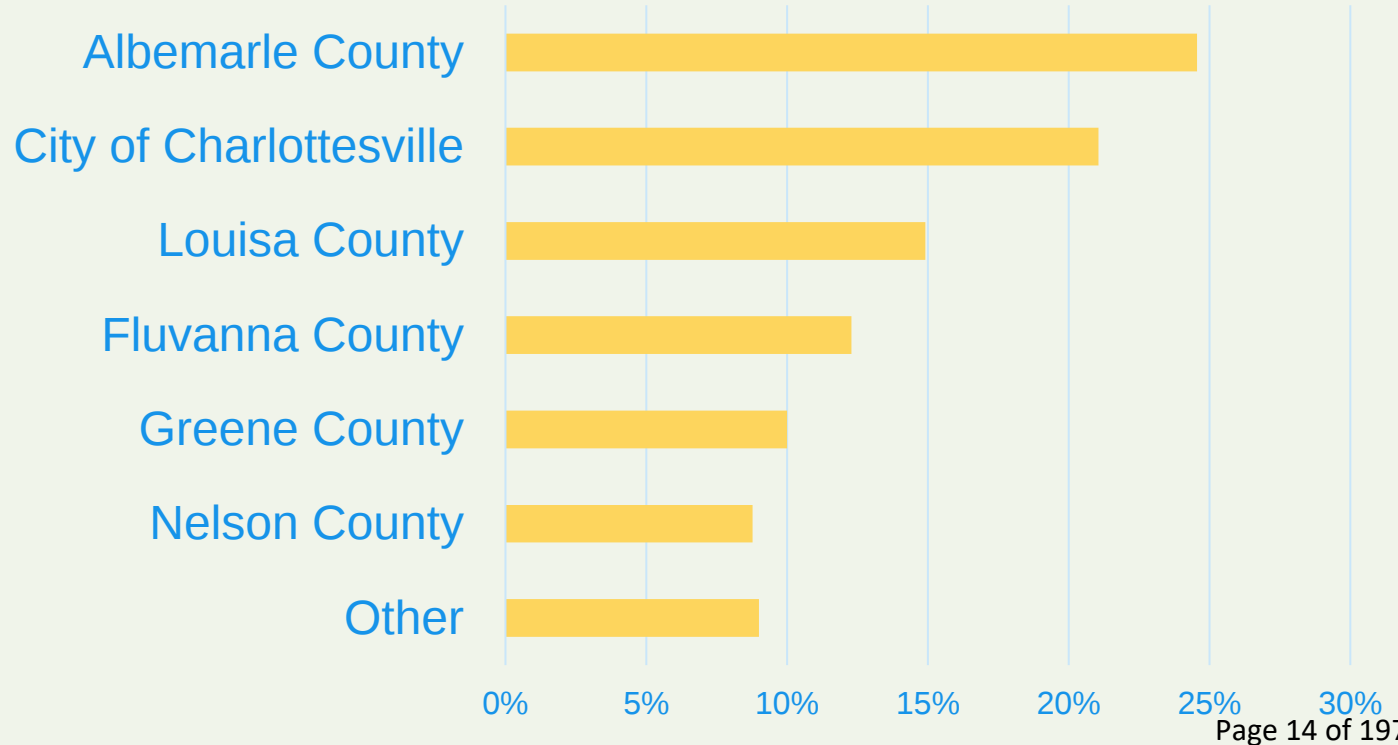


Reason for Call



- Public Transit Info
- Question about service
- ▒ General Information
- Need a Ride

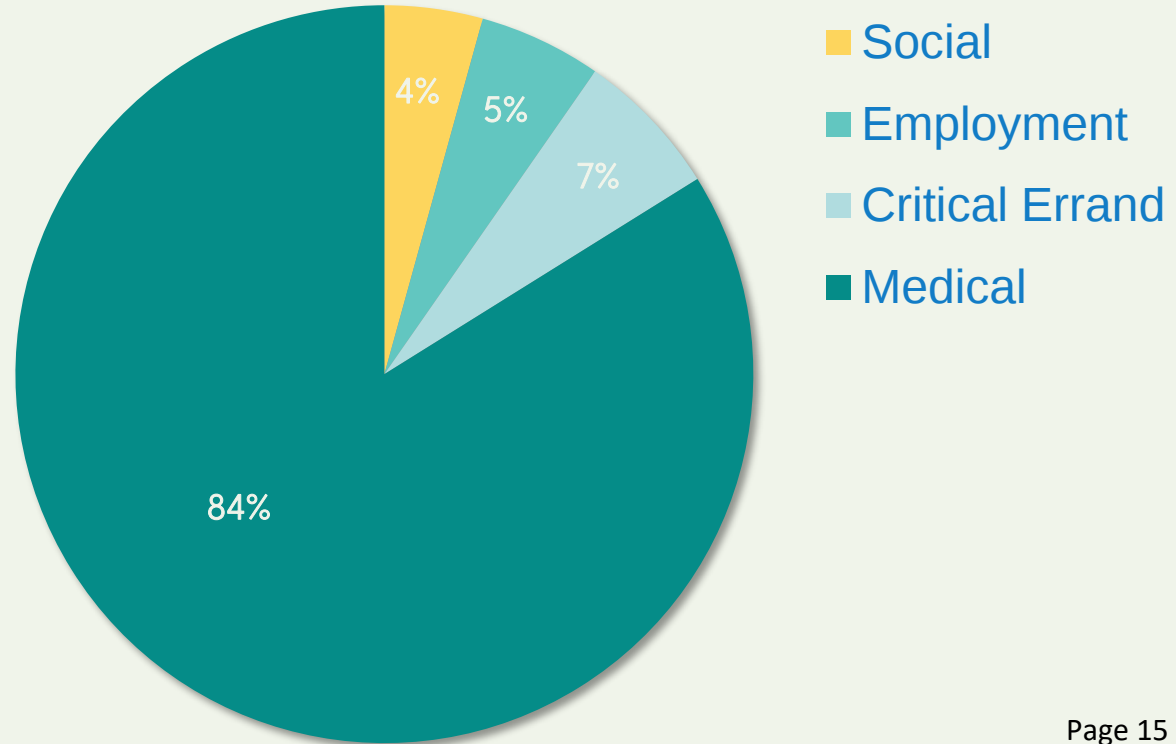
Jurisdiction Calling From



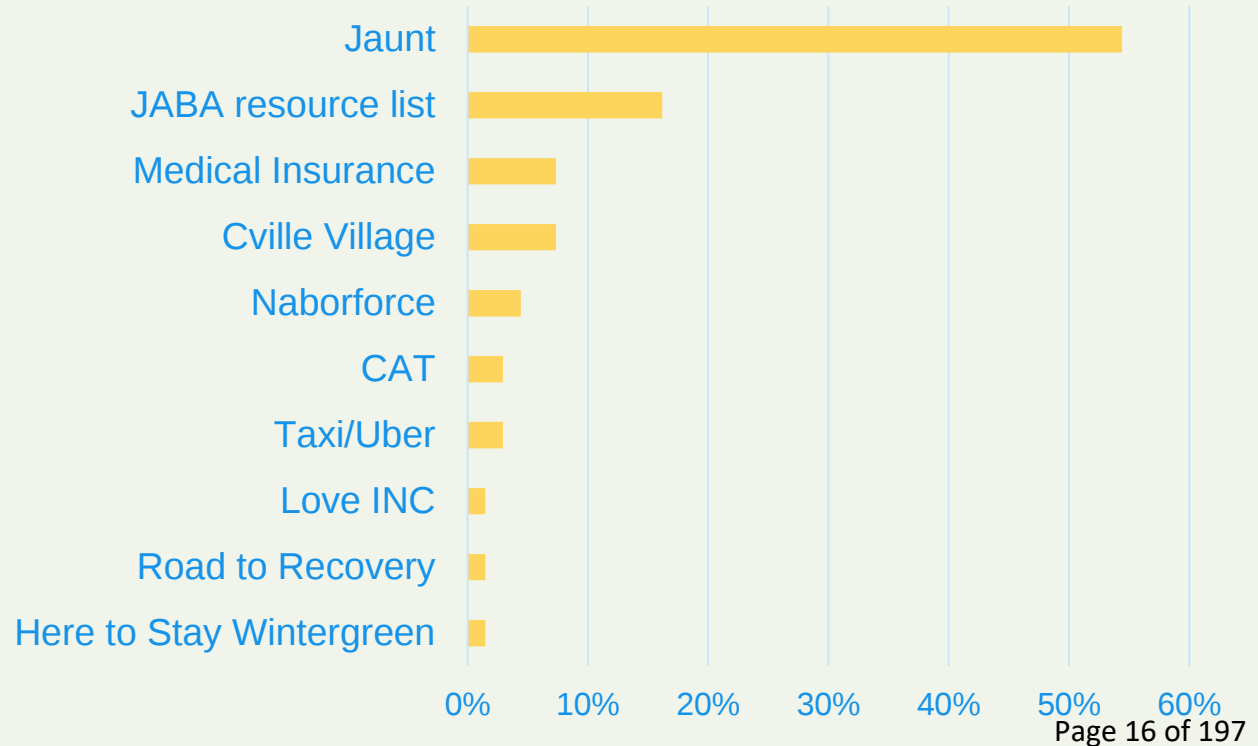
Top Reasons For Travel



10.4.2024



Provider Referred To



Community Partners

Instead of creating new services, PATH aims to assist existing transportation providers and human service organizations with improving and increasing transportation options for older adults and people with disabilities.

PATH will act as a public transit information hub. People will have one place to call for information on all the transportation options available to them. PATH can act as a liason to transit providers and the public.

10.4.2024

Active Partners & Supporters

JABA, BRHD, DRPT, CAT, Charlottesville Area Alliance, Jaunt, InnoVage, UVA Parking and Transportation, Charlottesville Area Community Foundation

Partner Projects

Assisting CAA's AARP's Livable Community Grant projects

- Walk Audit
- Bus field trip
- Transportation workshops for senior groups

Future Partners

Charlottesville Redevelopment & Housing Authority, HSW, Cville Village, The Center at Belvidere

Future Projects

Continue current activities and add

- Support volunteer driver programs
- Work with partners to improve the transportation network
- Survey & additional data analysis
- Voucher program for low-income people with a critical transportation need

Community Benefits



- a single centralized phone number and website to connect community members with all available transportation options in the region
- Support for and connection to local non-profits and human service programs
- Increasing livability and support for living at home longer
- Complex data collection to frame informed decisions, expansions, and changes in transportation services
- Infrastructure and funding foundation for an 'expandable model' that serves multiple stakeholders and programs in the future



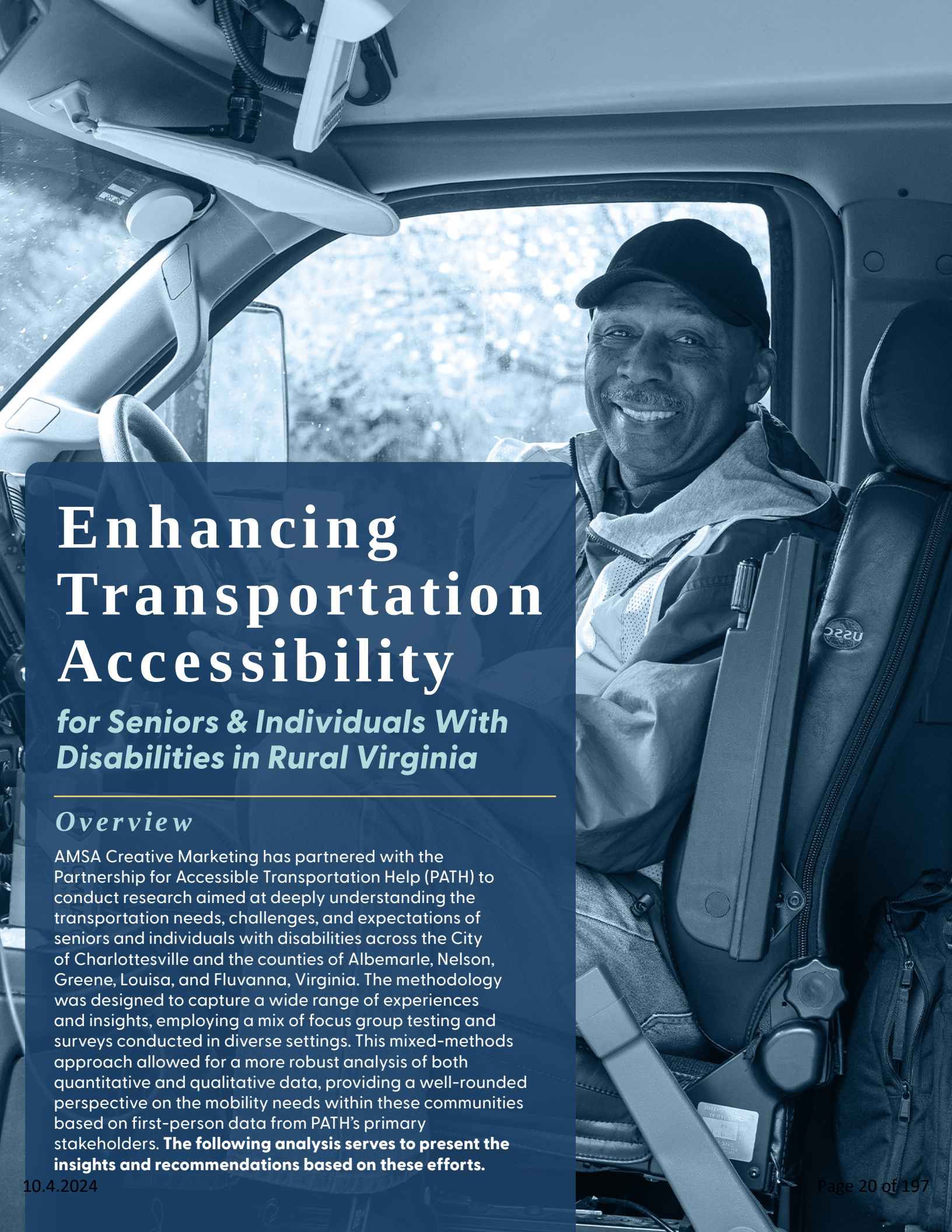


Find *Your* Path



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Sarah Richardson,
Transportation
Counselor
info@pathva.org



Enhancing Transportation Accessibility

*for Seniors & Individuals With
Disabilities in Rural Virginia*

Overview

AMSA Creative Marketing has partnered with the Partnership for Accessible Transportation Help (PATH) to conduct research aimed at deeply understanding the transportation needs, challenges, and expectations of seniors and individuals with disabilities across the City of Charlottesville and the counties of Albemarle, Nelson, Greene, Louisa, and Fluvanna, Virginia. The methodology was designed to capture a wide range of experiences and insights, employing a mix of focus group testing and surveys conducted in diverse settings. This mixed-methods approach allowed for a more robust analysis of both quantitative and qualitative data, providing a well-rounded perspective on the mobility needs within these communities based on first-person data from PATH's primary stakeholders. **The following analysis serves to present the insights and recommendations based on these efforts.**

► **Greene County Focus Group**

At the JABA Senior Center in Greene County, Virginia, a focus group session was conducted with approximately 20 participants. This session was pivotal in collecting qualitative data. The focus group discussions revealed an array of pain points and travel challenges for navigating this rural area, while also providing insights into the diverse lifestyles of their senior population.

► **Charlottesville/Albemarle County Focus Group**

The largest focus group session took place at the Mary Williams JABA Senior Center in Charlottesville, Virginia, with around 30 participants. The qualitative data gathered from this group highlighted the unique challenges faced in more urban settings, along with expectations around expedited pick-ups and drop-offs which was something unique to urban residents.

► **Fluvanna County Focus Group**

In Fluvanna County, Virginia, a focus group session with approximately 11 participants was held at a Parks & Recreation-sponsored Senior Center. This session was particularly valuable for gaining insights into how the lifestyles and cultures can significantly differ from rural county to rural county. The data collected offered a clearer picture of their transportation habits, values of independence and autonomy, and identified unique needs specific to the Fluvanna community.

► **In-Person & Digital Surveys**

Surveys in English and Spanish were distributed physically and digitally to complement the qualitative data with quantitative insights. These seven-question surveys were designed to capture a broad spectrum of information regarding transportation usage, preferences, challenges, and the overall satisfaction with existing services. The combination of physical and digital surveys allowed for greater participation flexibility, ensuring a wider demographic representation within the collected data. There were 70 survey responses collected via this method, including leave-behind surveys.

► **Leave-Behind Surveys**

Printed versions of the survey were provided to centers in Nelson and Louisa County as leave-behinds. 35 surveys were collected through this method.

► **Data Analysis**

The analysis phase involved a comprehensive review of both the qualitative data from the focus groups and the quantitative data from the surveys. This dual approach enabled the AMSA team to identify common themes, trends, and variances in transportation needs across different communities. It also allowed for the comparison of rural versus urban mobility challenges and the identification of specific areas where transportation services could be enhanced or introduced. This data was used to develop the research insights in this report, audience profiles, and recommendations for branding and marketing strategies.

► **Intended Use of Data**

This report presents the culmination of research efforts, including surveys, focus groups, and audience profiling, designed to highlight the current landscape of transportation services within these regions based on feedback from the target audience. This data should aid PATH in identifying existing service gaps, inform route planning, isolate areas needing support, and ultimately lay the groundwork for strategic partnerships tailored to both immediate and long-term sustainable improvements.

Focus Group *Insights*

The focus group feedback from Greene County, Charlottesville, Albemarle, and Fluvanna reveal insightful perspectives on the transportation challenges and preferences among seniors and those living with disabilities in these regions of Virginia. Each area presents its unique set of issues, opportunities, and community dynamics, underscoring the need for a nuanced approach to improving mobility solutions. ***Here's a synthesized overview of the key findings:***

Greene County

In Greene County, **Jaunt stands as a crucial transportation service for those without alternatives, in spite of scheduling challenges and requiring a 24-hour notice.** Carpooling is a prevalent practice, highlighting the community's adaptability in overcoming transportation barriers. New residents, particularly those who don't drive, find it difficult to navigate the local transportation options. The community highly values the affordability and cost-effectiveness of the bus service, though its unavailability over the weekend poses significant limitations. Night driving and adverse weather conditions present additional challenges, amplified by the presence of wildlife for those who drive themselves. Accessibility to healthcare is also a notable concern, with some individuals forced to switch to more accessible providers. **The alignment of Jaunt's schedule with the school calendar further restricts mobility during school closures.**

There's a desire for more early morning routes, improved prescription fulfillment options, and extended routes to locations like Harrisonburg, Stanton, and Charlottesville (for evening events for more active seniors). The sole accessibility to UVA hospital, alongside the instability caused by frequent administrative changes in transportation services, amplifies the community's challenges. Information sources like the library, JABA newsletters, and local media play a vital role in keeping the community informed, reflecting the importance of a supportive and interconnected community network.

Mary Williams Community Center - Albemarle County

In the more urban environment of Albemarle County, transportation appears more accessible but is tainted by unreliability and logistical disconnects between operations and driver routes, complicating the travel experience. The community's closeness, reinforced during the COVID-19 pandemic, highlights a significant reliance on social bonds and familiarity with drivers to navigate these challenges. **The lack of weekend transportation options and inefficient scheduling, where wait times can extend into hours, further restricts mobility and limits planning for daily activities.** This scenario illustrates the need for a more coherent and reliable transportation system that aligns with the community's lifestyle and requirements.

Another key pain point is the confusion surrounding the multiple transportation services available in Charlottesville, including MicroCAT, UTS, Jaunt, and rideshare options like LYFT and UBER. Despite the variety of services, there is significant confusion regarding scheduling and costs associated with some of these services. Additionally, there are numerous partner organizations and volunteer drivers within this area, but **there is a lack of clear information on how to contact or engage with these resources,** leaving many potential users in the dark about available options.

In addition, transportation expectations are different in this urban setting compared to areas like Greene and Fluvanna. In these more rural areas, a bus route from 9am to 2pm might be ideal for seniors looking to head into the city for medical appointments, shopping, and socializing, allowing them to be back home by mid-afternoon. However, in Charlottesville/Albemarle, such a schedule does not align with user expectations. **Residents here would much prefer a route with much higher frequency, expecting to be dropped off and picked up within a span of 1-2 hours, rather than 4.** This discrepancy highlights the need for tailored transportation solutions that consider the unique needs and expectations of different community segments to enhance overall accessibility and satisfaction.

Fluvanna County

Fluvanna County showcases a strong preference for independence with most residents preferring to drive themselves. The limited shopping options within close proximity necessitate travel to nearby Louisa or Richmond. The community’s wariness towards outsiders and external services reflects a deep-rooted desire for autonomy and skepticism towards external parties that may not fully understand or appreciate their ways of living. **The high cost associated with most transportation options, both for individual users and community sponsors like Parks & Recreation, discourages the promotion and use of transportation providers in this area.** The community expresses a need for transportation solutions that are better optimized for their area, indicating a preference for smaller, more personalized services over traditional bus services. A notable interest in volunteer driving programs suggests an openness to community-led solutions. The collective sentiment leans towards establishing trusted, vetted transportation options that resonate with the community’s values and daily life rhythms.

Conclusion and Recommendations

The feedback across these areas indicates a clear demand for flexible, reliable, and community-integrated transportation solutions. For PATH to effectively engage with these populations, it must:

Adapt Services to Local Needs: Recognize and respect the unique challenges and preferences of each community, from rural to urban settings.

Enhance Reliability and Accessibility: Address scheduling, routing, and service availability issues, particularly for healthcare access and weekend travel.

Foster Community Engagement and Trust: Leverage local networks, volunteer opportunities, and existing community bonds to build trust and tailor services.

Provide Clear Information and Support: Utilize local information sources effectively and offer support in navigating transportation options, especially for newcomers.

All focus group audiences were both receptive and excited to participate in this process and welcomed the opportunity to express their thoughts and concerns about transportation needs in their respective communities. For direct insights that can drive meaningful program optimization, we strongly recommend regular in-person conversations for ongoing feedback.

SURVEY *Analysis*

Survey Insights

Less Frequent Travel

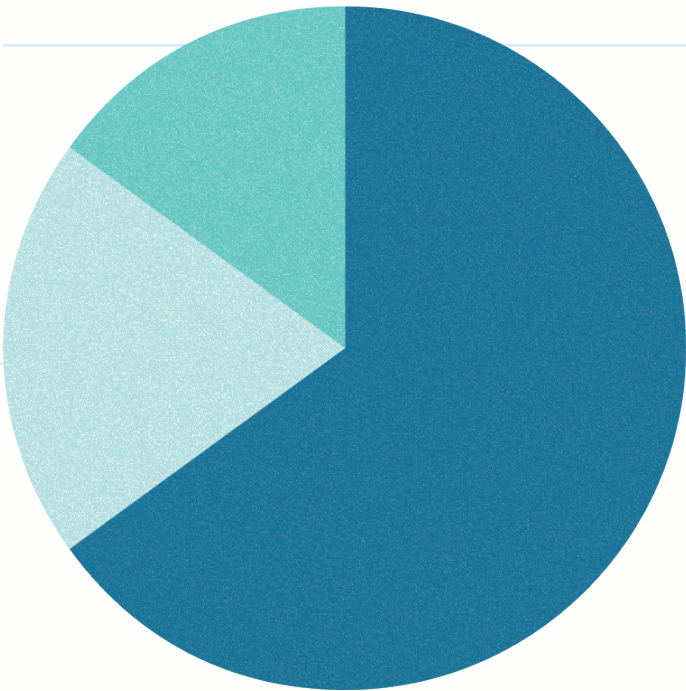
14.28%

traveling once a week or less might represent individuals with fewer personal or professional commitments.

Daily Needs

20%

of respondents travel daily, illustrating the importance of resources and routes that are consistent and dependable for daily essential activities.



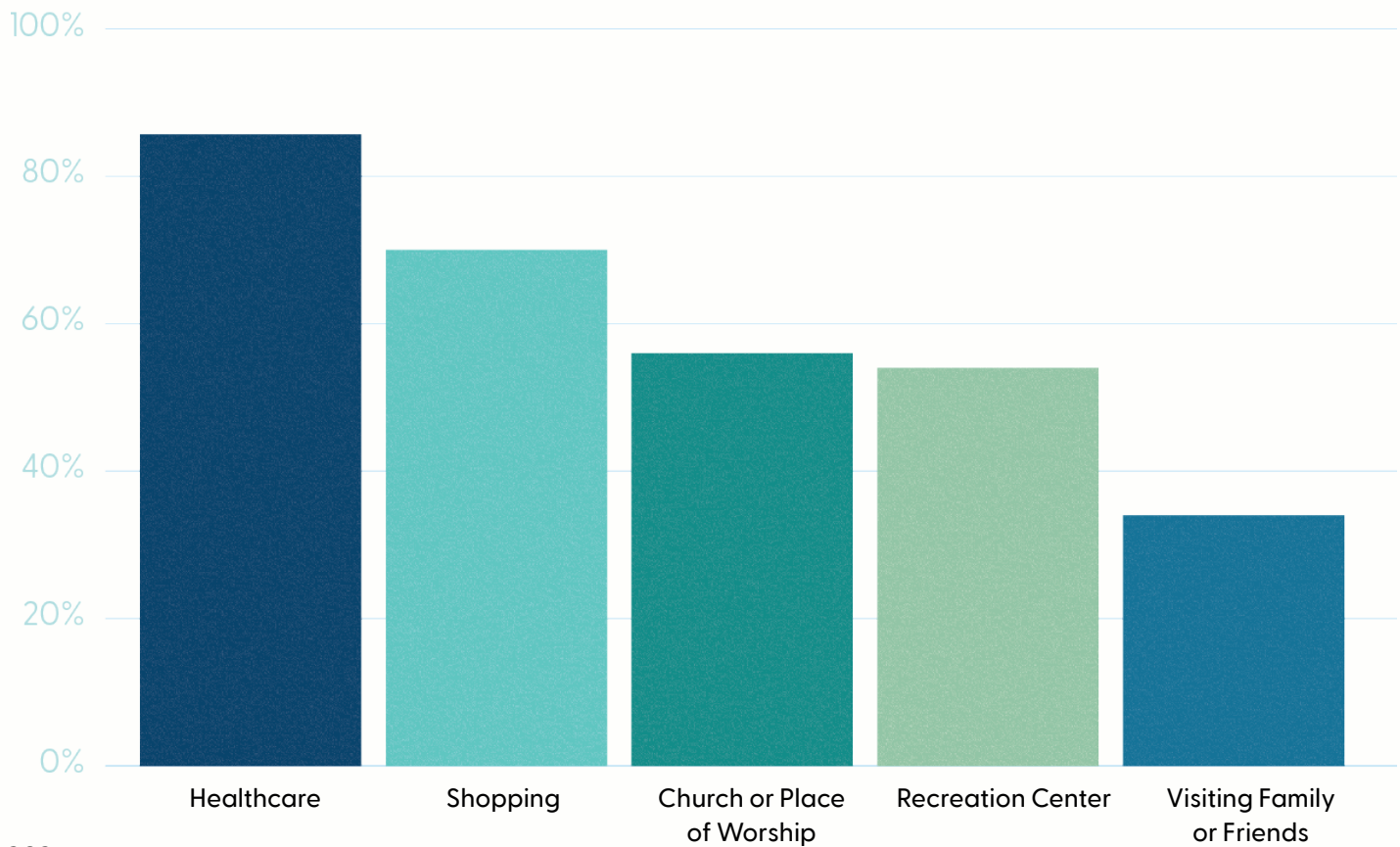
Travel Frequency

Frequent Mobility

64.29%

of respondents travel a few times a week, indicating regular but not daily mobility needs. This suggests that transportation services need to be reliably frequent throughout the week to accommodate the majority's schedule.

Main Reasons for Travel



Healthcare as a Priority 85.71%

Doctor's Appointments is the most cited reason for travel, highlighting the critical need for accessible and reliable transportation to medical facilities.

Shopping is Essential 70%

Shopping was also a core reason for travel, suggesting that trips to grocery stores and shopping centers are routine necessities.

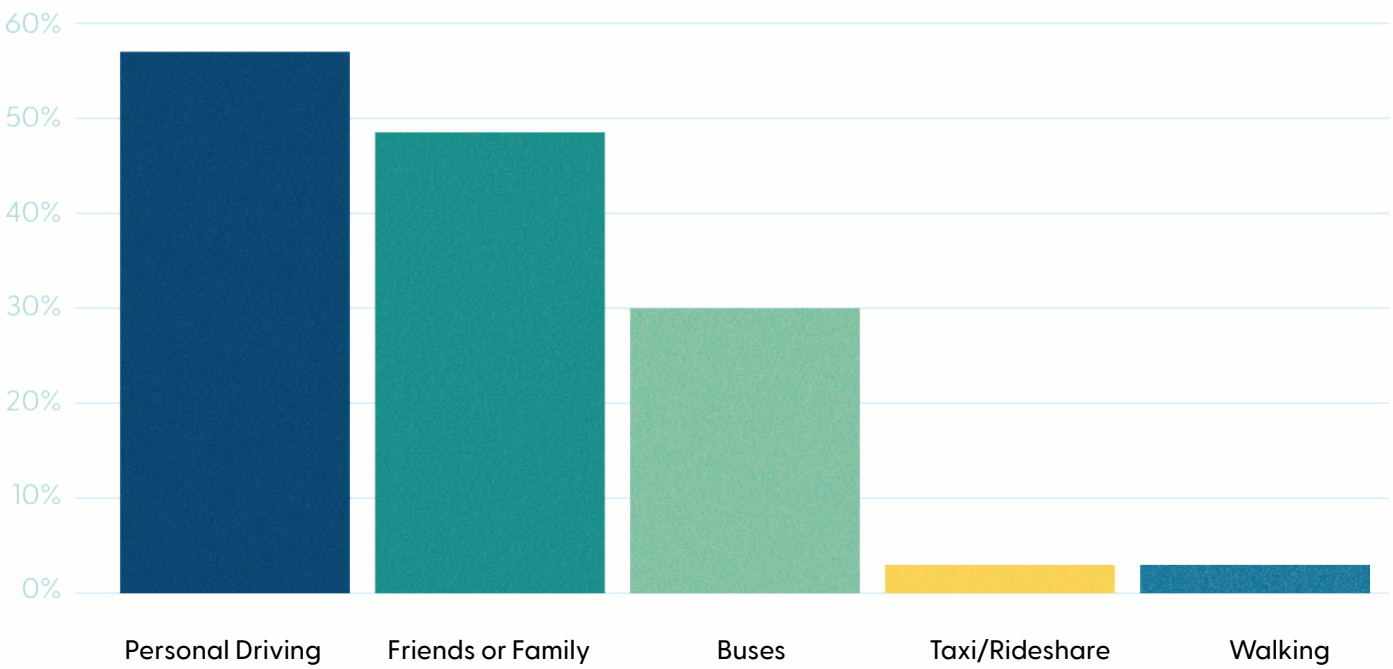
Church or Place of Worship 55.71% | Recreation Center 54.29%

Indicates strong community and recreational engagement, requiring services that can support social connectivity.

Visiting Family or Friends 34.29%

Reflects the importance of maintaining social ties, which can contribute positively to mental health and quality of life.

Transportation Methods



Personal Driving 57.14%

More than half of the audience surveyed drive themselves, indicating a degree of independence among respondents.

Friends or Family Members 48.57% | Buses 30%

Significant reliance on these methods of transportation points to the importance of a supportive community and the need for reliable, safe and accessible public transit solutions.

Taxi/Rideshare 2.86% | Walking 2.86%

Minimal usage might reflect either accessibility issues or limited availability in their areas.

Interest in Transportation Services

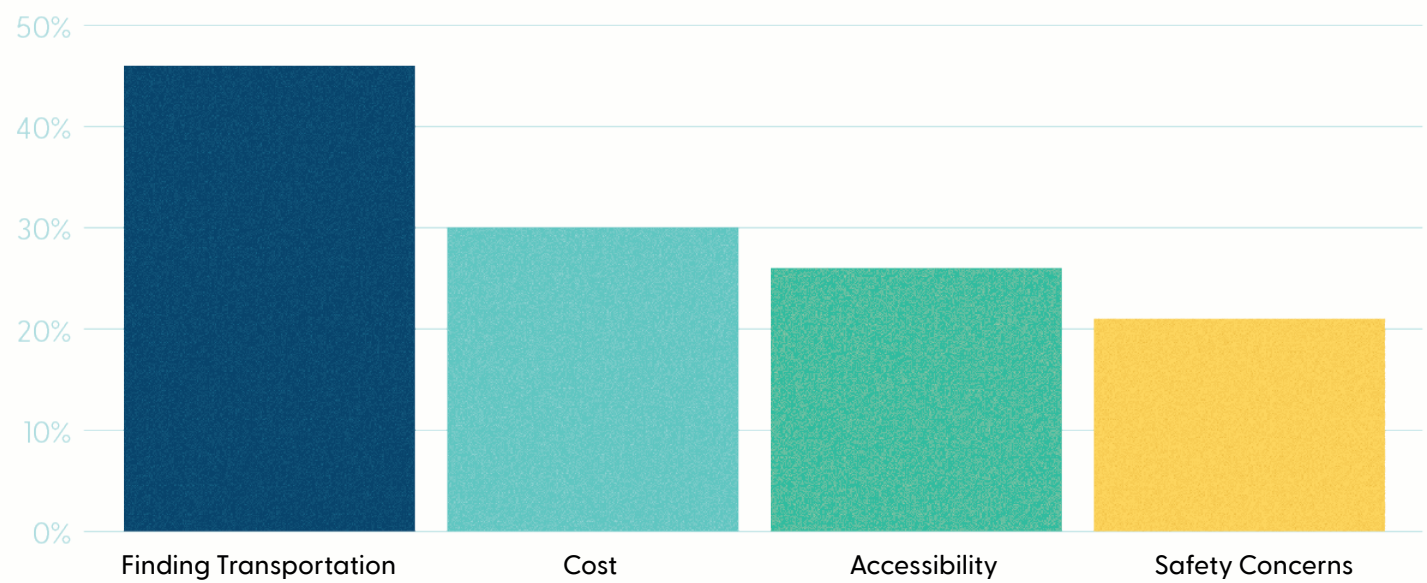
High Interest in Support Services 78.57%

Demonstrates a strong demand for services like PATH that can help seniors and those with disabilities find suitable transportation, possibly reflecting frustrations with current options.

Louisa Anomaly 39% of Louisa Respondents

A significant subset from Louisa showed disinterest in a transportation support service, which could indicate either satisfaction with current options or a lack of awareness of potential benefits. **This disinterest was significantly higher than all other counties combined and requires further investigation to tailor services effectively.** A focus group in this area could help uncover more information.

Travel Challenges



Finding Transportation 45.71%

The biggest challenge noted is finding transportation. This aligns with the high interest in a service like PATH that helps provide transportation resources.

Cost 30%

Economic factors play a significant role, indicating that affordable transportation is crucial.

Accessibility 25.71%

Challenges with getting in and out of vehicles highlight the need for transportation options that consider physical limitations.

Safety Concerns 21.43%

A noteworthy portion of respondents also highlighted safety concerns, suggesting improvements in service safety could enhance user trust and frequency of use.

Recommendations Based on Insights

Enhanced Medical Transit Services | Develop specialized transportation services focused on healthcare needs, ensuring timely and reliable access to medical facilities.

Community Transportation Hubs | Establish local hubs, especially in areas like Louisa where there is notable disinterest, to provide information and coordinate a variety of transportation services tailored to community preferences.

Expand Affordable Options | Increase subsidies or introduce cost-effective transportation solutions to address cost concerns, making daily travels more accessible for lower-income individuals.

Improve Accessibility | Invest in accessible transportation options that cater to the needs of those with disabilities, ensuring that vehicles are equipped to handle various mobility aids.

Safety Enhancements | Implement safety measures and training for drivers to address safety concerns, potentially increasing the usage of shared transportation methods.

Information and Outreach Campaigns | Conduct targeted campaigns to raise awareness about available transportation options, focusing on benefits and safety to change perceptions, especially in communities like Louisa.

Weekend and Flexible Services | Given the significant interest in family and recreational activities, expand service hours to include weekends and more flexible scheduling to accommodate various lifestyles and needs.

Support for Caregivers | Develop programs that assist caregivers specifically as their transportation challenges can have a direct impact on those in their care.

Local Volunteer Driving Programs | Foster community volunteer driving programs that can provide personalized and trusted transportation for seniors, enhancing local support networks.

Regular Feedback Mechanisms | Establish continuous feedback channels to adapt services to evolving community needs and preferences, ensuring transportation services remain relevant and user-focused.

These tailored insights and recommendations aim to address the specific needs and barriers identified in the survey, fostering a transportation environment that supports the community's diverse requirements.



Travel Destination *Insights*

Survey respondents were given the option to list specific places that they travel to regularly. This feedback revealed a necessity for reliable transportation to healthcare facilities, shopping centers, and community engagement spaces. These frequently visited locations can be categorized into specific themes that directly correlate with the expressed needs and preferences of the target audience.

► Healthcare Facilities

Primary Destinations: UVA Medical Office locations (Fontaine, Lee St, Ivy Rd, Northridge), UVA Primary Care, Martha Jefferson Hospital, Spine & Pain Management Specialist, Louisa Family Practice, Blue Ridge Medical, and various doctor offices.

Analysis: The dominance of healthcare facilities in the travel destinations underscores the survey finding that 85.71% of respondents prioritize doctor's appointments as a main reason for travel. This suggests a critical dependency on accessible transportation for medical needs, which is a vital consideration for service improvements.

► Retail and Grocery Shopping

Primary Destinations: Downtown Charlottesville, Rio Hill Shopping Center, 5th Street Extended Shopping Center, Wegmans, Giant, multiple Food Lion locations, Downtown Charlottesville Costco, Fashion Square Mall, various Walmart locations, and Sams Club Lynchburg.

Analysis: Reflecting the survey result, 70% of respondents travel primarily for shopping, these destinations highlight the importance of ensuring transportation services cater to shopping hubs. This is crucial for meeting daily living needs and supporting economic activities.

► Community and Social Engagement

Primary Destinations: Effort Church, Unity - Hydraulic Rd, JABA centers, Ridgecrest Church, County Live Baptist Church, New Life Church, various community centers, and Betty Queen Center.

Analysis: With a significant portion of the community visiting places of worship and community centers, there's a demonstrated need for transportation that support participation in social, religious, and recreational activities, especially on weekends and evenings.

► Dining and Leisure

Primary Destinations: Fabios, Mineral Restaurant, Jocs Restaurant, Ihop, and various casual dining locations like Pizza Hut.

Analysis: Although a smaller focus in the survey, the inclusion of dining establishments suggests a segment of the population values social outings which contribute to quality of life, indicating potential areas for targeted evening or weekend transport services.

► Financial and Miscellaneous Services

Primary Destinations: Credit unions, pharmacies, libraries (including Nelson Library), and various Walmart locations often housing banking and pharmacy services.

Analysis: The need for access to financial services and pharmacies aligns with the general dependency on transportation for essential services, reinforcing the need for routes that connect residents with multifunctional locations that serve multiple needs.

Recommendations

Based on Detailed Location Analysis

Tailored Medical Transportation Routes

Design routes that connect residential areas directly with the major healthcare providers listed, possibly using smaller, more nimble vehicles to offer frequent service during peak medical appointment times.

Consolidated Shopping Shuttles

Establish weekend and weekday shopping shuttles that loop through major retail centers and grocery stores, facilitating easy access for shopping, which is crucial for the 70% of respondents who travel for this purpose.

Enhanced Community Transport Services

Offer dedicated services for community and social engagements, particularly targeting older adults and those without personal transportation, ensuring inclusion in vital social and spiritual activities.

Evening & Weekend Dining Routes

Introduce evening services that cater to dining and leisure locations, enhancing the livability and social connectivity of the community, especially for those who may feel isolated.

Multi-Service Routes

Develop routes that strategically include stops at multi-service locations such as Walmarts and community centers where people can access a variety of services from banking to healthcare and social activities in one trip.

By focusing on these themes and aligning transportation services with the needs and preferences indicated by the survey data, **the community can significantly enhance the mobility, accessibility, and overall quality of life for residents.**

Audience Profiles

Navigating transportation is a significant challenge for seniors and individuals with disabilities in the areas that PATH serves, emphasizing a critical need for innovative and accessible transportation solutions. These profiles represent key segments of the target audience population with shared lifestyles, experiences and behaviors.



Independent Isla Gonzalez

Age: Late 70s

Location: Fluvanna

Demographics | Isla stands as a beacon of self-reliance in Fluvanna, navigating mobility with a robust spirit of independence. In her late-70s, Isla embraces the freedom of driving herself for errands and activities, a testament to her autonomy. Her routine includes frequent travels to Louisa and surrounding areas, where she manages grocery shopping, doctor appointments, and other errands. While Isla cherishes her current independence, she remains open to exploring future mobility solutions as she understands that she may not be able to drive herself for much longer

Mobility Needs

- Economically feasible, physically accessible and reliable routes that travel to the areas surrounding Fluvanna as these are her primary destinations.
- Transportation solutions that respect her desire for autonomy and incorporate flexible service options
- Personalized, smaller-scale transportation options over larger, more impersonal bus services. Services that are community operated by people she might know or recognize would be ideal
- Consistent and transparent communication regarding the availability, scheduling, and changes in transportation services is essential to keep her well-informed and confident in using these services.

Challenges

- Faces the reality of limited and costly transportation options, which could impact her self-sufficiency and raise concerns about future mobility and access to necessary services outside Fluvanna.
- Skeptical of transportation solutions proposed by external parties, fearing they may not align with the community's values or understand the unique logistics of rural living in Fluvanna.

Expected Outcomes

- Sustained independence in transportation without sole reliance on driving herself, preparing for a time when driving may no longer be viable.
- Enhanced community connection and support through transportation efforts, reinforcing Fluvanna's community ties and mutual aid.
- Increased contentment with localized transportation solutions that genuinely embody and cater to the community's ethos, ensuring services are both functional and familiar.

Community Engagement

Isla is deeply woven into the fabric of Fluvanna's community, leveraging local networks for support and information. Her routine trips to Louisa for groceries and appointments highlight her active participation in both her immediate and extended community. Isla values safety, trust, and the familiarity of transportation options, emphasizing the importance of solutions vetted by and for the community. Her approach to mobility, grounded in independence yet open to communal solutions, mirrors Fluvanna's collective ethos of resilience, resourcefulness, and shared support in addressing the transportation needs of its residents.



Empowered Edward McKinney

Age: Early 70s

Location: Charlottesville

Demographics | Edward is a resilient senior navigating the urban setting of Charlottesville from his wheelchair. Even in his 70s, his wheelchair-bound state has not deterred his zest for life, but rather sharpened his focus on maintaining independence and strengthening family bonds. Edward's daily routine is marked by independence and reliance on accessible transportation for healthcare, with a keen interest in staying actively involved in his family's life, especially in supporting his grandchildren's activities.

Mobility Needs

- Transportation services that are accessible and cater to the requirements of wheelchair users, ensuring Edward can travel comfortably and independently.
- An adaptable transportation system capable of accommodating last-minute plans, enabling him to attend family events, soccer games, and ballet recitals without the worry of being a burden to his loved ones.
- Weekend transportation services that acknowledge the importance of family and recreational activities, facilitating Edward's attendance at important family gatherings and events.
- Reliable and straightforward communication about transportation options and schedules, assisting Edward in planning his participation in family activities without undue stress.

Challenges

- Limited transportation services during weekends, which are crucial for attending his grandchildren's activities, sometimes leaving him feeling isolated from family milestones.
- Keeping up with changes in transportation services that could affect his ability to maintain an active role in his family's life, emphasizing the need for consistent and accessible information.

Expected Outcomes

- Improved access to healthcare and family events through a transportation system that prioritizes accessibility, allowing Edward to keep his healthcare commitments and family engagements without compromise.
- Enhanced ability to actively participate in his grandchildren's lives, attending soccer games, ballet recitals, fostering strong family bonds and ensuring he remains a figure in their upbringing.
- Increased satisfaction with the transportation services in Charlottesville, marked by their reliability, accessibility, and effective communication, thus enabling Edward to plan his activities with confidence and ease.

Community Engagement

Edward's primary focus lies in his family, with a particular emphasis on supporting and being present for his grandchildren's milestones and daily joys. While his interest in broader social activities is secondary, his dedication to family highlights a common desire among wheelchair-bound seniors to engage actively with loved ones without feeling like a burden. Edward's approach to navigating his mobility challenges, prioritizing family involvement and independence, reflects the aspirations of many seniors who seek to remain integral to their family's lives while managing the realities of physical limitations.



Rural Rita Johnson

Age: Late 60s Location: Greene County

Demographics | Rita resides in the rural landscapes of Greene County, navigating the challenges of her late 60s with a spirit of optimism and perseverance. Vision impairments deter her from driving at night or during inclement weather, and lending her car to her grandson on an ongoing basis often make her reliant on Jaunt for her transportation needs. Rita is also very sociable and regularly meets up with friends at the JABA center as a core part of her daily routine. She also is an avid church-goer and attends service every Sunday.

Mobility Needs

- Reliable, affordable and accessible routes to local community centers and places of worship
- Direct, expedited routes to crucial services, including hospitals in Charlottesville for regular medical visits and specialized facilities in Fredericksburg.
- Simplistic routes to Harrisonburg and Staunton for family visits, shows and gallery tours
- Weekend transportation solutions to ensure access to community events and church service compensating for when her car is not available.
- Improved communication regarding transportation schedules and updates, keeping her well-informed amidst her limited driving capacity and car-sharing arrangements.

Challenges

- Adjusting healthcare providers due to transportation limitations impacts her health management, exacerbated by not always having her car available.
- Managing prescription refills and attending events are made difficult by sparse transportation options and her generosity with her vehicle.
- Staying updated with transportation service changes is challenging, especially with the frequent administrative shifts and her reliance on public transport and car sharing with her grandson.

Expected Outcomes

- Enhanced access to healthcare, enabling Rita to maintain her chosen providers without the need to compromise due to transportation issues.
- Increased ability to participate in community events, enriching her social life and overall well-being, despite the complexities of her transportation situation.
- Improved satisfaction with transportation services, thanks to better reliability, flexibility, and communication, accommodating her unique needs as a car sharer.

Community Engagement

Rita actively seeks information through local libraries, JABA newsletters, and community radio. Her engagement with neighbors, community groups and church members extends beyond seeking support; it's also about staying connected and informed. She navigates her transportation challenges with a sense of community spirit, whether by sharing her car with her grandson or by relying on Jaunt. Rita's story highlights the nuances of rural senior living, where family dynamics, community support, and transportation services intersect.



Veteran Harold "Hal" Turner

Age: Early 80s Location: Greene County

Demographics | Hal is an 82-year-old disabled veteran residing in Greene County. Living alone with visual impairments, he embodies resilience and independence but faces significant mobility and accessibility challenges. Hal's reliance on public transportation and the support of neighbors underscores a communal interdependence that reflects Greene County's spirit.

Mobility Needs

- Transportation services that are specifically tailored for the visually impaired, including vehicles equipped for accessibility and drivers trained to assist disabled passengers.
- Direct routes to critical services such as hospitals, pharmacies, and grocery stores to minimize transit time and complexity.
- Weekend service availability to reduce isolation and allow for greater flexibility in personal and medical scheduling.

Challenges

- Navigating the transportation system with a visual impairment, compounded by the absence of services on weekends, heightens Hal's isolation.
- The complexity and inflexibility of current transportation options hinder Hal's ability to attend medical appointments, fulfill prescriptions, and participate in community activities.
- The reliance on advanced booking and lack of spontaneous travel options limit independence and spontaneity.

Expected Outcomes

- Enhanced access to healthcare and essential services through improved transportation options will directly impact Hal's quality of life and health management.
- Increased social engagement and reduced isolation through weekend service availability and transportation tailored to Hal's needs.
- Greater autonomy and independence, fostering a sense of dignity and reducing reliance on neighbors and community members for transportation assistance.

Community Engagement

Hal remains an active community participant through community centers and local resources. His engagement with the community center, local radio, and the library demonstrates a continuous desire to stay connected and informed. Hal's story and needs highlight the importance of inclusive transportation planning and community support structures in Greene County.



Navigating Nora

Age: Early 60s

Location: Rural Virginia

Demographics | Nora, an early 60s newcomer to rural Virginia, finds herself navigating the complexities of caregiving in a new, rural town. Moving during the pandemic to support her senior-citizen parents, who are both unable to drive, Nora has taken on a pivotal role for her family. Living on a fixed income, her reliance on Jaunt's free transportation service becomes essential for managing doctor appointments, grocery shopping, prescription fulfillment, and responding to emergencies. The JABA community center serves as a beacon for Nora, offering a space for socializing, meeting new people, and learning to navigate her new surroundings.

Mobility Needs

- Relies on Jaunt for all transportation needs for both herself and her parents.
- Seeks affordable, accessible transportation options tailored to the rural Virginia setting, crucial for her family's well-being and her caregiving responsibilities.
- Desires information and access to community initiatives or volunteer driving programs that could offer personalized, reliable transportation solutions.
- Wishes for enhanced communication regarding transportation services, highlighting a need for clear, consistent updates to better plan and manage caregiving duties.

Challenges

- Encounters significant obstacles due to Jaunt's unreliability and its inflexible service in rural areas, impacting critical aspects of caregiving, such as medical appointments and emergency responses.
- Lacks awareness of alternative transportation options that could alleviate some of the challenges faced in her caregiving role, exacerbating feelings of isolation and uncertainty.
- Struggles to integrate and navigate local community resources effectively due to her relocation and constraints of caregiving responsibilities.

Expected Outcomes

- Aims to achieve a stable, dependable transportation solution that allows her to fulfill her caregiving duties without stress or disruption.
- Enhance her connection to the local community and build a supportive network through engagement at the JABA community center and beyond.
- Aspires for increased contentment with her living situation by finding transportation solutions that are both practical for rural Virginia and respectful of her family's unique needs.

Community Engagement

Despite being new to the area and facing the steep learning curve of rural living, Nora is keen on weaving herself into the fabric of her new community. Her visits to the JABA community center represent not just opportunities for social interaction but also crucial steps towards building a network of support and information. Through these engagements, Nora is gradually finding her footing, aiming to navigate the challenges of rural caregiving with resilience and resourcefulness. Her story highlights the broader experiences of senior caregivers new to rural areas, underscoring the importance of accessible transportation and community support in navigating the intricacies of caregiving.



Compassionate Carol

Age: Early 70s

Location: Rural Virginia

Demographics | Carol, in her early 70s, has become an indispensable figure within her rural community, embodying the essence of compassion and support. She has taken on the significant role of being the primary means of transportation for the seniors in her immediate area, a testament to her commitment to her friends and neighbors. Daily, Carol diligently picks up each of her senior friends, bringing them to the senior center, running their errands, and ensuring they safely return home. Her routine is marked by a series of trips that cater to grocery shopping, prescription fulfillments, and social visits, all aimed at enhancing the lives of those in her community.

Mobility Needs

- A broader range of affordable, accessible transportation options that cater to the unique needs of rural seniors, reducing everyone's reliance on her as the transportation provider.
- More personalized transportation options that offer safety and comfort for her senior friends
- Clear and consistent communication regarding available transportation services to better coordinate and manage the daily transportation requirements of her senior friends.

Challenges

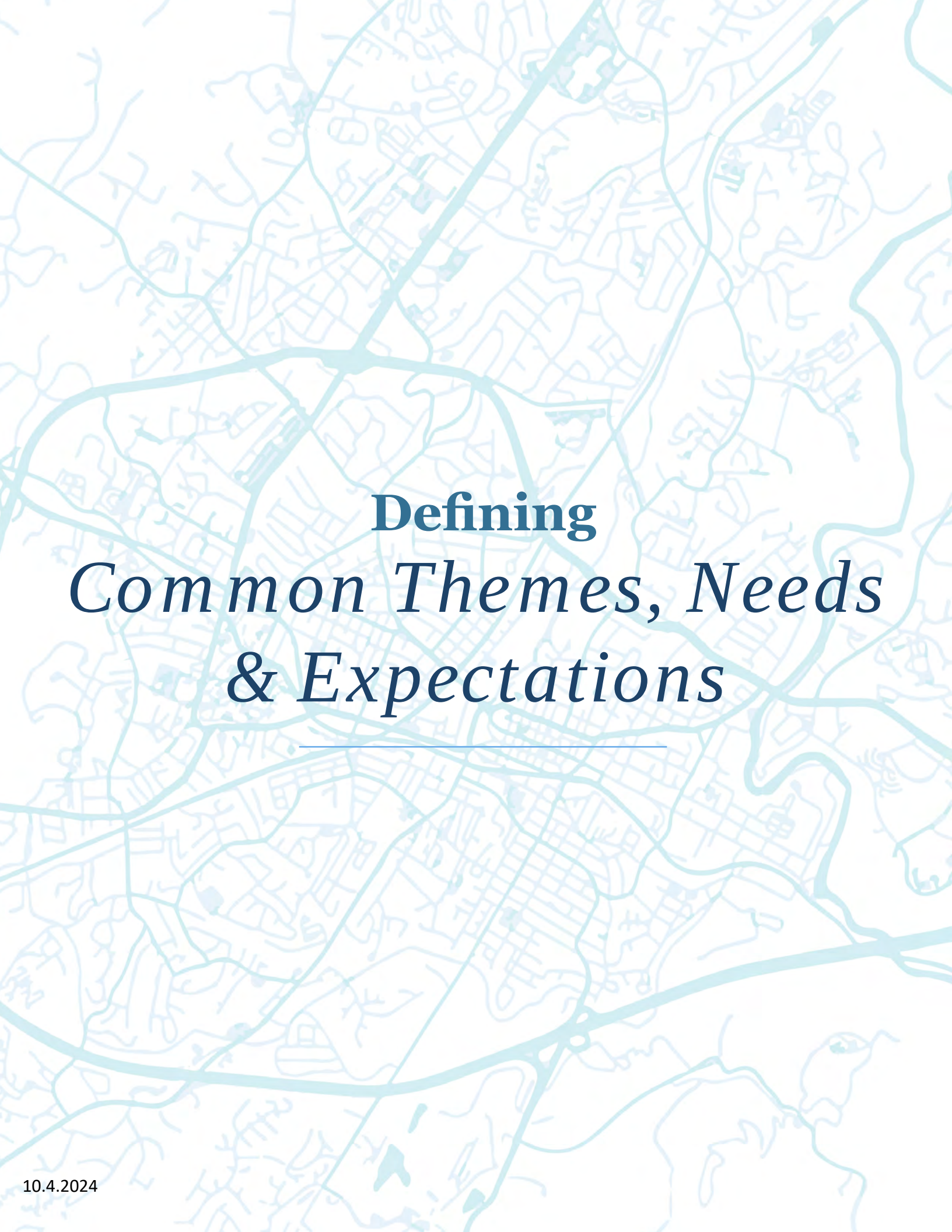
- Experiences significant stress due to being the primary, and often only, transportation resource for several seniors in her community, impacting her personal well-being.
- Confronts the reality of limited transportation in her rural area, which places a heavy reliance on her to meet the mobility needs of her friends.
- The lack of trusted and reliable transportation alternatives in her community limits her ability to offer viable options to her friends, heightening their dependence on her for essential errands and social activities

Expected Outcomes

- Aims to sustain her role in supporting her community while finding additional trusted transportation resources to share the responsibility, ensuring her senior friends remain connected and supported.
- Seeks to enhance community cohesion and mutual aid through collective transportation efforts, fostering a stronger support network within her rural area.
- Increased satisfaction for Carol and her senior friends with the local transportation solutions, fostering a community environment where seniors feel supported, valued, and less isolated.

Community Engagement

Carol's unwavering dedication to her neighbors places her at the heart of her rural community's network of care. She serves as more than just a driver; she's a vital link that connects her senior friends to the broader world, enriching their lives through social and healthcare access. Yet, Carol recognizes the importance of cultivating a sustainable ecosystem of support. By seeking out and advocating for additional transportation resources, she aims to inspire her community to collectively address the mobility challenges faced by its senior members. Her efforts underscore the necessity for a communal approach to transportation, one that ensures every senior has access to safe, reliable, and compassionate mobility solutions.



Defining Common Themes, Needs & Expectations



Themes

1. Community Dependence vs. Independence

Across profiles, a balancing act emerges between individual independence and the need for community support, with transportation being a crucial element.

2. Rural Mobility Challenges

The unique difficulties of navigating rural settings are highlighted, including limited public transportation options and the vast distances to essential services.

3. Aging with Dignity

The desire to maintain autonomy, dignity, and quality of life as individuals age, despite mobility challenges.

4. Caregiver Stress

The emotional, physical toll on caregivers who become primary transportation providers for seniors, emphasizing the need for supportive resources.

5. Accessibility and Inclusivity

The necessity for transportation services to be accessible to all, including those with disabilities, ensuring no one is left isolated.

6. The Role of Technology and Communication

The importance of clear, consistent information about transportation services to effectively plan daily activities.

7. Seeking Sustainable Solutions

The collective effort to find long-term, reliable transportation solutions that support seniors' independence and community participation.

8. Value of Social Connections

The critical role of social interactions and community engagement in enhancing seniors' well-being.

9. Interdependence within Communities

The profiles underscore a theme of mutual support, where communities must come together to address shared challenges, particularly in transportation.



Needs

1. Accessible, Reliable Transportation

For seniors and caregivers alike, especially those who are wheelchair-bound or do not drive, to access healthcare, fulfill prescriptions, and participate in community events.

2. Support Networks

Stronger support systems to alleviate the burden on individual caregivers and provide multiple options for seniors' mobility.

3. Enhanced Communication

Clear information on transportation schedules, services, and changes to help seniors and caregivers plan more effectively.

4. Community-Based Solutions

Local initiatives that understand the unique needs of the rural and urban senior populations, such as volunteer driving programs.

5. Flexibility and Adaptability

Transportation services that can accommodate last-minute changes, especially for medical emergencies or unplanned needs.

6. Weekend Services

Expanded transportation service hours to include weekends, facilitating family activities and community engagement.

7. Education on Options

Awareness campaigns or resources to inform seniors and newcomers about available transportation solutions within their communities.

8. Safety Measures

Ensuring that all transportation options prioritize passenger safety, particularly for those with specific health concerns.

9. Financial Viability

Affordable or subsidized transportation options for those on fixed incomes, ensuring that cost does not prohibit access to essential services.

10. Integration with Healthcare

Coordination between transportation services and healthcare providers to streamline access to medical care.

Expected Outcomes

1. Increased Access to Healthcare

Enhancing transportation services improves seniors' access to medical care, which is crucial for maintaining health, prolonging the ability to live independently at home, and engaging actively with the community.

2. Reduced Reliance on Individuals

By diversifying transportation resources, communities can decrease the pressure on caregivers/friends and promote greater independence among seniors.

3. Enhanced Quality of Life

Access to reliable transportation directly correlates to improved access to healthcare, social opportunities, and reduced isolation.

4. Increased Independence

With more transportation options, seniors can maintain autonomy and continue participating in family and community activities.

5. Community Resilience

Stronger, more connected communities that are excited to collectively address the mobility needs of their aging populations and work through solutions and improvements together.

6. Caregiver Relief

With additional transportation resources, caregivers can experience reduced stress and a more sustainable caregiving experience.

7. Safe, Comfortable Mobility Options

Seniors feel confident and secure using transportation services tailored to their needs.

8. Active Community Engagement

Seniors remain engaged and active in their communities, contributing to their social well-being and sense of belonging.

9. Sustainable Transportation Solutions

Long-term, reliable transportation solutions that adapt to the evolving needs of the senior population.

10. Improved Accessibility

Transportation services become more accessible to all seniors, regardless of their physical abilities or where they live.

11. Strengthened Support Networks

The development of a comprehensive support network that ensures no senior is left without access to essential services due to transportation barriers.



Key Considerations *for Engaging the Audience*

Understand the Specific Needs and Preferences

The audience’s primary needs include reliable access to healthcare, grocery shopping, and community engagement. Recognizing these needs, PATH should tailor its communications and services to address them directly, highlighting how the organization can facilitate access to these essential services. In addition, ongoing direct engagement and feedback is crucial. Because of the nuances from county-to-county, in person engagement and segmenting strategies by county will be key.

Ease of Use and Accessibility

Any platform or service introduced must be straightforward and accessible. Given the audience’s varying levels of comfort with technology, solutions should be offered through multiple access points, such as phone-based services alongside digital platforms.

Continue to Build Trust through Community Partnerships

With a small team, leveraging existing community networks and partnerships with organizations like JABA, the Blue Ridge Health District, Jaunt, and UVA will continue to be a tool in significantly extending PATH’s reach. These partnerships can also help build trust within the community, as these organizations already have established relationships with the target audience.

Clear, Consistent Communication

Effective communication is key to getting buy-in. Information about PATH’s services should be disseminated through channels the audience trusts, such as local community centers, libraries, and through partners like JABA. Messaging should emphasize safety, reliability, and ease of access to transportation services.

Leveraging Findings for Immediate Impact

Rapid Response to Critical Needs

Initially focus on enhancing access to healthcare by coordinating with medical facilities and transportation providers for direct routes. This addresses the immediate, critical need identified in the data.

Community Workshops and Information Sessions

Conduct workshops in partnership with local organizations to educate the community about PATH’s services, how to access them, and to gather feedback for further improvements.

Pilot Programs with Partners

Launch pilot transportation programs in collaboration with existing services, focusing on high-need areas identified through the data, such as routes to healthcare facilities and grocery stores.

Applying this Data *in Next Steps*

- Finalize branding
- Procure domain name
- Marketing asset alignment & design
- Marketing plan alignment & execution
- Website alignment & design

When building out the brand, website and marketing implementation plan for PATH (Partnership for Accessible Transportation Help), several strategic considerations are crucial to ensure the brand effectively reaches and resonates with its intended audience. **These considerations include:**

1. Clear Brand Positioning

PATH should establish a clear brand identity that reflects its mission of providing accessible transportation solutions. The brand should communicate empathy, reliability, and a deep understanding of the community’s unique needs.

2. Inclusive and Accessible Messaging

All marketing materials and communications should be designed with accessibility in mind. This includes using large, readable fonts, high-contrast colors, and providing information in multiple formats (audio, visual, text) to accommodate various disabilities.

3. Community-Centric Approach

PATH’s marketing should emphasize its community roots and commitment to serving the local population’s specific needs. Highlighting stories of individuals or groups who have benefited from PATH’s services can create a powerful narrative that resonates with the target audience.

4. Ongoing Strategic Partnerships

Continuing to collaborate with local organizations like JABA, Blue Ridge Health District, Jaunt, and UVA will amplify PATH’s reach and credibility. These partnerships can also provide additional channels to disseminate marketing materials and gather community feedback.

5. *Multi-Channel Marketing Strategy*

Implement a multi-channel marketing strategy that uses a mix of traditional (print ads, brochures, community bulletins) and digital (social media, email newsletters, website) platforms. Ensure that digital platforms are accessible to people with disabilities.

6. *User-Friendly Digital Presence*

Develop a website and social media presence that are not only informative but also easy to navigate for individuals with various disabilities. Including features such as screen reader compatibility, alternative text for images, and easy-to-understand navigation can enhance the user experience.

7. *Engagement and Feedback Mechanisms*

Create avenues for the community to engage with PATH and provide feedback on services. This could include in-person workshops, surveys, community forums, or feedback forms on the website. Listening to the community’s voice can guide service improvements and marketing messages.

8. *Educational Content*

Offer content that educates the target audience on how to access and use PATH’s services. This can include instructional videos, step-by-step guides, and FAQs. Providing clear, helpful information can reduce barriers to service adoption.

9. *Sensitivity Training for Staff and Volunteers*

Ensure that all staff and volunteers are trained in disability awareness and sensitivity. This training should extend to understanding the unique challenges faced by rural communities. Knowledgeable and empathetic staff can significantly enhance the brand experience for users.

10. *Measurement and Adaptation*

Establish clear metrics to evaluate the effectiveness of marketing efforts. Regularly review these metrics and be prepared to adapt strategies based on what’s working and what’s not. Continuous improvement should be a core aspect of the marketing plan.

Resource *Links*

Focus Group Raw Data Notes

Digital + Print Survey Responses

Copies of Physical Surveys

Surveys

Travel Itinerary





Marketing Implementation Plan

AMSA Creative 2024

PATH *Brand Summary*

► **Enhancing & Unifying Public Transportation Services**

The Thomas Jefferson Planning District Commission (TJPDC) is leading a community-focused effort to transform transportation accessibility for older adults and individuals with disabilities across the City of Charlottesville and the counties of Albemarle, Nelson, Greene, Louisa, and Fluvanna, Virginia, through its new transportation counseling initiative, PATH (Partnership for Accessible Transportation Help). By partnering with public transportation and services like JABA, Blue Ridge Health District, Jaunt, and, PATH aims to enhance transportation options and assistance in central rural areas of the state.

Recognizing the increasing need for reliable, affordable, and accessible public transportation for the health and safety of some of our most marginalized communities, PATH offers riders professional, free, and reliable assistance with coordinating and planning their means of transportation effectively.

PATH is uniquely positioned as a mobility management program that bridges and connects public transportation partners servicing this marginalized group across a single centralized phone number and website. By centralizing assistance through an accessible and user-friendly platform, PATH aims to streamline access to transportation services ensuring that every individual can navigate their journey with confidence and ease.

Through strategic alliances, PATH seeks to amplify its impact by cohesively sharing information with riders on how these services interconnect to form the collective public transportation network available to the community. Additionally, PATH recognizes the opportunity to take the learnings from their close interactions with riders to better inform and guide future efforts to better serve the needs of the broader community.

Whether coordinating transit schedules, arranging specialized services, or providing essential information and referrals, PATH ensures that every rider receives personalized support to meet their unique needs.

As PATH continues to expand its reach and impact, it remains steadfast in its commitment to driving positive change and advancing the impact of transportation accessibility. By unifying public transportation entities and connecting communities, PATH not only enhances mobility, but also fosters a sense of empowerment and inclusion among marginalized populations. As PATH paves the way for a more accessible and equitable transportation landscape, it remains dedicated to empowering individuals and communities to reach their full potential.

Where PATH is Now Vs. Where PATH is going

- ▶ PATH currently operates as a **free informational hub** for all local public transportation entities across the City of Charlottesville and the counties of Albemarle, Nelson, Greene, Louisa, and Fluvanna, Virginia.
- ▶ PATH is a new community focused public transportation service based in Virginia whose current primary goal is **growing its brand awareness amongst their target audience**.
- ▶ PATH is currently limited to the locations and regions they **can provide transportation services to as outlined by observed community** need and engagement.
- ▶ PATH aims to establish itself as a broadly recognized and **trusted partner with neighboring transportation entities**.
- ▶ PATH plans to expand their services to include **ride scheduling** and confirmation as requested by riders through the use of their hotline number.
- ▶ PATH aims to act as a **reliable informant to their transportation partners** to outline identifiable growth opportunities based on the information gathered from call activity to their hotline service. This data collection point will serve as a means to better understand and identify growing public transportation changes and demands.

PATH'S *Goals*

Service Calls Quota | As part of PATH's initial plans of operation, there is a goal to meet a quota of 2,000 calls into the PATH Service Desk hotline in the first year. PATH plans to meet that goal by executing marketing tactics aimed at building awareness of the PATH Service Desk number to their target audience.

Establish Brand Identity | PATH has a goal to develop a simple, memorable and effective brand that inspires usage and program adoption by the local community. PATH aims to establish a brand identity as a reliable and community-driven organization that unifies all public transportation services. PATH aims to be the one-stop shop for all transportation services in Region 10.

Build Brand Awareness | PATH has a goal to conduct (20) presentations about their services to community leaders, potential partners, stakeholders and target clientele to build brand awareness and generate interest.

Establish Partnerships | Establish and maintain five community partnerships with local external organizations that can help expand PATH in its mission.

Gather Insights | PATH aims to gather valuable customer-based insights via phone calls with prospective riders to inform future program expansion. PATH will utilize this information to support the growth of their public transportation partners, as well as help them better understand and adapt to the unique needs of the local community.



Mission Statement

Provide Reliable and Accessible Mobility Coordination

PATH aims to be identified as a dependable and resourceful public transportation information and referral service to the local counties that make up central Virginia. By the use of a public hotline, PATH offers riders timely and professional responses questions and travel arrangement requests. PATH is a reliable, accessible transportation solution specifically tailored for both urban and rural communities.

Ensuring the Trust, Health, and Safety of Riders

Safety is paramount in all aspects of public transit, and PATH prioritizes the unique needs of riders to ensure their trust, health, and safety. That is why PATH sets the standard to understand and accommodate the individual needs of riders when offering travel coordination services. It is part of PATH's mission to ensure that older adults and those with disabilities are provided helpful guidance and reassurance that they can use public transit without hassle or delay. PATH offers insightful information on what transportation options are best available in alignment with the rider's expressed needs and concerns.

Leading Partnership and Unity in Public Transportation

In partnership with the current public transportation service providers, PATH serves as an overarching umbrella and unifier for all modes of mobility systems. By bringing all modes of public transit to one central hub of information - PATH can develop a more comprehensive transportation network for riders while also encouraging the ongoing collaboration between all stakeholders.

Community Building and Improvement

PATH is dedicated to its role in fostering continuous improvement and community integration transportation services. By offering free informational services and individual transit plans, PATH believes that it will strengthen the connections and prosperity of communities often marginalized by the lack of transportation options.



Organizational Structure

Terms and Role Definitions —

PATH Service Hotline

The main telephone number for which riders can contact PATH for questions and requests **(888-879-7379)**. The hours of operation for the hotline are Open **8:30 am to 5:00 pm**. The hotline can also be reached via the organization's website at Pathva.org.

PATH Service Desk

The identified physical location of the PATH Hotline number where Path Riders can contact the transportation counselor during their hours of operation.

PATH Transportation Counselor

The Transportation Counselor is responsible for answering and logging calls made with the PATH Service Hotline. The service agent is the main point of contact to ask questions and receive transportation assistance.

PATH Riders

Members of the community that utilize PATH's transportation assistance services. These are the clients whose testimonials, feedback, and stories of impact will be essential to the growth and development of PATH's brand identity.

PATH Transportation Partners

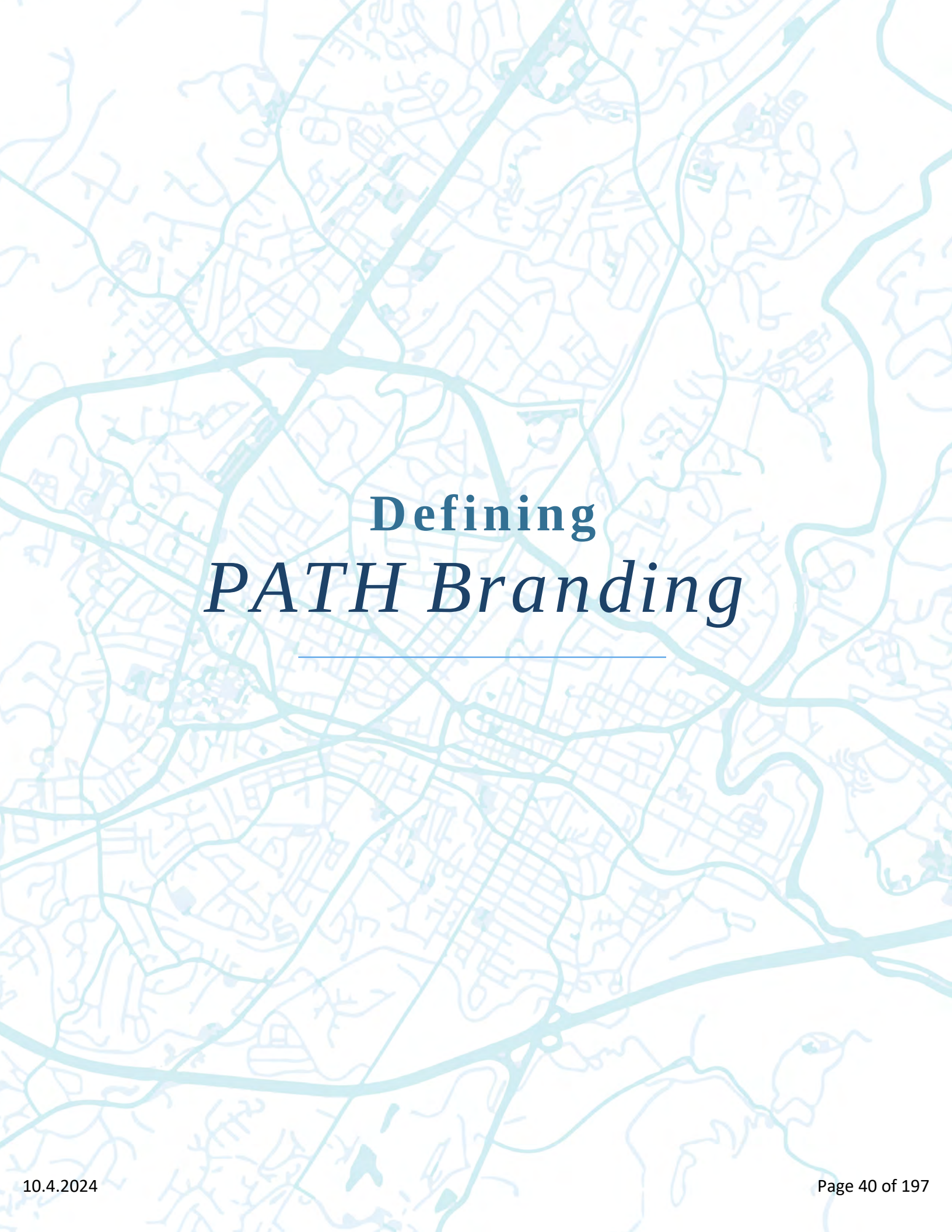
Private and public transportation agencies that collaborate and work alongside PATH in its mission. This includes but is not limited to taxis, buses, cabs, and shuttles that work in collaboration with PATH's network of transportation services.

PATH Healthcare Partners

Medical institutions and providers who are partnering with PATH to improve healthcare accessibility.

PATH Community Leaders

Other community-oriented organizations or entities that offer the PATH program with shared resources.



Defining *PATH Branding*

Brand Messaging *and voice*

► **Building Brand Awareness and Consideration**

As PATH establishes its role within the local community, it is important to emphasize the unique value proposition of PATH, highlighting its role in transforming transportation accessibility for older adults and individuals with disabilities. PATH sets itself apart from others by uniquely addressing and supporting those who require additional accommodations and may not have access to more private means of transportation. PATH will use engaging storytelling and customer experience visuals to illustrate the positive impact of PATH on communities and individuals.

► **Professionalism and Care**

- Demonstrate professionalism in all communications, reflecting PATH's commitment to providing reliable and trustworthy services.
- Show empathy and understanding towards riders' needs and concerns, ensuring that every interaction with PATH conveys a sense of care and support.
- Prioritize accuracy and clarity in information dissemination, demonstrating PATH's dedication to delivering high-quality service to those dependent on mobility assistance.

► **Inclusivity: Being a Champion for All**

- PATH must Champion inclusivity in all messaging, emphasizing PATH's commitment to serving diverse communities and individuals with varying needs.
- Use inclusive language and imagery that reflects the diversity of riders and ensures everyone feels represented and valued.
- Highlight PATH's efforts to break down barriers and create a more accessible and equitable transportation environment for all members of the community.

Target Audience *and program partners*

- **PATH Riders:** Beneficiaries of PATH's services seeking reliable, affordable, and accessible transportation options. This audience is primarily composed of older Adults and People with Disabilities.
- **Local Public Transportation Services:** Partnerships with JABA, BRHD, Jaunt, and UVA contribute to enhancing transportation options and assistance.
Healthcare Providers: Entities collaborating with PATH to improve healthcare accessibility for the target audience.
- **Community Organizations:** Entities collaborating with PATH to address transportation needs and improve mobility services.
- **Thomas Jefferson Planning District Commission (TJPDC):** Leads the community-focused effort and oversees PATH's operations.
- **Government Agencies:** Entities supporting and funding PATH's initiatives to promote transportation accessibility and inclusivity.

Suggested *Language*

Here is some suggested language to help communicate the program and many of its benefits to PATH's primary audience and partners:

Senior Riders

PATH for Senior Riders: "PATH is a dedicated transportation information and referral service that understands the unique mobility needs of senior citizens. Whether you need a ride to a doctor's appointment, the grocery store, or a social event, PATH makes transportation easy and accessible. By calling our service hotline, you can receive personalized assistance in finding the most convenient and safe travel options, helping you maintain your independence and stay connected with your community."

1. "Convenience at Your Fingertips": "With PATH, scheduling a ride is as simple as making a phone call. Our service eliminates the hassle of navigating complicated public transport schedules, providing you with a straightforward, user-friendly solution."

2. "Empowering Your Journey": "PATH ensures that you have the freedom to attend essential appointments, engage in community activities, and maintain your independence. Our hotline provides personalized assistance, making transportation easy and accessible, ensuring you're never left behind."

3. "Safety First Mentality": "At PATH, the safety and security of our riders are a number one priority to us. PATH exercises a safety first mentality to ensure the wellness and security of their riders."

4. "Beyond Just a Ride": "By calling our PATH service hotline, you tap into a network dedicated to supporting your active lifestyle. We connect you with reliable transportation options tailored to meet the specific needs of seniors, ensuring you can navigate your community safely and comfortably."

5. "Customized Travel Options": "We understand that one size doesn't fit all when it comes to transportation. PATH can connect riders with offers customized travel options to fit your personal schedule and preferences."

6. "Stay Active and Engaged": "Don't let transportation issues keep you from the activities you love or the errands you need to run. PATH helps you stay active and engaged with your community, keeping you connected to the people and places that matter most."

Disabled Riders

PATH for Disabled Riders: "PATH offers a specialized transportation referral service tailored for individuals with disabilities. Recognizing the challenges you may face in navigating traditional transportation systems, PATH provides a simple solution through our hotline, where you can access information on accessible transportation services designed to meet your specific needs. This ensures you can travel safely and comfortably to your destinations, empowering you to participate fully in all aspects of community life."

1. "Tailored for Accessibility": "At PATH, we understand the unique challenges faced by disabled riders. Our hotline provides direct access to transportation services that prioritize accessibility, ensuring your travel needs are met with the utmost care and consideration."

2. "Responsive and Reliable": "We are committed to enhancing your mobility with services that are both responsive and reliable. Call PATH to access transportation solutions that respect your individual needs and promote your independence."

3. "Prioritizes the Safety and Security": "At PATH, the safety and security of our riders are a number one priority to us. PATH works diligently to ensure their riders have a positive and safe experience during their means of transportation."



PATH'S *Partners*

PATH Transportation Partners (JAUNT, CAT, etc.)

PATH for Transportation Partners: “PATH works collaboratively with transportation providers like JAUNT and CAT to provide valuable customer feedback and enhance the amplification of local transit services. By partnering with PATH, you gain access to a wider network of riders. PATH helps work to answer customer’s questions, resolve customer service issues, and market the services of their transportation partners by providing additional support in customer referral and scheduling. PATH will help their clients find more rides, allowing them to access more services, stay engaged in the community, live longer in their homes and live a healthier life.

- ▶ **“Enhancing Service Together”:** “Partnering with PATH enables you to amplify the impact of your services. We provide customer based feedback that can help inform routes and improve schedules, ensuring your transportation solutions effectively meet community needs.”
- ▶ **“Collaborative Impact”:** “By collaborating with PATH, your organization taps into a larger network, expanding your reach and enhancing the efficiency of your operations. Together, we drive change that makes transportation more inclusive and accessible.”
- ▶ **“Data-Driven Improvements”:** “Our partnership is grounded in data-driven strategies. PATH collects and shares insights that help you optimize your services, aligning them more closely with riders’ actual requirements, thus enhancing user satisfaction and service usability.”

For Prospective Transportation Partners: **“Expand Your Reach with PATH”:** “Joining forces with PATH allows you to expand your service reach into underserved areas, tapping into a new customer base while fulfilling your mission of accessible transportation for all. Together, we can bridge the mobility gap, creating a stronger network that benefits both our organizations and the communities we serve.”

PATH Support Partners (JABA, BRHD, etc.)

PATH for Support Partners: “PATH is an integral resource for community organizations and entities that interact daily with our target audiences, including seniors and individuals with disabilities. As a partner, you play a crucial role in connecting these individuals with PATH’s services, enabling them to overcome transportation barriers and access vital community resources and services more effectively.”

1. **“Community-Focused Collaboration”:** “PATH works alongside organizations like yours to deepen community connections. We provide transportation solutions that enable your clients to access the services they need, enhancing the overall effectiveness of our community programs.”
2. **“Strengthening Support Networks”:** “Our collaboration enriches the support network available to our mutual clients, ensuring they have reliable access to essential services and opportunities for community engagement.”
3. **“Unified in Service”:** “Together with PATH, your organization becomes part of a unified effort to remove transportation barriers, making our services more accessible and impactful across the community. Path can help agencies and volunteer groups provide transportation to those in need through ride scheduling, software, staff, vehicles, insurance, and other necessities.”

PATH Healthcare Partners (UVA, etc.)

PATH for Healthcare Partners: “PATH collaborates with UVA’s Department of Parking and transportation to ensure that transportation barriers do not prevent patients from accessing medical care. By integrating PATH’s services with your patient care strategies, we can enhance patient compliance with treatment plans and follow-up appointments, improving health outcomes and patient satisfaction with the accessibility of services.”

- ▶ **“Connecting Care”:** “PATH enhances healthcare access by ensuring that patients can reliably reach their medical appointments. Our partnership ensures no one misses essential care due to transportation issues, supporting better health outcomes.”
- ▶ **“Healthcare Mobility”:** “By working with PATH, you help us create solutions that cater specifically to the needs of patients, making transportation to healthcare facilities seamless and stress-free.”
- ▶ **“Integrated Health Services”:** “Our collaboration bridges the gap between healthcare needs and transportation services, integrating efforts to provide comprehensive support to those we serve.”

For Prospective Healthcare Partners: **“Enhanced Patient Accessibility”:** “Partnering with PATH enables you to offer your patients an integrated healthcare experience where transportation barriers are minimized. This collaboration not only helps in improving patient outcomes but also increases your healthcare facility’s accessibility, ensuring all patients can attend their necessary appointments reliably.”

PATH’s Leadership Team (TJPDC)

PATH within TJPDC: “As part of the Thomas Jefferson District Planning Commission, PATH aligns with our broader goals of improving regional transportation solutions. This program not only serves the immediate mobility needs of seniors and disabled individuals, but also provides critical data and insights that help shape future transportation planning and policy decisions within the district.”

- ▶ **“Visionary Leadership”:** “Under the guidance of TJPDC, PATH is setting standards in mobility management. Our strategic approach ensures that transportation services are not only comprehensive but also a step ahead in meeting community needs.”
- ▶ **“Strategic Development”:** “With the leadership of TJPDC, PATH continuously evolves, adapting to new challenges and opportunities in transportation, ensuring our programs remain effective and forward-thinking. PATH helps further the mission of TJPDC’s Regional Transit Partnership by presenting a unified single source to access all the transportation services, CAT, UTS, and Jaunt. (One-Stop-One-Call).”

Government Entities/PATH's Funding Sources

PATH for Government Entities and Funding Sources: "PATH represents a vital component of our community's infrastructure, ensuring that seniors and adults with disabilities can travel freely and safely. Your support and funding make it possible for PATH to continue expanding its services, thereby enhancing the overall quality of life in our regions and fulfilling our collective commitment to accessible and equitable transportation solutions."

1. "Accountable and Impactful": "PATH is committed to transparency and accountability in every aspect of our operation. We ensure that every dollar invested is directed towards significantly improving transportation accessibility and efficiency."

2. "Investment in Community": "Your support enables PATH to drive essential changes in transportation services, directly impacting the lives of those in the community by providing them with reliable access to necessary services and activities."

3. "Measurable Outcomes": "PATH is dedicated to delivering measurable outcomes that reflect the effectiveness of our transportation solutions. We closely monitor and analyze data collected from our service interactions to continuously improve and adapt our offerings. This rigorous approach allows us to provide stakeholders with concrete evidence of our impact on the community."

4. "Helps Historically Underserved Populations.": "Equity and inclusivity is at the heart of PATH's mission to serve and support those in our community whose voices are often overlooked. By focusing our efforts to be of service to senior and disabled community members, we believe PATH can foster spaces that are supportive to underserved populations."

5. "Expanding Opportunities": "PATH Helps people reach employment and other opportunities by removing the barrier that transportation needs can create for certain demographics. By removing the limitations of public transportation, community members will feel empowered to explore and engage with their community more freely."

6. "Increases Public Transit": "PATH services will help reduce the use of single occupancy vehicles. By encouraging more collective adoption of public transportation services the local community can benefit from less vehicle congestion, less accidents, and less emission of green-houses gasses."

7. "Supports Human Service Agencies": "PATH is uniquely and intentionally positioned to partner and collaborate with different public service agencies and their clients. By being a conduit to collaborate with these agencies, we help amplify shared missions to help those in need."

Community Outreach and Partnerships

PATH aims to act as the unifying umbrella for the community's various public transportation services into one recognizable, cohesive, and easily accessible place. That is why being knowledgeable and tuned into the needs and growth opportunities of the transit partnerships is essential to PATH's mission statement. Here are a list of campaign ideas that can help foster the necessary community outreach and partnership efforts:

Community Integration and Support

- ▶ **Volunteer Programs:** Promote and support volunteer driving programs in a county like Fluvanna, where there is a preference for more personalized services.
- ▶ **Informational Sessions:** Host regular sessions at community centers and libraries to help new residents and others unfamiliar with the local transportation options.
- ▶ **Targeted Outreach:** Partner with healthcare providers to facilitate transportation to medical appointments, addressing the crucial need for accessible healthcare transportation.

Community Feedback Forums

- ▶ Conduct forums alongside local events to gather input on service improvements and to discuss the integration of additional transportation assistance based on expressed community needs.
- ▶ Conduct semi-annual focus groups and surveys to gauge the effectiveness of the engagement strategies and identify areas for improvement.
- ▶ Use engagement metrics (event attendance, newsletter readership, social media interactions) to refine and target communication strategies.
- ▶ Gauge and report customer satisfaction through client testimonial survey collection and review. Feedback positive testimonials and personal success stories within digital and print marketing materials.
- ▶ Online Performance Metrics: Track engagement rates, service usage statistics, and satisfaction levels.

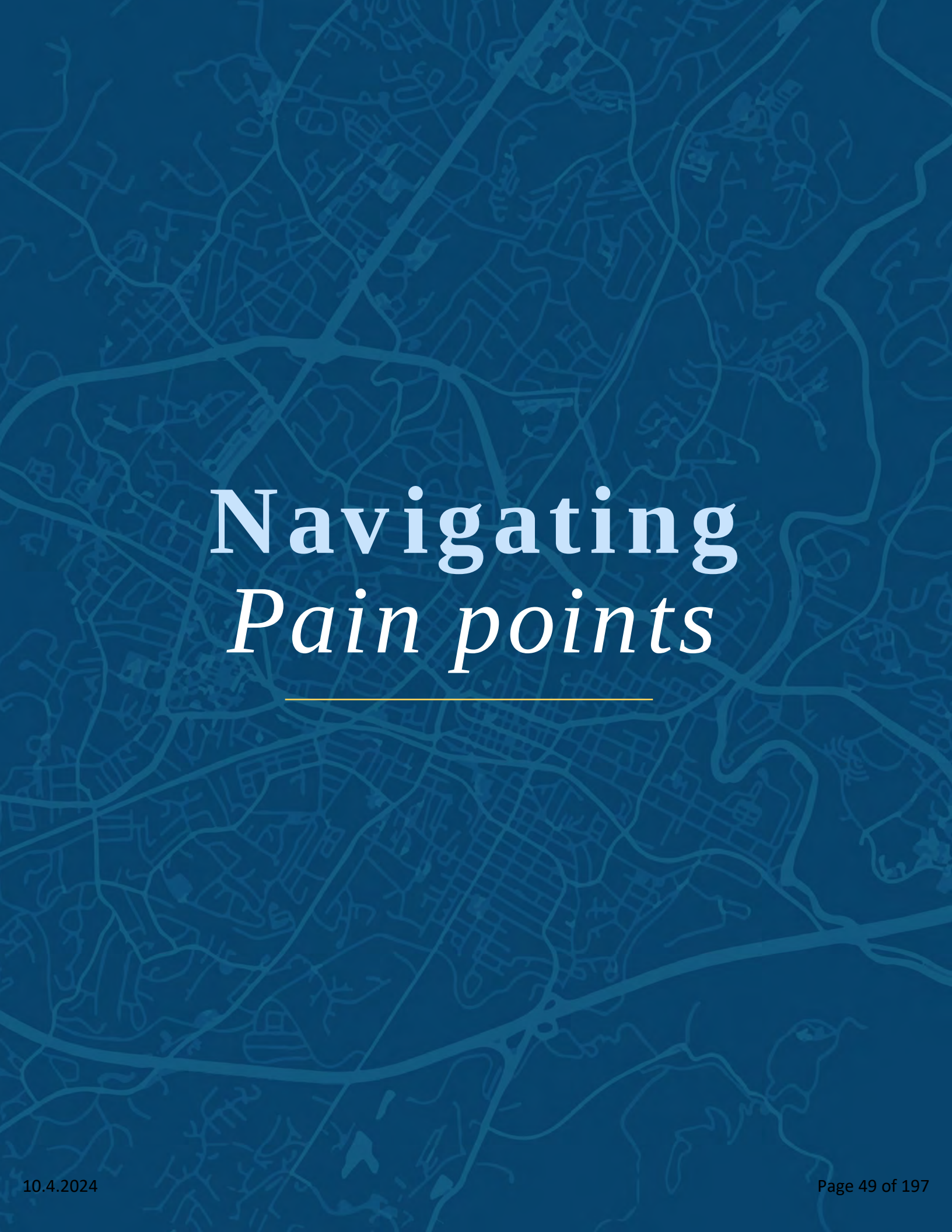
PATH Hotline Service Desk Scripting

Given that the primary customer interaction will be through the use of the PATH service desk number, it is important to establish a uniform and professional experience for potential riders. A well-polished script is recommended to help foster guidelines on how to create a welcoming, inclusive, and solutions-driven tone of voice. In addition, a script ensures that the team is able to capture the information most pertinent for your data collection efforts supporting program expansion in every phone call.

PATH Transportation Phone Script

- ▶ *"Hello, thank you for calling the PATH transportation service desk, this is [FIRST NAME]. How may I assist you today?"*
- ▶ *"Could you please provide me with some details about your specific transportation needs? Let me check the available transportation options in your area and see how we can assist you."*
- ▶ *"Do you have any specific accommodations you may need in order to enter and exit these vehicles [listed modes of transportation]?"*
- ▶ *"Just to make sure I understand your request, you are interested in coordinating travel arrangements from [place and time] to arrive to [place and time], is that correct?"*
- ▶ *"I'll take care of the booking for you right away. It was my pleasure helping you [RIDER's NAME]. If you ever have any questions or need assistance in the future, don't hesitate to reach out to us. Have a great day!"*
- ▶ *"I am sorry we were unable to accommodate your travel needs today, is there anything else we can help you with?"*
- ▶ *"I am sorry we were unable to accommodate your travel needs today. We are currently collecting information to help us improve transportation access in your area and would love to understand if there are any other places that you have difficulty traveling to regularly. Your direct feedback is going to be used to help us understand where we need to focus our efforts to better meet your needs. Do you mind giving me just a few more minutes of your time by sharing this information with me?"*
- ▶ *"If you have any questions or concerns regarding your travel arrangements, please feel free to call this number again."*



The background of the slide is a dark blue map of a city. A prominent river flows from the top right towards the bottom, crossing a bridge. The city streets are depicted as a network of light blue lines. The title text is centered over the map.

Navigating *Pain points*

We understand that PATH is on a journey to becoming an invaluable transportation resource in the communities it serves.

That said, as it stands today, the program is not yet poised to align with every need or every route for every person, just yet. These talking points are designed to help your team navigate some of your audience's biggest transportation grievances when they arise in phone conversations:

1. Unreliable Transportation

- ▶ **Understanding the Impact:** *"We recognize that unreliable transportation can disrupt your daily plans, especially important appointments. We really appreciate your honest feedback to help us identify and address the most critical gaps."*
- ▶ **Commitment to Improvement:** *"Thank you so much for letting us know where our services fall short. We aim to work directly with transportation providers to enhance reliability. Your feedback is crucial for bringing about meaningful changes."*
- ▶ **Long-term Goals:** *"Every report of an unreliable service helps us build a case for more consistent transportation options that our community needs. We're committed to making reliability a priority in our conversations with our service providers."*

2. Limited Accessibility

- ▶ **Acknowledging Difficulties:** *"We understand that limited accessibility can make transportation a major hurdle. It's important for us to know what barriers you face, whether it's a lack of suitable vehicles or insufficient service coverage."*
- ▶ **Enhancing Service Options:** *"Your experiences inform our efforts to advocate for more accessible vehicles and services. Sharing your challenges helps us focus on securing resources that improve accessibility."*
- ▶ **Planning for Everyone's Needs:** *"We strive to ensure that every member of our community can travel with ease. Let us know how we can make our services more accessible to you, and we'll work to bring those improvements to life."*

3. High Transportation Costs

- ▶ **Addressing Cost Concerns:** *"We recognize that the cost of transportation can be prohibitive. Hearing about your experiences helps us identify where we need to push for more affordable solutions."*
- ▶ **Efforts to Reduce Costs:** *"By understanding your financial challenges with transportation, we can better advocate for subsidized rates and cost-effective services tailored to your needs."*
- ▶ **Creating Cost-Effective Solutions:** *"Your feedback on costs helps us negotiate and plan services that are not only accessible but also financially sustainable for all. We're exploring partnerships that could help reduce these costs."*

Each of these talking points aims to convey empathy and a proactive approach, ensuring that stakeholders understand PATH's commitment to listening and responding to the community's needs.

These points also encourage continuous feedback, which is essential for ongoing improvements and advocacy for better transportation solutions.

We also understand that not all of PATH RIDER's concerns will align with the points identified above. Here are some more general talking points to address their frustration and underscore PATH's role in working WITH them to improve transportation services:

► **Acknowledging Limitations:**

"We appreciate you sharing the transportation challenges you're facing. While PATH is continually evolving, there are areas we are still working to improve. Your input is crucial as it helps us understand where to focus our efforts."

► **Emphasizing Continuous Improvement:**

"Thank you for reaching out with your concerns. We want you to know that each piece of feedback we receive is a step towards enhancing services. We are actively working with community partners to expand and refine transportation solutions to better meet your needs."

► **Encouraging Ongoing Engagement:**

"Your experiences and the issues you face are important to us. Even if we can't provide an immediate solution, your feedback is invaluable. It helps us prioritize changes and, with time, allows us to advocate for and implement more comprehensive transportation services."

► **Setting Realistic Expectations:**

"We understand how vital reliable transportation is for your independence and well-being. While PATH aims to meet the community's needs as effectively as possible, there are instances where we may not have an immediate solution. We are committed to being transparent about what can be realistically achieved in the short term."

► **Building Trust Through Honesty:** *"We are here to listen and to learn from you. By understanding your specific needs and the gaps in service, we can better strategize improvements. We may not have all the answers today, but we are dedicated to finding solutions that will help our community thrive."*

These talking points not only address the current limitations of the PATH program but also highlight the team's commitment to growth, community engagement, and transparency. This approach fosters trust and encourages continuous dialogue, which is essential for the program's success and responsiveness to community needs.

Value Proposition

Seniors and Adults Living with Disabilities

PATH recognizes that there is an ongoing demand for reliable transportation services that can fulfill the unique needs of senior adults who do not have a means of private transportation. Through the use of focus group surveys with local members of the community, PATH has identified opportunities to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the mobility options available to rural areas.

By providing reliable and accessible transportation, PATH opens up new opportunities for older adults and individuals with disabilities, allowing them to participate more fully in their communities. More importantly, seniors and people with disabilities will be able to reach more health care services, groceries, and social connections.

Health and Safety	Independence	Access to Opportunities
Support to Caregivers	Community Building	Financially Inclusive

Here are specific talking points that can be integrated into the call center script, when possible, that address each of the value propositions that PATH offers to seniors and adults living with disabilities:

Health and Safety

- ▶ “At PATH, our transportation partners prioritize your health and safety. Our vehicles are regularly sanitized and equipped with accessibility features to ensure a safe and comfortable journey every time.”
- ▶ “Our drivers are trained to assist with any special needs you may have, ensuring you reach your healthcare appointments on time and without stress.”

Independence

- ▶ “We understand the importance of independence in your daily life. PATH’s services allow you to schedule your own rides according to your personal routine, giving you control over when and how you travel.”
- ▶ “With PATH, you can maintain your autonomy by attending social events, managing your appointments, and running errands independently.”

Access to Opportunities

- ▶ “PATH opens doors to new opportunities by providing reliable transportation to essential services and community events. Whether it’s grocery shopping, a community workshop, or a local gathering, we do our best to help you get there.”
- ▶ “Our service is working to ensure that you can access diverse facilities beyond your immediate neighborhood, from healthcare centers to community events”

Support to Caregivers

- ▶ “We’re here to support caregivers as well. PATH offers peace of mind, knowing that your loved ones have safe and reliable transportation options when you’re not available.”
- ▶ “Use our services to reduce the transportation burden on caregivers, allowing them more time for personal care and less stress about logistics.”

Community Building

- ▶ “By using PATH, you contribute to a larger community initiative aimed at connecting and engaging all members of our society. Our services encourage community interaction, helping you stay connected with friends and participate in local events.”
- ▶ “Join our community rides to experience shared trips to popular destinations like markets, churches, or special community events.”

Financially Inclusive

- ▶ “PATH is committed to being financially inclusive, offering subsidized fares for those who qualify and providing cost-effective solutions for all our riders. We ensure that transportation is not a financial burden on you or your family.”

These talking points are designed to clearly communicate the benefits of PATH’s transportation services, tailored specifically to meet the needs of your audience, ensuring callers feel supported and informed about the resources available to them.





Marketing Campaigns

By implementing these strategies, PATH will effectively reach its target audience, engage with the community, and drive awareness and utilization of its services.

Marketing Materials - *Print Assets*

- ▶ **Flyers:** These flyers will include general information about PATH on their services, means of contact, and hours of operation. The PATH Hotline Service number should be the primary call to action in all materials. As a way to increase visibility of the brand to target areas of the community, it is essential that the flyers be distributed at community centers, libraries, healthcare facilities, local events, and local businesses.
- ▶ **Brochures:** Brochures offer a more informative and in depth approach to increase PATH's brand awareness to a wide general audience. It is important to display brochures at partner locations and distribute at community events and fairs. Encourage PATH transportation partners to keep a supply of printed brochures out and visible at select locations that PATH riders frequent.
- ▶ **Magnets & Decals:** Magnets serve as a means for current and potential PATH riders to have an easily accessible reminder for how to contact the PATH Hotline Service Desk. Provide magnets as giveaways at local gatherings and events and encourage PATH Transportation Partners to adhere a decal to their public transportation vehicle. The decal can be a method for PATH Riders to easily recognize and confirm that the method of transportation they are using is an identified member of the PATH network.

Distribution Methods

1. Partner with community centers, libraries, healthcare facilities, and local businesses to display and distribute materials.
2. Utilize community events, fairs, and local gatherings for broader distribution.
3. Coordinate with local government offices and public transportation hubs to ensure availability of materials to a wide audience.



Marketing Materials - *Digital Assets*

- ▶ **PATH Webpage:** The pathva.org website is the central hub for all information to PATH's services, partners, regions of transit, mission statement, and contact information. The URL should be clear and visible on all flyers, brochures, business cards, and many of the marketing materials. This will be the first introduction to PATH for many people interested in the program's services and should provide program resources that answer many of the prospect's questions. In addition, there should be a contact form option for anyone wanting to get in touch with the program that is averse to calling the hotline.
- ▶ **Social Media Posts:** With PATH's social media channels, it is recommended that there be consistent and regular updates, stories, and interactive content on platforms like Facebook, which is popular among the target age group. The posts should be conducted with PATH's brand voice (as noted in the sections above) and should always include an identifiable call to action to encourage interactions. Content should be templated in PATH's brand colors and signature to create brand recognition and set itself apart from its stakeholders and partners.
- ▶ **Email Newsletters (Recommendation):** A recommendation to update PATH Riders of the services and updates - Monthly newsletters can be sent out to email subscribers with a list of comprehensible service updates, community stories, and promotions. This is also a great way to share periodic updates about service changes, community stories, and promotions. The email should be short and easy to read with a call to action to explore the pathva.org website or to call the hotline service number for any questions or transportation requests. Example: County-specific Newsletters - Distribute tailored newsletters to each county that address specific local transportation issues and updates.
- ▶ **Video Content:** Short clips showing the ease of using PATH services, customer testimonials, and instructional guides. Video content of PATH Riders using the transportation services and clips of the different partners that make up the PATH is highly encouraged.
- ▶ **Powerpoint Template:** This is a community facing presentation that can help inform others of PATH's services, contact information, and value proposition. The template should be used as a templated elevator pitch to PATH's services, value proposition, mission statement and brand.



PATH Digital Content Themes

Marketing content themes serve as the backbone for content strategy, ensuring consistency and relevance across all marketing communications. Here are some of the benefits of content themes:

- ▶ **Consistency:** Content themes help maintain a consistent voice, style, and message across various marketing channels. This consistency is crucial for building brand recognition and trust among the audience.
- ▶ **Relevance:** By focusing on specific themes that are important to the target audience, content pillars ensure that all content is relevant and engaging. This relevance helps to attract and retain the attention of the audience, increasing engagement and conversions.
- ▶ **Efficiency:** Content pillars streamline the content creation process. Once the pillars are defined, it becomes easier to generate ideas and produce content that aligns with the overall marketing strategy. This efficiency can save time and resources in content production.
- ▶ **SEO Optimization:** Structured around key themes, content pillars help in enhancing search engine optimization (SEO). By consistently producing content under each pillar, brands can target specific keywords more effectively, improving their visibility and rankings in search engine results.

Here are the content pillars that the AMSA team is recommending for the PATH program:

- ▶ **PATH Connects:** Highlighting human stories of connectivity and support provided by PATH. These can be customer testimonials and positive feedback that shows how others have benefited from partnering with PATH.
- ▶ **PATH Growth:** Showcasing the expansion and improvement of PATH services. Lean into your community building efforts in these instances, for example:
 - *“Thanks to community feedback, we’re excited to announce that JAUNT is launching a new service line from Greene to Charlottesville that will run every two hours!”*
- ▶ **PATH Partners:** Highlighting the ongoing collaboration efforts of PATH’s pre-existing partners and announcing any new partnerships for the PATH program. This pillar is a great way to build credibility by associating PATH with organizations that are well-known to the target audience.
- ▶ **PATH in Action:** This content theme aims to give visual evidence to how PATH engages its riders within the community as a trusted service provider. This content theme will be best paired with videos and photos of riders using PATH’s services, PATH staff executing daily operations, as well as organizational partners giving recognition to and promoting PATH in their own materials and client interactions.
Example: Highlight good storytelling of successful pick-ups and drop-offs, spotlight drivers in a personal and approachable manner, share images of buses and taxis that have the PATH sticker on them.
- ▶ **PATH Alerts:** This content pillar should be reserved for any PATH-related updates, like weather-related closures and changes. This content theme is focused on providing riders with timely information and helping them be aware of any pertinent changes to public routes and schedules. PATH should aim to provide information in a clear and concise manner that helps riders make informed decisions on transportation services available to them in light of road closures, inclement weather, and route changes.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 5, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway			David Blount, Deputy Director	x	
Mike Pruitt	x		Laura Greene, Finance Director	x	
Fluvanna County			Laurie Jean Talun, Housing Grants Manager	x	
Tony O'Brien, Chair	x		Lori Allshouse, VATI Program Director	x	
Keith Smith, Treasurer			Isabella O'Brien, Environmental Planner	x	
Greene County			Kaiden Pritchett, VISTA Intern	x	
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Neil Williamson, Free Enterprise Forum		x
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne, Vice Chair	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Tony O'Brien, presided and called the meeting to order at 7:00 pm. Christine Jacobs took attendance by roll call and certified that a quorum was present.



b. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Manning Woodward participated from Louisa County, VA for a medical reason.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously allowed Manning Woodward to participate remotely at the September 5, 2024, meeting.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

b. Comments provided via email, online, web site, etc.: None.

3. PRESENTATIONS:

a.

i. HOME/CDBG Program Year 2023 Consolidated Annual Performance Evaluation Report (CAPER) Draft

Laurie Jean Talun, Regional Housing Grants Manager, gave an overview of HOME-funded activities and the population served during Program Year 2023. The public comment period for the draft CAPER was held August 19 to September 2.

ii. Public Hearing for HOME-CDBG Program Year 2023 CAPER

Chair O'Brien opened the public hearing at 7:05 pm. There were no comments from the public. The public hearing was closed.

iii. HOME-CDBG Program Year 2023 CAPER Resolution

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved the resolution adopting the 2023 CAPER.

b. Virginia Telecommunication Initiative (VATI) 2022 and 2024 Presentation/Update

Lori Allshouse, VATI Program Director, provided an overview of the TJPDC's two VATI projects, highlighting financial management to date and multiple site visits to observe fiber construction throughout the project region.

c. Watershed Improvement Program (WIP) Update

Isabella O'Brien, Environmental Planner, provided an overview of the Chesapeake Bay Watershed Improvement Program (WIP), including history of the program, its scope, and the more recent emphasis on implementing best management practices.

4. CONSENT AGENDA:

- a. Minutes of the June 6, 2024, Meeting**
- b. Closed Session form for Minutes of the June 6, 2024, Meeting**
- c. Minutes of the July 25, 2024, Special Session**
- d. Executive Director Annual Contract—September 2024 - 2025**

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Payne, the Commission unanimously (Jesse Rutherford abstained) approved the Consent Agenda as presented.

5. NEW BUSINESS:

a. May, June, and July Financial Reports

Laura Greene, Finance Director, gave an overview of TJPDC's financial picture for the last two months of FY24 and the first month of FY25, and presented a recommendation that the Finance/Executive Committee review the agency's financial policies, as they were established at a time when agency expenses were significantly less.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously accepted the monthly financial reports for May, June, and July.

b. Draft FY26 Projected Operating Budget

Christine Jacobs presented the FY26 Projected Operating Budget, FY26 Projected Revenue and FY26 Projected Per Capita and Local Contributions. The draft budget is balanced and includes only known and highly likely revenue sources. It includes a per capita rate of \$0.68 for local contributions. An updated budget will be presented for action at the Commission's October meeting.

c. Department of Housing and Community Development Planning District Boundary Review

Christine Jacobs summarized a process being undertaken by DHCD to review the boundaries of Virginia's planning district commissions, as is done every 10 years. There were no comments.

6. OLD BUSINESS:

None

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report

Christine Jacobs shared that monthly updates are available in the Executive Director's Report within the meeting materials. Notably, she highlighted the agenda for an upcoming meeting of the Finance/Executive Committee; provided a staffing update; discussed the mobility management contract with JABA; and stated the intent of staff to work with the Finance/Executive Committee or a building committee of the Commission to discuss office space beyond Summer, 2025, when the current lease expires.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Mid-September – Executive/Finance Committee:** September 17 at 1:30 pm
- c. Next Meeting – October 3, 2024 (Tentative Items)**
 - i. FY26 Projected Budget for Consideration/Approval
 - ii. Regional Housing Partnership Update
 - iii. Rideshare CAP Strategic Plan – Draft for Review
 - iv. Blue Ridge Cigarette Tax Board Update
 - v. Revised Procurement Policy for Consideration/Approval

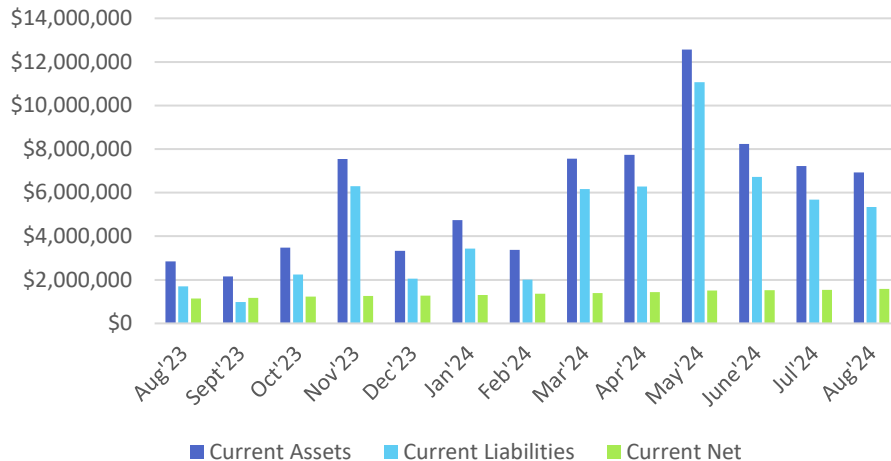
10. ADJOURNMENT:

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the September 5, 2024, Commission meeting at 8:28 pm.

Commission materials and meeting recording may be found at www.tjpd.org

NET QUICK ASSETS

Target = \$668,498 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$133,700



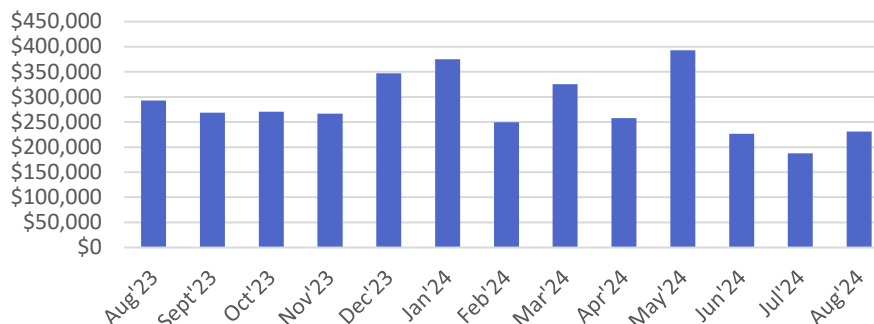
MONTHLY NET QUICK ASSETS

Aug'23 = \$1,146,254
Sept'23 = \$1,177,731
Oct'23 = \$1,232,483
Nov'23 = 1,259,409
Dec'23 = 1,273,774
Jan'24 = \$1,309,673
Feb'24 = \$1,364,137
Mar'24 = \$1,395,162
Apr'24 = \$1,442,556
May'24 = \$1,502,579
Jun'24 = \$1,523,939
Jul'24 = \$1,538,193
Aug'24 = \$1,579,627

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of August 2024, the TJPDC had 11.81 months of operating expenses. The rolling twelve-month average operating expenses decreased to \$133,700. The 3-month average operating expenses decreased to \$143,638. Actual operating expenses for August were \$142,422. Capital reserves on August 31 were \$911,129 (NQA of \$1,579,627 minus 5 months operating expenses of \$668,498).

UNRESTRICTED CASH ON HAND

Target = \$534,799 (4 months operating expenses)
Alarm = <\$267,399 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

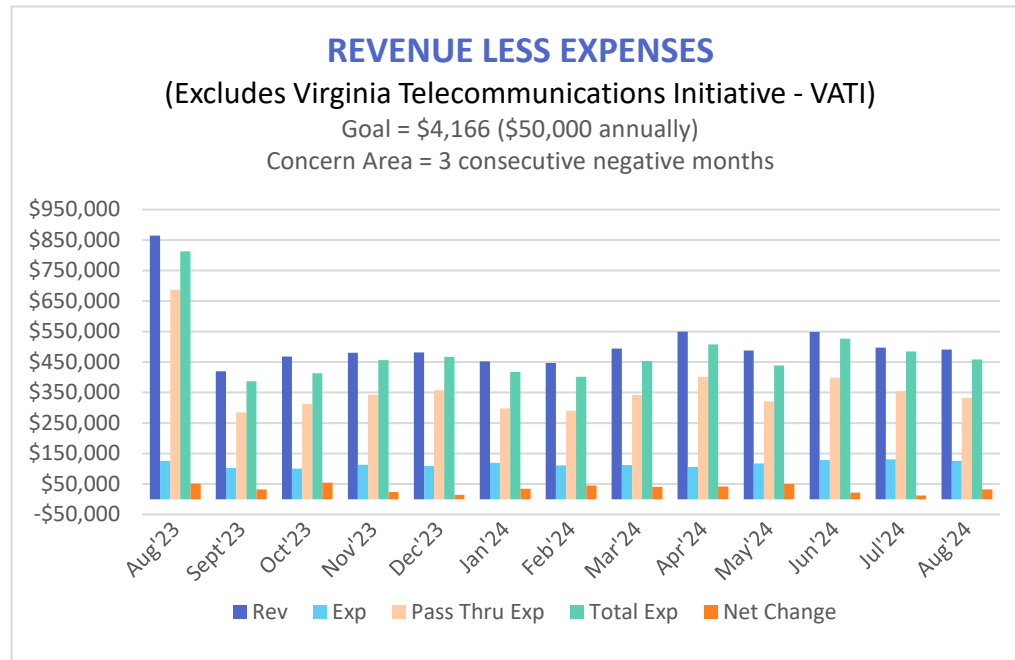
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to

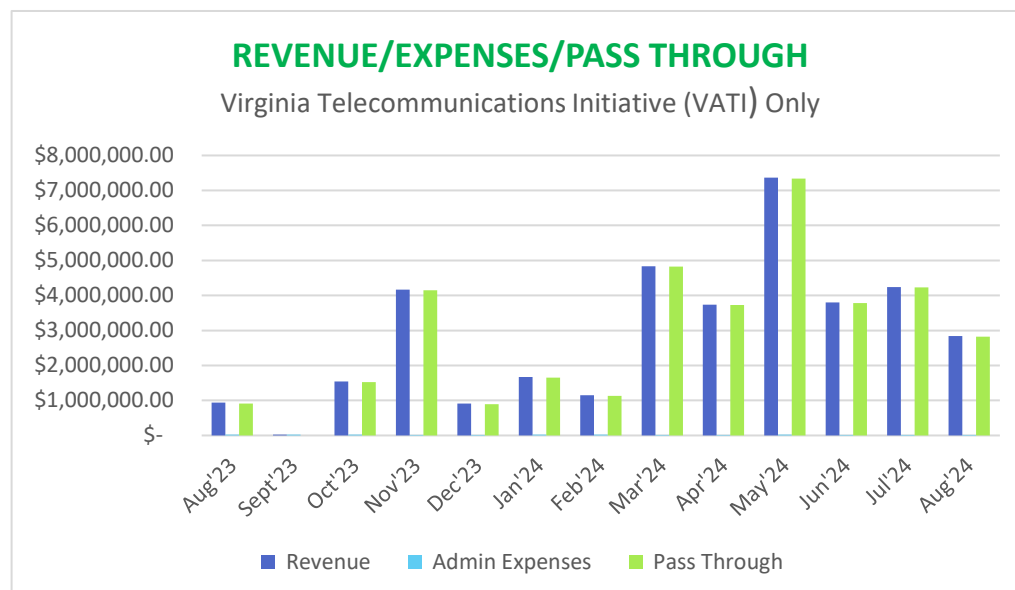
give the number of months of operation without any additional cash received. August financials indicate that there were 1.73 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Aug'23 = \$51,168
 Sept'23 = \$32,138
 Oct'23 = \$54,532
 Nov'23 = \$24,355
 Dec'23 = \$14,096
 Jan'24 = \$34,814
 Feb'24 = \$44,694
 Mar'24 = \$40,588
 Apr'24 = \$42,269
 May'24 = \$49,807
 Jun'24 = \$21,748
 Jul'24 = \$11,876
 Aug'24 = \$32,485



MONTHLY ADMIN

Aug'23 = \$23,924
 Sept'23 = \$21,064
 Oct'23 = \$22,897
 Nov'23 = \$18,290
 Dec'23 = \$19,456
 Jan'24 = \$22,308
 Feb'24 = \$20,510
 Mar'24 = \$15,485
 Apr'24 = \$14,924
 May'24 = \$27,355
 June'24 = \$14,920
 Jul'24 = \$14,508
 Aug'24 = \$16,720

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been

removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass through graph both shown above.

The agency's net gain in August was \$32,485. The August Accrued Revenue Report shows the total average available funds of \$185,577 for the remaining 10 months in FY25, which is ample revenue to cover projected expenses.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
August 2024

12:08 PM

09/25/24

Accrual Basis

	Aug 24	Budget	Jul - Aug 24	YTD Bud...	Annual ...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	2,656,394	0	7,019,098	0	0
4120 · State Funding Source	50,087	0	97,110	0	0
4130 · Local Source	601,323	0	1,562,716	0	0
42000 · Local Match Per Capita	14,868	0	29,735	0	0
4279 · Program Income	0		1,840		
4280 · Interest Income	5,884	0	11,748	0	0
Total Income	3,328,555	0	8,722,247	0	0
Gross Profit	3,328,555	0	8,722,247	0	0
Expense					
61000 · Personnel	106,707	0	216,439	0	0
6240 · Advertising	1,343	0	1,343	0	0
62394 · Audit -Legal Expenses	736	0	1,472	0	0
6258 · Bank Charges	40	0	135	0	0
6281 · Dues	920	0	3,933	0	0
6242 · Employee Hiring & Recruitment	1,797		2,273		
62850 · Insurance	539	0	2,090	0	0
6345 · Janitorial Service	183	0	344	0	0
6450 · Meeting Expenses	59	0	452	0	0
6310 · Postage	364	0	367	0	0
62890 · Printing/Copier	234	0	423	0	0
6390 · Professional Dev & Meetings	150	0	6,679	0	0
6320 · Rent	8,753	0	17,507	0	0
6290 · Supplies	413	0	1,499	0	0
63210 · Technology & Equipment	3,781	0	9,365	0	0
6600 · Telephone & Internet Service	1,335	0	2,666	0	0
6380 · TJPDC Contractual Services	12,679	0	15,893	0	0
63300 · Travel	2,391	0	4,717	0	0
Total Expense	142,422	0	287,597	0	0
Net Ordinary Income	3,186,133	0	8,434,650	0	0
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	38,320	0	81,210	0	0
83000 · HOME Pass-Through	0	0	18,340	0	0
84000 · Grants Pass-Through	3,115,327	0	8,283,063	0	0
Total Other Expense	3,153,647	0	8,382,613	0	0
Net Other Income	(3,153,647)	0	(8,382,613)	0	0
Net Income	32,485	0	52,037	0	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of August 31, 2024

	Aug 31, 24	Aug 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	675,151.10	651,737.99	23,413.11
1189 · Capital Reserve	911,155.00	472,906.00	438,249.00
Total Checking/Savings	1,586,306.10	1,124,643.99	461,662.11
Accounts Receivable			
1190 · Receivable Grants	5,306,940.59	1,712,793.48	3,594,147.11
Total Accounts Receivable	5,306,940.59	1,712,793.48	3,594,147.11
Other Current Assets			
1310 · Prepaid Rent	450.00	450.00	0.00
1330 · Prepaid Insurance	6,284.98	6,784.14	-499.16
1360 · Prepaid Other	22,547.62	8,605.26	13,942.36
Total Other Current Assets	29,282.60	15,839.40	13,443.20
Total Current Assets	6,922,529.29	2,853,276.87	4,069,252.42
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-118,849.37	-111,294.51	-7,554.86
Total Fixed Assets	17,858.31	25,413.17	-7,554.86
TOTAL ASSETS	6,940,387.60	2,878,690.04	4,061,697.56
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	4,875,092.69	1,329,946.62	3,545,146.07
Total Accounts Payable	4,875,092.69	1,329,946.62	3,545,146.07
Credit Cards			
2155 · Accounts Payable Credit Card	10,858.16	3,947.66	6,910.50
Total Credit Cards	10,858.16	3,947.66	6,910.50
Other Current Liabilities			
2159 · Accrued Expenses	1,471.66	1,216.66	255.00
2160 · Accrued Payroll Payable	11,447.90	9,474.38	1,973.52
2180 · Garnishment Payable	0.00	264.49	-264.49
2468 · 401A VRS Contribution	0.00	3,276.75	-3,276.75
2469 · Hybrid VRS Contribution	0.00	-47.04	47.04
2470 · Hybrid-457	0.00	557.59	-557.59
2800 · Deferred Revenue	444,031.77	348,584.53	95,447.24
Total Other Current Liabilities	456,951.33	363,327.36	93,623.97
Total Current Liabilities	5,342,902.18	1,697,221.64	3,645,680.54
Long Term Liabilities			
2200 · Leave Payable	47,146.46	46,209.44	937.02
Total Long Term Liabilities	47,146.46	46,209.44	937.02
Total Liabilities	5,390,048.64	1,743,431.08	3,646,617.56
Equity			
3000 · General Operating Fund	109,106.19	547,355.19	-438,249.00

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of August 31, 2024

	Aug 31, 24	Aug 31, 23	\$ Change
3100 · Restricted Capital Reserve	911,155.00	472,906.00	438,249.00
32000 · Unrestricted Net Assets	460,182.45	0.00	460,182.45
3600 · Net Investment in Fixed Assets	17,858.31	23,895.03	-6,036.72
Net Income	52,037.01	91,102.74	-39,065.73
Total Equity	1,550,338.96	1,135,258.96	415,080.00
TOTAL LIABILITIES & EQUITY	6,940,387.60	2,878,690.04	4,061,697.56

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2025

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thru	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2024	AUGUST 2024	YEAR TO DATE FY25	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY26+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY25	NOTES
299	State Support to PDC (DHCD)	\$ 114,971	\$ 9,581	\$ 9,581	\$ 19,162	\$ -	\$ -	\$ 19,162	\$ 95,809	State funding to TJPDC General/Contingency
112	TJPDC Corporation	\$ 235	\$ 135	\$ 99	\$ 235	\$ -	\$ -	\$ 235	\$ -	S01(c)3 Non-profit Arm
110	Bank Interest	\$ 35,000	\$ 5,861	\$ 5,881	\$ 11,742	\$ -	\$ -	\$ 11,742	\$ 23,258	Investment Pool Savings Income
120	SCRC	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	Rural Transportation	\$ 58,000	\$ 2,994	\$ 2,861	\$ 5,855	\$ -	\$ -	\$ 5,855	\$ 52,145	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	\$ 24,000	\$ 2,420	\$ 2,155	\$ 4,575	\$ -	\$ -	\$ 4,575	\$ 19,425	Rental Fees
277	VAPDC Liaison	\$ 118,128	\$ 5,608	\$ 8,651	\$ 14,259	\$ -	\$ -	\$ 14,259	\$ 103,869	*Legislative Operations - \$12,700 in deferred revenue budgeted
278	VAPDC-ED	\$ 55,000	\$ 4,583	\$ 4,583	\$ 9,167	\$ -	\$ -	\$ 9,167	\$ 45,833	Contract for Admin Services
296	Member Per Capita	\$ 178,411	\$ 14,868	\$ 14,868	\$ 29,735	\$ -	\$ -	\$ 29,735	\$ 148,676	Local Govt Annual Contributions
303	Solid Waste	\$ 10,500	\$ 1,628	\$ 2,259	\$ 3,886	\$ -	\$ 1,000	\$ 3,886	\$ 5,614	*Contract for annual reporting
325	Mineral	\$ 5,000	\$ 334	\$ 2,975	\$ 3,309	\$ -	\$ -	\$ 3,309	\$ 1,691	Contract for Support Developing Town of Mineral Comprehensive Plan
907	WIP Phase III - Contract #7	\$ 58,000	\$ 4,597	\$ 2,764	\$ 7,361	\$ 39,624	\$ -	\$ 46,985	\$ 11,015	*Watershed Improvement Plan
907	WIP Phase III - Contract #8	\$ 58,000	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	Watershed Improvement Plan
908	RRBC	\$ 10,500	\$ 3,156	\$ 2,045	\$ 5,202	\$ -	\$ -	\$ 5,202	\$ 5,298	*Rivanna River Basin Commission
915	RainBarrel Workshop - Middle James Roundtable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Middle James Roundtable (DEQ Funding) for Rainbarrel Workshop
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
172	Safe Streets and Roads for All (SS4A)	\$ 82,000	\$ 6,721	\$ 4,954	\$ 11,675	\$ 26,054	\$ 13,789	\$ 37,729	\$ 30,482	*Estimated Completion - June 2025
	SS4A Pass-Thru	\$ 990,000	\$ 22,100	\$ 14,850	\$ 36,950	\$ 266,545	\$ 142,091	\$ 303,495	\$ 544,414	*Pass through to Kimley Horn, AuldCore, and VDOT
180A-24	Mobility Management - 2024	\$ 79,795	\$ 11,172	\$ 11,864	\$ 23,037	\$ 56,759	\$ -	\$ 79,795	\$ 0	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru - 2024	\$ 34,800	\$ 4,848	\$ 6,425	\$ 11,273	\$ 15,462	\$ -	\$ 26,735	\$ 8,065	Contracted with JABA
180A-25	Mobility Management - 2025	\$ 71,621	\$ -	\$ -	\$ -	\$ -	\$ 17,905	\$ -	\$ 53,716	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	\$ 135,000	\$ -	\$ -	\$ -	\$ -	\$ 33,750	\$ -	\$ 101,250	
180B-Local	Mobility Management - Branding	\$ 17,473	\$ 339	\$ 505	\$ 844	\$ 3,154	\$ -	\$ 3,998	\$ 13,475	*BAMA grant, CACF grant, UVA contribution to support Mobility Management Launch
	Mobility Management Pass-Thru	\$ 30,027	\$ -	\$ -	\$ -	\$ 30,027	\$ -	\$ 30,027	\$ -	Branding/Marketing Consultant for Mobility Management
181	RTP-TDM - Admin	\$ 50,000	\$ 2,617	\$ 3,582	\$ 6,199	\$ -	\$ -	\$ 6,199	\$ 43,801	*Regional Transit Partnership - *budget includes \$20k deferred revenue
	RTP Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*Grant Match if needed
190/195/198	MPO-PL	\$ 290,276	\$ 16,548	\$ 12,248	\$ 28,796	\$ -	\$ -	\$ 28,796	\$ 261,480	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	LRTP Support Consultant
191/196/199	MPO-FTA	\$ 123,166	\$ 5,353	\$ 4,216	\$ 9,569	\$ -	\$ -	\$ 9,569	\$ 113,597	MPO FTA Transit Planning
	MPO - FTA Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Consultant Pass-thru if needed
193	Rideshare - Admin	\$ 174,198	\$ 11,754	\$ 13,361	\$ 25,115	\$ -	\$ -	\$ 25,115	\$ 149,083	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A for FY24
194	Rideshare CAP Strategic Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	\$ 70,000	\$ -	\$ -	\$ -	\$ 66,104	\$ -	\$ 66,104	\$ 3,896	Full grant is direct pass through to consultant
726	HOME ARP - Admin	\$ 367,841	\$ 2,042	\$ 923	\$ 2,964	\$ 146,237	\$ 184,420	\$ 149,201	\$ 34,220	*HUD-ARPA Planning funds (not to exceed 5% of grant) - \$32,670 budgeted
	HOME ARP Pass-Thru	\$ 2,082,730	\$ -	\$ -	\$ -	\$ 31,109	\$ 1,709,684	\$ 31,109	\$ 341,937	*Admin includes Consultant for Gap Analysis - \$277697 budgeted
727-21	HOME-21 TJPDC Admin	\$ 67,662	\$ -	\$ -	\$ -	\$ 67,662	\$ -	\$ 67,662	\$ -	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	\$ 608,954	\$ -	\$ -	\$ -	\$ 500,787	\$ -	\$ 500,787	\$ 108,167	*HUD HOME-21 Housing Grants Construction
727-22	HOME-22 TJPDC Admin	\$ 74,783	\$ -	\$ -	\$ -	\$ 74,783	\$ -	\$ 74,783	\$ -	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	\$ 770,537	\$ 18,340	\$ -	\$ 18,340	\$ 427,638	\$ -	\$ 445,978	\$ 324,559	*HUD HOME-22 Housing Grants Construction
727-23	HOME-23 TJPDC Admin	\$ 78,529	\$ 4,151	\$ 8,397	\$ 12,548	\$ 57,445	\$ -	\$ 69,994	\$ 8,535	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	\$ 706,757	\$ -	\$ -	\$ -	\$ 129,519	\$ 288,619	\$ 129,519	\$ 288,619	*HUD HOME-23 Housing Grants Construction
727-24	HOME-24 TJPDC Admin	\$ 65,111	\$ -	\$ -	\$ -	\$ -	\$ 48,833	\$ -	\$ 16,278	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	\$ 586,000	\$ -	\$ -	\$ -	\$ -	\$ 439,500	\$ -	\$ 146,500	*HUD HOME-24 Housing Grants Construction
728-22	Housing Preservation Grant-22 - Admin	\$ 32,250	\$ -	\$ -	\$ -	\$ 32,250	\$ -	\$ 32,250	\$ -	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	\$ 182,750	\$ -	\$ -	\$ -	\$ 172,434	\$ -	\$ 172,434	\$ 10,316	*USDA Housing Repair Construction
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865	\$ 5,666	\$ 4,071	\$ 9,737	\$ 22,129	\$ -	\$ 31,866	\$ 0	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	\$ 180,570	\$ 27,183	\$ 13,100	\$ 40,283	\$ 45,484	\$ 33,772	\$ 85,767	\$ 61,032	*USDA Housing Repair Construction
728-24	Housing Preservation Grant-24 - Admin	\$ 20,369	\$ -	\$ -	\$ -	\$ 15,277	\$ -	\$ 15,277	\$ 5,092	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	\$ 115,427	\$ -	\$ -	\$ -	\$ -	\$ 86,570	\$ -	\$ 28,857	*USDA Housing Repair Construction
729	Regional Housing Partnership	\$ 37,856	\$ 2,906	\$ 14,381	\$ 17,287	\$ -	\$ -	\$ 17,287	\$ 20,569	Regional Housing Partnership
	RHP - Consultant Pass-Thru	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
729-1	RHP Housing Summit 2025	\$ 44,644	\$ 3,679	\$ 3,000	\$ 6,679	\$ -	\$ -	\$ 6,679	\$ 37,965	Regional Housing Plan Grant
	RHP Summit Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Housing Plan Contract with others
732 CY24	VERP-24 - Admin	\$ 25,750	\$ 1,849	\$ 2,114	\$ 3,963	\$ 10,931	\$ -	\$ 14,894	\$ 10,856	*VA Eviction Planning Grant - Admin
	VERP 24 Pass-Thru	\$ 323,650	\$ 15,942	\$ 17,045	\$ 32,987	\$ 146,725	\$ -	\$ 179,712	\$ 143,938	*VA Eviction Planning Grant - Consultants
732 CY25	VERP-25 - Admin	\$ 13,750	\$ -	\$ -	\$ -	\$ -	\$ 6,875	\$ -	\$ 6,875	*VA Eviction Planning Grant - Admin
	VERP 25 Pass-Thru	\$ 261,250	\$ -	\$ -	\$ -	\$ -	\$ 130,625	\$ -	\$ 130,625	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	\$ 200,000	\$ 5,144	\$ 5,780	\$ 10,924	\$ 94,958	\$ 35,014	\$ 105,882	\$ 59,104	*VA Housing PDC - Admin
	VA Housing Pass-Through	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 795,412	\$ 334,863	\$ 795,412	\$ 669,725	*VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	\$ 171,813	\$ 14,512	\$ 10,070	\$ 24,582	\$ -	\$ -	\$ 24,582	\$ 147,231	Includes Administrative Fees
	Cig Tax Pass-Through	\$ 3,099,645	\$ 265,957	\$ 281,490	\$ 547,447	\$ -	\$ -	\$ 547,447	\$ 2,552,198	Pass through - direct costs
761	VATI 22 - Admin	\$ 875,000	\$ 14,508	\$ 16,720	\$ 31,228	\$ 491,997	\$ 143,000	\$ 523,225	\$ 208,775	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	\$ 109,848,780	\$ 4,874,596	\$ 2,820,737	\$ 7,695,333	\$ 43,318,502	\$ 31,530,278	\$ 51,013,835	\$ 27,304,667	*Program/Construction Pass-Through
762	VATI 24 - Admin	\$ 280,062	\$ -	\$ -	\$ -	\$ -	\$ 210,062	\$ -	\$ 70,000	*VATI Admin - 18 months
	VATI 24 Pass-Through	\$ 13,008,438	\$ -	\$ -	\$ -	\$ -	\$ 10,508,438	\$ -	\$ 2,500,000	*Program/Construction Pass-Through
	TOTAL - All Programs	\$ 138,869,971	\$ 5,393,692	\$ 3,328,555	\$ 8,722,247	\$ 47,069,729	\$ 45,943,365	\$ 55,791,976	\$ 37,134,530	TOTAL - All Programs
	Pass Thru Sub-totals	\$ 134,845,314	\$ 5,228,965	\$ 3,153,647	\$ 8,382,613	\$ 45,945,748	\$ 45,238,190	\$ 54,328,361	\$ 35,278,764	Pass-Thru Subtotal
		\$ 133,700	12 month average - Operating Expenses			Total Grant Funds Remaining			\$ 37,134,530	*Indicates unspent funds can "roll-over" in FY25
		\$ 143,638	3 month average - Operating Expenses			Pass-through funds			\$ 35,278,764	
		\$ 142,422	last month - Operating Expenses			TJPDC Available Funds			\$ 1,855,766	
						Average Funds Available per Month			\$ 185,577	

MEMO

October 3, 2024

TO: TJPDC Commission

FROM: Ruth Emerick, Chief Operating Officer

RE: Procurement Policy revisions

Purpose: To consider and approve needed changes to the TJPDC procurement policy.

Background: The TJPDC, as a political subdivision of the Commonwealth of Virginia, is required to follow the Virginia Public Procurement Act (VPPA) and the Government Accounting Standards Board (GASB) principles. The TJPDC adopted Purchase Procedures in 2007, created and adopted a Procurement Policy in 2015, amended the TJPDC Bylaws (including the amount of purchase authority) in 2017, and adopted Guidelines for the Public-Private Education and Infrastructure Act (PPEA) in 2022. As changes to the VPPA and internal staff transitions have occurred, and the nature of the work the TJPDC undertakes has shifted to reflect the current needs of our member jurisdictions, staff have identified several needed changes to the Procurement Policy for alignment with VPPA and to reduce unnecessary administrative burden.

The proposed Procurement Policy replaces all prior Procurement Policies and Purchasing Procedures, but leaves in place the PPEA Guidelines, which are to be used under very specific conditions. Several revisions for clarity have been made, along with more substantial changes, including:

1. Adding a definitions section (see section IV)
2. Aligning the purchase authority with the TJPDC Bylaws and VPPA (section II.d)
3. Streamlining the approval process for micro and small purchases (section III.f)
4. Aligning the types of procurement with VPPA (sections V.b.iii-vii)

Attached to this memo are 1) a marked-up version showing proposed additions and deletions to the Policy, and 2) a clean version incorporating all of the changes being proposed at this time.

Recommendation: At its September 17, 2024 meeting, the Finance/Executive Committee reviewed and recommended to the full Commission approval of the proposed changes to the TJPDC Procurement Policy, with latitude for staff to make additional technical and clarifying changes to the document, as needed.

**Thomas Jefferson Planning District Commission
Procurement Policy**

DRAFT - September 11, 2024

I. PURPOSE:

The purpose of this Procurement Policy is to establish procedures for staff of the Thomas Jefferson Planning District Commission (TJPDC) to follow in connection with the purchase of goods and services. This policy is designed to ensure the timely and efficient acquisition of goods and services at reasonable cost, consistent with good business practices, and to assure full and open competition among vendors interested in doing business with the TJPDC. This policy contains written standards of conduct covering conflicts of interest and governs the performance of employees engaged in the selection, award, and administration of contracts. This policy replaces all prior procurement policies and purchasing procedures of the TJPDC. This does not replace the guidelines for the Public-Private Education and Infrastructure Act of 2002 (PPEA), which is of a different nature.

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II. GOVERNING REQUIREMENTS:

- a. State Procurement Policy: As a public body, TJPDC is subject to the provisions of the Virginia Public Procurement Act ~~as amended July 1, 2015~~.
- b. Federal Uniform Requirements: Much of TJPDC's funding has a federal source. TJPDC shall procure all goods and services paid for with federal funds in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, *et al* (commonly referred to as the Omni Circular or Super Circular).
- c. Grantor Specific Requirements: If any specific grantors mandates conditions or requirements that are more specific or restrictive than those set forth within this Policy, TJPDC will comply with the grantor's conditions and requirements.
- d. Commission Bylaws and Directives: Per the TJPDC Bylaws, Aall individual payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to \$100,000 shall be authorized with approval of the annual budget or project resolution by the Commission, with the Chair or Treasurer and the Executive Director authorized to approve such payments. In addition, all individual payments of a special or nonrecurring nature in excess of \$100,000 shall be approved by the Commission by project resolution or by individual expenditure approval. The Commission may also take formal action to provide authorization, funding, instructions, delegations of authority, conditions, or requirements specific to a particular procurement transaction.

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III. GENERAL PROVISIONS:

- a. Equal Opportunity: Staff responsible for purchasing shall take affirmative steps to assure that small and minority firms and women's businesses are solicited wherever they are potential qualified sources. Staff shall also consider the feasibility of dividing total requirements into smaller tasks or ~~quantities, or quantities~~ or setting delivery schedules in such a way as to facilitate participation by small and minority firms and women's businesses, when permitted.
- b. Basis of Payment: The basis of payment (fixed price, unit price, hourly rate, etc.) shall be appropriate to the specific procurement and ~~spelled out in any invitation for bids or request for proposals and~~ must be specified in the final contract between the TJPDC and a contracting party. Cost plus a percentage of cost and percentage of construction cost methods of contracting are specifically prohibited where Federal funds are to be used.

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- c. Written Authorization: Whatever purchase or procurement method is used, a written contract and Notice to Proceed signed by both the TJPDC and the Contractor or a Purchase Order signed by the TJPDC signed by the TJPDC and the Contractor is necessary and must be in place before the TJPDC is under an obligation to pay for goods or services. All contracts must include reference to the RFP, the submitted winning proposal, any mutually agreed changes to the scope, basis of payment, and TJPDC Terms and Conditions as binding.
- d. Intergovernmental Agreements: TJPDC may enter into state and local intergovernmental agreements, such as MOAs, with other public bodies to promote the cost-effective use of shared services. Intergovernmental agreements may be utilized without a formal procurement process.
- d. —
- e. Documentation: TJPDC shall maintain records sufficient to detail the history of all procurements.
- f. Approval: All purchases for goods and services between \$1,000 and \$100,000 shall be approved by the Chief Operating Officer, Deputy Director, or Executive Director. All purchases for goods and services more than \$100,000 shall be approved by the Executive Director.

IV. DEFINITIONS

- a. Goods: All material, equipment, supplies, printing and automated data processing hardware and software.
- b. Services: Any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials or the rental of equipment of materials and supplies.
- c. Responsible bidder or offeror: A vendor who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance, and who has been prequalified, if required.
- d. Responsive bidder: A vendor who has submitted a bid which conforms in all material respects to the invitation for bids.
- e. Professional Services: Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
- f. Nonprofessional Services: Any services not specifically identified as a professional service.
- g. Vendor: A natural person, corporation, partnership, sole proprietorship, joint venture or other entity, other than a governmental entity, who has goods or services for sale, and a faith-based organization who has goods or services for sale for programs funded by a block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law § 104-193), and participates in the procurement processes identified in this manual. A vendor includes, in the appropriate context, a bidder, offeror or contractor.

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IV.V. SELECTION OF CONTRACTORS

- a. Full-Free and Open Competition: All of TJPDC's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.
- b. Methods of Procurement: TJPDC will implement one of the following methods to select a supplier or contractor:
 - i. Micro-purchases: Supplies or services with an aggregate dollar amount no more than \$103,000 may be awarded without competitive quotes, so long as TJPDC considers the price to be fair and reasonable. To the extent practicable, TJPDC will distribute micro-

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purchases among qualified suppliers. Micro-purchases above \$1,000 must be approved by the Chief Operating Office, Deputy Director, or Executive Director.

- ii. Small Purchases: These provisions apply to simple and informal purchases of single or term contracts for goods and services, including single or term contracts for nonprofessional services, up to \$100,000, or professional services, up to \$860,000, in the aggregate or the sum of all phases, and non-transportation related construction with an aggregate cost not expected to exceed \$100,000.

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1. \$103,001-\$10,000: Obtain preliminary approval to proceed from Executive Director. Purchase through a state contract vendor or solicit two written proposals. The solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. The Program or Project Manager shall confirm that the price paid is fair and reasonable, with documentation of the determination included with the procurement records.

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- 2.1. More than \$10,00 to \$100,0000: Obtain approval of the Commission pursuant to the Commission Bylaws Chief Operating Officer, Deputy Director, or Executive Director. If the aggregate or sum of all phases is expected to exceed \$80,000 for professional services, competitive negotiation must be utilized instead. Otherwise, Purchase through a state contract vendor, or solicit four written proposals/quotes, or utilize formal procurement. The Any solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. Documentation of each solicitation, and any written quotes received in responses, shall be placed in the contract file. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.

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- iii. Competitive Sealed Sealed and Unsealed Bidding: This method is used for construction and procurement of goods and services under the following conditions: a complete, adequate, and realistic specification or purchase description is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price contract, and the selection of the successful bidder can be made principally on the basis of price. Unsealed Bidding is allowed for purchases from \$10,001 to \$100,000. Over \$100,000, the bids must be sealed. The process for competitive sealed bidding shall include the following:

1. Issue and publicize an Invitation to Bid (IFB) containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
2. Public notice of the IFB must be made for at least 10 days prior to the date set for receipt of bids. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit bids directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.

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3. Staff will pPerform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over \$100,000.
4. Public opening and announcement of all bids received.
5. Evaluate the bids based on the requirements in the Invitation to Bid.
6. Contracts must be awarded to the lowest priced responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.

iv. Competitive Unsealed Request For Proposals: This method is used for procurement of good and services under the following conditions: a realistic set of requirements is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price or cost-reimbursement contract, and the selection of the successful offeror can be made principally on the basis of overall value. The process for competitive procurement shall include the following:

1. Issue and publicize a Request for Proposals (RFP) containing or incorporating by reference the requirements and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
2. Public notice of the RFP must be made for at least 10 days prior to the date set for receipt of proposals. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit proposals directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over \$100,000.
4. Evaluate the proposals based on the requirements in the Request for Proposals.
5. Contracts must be awarded to the highest scoring responsive and responsible offeror. When the terms and conditions of multiple awards are ~~so~~ provided in the Request for Proposals, awards may be made to more than one offeror.

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iv-v. Competitive Negotiation: This method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or unsealed RFP. This method must be used for professional services over \$80,000. If used, the process shall include:

1. Issue and publicize a formal Request for Proposal (RFP), identifying all evaluation factors and their relative importance. Public notice is required at least 10 days prior to the date set for receipt of bids.
2. Solicit proposals directly from at least four qualified sources.
3. Perform a cost or price analysis to make an independent estimate prior to receiving proposals.
4. Evaluate the proposals following a written procedure for conducting a technical review of the proposals and for selecting recipients.
5. For goods, non-professional services, and insurance, selection shall be made of two or more offerors deemed to be fully qualified and best suited on the basis of the factors in the RFP, including price ~~is-if~~ so stated in the RFP. Negotiations shall then be conducted with each offeror selected. After negotiations, TJPDC shall select the

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offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should TJPDC determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

6. For professional services (~~work performed by independent contractors within the scope of practice of architecture, landscape architecture, and engineering services under federal contracts, plus accounting, actuarial, land surveying, law, dentistry, medicine, optometry, and pharmacy for state-funded contracts~~), individual discussions will be held with two or more offerors deemed fully qualified, responsible and suitable based on the evaluation factors in the RFP. The RFP shall not request estimates of man-hours or cost for services. Negotiations shall then be conducted, beginning with the offeror ranked first. If a satisfactory contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. If the terms and conditions for multiple awards are included in the RFP, TJPDC may award contracts to more than one offeror.

~~v-vi.~~ Non-Competitive ProposalsSole Source or Emergency Procurement: Non-competitive procurement soliciting a proposal from only one source is limited to circumstances when the item is available only from a single source, and/or the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, and/or competition is determined inadequate after solicitation of a number of sources. The following process is required:

1. TJPDC will prepare a written notice/request documenting the basis for non-competitive procurement, ~~and submit this to the awarding agency.~~
2. Perform a cost or price analysis to make an independent estimate prior to receiving the proposal.
3. For Federal funding, the awarding agency or pass-through entity expressly authorizes non-competitive proposals.
4. For state funding, the written notice shall be posted on the Virginia Department of General Services' central electronic procurement website, [eVA](#). In addition, TJPDC may publish in a newspaper of general circulation on the day it awards or announces its decision to award the contract, whichever occurs first.
5. Documentation shall be included in the contract file.

~~vi-vii.~~ Joint and Cooperative Procurement:

1. The TJPDC may participate in or conduct a joint procurement agreement in conjunction with one or more of its member localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in the acquisition of good, services, or construction. Joint procurement may include contracts for architectural or professional engineering services related to multiple construction projects provided that:
 - a. Projects require similar experience and expertise.
 - b. The nature of the projects is clearly identified in the Request for Proposal.

~~2. The TJPDC may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies, except for:~~

~~a. Contracts for architectural or engineering services; or~~

~~b. Construction.~~

~~c. The fee for a single project shall not exceed \$100,000~~

~~d. The sum of all contracts performed in a one year contract term shall not exceed \$6 million.~~

~~2. Competitive negotiations for professional services may result in awards to more than one offeror, as stated in the Request for Proposal, provided that procedures are established for distributing multiple projects among the selected contractors during the contract term. Procedures shall prohibit requiring the selected contractors to compete for individual projects on price.~~

~~vii-viii.~~ Cancellation or Rejection: A request for proposals may be canceled or any or all proposals rejected when doing so is in the best interests of the TJPDC. Any such determination must be documented in writing with the business reasons for the cancellation or rejection stated.

~~VI.~~ VI. CONFLICT OF INTEREST:

- a. No Conflict: No employee, officer or agent of the TJPDC shall participate in the procurement of goods or services if he or she has a real or apparent conflict of interest. A conflict would arise if the employee, officer or agent, or any members of his or her immediate family, his or her partner, has a financial or other interest in or a tangible personal benefit from a firm considered for the contract.
- b. Disciplinary Action: Violation of the conflict of interest policy constitutes unsatisfactory work performance. Per TJPDC's Employee Handbook, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion or dismissal.

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Thomas Jefferson Planning District Commission Procurement Policy

DRAFT - September 11, 2024

I. PURPOSE

The purpose of this Procurement Policy is to establish procedures for staff of the Thomas Jefferson Planning District Commission (TJPDC) to follow in connection with the purchase of goods and services. This policy is designed to ensure the timely and efficient acquisition of goods and services at reasonable cost, consistent with good business practices, and to assure full and open competition among vendors interested in doing business with the TJPDC. This policy contains written standards of conduct covering conflicts of interest and governs the performance of employees engaged in the selection, award, and administration of contracts. This policy replaces all prior procurement policies and purchasing procedures of the TJPDC. This does not replace the guidelines for the Public-Private Education and Infrastructure Act of 2002 (PPEA), which is of a different nature.

II. GOVERNING REQUIREMENTS

- a. State Procurement Policy: As a public body, TJPDC is subject to the provisions of the Virginia Public Procurement Act.
- b. Federal Uniform Requirements: Much of TJPDC's funding has a federal source. TJPDC shall procure all goods and services paid for with federal funds in a manner consistent with the Federal government's Office of Management and Budget (OMB) Uniform Guidance: Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, *et al* (commonly referred to as the Omni Circular or Super Circular).
- c. Grantor Specific Requirements: If any specific grantor mandates conditions or requirements that are more specific or restrictive than those set forth within this Policy, TJPDC will comply with the grantor's conditions and requirements.
- d. Commission Bylaws and Directives: Per the TJPDC Bylaws, all individual payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to \$100,000 shall be authorized with approval of the annual budget or project resolution by the Commission, with the Chair or Treasurer and the Executive Director authorized to approve such payments. In addition, all individual payments of a special or nonrecurring nature in excess of \$100,000 shall be approved by the Commission by project resolution or by individual expenditure approval. The Commission may also take formal action to provide authorization, funding, instructions, delegations of authority, conditions, or requirements specific to a particular procurement transaction.

III. GENERAL PROVISIONS

- a. Equal Opportunity: Staff responsible for purchasing shall take affirmative steps to assure that small and minority firms and women's businesses are solicited wherever they are potential qualified sources. Staff shall also consider the feasibility of dividing total requirements into smaller tasks or quantities or setting delivery schedules in such a way as to facilitate participation by small and minority firms and women's businesses, when permitted.
- b. Basis of Payment: The basis of payment (fixed price, unit price, hourly rate, etc.) shall be appropriate to the specific procurement and must be specified in the final contract between the TJPDC and a contracting party. Cost plus a percentage of cost and percentage of construction cost methods of contracting are specifically prohibited where Federal funds are to be used.
- c. Written Authorization: Whatever purchase or procurement method is used, a written contract and Notice to Proceed signed by both the TJPDC and the Contractor or a Purchase Order signed by

the TJPDC is necessary and must be in place before the TJPDC is under an obligation to pay for goods or services. All contracts must include reference to the RFP, the submitted winning proposal, any mutually agreed changes to the scope, basis of payment, and TJPDC Terms and Conditions as binding.

- d. Intergovernmental Agreements: TJPDC may enter into intergovernmental agreements, such as MOAs, with other public bodies to promote the cost-effective use of shared services. Intergovernmental agreements may be utilized without a formal procurement process.
- e. Documentation: TJPDC shall maintain records sufficient to detail the history of all procurements.
- f. Approval: All purchases for goods and services between \$1,000 and \$100,000 shall be approved by the Chief Operating Officer, Deputy Director, or Executive Director. All purchases for goods and services more than \$100,000 shall be approved by the Executive Director.

IV. DEFINITIONS

- a. Goods: All material, equipment, supplies, printing and automated data processing hardware and software.
- b. Services: Any work performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials or the rental of equipment of materials and supplies.
- c. Responsible bidder or offeror: A vendor who has the capability, in all respects, to perform fully the contract requirements and the moral and business integrity and reliability which will ensure good faith performance, and who has been prequalified, if required.
- d. Responsive bidder: A vendor who has submitted a bid which conforms in all material respects to the invitation for bids.
- e. Professional Services: Work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering.
- f. Nonprofessional Services: Any services not specifically identified as a professional service.
- g. Vendor: A natural person, corporation, partnership, sole proprietorship, joint venture or other entity, other than a governmental entity, who has goods or services for sale, and a faith-based organization who has goods or services for sale for programs funded by a block grant provided pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Public Law § 104-193), and participates in the procurement processes identified in this manual. A vendor includes, in the appropriate context, a bidder, offeror or contractor.

V. SELECTION OF CONTRACTORS

- a. Free and Open Competition: All of TJPDC's procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, free and open competition.
- b. Methods of Procurement: TJPDC will implement one of the following methods to select a supplier or contractor:
 - i. Micro-purchases: Supplies or services with an aggregate dollar amount no more than \$10,000 may be awarded without competitive quotes, so long as TJPDC considers the price to be fair and reasonable. To the extent practicable, TJPDC will distribute micro-purchases among qualified suppliers. Micro-purchases above \$1,000 must be approved by the Chief Operating Office, Deputy Director, or Executive Director.

- ii. Small Purchases: These provisions apply to simple and informal purchases of single or term contracts for goods and services, including single or term contracts for nonprofessional services, up to \$100,000, or professional services, up to \$80,000, in the aggregate or the sum of all phases.
 - 1. \$10,001 to \$100,000: Obtain approval of the Chief Operating Officer, Deputy Director, or Executive Director. If the aggregate or sum of all phases is expected to exceed \$80,000 for professional services, competitive negotiation must be utilized instead. Otherwise, purchase through a state contract vendor, solicit four written proposals/quotes, or utilize formal procurement. Any solicitation shall be in writing and shall contain sufficient detail to allow accurate pricing of the goods or services to be procured. If a simple description of goods or services will not be sufficient, a Statement of Work (SOW) shall be included as part of the solicitation of quotes. Where a SOW is necessary, it shall be accompanied by a list of factors that will be used to evaluate responses. Documentation of each solicitation, and any written quotes received in responses, shall be placed in the contract file. Use of GSA and other state or local government purchasing schedules, as a source of contractors to be solicited, is encouraged.
- iii. Competitive Sealed and Unsealed Bidding: This method is used for construction and procurement of goods and services under the following conditions: a complete, adequate, and realistic specification or purchase description is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price contract, and the selection of the successful bidder can be made principally on the basis of price. Unsealed Bidding is allowed for purchases from \$10,001 to \$100,000. Over \$100,000, the bids must be sealed. The process for competitive bidding shall include the following:
 - 1. Issue and publicize an Invitation to Bid (IFB) containing or incorporating by reference the specifications and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
 - 2. Public notice of the IFB must be made for at least 10 days prior to the date set for receipt of bids. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit bids directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
 - 3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over \$100,000.
 - 4. Public opening and announcement of all bids received.
 - 5. Evaluate the bids based on the requirements in the Invitation to Bid.
 - 6. Contracts must be awarded to the lowest priced responsive and responsible bidder. When the terms and conditions of multiple awards are so provided in the Invitation to Bid, awards may be made to more than one bidder.
- iv. Competitive Unsealed Request For Proposals: This method is used for procurement of good and services under the following conditions: a realistic set of requirements is available, two or more responsible bidders are willing and able to compete, the procurement lends itself to a fixed price or cost-reimbursement contract, and the selection of the successful offeror can be made principally on the basis of overall value. The process for competitive procurement shall include the following:

1. Issue and publicize a Request for Proposals (RFP) containing or incorporating by reference the requirements and contractual terms and conditions applicable to the procurement, and a statement of any requisite qualifications of potential contractors.
 2. Public notice of the RFP must be made for at least 10 days prior to the date set for receipt of proposals. Notification shall include posting on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation and solicit proposals directly from potential contractors, including certified businesses selected from a list made available by the Virginia Department of Small Business and Supplier Diversity.
 3. Staff will perform a cost or price analysis to make an independent estimate prior to receiving proposals for purchases over \$100,000.
 4. Evaluate the proposals based on the requirements in the Request for Proposals.
 5. Contracts must be awarded to the highest scoring responsive and responsible offeror. When the terms and conditions of multiple awards are provided in the Request for Proposals, awards may be made to more than one offeror.
- v. Competitive Negotiation: This method is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids or unsealed RFP. This method must be used for professional services over \$80,000. The process shall include:
1. Issue and publicize a formal Request for Proposal (RFP), identifying all evaluation factors and their relative importance. Public notice is required at least 10 days prior to the date set for receipt of bids.
 2. Solicit proposals directly from at least four qualified sources.
 3. Perform a cost or price analysis to make an independent estimate prior to receiving proposals.
 4. Evaluate the proposals following a written procedure for conducting a technical review of the proposals and for selecting recipients.
 5. For goods, non-professional services, and insurance, selection shall be made of two or more offerors deemed to be fully qualified and best suited on the basis of the factors in the RFP, including price if so stated in the RFP. Negotiations shall then be conducted with each offeror selected. After negotiations, TJPDC shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the RFP, awards may be made to more than one offeror. Should TJPDC determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
 6. For professional services, individual discussions will be held with two or more offerors deemed fully qualified, responsible and suitable based on the evaluation factors in the RFP. The RFP shall not request estimates of man-hours or cost for services. Negotiations shall then be conducted, beginning with the offeror ranked first. If a satisfactory contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the

offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. If the terms and conditions for multiple awards are included in the RFP, TJPDC may award contracts to more than one offeror.

- vi. Sole Source or Emergency Procurement: Non-competitive procurement soliciting a proposal from only one source is limited to circumstances when the item is available only from a single source, and/or the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, and/or competition is determined inadequate after solicitation of a number of sources. The following process is required:
 - 1. TJPDC will prepare a written notice/request documenting the basis for non-competitive procurement.
 - 2. Perform a cost or price analysis to make an independent estimate prior to receiving the proposal.
 - 3. For Federal funding, the awarding agency or pass-through entity expressly authorizes non-competitive proposals.
 - 4. For state funding, the written notice shall be posted on the Virginia Department of General Services' central electronic procurement website, eVA. In addition, TJPDC may publish in a newspaper of general circulation on the day it awards or announces its decision to award the contract, whichever occurs first.
 - 5. Documentation shall be included in the contract file.
- vii. Joint and Cooperative Procurement:
 - 1. The TJPDC may participate in or conduct a joint procurement agreement in conjunction with one or more of its member localities for the purpose of combining requirements to increase efficiency or reduce administrative expenses in the acquisition of good, services, or construction. Joint procurement may include contracts for architectural or professional engineering services related to multiple construction projects provided that:
 - a. Projects require similar experience and expertise.
 - b. The nature of the projects is clearly identified in the Request for Proposal.
 - 2. The TJPDC may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments or the Virginia Sheriffs' Association even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was a cooperative procurement being conducted on behalf of other public bodies, except for:
 - a. Contracts for architectural or engineering services; or
 - b. Construction.
- viii. Cancellation or Rejection: A request for proposals may be canceled or any or all proposals rejected when doing so is in the best interests of the TJPDC. Any such determination must be documented in writing with the business reasons for the cancellation or rejection stated.

VI. CONFLICT OF INTEREST

- a. No Conflict: No employee, officer or agent of the TJPDC shall participate in the procurement of goods or services if he or she has a real or apparent conflict of interest. A conflict would arise if the employee, officer or agent, or any members of his or her immediate family, his or her partner, has a financial or other interest in or a tangible personal benefit from a firm considered for the contract.

- b. Disciplinary Action: Violation of the conflict of interest policy constitutes unsatisfactory work performance. Per TJPDC's Employee Handbook, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, demotion or dismissal.

October 3, 2024

TO: TJPDC Commission

FROM: TJPDC Staff

RE: Employee Handbook revisions

Purpose: To consider and approve needed changes to the TJPDC Employee Handbook.

Background: The TJPDC Employee Handbook was most recently revised in 2016. During the past eight years, numerous changes in federal and state laws and regulations have occurred that necessitate updates to the Handbook at this time. Also, during that period, the TJPDC has incorporated various practices into the agency operations that should be added to the Handbook.

This proposal is one of two that TJPDC staff plans to bring to the Commission for consideration and adoption. First, the recommended changes herein are 1) deemed necessary due to the aforementioned changes in law or regulation and have been developed in consultation with the agency's insurance provider, Virginia Risk Sharing Association; or 2) proposed by staff to reflect current practice or previous policy approved by the Commission.

Early in 2025, TJPDC staff plans to bring forward additional proposed modifications that could have fiscal budget impacts or that require further analysis by staff prior to Commission consideration.

Attached to this memo are 1) a marked-up version showing proposed additions and deletions to the Handbook, and 2) a clean version incorporating all of the changes being proposed at this time.

Recommendation: At its September 17, 2024 meeting, the Finance/Executive Committee reviewed and recommended to the full Commission approval of the proposed changes to the TJPDC Employee Handbook, with the understanding that review by TJPDC legal counsel is forthcoming and with latitude for staff to make additional technical and clarifying changes to the document, as needed.



Employee Handbook

FOR CONSIDERATION OF ADOPTION BY TJPDC ON OCTOBER 3, 2024

Adopted by TJPDC on Insert Adoption Date
Here: October 6, 2016

Replaces earlier versions:

Original issue: 12/1/96

Update: 2/3/2000

Update: 9/4/2003

Update: 10/6/2016



EMPLOYEE HANDBOOK
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
~~FOR CONSIDERATION OF ADOPTION BY TJPDC ON JUNE 2, 2016~~ ADOPTED BY
TJPDC ON: INSERT ADOPTION DATE HERE
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- A. GRIEVANCE PROCEDURE
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EMPLOYEE HANDBOOK⁽¹⁾
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ADOPTED BY TJPDC ON JUNE 2, 2016¹ INSERT ADOPTION DATE HEERE

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About the Thomas Jefferson Planning District Commission: Planning District Commissions (PDCs) were established by the General Assembly under the Virginia Area Development Act (Code of Virginia, Title 15. 1, Ch. 34). The Thomas Jefferson PDC was formed in 1972 to provide a forum for discussion of issues localities have in common, or on which there is disagreement; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. As a public body, the TJPDC strives to include the public in decision-making.

Mission Statement: The mission of the Thomas Jefferson Planning District Commission is to serve our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

I. PURPOSE OF THIS HANDBOOK

The objective of this Employee Handbook with addendums (“Handbook”) is to provide a uniform system of personnel administration for the staff of the Thomas Jefferson Planning District Commission (TJPDC) based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the TJPDC to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the TJPDC and its employees.

~~Employment with TJPDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, TJPDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.~~

This handbook is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any TJPDC employee, and shall not create any due process requirement in excess of federal or state constitutional or statutory requirements. The term at-will means employees can terminate voluntarily or be terminated at will. Exceptions are employees having employees who have written contracts signed by the Executive Director and/or the Commission Chair of the TJPDC.

~~Employment with TJPDC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, TJPDC may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.~~

Additionally, it is the policy of the TJPDC to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the TJPDC by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

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¹ The TJPDC reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice.
See Section XVII

II. EMPLOYEE CLASSIFICATIONS DEFINITIONS

~~Whenever responsibilities fall to the Executive Director under these Policies, he or she may designate another to fulfill his or her responsibilities. All employees, regardless of status,~~
are employees at will.

A. Classifications and Definitions

A.1. Exempt Employee

An employee who occupies a position which is exempt (not eligible) from the overtime provisions of the Fair Labor Standards Act under the executive, administrative or professional exemptions. Full-time, part-time, and temporary employees may be classified as exempt, and paid on a salaried basis.

B.2. Non-exempt Employee

An employee who receives hourly wages; and is subject to wage and hour laws, i.e. the overtime pay provisions of the Fair Labor Standards Act. Full, part-time, and temporary employees may be non-exempt.

C.3. Full-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work a minimum of thirty (30) hours per week. Full time employees are eligible for full benefits as defined in this Employee Handbook.

D.4. Part-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work an established period of time that is less than thirty (30) hours per week. Part-time employees are not eligible for employee benefits, ~~related to insurance or retirement.~~

E. Introductory Employee

~~A full time or part time employee who has worked for the TJPDC for less than six months.~~

F.5. Temporary/Seasonal-Employee

An individual hired on a term basis, -e.g., day, week, period of months or on a project basis. Temporary employees are not eligible for ~~retirement-employee~~ benefits.

G.6. Executive Director

The Executive Director of the TJPDC. Whenever responsibilities fall to the Executive Director under these Policies, he or she may designate another to fulfill his or her responsibilities.

7. Human Resources Director (HR)

The personnel within TJPDC who ensure the company's policies and systems function as intended.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the TJPDC to provide equal opportunity in employment and to administer employment policies without regard to race, ~~(including traits historically associated with~~ race, including hair texture, hair type, and protective hairstyles), color, religion, ~~gender,~~ national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability,

Employee Handbook

Approved insert adoption date here ~~October 6, 2016~~

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marital status, military status (including active duty, veteran, or dependent), age, any other protected class, national origin, political affiliation, familial status, pregnancy, or disability. This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications without regard to race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, marital status, gender, gender identity/expression, (including gender identity, transgender status and sexual orientation), age, national origin, veteran status, political affiliation, pregnancy, socio-economic, geographic community, or disability, except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based solely upon each individual's qualifications for the position to be filled.
3. All ~~Other~~ personnel actions such as compensation, benefits, transfers, corrective action, layoffs, terminations, training, and assignments, will be administered without regard to race, (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status (including active duty, veteran, or dependent), age, any other protected class, color, religion, gender (including gender identity, transgender status and sexual orientation), age, national origin, political affiliation, pregnancy, socio-economic, geographic community, or disability.

B. No-Harassment/No-Discrimination Policy

The TJPDC will not tolerate any form of harassment or discrimination. In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, our No-Harassment/No-Discrimination Policy prohibits harassment, discrimination or intimidation of others based on age, color, race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), creed, color, religion, national origin, gender, gender identity/expression, (including gender identity, transgender status and sexual orientation), ethnicity, age, national origin, political affiliation, pregnancy, socio-economic, geographic community, or disability, marital status, military/veteran status, status in any other group protected by federal or local law or for any other reason.

Harassment includes, but is not limited to, remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean, or belittle a person because of their age, sex, color, race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), creed, religion, national origin, ethnicity, pregnancy, disability, gender, gender identity/expressions, sexual orientation, political affiliation, marital status, military/veteran status, or status in another group protected by federal, state or local law.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature; as well as behavior, remarks, jokes or innuendos that intimidate, ridicule, demean or belittle a person on the basis of their gender; regardless of whether the remarks are sexually provocative or suggestive of sexual acts.

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment.
- Submission to, tolerance of, and/or rejection of the unwelcome conduct is a basis for employment decisions.
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile, or offensive work environment.

C. Responsibility to Report Responsibility To Bring Any Form Of Harassment Or Discrimination To Our Attention

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All employees are responsible for helping assure that we avoid harassment and discrimination in the workplace. If you experience any problem of this sort, become aware of any other employee experiencing a problem of this sort, or have knowledge of any form of harassment or discrimination, sexual or otherwise, you must immediately report it to your supervisor. If you believe that it would be inappropriate to discuss the matter with your supervisor, or you are uncomfortable discussing the matter with your supervisor, you may elect to bypass your supervisor and report the matter directly to the Human Resources Director, Executive Director or Commission Chair.

All claims of harassment or discrimination will be investigated thoroughly and promptly without consequence to the employee experiencing or reporting the conduct ~~so long as they were reported in good faith~~. We will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, we cannot compromise our obligation to investigate complaints. The employee who brought the complaint will be provided information on the outcome of the investigation within the limits of confidentiality. Reports will be promptly, and thoroughly investigated and appropriate corrective actions taken if the charge is founded. If it is determined that a violations has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the TJPDC's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

Employees are required to participate in any investigations needed to determine if a policy was violated. Failure to participate in an investigation is grounds for disciplinary action up to and including possible termination.

D. Retaliation

Retaliation is illegal and contrary to the policy of the TJPDC. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts. ~~so long as they participate in good faith~~.

If an employee believes that he or she is being retaliated against, a written report should be made to the Human Resources Director, Executive Director or Commission Chair. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

E. Accommodating Individuals with Disabilities

In accordance with the Virginia Human Rights Act and the Americans with Disabilities Act Amendment Act of 2008, the TJPDC provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. All requests for accommodation will be fully reviewed. A request for ~~an~~ accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the TJPDC, or if the employee poses a direct threat to the health and safety of him or herself or others.

If you requested accommodation but feel that your request was ignored or improperly denied, or if someone is not abiding by the agreed accommodation, it is both your right and your obligation to contact the Human Resources Director.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the salary offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the TJPDC. The Executive Director may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

~~B. — Introductory Period~~

~~All new full-time and part-time employees serve a six-month introductory period. During this period the employee must demonstrate that he or she is capable and willing to perform the job satisfactorily. At the end of the introductory period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-introductory status including utilization of the grievance procedure. In establishing an introductory period, the TJPDC does not change in any way the employment at will status that applies to its employment relationship with all employees at all times during their employment.~~

~~C.B.~~ Hiring Authority

The Executive Director has complete authority for hiring, promoting and discharging employees in accordance with these policies. The Executive Director has the responsibility and authorization for administering the personnel system established by these policies. The Commission has authority for hiring, supervising, evaluating and discharging the Executive Director.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and applicable overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay. ~~Part-time and temporary employees may also receive leave in certain circumstances. Leave policies, found in Section VI, should be reviewed.~~

The TJPDC is committed to complying with the wage and deduction requirements of the Fair Labor Standards Act (FLSA). If you believe that there is an error or improper deduction in your paycheck, report this to the Human Resources Director. Your questions will be promptly investigated and corrected as necessary. The TJPDC will make a thorough effort not to repeat the error.

A. Pay and Classifications

A- Compensation Plan

1. The compensation plan for employees of the TJPDC shall consist of:
 - a) ~~is based on the TJPDC's A classification system and as amended from time to time~~ for all classified jobs.
 - 1-b) A pay grade and paygrades. The classification system that sets a salary range for each classified position.
2. The rates of pay for each employee within a paygrade shall be set by the Executive Director. The normal entrance rate of pay for new employees will generally be at the lower ~~half-end~~ of the paygrade for the position.
3. ~~All The~~ compensation plans ~~and classification systems~~ may be amended by motion of the Commission.

B. Hours of Work

1. The normal work schedule for which salary is paid consists of ~~forty (40)~~ hours, broken down into eight (8) hours a day, Monday through Friday. This does not preclude the establishment of specified schedules other than ~~forty (40)~~ hours in a given workweek for other employees if approved by the Executive Director.
2. Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be considered if a mutually workable schedule can be negotiated with the supervisor involved. While the TJPDC does not offer a compensatory time off policy, the Executive Director may approve time off of hours or a full day, when an employee has or expects to exceed ~~forty (40)~~ hours of work in a work week due to mandated ~~work load~~ workload, after hours meetings, project deadlines or to meet other involuntary needs. The time off for additional work must be taken within the same ~~or next pay period that month that~~ it is earned, and as approved by the employee's supervisor. All hours worked must be included as work time in the TJPDC's on-line time keeping system. A "note" is to be added on any day in which additional hours are worked and on days when the additional hours are used for time off. Additional guidance on flex time is included in Appendix E.
3. Accurately recording time worked is the responsibility of every employee. Federal and state laws require TJPDC to keep an accurate record of time worked in order to calculate employee pay and benefits as well as to charge grants and contracts accurately. Time worked is all the time actually spent on the job performing assigned

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duties; any questions regarding whether something constitutes “time worked” should be directed to an employee’s supervisor immediately.

4. If an employee is unable to report for work or expects to be late, the employee must contact his or her supervisor, the Executive Director, and the Administrative Assistant by e-mail as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for the absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his or her supervisor, he or she should leave a message reporting his or her absence but continue in his or her attempts to contact his or her supervisor. The responsibility to notify a supervisor about absences or tardiness always rests with the employee. Any absence of three days without communication will be deemed a voluntary resignation. Extenuating circumstances will be considered.
 5. Hours of work, schedules, and duty assignments of short duration of individual employees may be altered under authorization of the supervisor within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet ~~FMLA and~~ ADA requirements.
 6. The TJPDC offers a Telework Program. Teleworking, or telecommuting, is the concept of working from home or another location. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the agency. The TJPDC has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available. Telecommuting or work from home may be approved on a case-by-case basis. See Appendix F for policy guidance and Appendix G for the Remote Work Agreement. Agreement. Only upon prior approval by the Executive Director an employee may work from home or telecommute. All hours worked must be included as work time in the TJPDC’s on-line time keeping system. A “note” is to be attached to the work from the home day’s activities with a list of projects worked on, tasks completed and telephone and/or email contacts during the work period.
- C. Compensation Performance Increases
1. TJPDC promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee’s performance compensation will be reviewed annually and based on a review of the employee’s job classification and associated paygrades, satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee’s pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.
- D. Overtime
1. Employees who are not exempt under the Fair Labor Standards Act (FLSA) will be paid at the rate of time and a half for all hours actually worked in excess of forty (40) hours in a work week. Unless authorized to do so beforehand, employees should not work over forty (40) hours during a work week. The work week begins on Monday and ends on Sunday for purposes of overtime.

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Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given ~~compensatory~~ time off at the discretion of the Executive Director pursuance to the Flex Time policy. See Appendix E for additional guidance.

E. Bonuses

The Executive Director may grant a bonus to an employee or employees to recognize superior service to the TJPDC.

F. Health Insurance

All full-time employees are eligible for participation in the health plan to which the TJPDC belongs. The rates for the employee and TJPDC share of the cost will be set annually, based on information provided by the insurer, and approved by the Commission.

For all eligible employees beginning work on or after July 1, 2016, the TJPDC will pay 100% of the single employee rate for health insurance. The employee may elect additional spouse, dependent or family coverage at their own expense and may utilize payroll deductions as eligible under the cafeteria 125 plan.

All employees beginning work prior to July 1, ~~2016~~2016, are grandfathered in for the current fiscal year's health insurance benefits and employee/employer participation rates. ~~This rate will be considered by the Commission on an annual basis.~~

The Thomas Jefferson Planning District Commission ~~employs fewer than 50 employees and is not~~ required to provide continued health insurance coverage for a "qualifying event" subject to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). ~~Therefore, COBRA coverage is not provided to employees upon a "qualifying event". However, employees may be eligible to continue their current coverage or obtain similar coverage under state law (see Va. Code Sec. 38.2-3541). The TJPDC will notify the appropriate agencies of the "qualifying event" and the COBRA administrator will send the required COBRA notifications to the employee. All premiums will be paid by the employee directly to the administrator, should coverage be elected.~~

G. Retirement

G. Retirement

The TJPDC participates in the Virginia Retirement System (VRS) for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

H. Group-Term Life Insurance

Group-term Life Insurance is required for all employees enrolled with the VRS and the premiums are paid 100% by the TJPDC. Eligible employees may also elect to purchase Supplemental Life Insurance for themselves, their spouse and/or their dependents paid 100% by the employee with after-tax dollars through payroll deductions.

I. Long-Term and Short-Term Disability Insurance

All full-time employees are enrolled in the TJPDC long-term disability insurance plan. Premiums are paid 100% by the TJPDC. The TJPDC also provides short-term disability benefits through a self-funded plan. A Summary of Benefits for both plans can be obtained from the Human Resources Director.

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VI. HOLIDAYS AND LEAVE

A. Holidays

A. The following holidays* are observed by the TJPDC. Full-time employees shall be granted time off for these days without charging the time against leave balances:

New Year's Day _____ (January 1)
Martin Luther King, Jr. Day _____ (third³rd Monday in January)
Presidents' Day _____ (third³rd Monday in February)
~~Thomas Jefferson's Birthday (April 13) or floating holiday*~~
Memorial Day _____ (Last Monday in May)
~~Juneteenth June 19~~
Independence Day _____ (July 4)
Labor Day _____ (first¹st Monday in September)
Veterans Day _____ (November 11)
~~Day before Thanksgiving² 4th Wednesday in November (1/2 day)~~
~~Thanksgiving Day (fourth⁴th Thursday in November)~~
~~Day after Thanksgiving 4th Friday in November~~
Christmas Eve _____ (December 24)
Christmas Day _____ (December 25)
Floating Winter Holiday (any day between December 16 and January 15)
~~Floating Holiday (any day during the year)~~
2 Floating Holidays – To be accrued annually on July 1 to be used any day before June 30

*The staff retreat will be scheduled to occur on or about Thomas Jefferson's birthday. If Thomas Jefferson's Birthday is worked as a retreat or other workday, employees may take this holiday as a floating holiday anytime during the fiscal year (date selected by employee, with approval by supervisor).

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

*Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the TJPDC.

If an eligible employee works on a recognized one of these holidays, he or she may take the holiday time off on an hour for hour basis for the hours worked on the holiday. The time off must be taken at another time during the quarter in which the holiday falls. An employee may choose to work on a holiday to exchange the day for another day desired by the employee, provided the Executive Director has approved the exchange.

Any holiday floated or exchanged must be used by the end of the fiscal year (June 30th). Any unused holiday will not roll-over to the next fiscal year and will not be paid if the employee leaves the employ of the TJPDC for any reason.

² One-half day.

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B. Leave

1. Annual Leave

Full-time ~~and part-time~~ employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis:

YEARS OF ELIGIBLE SERVICE	DAYS/MONTH	PER YEAR
0 to 5 years	1.0 days	12 days
5-10 years	1.25 days	15 days
More than 10 years	1.50 days	18 days

Employees wishing to take annual leave shall have it approved in advance by the supervisor and Executive Director. Leave is not eligible at all times: the Executive Director has a primary obligation to ~~insure~~ensure that the TJPDC service to localities and citizens is carried out.

Each employee may accumulate a maximum of 30 days of annual leave. Once an employee has accrued 30 days (240 hours), no further leave shall accrue until some portion of that leave is used.

Upon separation, an employee shall be entitled to payment for all unexpired credited annual leave based on the employee's current rate of pay at the time of separation (except in certain circumstances, discussed in Section XV below). In the event of the death of an employee, the employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death. ~~Introductory employees are not entitled to payment of any unused annual leave.~~

2. Sick Leave

Full-time ~~and part-time~~ employees will accrue sick leave benefits at the rate of 15 days per year (1.25 days for every full month of service) and when taken shall be used on an hour for hour basis. ~~Paid S~~sick leave shall be used for:

- a) ~~Illness or injury incapacitating the employee and preventing the employee from performing assigned duties and for doctor or dental appointments during working hours. Personal sick leave is charged on an hour-for-hour basis for all employees and is not considered an entitlement. An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care; or~~
- b) ~~Medically necessary care of family members who reside in the employee's household or parent or child whether in the household or elsewhere~~Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventative medical care.

- e) ~~_____~~ FMLA leave, including

~~An employee away from work for medical conditions which require absence in excess of one week or for FMLA purposes is required to (1) submit to the Executive Director a written statement from the attending physician or health care provider, stating the earliest approximate date of return to duty and advising on the ability of the employee to perform the essential functions of his or her job with or without reasonable accommodations, and simultaneously (2) apply for leave under the Family and Medical Leave Act (if the employee is eligible). The Executive Director has the prerogative of requiring a physician's or health care provider's letter with the above content prior to an absence of one week if in his or her judgment this information is necessary. Medical information and the personnel needs of the TJDC will be considered in determining the holding of the employee's position or placement in another position for which the employee qualifies. All medical information will be kept confidential and will be made a part of a file separate from the employee's personnel file.~~

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~~Exceptions to this policy may be considered on a case by case basis and approved by the Executive Director.~~

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TJPDPC defines "family member" as:

1. Regardless of age, a biological child, adopted or foster child, stepchild, legal ward, child to whom the employee stands in loco parentis, or individual to whom an employee stood in loco parentis when the individual was a minor;
2. A biological parent, foster parent, stepparent, adoptive parent, legal guardian of an employee or an employee's spouse, or individual who stood in loco parentis to an employee when the employee or employee's spouse was a minor child;
3. An individual to whom an employee is legally married under the laws of any state;
4. A grandparent, grandchild, or sibling, whether of a biological, foster, adoptive, or step relationship, of an employee or the employee's spouse;
5. An individual for whom an employee is responsible for providing or arranging care, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment; or
6. Any other individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

Paid sick leave shall be provided upon the request of ~~anthe~~ employee. Such ~~requestrequests~~ may be made in orally, in writing, by electronic means or in the TJPDPC timekeeper software. When possible, the request shall include the expected duration of the absence.

When the use of paid sick leave is foreseeable, the employee shall make a good faith effort to provide notice of the need for such leave to the employer in advance of the use of the paid sick leave and shall make a reasonable effort to schedule the

use of paid sick leave in manner that does not unduly disrupt the operation of the TJPDC.

The TJPDC does not require, as a condition of an employee's taking paid sick leave, that an employee search for or find a replacement worker to cover the hours during which the employee is using paid sick leave.

For paid sick leave of three or more consecutive work days, the TJPDC may require reasonable documentation that the paid sick leave has been used for a purpose as defined in Sick Leave subsection 2(a) or 2(b) to be provided.

Unused sick leave benefits will be allowed to accumulate up to a maximum of sixty (60) days (or 480 hours), but unlike annual leave will not be paid if the employee leaves the employ of the TJPDC for any reason. Sick leave benefits are intended solely to provide income protection in the event of illness or ~~injury~~, ~~and injury and~~ may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick Leave may not be used during the final two weeks of employment. Employees must use Annual Leave for any leave during their last two weeks of employment as approved by their supervisor, and sick leave used improperly may be withdrawn, and annual leave substituted after the fact.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity for up to 15 days per military fiscal year.

4.1. Military Leave without Pay

~~An employee who leaves the employ of the TJPDC to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the TJPDC. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the TJPDC not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.~~

5.4. Civil Leave

A full-time employee will be given time off without charge to leave or loss of pay for (a) performing jury duty or when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in national, state, or local election. The period of such leave shall be

only as necessary for the performance of the activity, plus any necessary travel time.

6.5. Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to full-time employees. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. TJPDC defines "immediate family" as the employee's spouse, parent, child, or sibling.

C. Workers' Compensation Leave

Administrative procedures for Worker's Compensation are included in Appendix B.

D. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status:

1. Military Leave without Pay

An employee who leaves the employ of the TJPDC to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the TJPDC. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the TJPDC not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

2. Family & Medical Leave Act (~~Basic Leave Entitlement~~ "FMLA")

- a) The TJPDC is a public agency and therefore covered by the FMLA regardless of number of employees and is not subject to the coverage threshold of 50 employees carried on the payroll each day for 20 or more weeks in a year.
- b) Employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer employ 50 employees at the worksite or within 75 miles.
- 4.c) The TJPDC does not employ 50 employees at the worksite or within 75 miles, therefore employees of the TJPDC are not eligible for FMLA leave entitlements.
- a) Eligible Employees: Eligible employees are entitled to participate in the benefits of the Family and Medical Leave Act ("FMLA"). FMLA leave is

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~~unpaid leave. The TJPDC requires an employee to use accrued paid leave on an hour for hour basis in conjunction with FMLA leave.~~

- ~~b) Number of hours worked to be covered. To be eligible under the FMLA, an employee must have worked for the TJPDC for twelve (12) months and must have worked at least 1,250 hours within the twelve (12) months preceding the start of the leave. Part time and temporary employees who meet these requirements are eligible for FMLA leave.~~

~~2. Purposes for Which FMLA Leave May Be Taken~~
~~FMLA leave may be used:~~

- ~~a) to care for an employee's child after birth, or for the placement with an employee of a child for adoption or foster care (provided that the leave is requested and used within twelve (12) months of the birth, placement, adoption, or foster care);~~
- ~~b) to care for an employee's spouse, child, or parent (does not include in-laws) who has a serious health condition;~~
- ~~c) when the employee is unable to work because of their own serious health condition.~~

~~3. Military Family Leave Entitlements~~

~~Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.~~

~~FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.~~

~~4. Serious Health Condition Defined~~

- ~~a) Definition: A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or an incapacity lasting more than three consecutive days and involving continuing treatment by a health care provider. Continuing treatment involves two or more treatments (or one treatment when the condition is such that continuing follow-up is or will be required) by a healthcare provider, pregnancy, prenatal care, or other chronic or long-term serious health conditions.~~
- ~~b) Qualifications for Serious Health Condition: To qualify for leave due to the serious health condition of a family member, the family member must be incapable of self-care. To qualify for leave due to the serious health condition of the employee, the employee must be unable to work at all or~~

unable to perform any of the essential functions of the employee's position.

- e) ~~Employers Requirements: Employees are required to obtain a health care provider certification for all absences for which FMLA leave is being requested. A chronic or long term health condition or pregnancy does not require a visit to the health care provider for each absence; however, a statement by the health care provider that the absence was due to the chronic condition or pregnancy may be requested by the TJPDC at its discretion.~~

~~5. FMLA Benefits~~

- a) ~~Leave: An eligible employee is entitled to a total of twelve weeks of unpaid leave during any twelve-month period. Employees will be required to use to exhaustion accumulated paid leave (sick, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period. An employee is required to request FMLA leave in writing at least thirty days before the leave is to commence if the need for the leave is foreseeable. In circumstances when the leave is not foreseeable thirty days in advance, an employee must request the leave as soon as practicable. The TJPDC may designate leave as FMLA leave without a request from an employee by delivering a notice of designation to the employee.~~

~~FMLA leave taken for a serious health condition of the employee or family member may be taken intermittently or on a reduced hours basis. FMLA leave taken for birth, adoption, placement, or foster care cannot be taken intermittently unless approved in advance. If both spouses work for the TJPDC, in certain circumstances (birth, adoption, care for a parent) the total FMLA leave that may be taken by both employees is twelve weeks, pro-rated between as the spouses choose. FMLA leave taken for the birth, adoption, placement, or foster care of a child must be taken within the twelve months following the event.~~

~~Should the TJPDC obtain information that the employee was not FMLA eligible or the event did not qualify under FMLA, the designation of FMLA leave previously given may be withdrawn.~~

- b) ~~Job Restoration: Upon return from FMLA leave, an employee is entitled to be restored to the same position that was held before the start of the FMLA leave, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is unable to return to work after the FMLA leave benefits have been exhausted, the employee will not have a right to return to his or her position even if there are unused accrued leave balances.~~

~~Key employees are entitled to FMLA leave but are not entitled to job restoration if re-employment after the conclusion of the leave will cause a substantial and grievous economic injury to the TJPDC. A key employee is a salaried employee who is among the highest paid ten percent of the TJPDC's workforce. A key employee will be notified in writing of his or~~

her status in response to the employee's notice of intent to take FMLA leave, unless circumstances do not permit such notice. If a key employee is already on FMLA leave when s/he receives notice that s/he is a key employee, the employee will be given a reasonable time to return to work before losing the right to job restoration.

- c) ~~Health Benefits: If paid leave is used for FMLA purposes, an employee will maintain the same benefits as if working. If the employee is on leave without pay, continuation in the health care plan is permitted, provided that the employee continues to pay the employee costs of the premiums. If the employee fails to make his premium payments, the employee will be provided written notice of this failure and will be given an additional fifteen days to make payment in full. If payment is not made after this notice, health benefit coverage will cease. If an employee does not return to full time work after the conclusion of the FMLA leave, the employee is responsible for reimbursing the TJPDC for the TJPDC's share of the health care premiums paid.~~

6.3. Extended Leave Without Pay

When special circumstances require an extended leave, the Executive Director has the authority to grant a full-time employee leave without pay provided that the operations of the TJPDC's programs will not be adversely affected.

Subject to the terms, conditions, and limitations of the applicable plans, TJPDC will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, TJPDC cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved leave period, TJPDC reserves the right to terminate the employee.

7.4. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action that may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VII. EMPLOYEE DEVELOPMENT

TJPDC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within TJPDC.

TJPDC will provide educational assistance to full-time employees who have completed 365 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through

completion of each course. Individual courses or courses that are part of a degree, licensing, or certification program must contribute to develop the employee's value to the organization in order to be eligible for educational assistance. The Executive Director has the sole discretion to determine whether a course contributes to the employee's value to TJPDC. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Vacation, sick leave, and holiday benefits will continue to accrue during the approved educational leave.

VIII. PERFORMANCE APPRAISALS

TJPDC will make every effort to evaluate the work of each employee by their immediate supervisor at least annually. A formal written performance evaluation will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair, he or she may prepare comments to be attached to the supervisor's appraisal report.

IX. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. See Appendix EB for additional information.

B. Occupational Safety and Health

TJPDC is committed to providing a safe and healthy working environment for all employees. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, death, injuries and illnesses that occur at the TJPDC offices must be reported to the Executive Director within the same day of the discovery of occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation.

C. Accident Reporting and Investigation

All job-related injuries or illnesses shall be reported to your supervisor immediately, regardless of severity. Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject the TJPDC to fines and penalties.

1. Employer's Responsibilities

- a) TJPDC is to investigate the cause of every lost-time accident and determine the means in which to prevent recurrence. Employers are

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required to install any safeguards or take corrective measures indicated or found advisable.

2. Employee Responsibilities

Specifically, employees shall:

- 1-a) Report all injuries, regardless of severity, to the appropriate supervisor, immediately, but no later than 24 hours.
- 2-b) Report and, if possible, correct all unsafe conditions or acts;
- 3-c) Avoid horseplay and mischief;
- 4-d) Take all standard safety precautions to prevent injury;
- 5-e) Follow all safety rules.

D. Workplace Violence

The TJPDC is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with ~~courtesy~~ courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on TJPDC premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any other characteristic prohibited by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by members, insureds, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from the TJPDC premises as quickly as safety permits. Individuals who have been removed from the TJPDC premises shall remain off the premises pending the outcome of the TJPDC and/or criminal investigations.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No employee will be subjected to retaliation for reporting any threat or perceived threat. TJPDC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Violation of this policy may lead to disciplinary action, up to and including dismissal, arrest, and prosecution.

E. Weapons in the Workplace

Although possession of firearms is not illegal in Virginia, all employees, including concealed weapons permit holders, are prohibited from carrying weapons during work hours, while in performance of official TJPDC duties or while on TJPDC property (including while driving a TJPDC-owned vehicle), unless the carrying of such a weapon is approved in writing by the Executive Director. In addition, no employee shall store any weapon on TJPDC property unless such storage is approved by the Executive Director.

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Nothing in this section limits an individual who is lawfully authorized to possess a handgun from keeping the gun in a locked container out of view in his/her private vehicle.

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X. ELECTRONIC COMMUNICATIONS

A. Internet

1. Provision of Internet: TJPDC may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment for personal use should be minimal and limited to breaks. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the TJPDC.
2. Employees Access: TJPDC may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the TJPDC may establish an Internet account that may be accessed by employees.
3. Passwords and Email Addresses
 - a) Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the TJPDC. The usage of the Internet may be monitored and is subject to the same code of conduct which applies to all other actions in the workplace and using the TJPDC's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission, and storage of messages, files, images, and sounds are subject to monitoring by the TJPDC.
 - b) Employees must not share their passwords with any other individuals, including other employees or outsiders. Neither is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the TJPDC when using the TJPDC's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.
4. Employer Access: The TJPDC will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The TJPDC will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees consent to the monitoring of communications sent, received and stored on equipment provided by TJPDC, or electronic, wire, or digital services provided by the TJPDC, as a condition of employment.

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XI. ALCOHOL AND DRUG FREE WORKPLACE

The Federal Government requires a drug-free workplace be provided when activities are funded with a federal grant. To ensure a drug-free workplace, the employer is required to share a policy with the employees and make them aware of the effect such violations will have on their employment. The employer is further required to make employees aware of programs available related to drug-free workplaces. The Thomas Jefferson Planning District Commission has adopted this policy in response to this requirement. Copies of the drug testing policy will be provided to all employees. Employees will sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Executive Director.

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state ~~statue~~statute regulating controlled substances shall notify their supervisor and the Executive Director within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
5. No employee shall represent the TJPDC in an official capacity while impaired by alcohol, illegal drugs, or medication.
6. No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the TJPDC.
7. If an employee is using a prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or The Executive Director.

B. Disciplinary Action

Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken for any violation of this policy, up to and including termination.

C. Drug & Alcohol Testing

In order to achieve a drug-free ~~work place~~workplace, employees in, and applicants for, safety sensitive positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a safety-sensitive position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an ~~on-duty~~on-duty accident or has endangered others in the workplace.

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4. On a random basis for safety sensitive positions.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.
6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XII. EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Standards of Conduct

At a minimum, the following standards are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated.
3. Appropriate and professional attire.

It is the purpose of this guide and associated written policies to provide appropriate guidelines for employee appearance while at work and performing ~~work-related~~work-related duties.

It is imperative that all TJPDC employees project a positive, professional image to our external & internal stakeholders. This policy provides guidance for dress and appearance in order to convey that image. The Executive Director may establish dress requirements as appropriate to the respective work-related duties. Staff should be aware that "conservative is always appropriate" in the workplace in terms of image with the public and fellow staff. A "rule of thumb" assessment of attire is to always dress professionally, thinking of others, and always dress to a minimum of the next level up from who you would come in contact with during the course of business.

4. Courteous and professional behavior toward the public and fellow employees.
5. Appropriate use and maintenance of TJPDC-owned property.

B. Conflict of Interest

1. Employee Obligation: Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
2. Definition of Conflict of Interest: An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of TJPDC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. Disclosure: No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of TJPDC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
4. Gifts and Special Consideration: Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the

TJPDC does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the TJPDC.

C. Outside Employment

1. Employees shall not undertake other employment in planning or a related profession, whether or not for pay, without having made full written disclosure to the TJPDC and having received subsequent written permission to undertake additional employment.
2. Employees shall not accept from anyone other than the TJPDC any compensation, commission, rebate, or other advantage that may be perceived as related to TJPDC employment.

D. Ownership of Work Performed at TJPDC

Employees may not receive any income or material gain from individuals outside the TJPDC for materials produced or services rendered while performing their jobs. TJPDC retains ownership of all work produced by its employees. Employee agrees to transfer and assign, and hereby transfers and assigns, to TJPDC, without further compensation, the entire right, title and interest throughout the world in and to: (a) all intellectual property resulting from Employee's work for or on behalf of TJPDC and (b) all creations and inventions that are otherwise made through the use of TJPDC's equipment, supplies, facilities, materials and/or proprietary information. ("IP Work") All such IP Work that is protectable by copyright will be considered work(s) made by the Employee for hire for Company (as defined in the United States Copyright Act, 17 U.S.C. Â§ 101) and will belong exclusively to TJPDC. If by operation of law any of such IP Work is not owned in its entirety by TJPDC automatically upon creation, Employee agrees to transfer and assign, and hereby transfers and assigns, the same to TJPDC.

E. Political Activity

1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
2. An employee shall not engage in political activity on work premises during work hours.
3. An employee shall not use TJPDC-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use the employee's title or position while engaging in political activity.

XIII. SMOKING – TJPDC WORKPLACE

In keeping with TJPDC's intent to provide a safe and healthful work environment, smoking, e-cigarettes, and tobacco use are prohibited throughout the workplace and TJPDC vehicles.

This policy applies equally to all employees, customers, and visitors.

XIV. DISCIPLINE AND GRIEVANCES

To ensure orderly operations and provide the best possible work environment, TJPDC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. TJPDC employees are expected to conduct themselves in a professional and courteous manner, as representatives of the TJPDC. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the TJPDC.

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

A. Disciplinary Action

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, paid or unpaid administrative leave, demotion or dismissal. Other types of discipline may be used in addition to those listed.

The following are examples of infractions of rules of conduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Theft or inappropriate removal or possession of property;
2. Negligence with TJPDC property or misuse of TJPDC property;
- ~~4.~~
- ~~2-3.~~ Willfully falsifying ieation of timekeeping records;TJPDC records (including time records, leave records, job applications, or pay or reimbursement vouchers);
- ~~3-4.~~ Using or being impaired at work by intoxicants, drugs or alcohol; Working under the influence of alcohol or illegal drugs;
- ~~4-5.~~ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- ~~5-6.~~ Performing official duties in a rude and discourteous manner, threatening co-workers, fighting or using threatening physical violence while on duty;
- ~~6-7.~~ Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- ~~7-8.~~ Sexual or other unlawful or unwelcome harassment;
- ~~8-9.~~ Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- ~~9-10.~~ Excessive absenteeism or any absence without notice
- ~~10-11.~~ Unauthorized use of telephones, mail system, internet, or other employer-owned equipment for non-TJPDC business activities;
- ~~11-12.~~ Violation of personnel policies or any workplace rule;
- ~~13.~~ Neglecting duty or continually being unable or unwilling to render Unsatisfactory performance; or conduct

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14. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or Executive Director;
15. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
16. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the TJPDC;
17. Failing to report for work or being absent without prior notice to supervisor;
18. Unsatisfactory attendance, excessive absences, or excessive tardiness;
19. Engaging in conduct on social media that negatively impacts the work environment;
20. Refusal to participate in workplace investigations;

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B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The TJPDC grievance procedure is available for ~~full-time~~ employees of TJPDC, except as noted in the procedure. The grievance procedure is defined in Appendix A.

XV. TERMINATION OF EMPLOYMENT

TJPDC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to TJPDC, or return of TJPDC-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

A. Resignation

To resign in good standing, an employee must give at least two ~~weeks~~weeks' advance notice. If special circumstances exist, the Executive Director may waive the notice requirement. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

B. Lay-off

TJPDC reserves the right to dismiss employees for lack of available work or funds. In such cases, every effort will be made to give the employees affected a minimum of two ~~weeks~~weeks' advance notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the Americans with Disabilities Act.

D. Dismissal

Dismissal is an involuntary employment termination initiated by TJPDC as a result of unsatisfactory work performance or behavior.

E. Retirement

An employee may voluntarily terminate employment upon meeting age and length of service requirements for retirement.

XVII. MODIFICATION OF POLICIES

~~These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the TJPDC without notice.~~

XVI. USERRA

Uniformed Services Employment and Re-Employment Rights Act of 1994

The Uniformed Services Employment and Re-Employment Rights Act of 1994 USERRA applies to all employers in the public and private sectors, including Federal employers. The Act protects all members of the uniformed services from discrimination in employment regardless of whether their uniformed service was in the past, present, or future (intent to join). The discrimination provisions of USERRA, set forth in section 4311, address problems regarding initial employment, reemployment, retention in employment, promotion, or any other benefit of employment.

Any person re-employed after military service is entitled to all seniority and other rights and benefits, including medical insurance coverage, which would have been available if the employment had not been interrupted by military service. The veteran re-employment rights are effective unless the cumulative length of the current absence plus any previous absences exceed five (5) years.

Human USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Upon return from military duty, the period an individual has to make an application for reemployment or report back to work is based on the time spent on military duty. For service of 30 days or less, the service member must report back to work at the beginning of the next regularly scheduled work period on the first full day after release from service. For

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service of 31 – 180 days, the service member must submit an application for reemployment within 14 days of release from service. For service of 181 days or more, an application for reemployment must be submitted within 90 days of release from service.

Reemployment of a person is excused if an employer’s circumstances have changed so much that reemployment of the person would be impossible or unreasonable. Employers are excused from making efforts to qualify returning service members, or from accommodating those with disabilities incurred during service, when doing so would be of such difficulty or expense as to cause “undue hardship.” Reemployment is not required where the position left to enter the service was for a brief and non-recurrent period and which could not reasonably be expected to continue indefinitely or for a significant period. The employer has the burden of proving (not simply asserting) the impossibility or unreasonableness, undue hardship, or the brief, non-recurrent nature of the employment. An employer may not use the lack of documentation at the time the individual requests return as a basis for delaying or denying reinstatement. If the documentation received later shows that the individual is not eligible for protection under USERRA, the person may be terminated at that point. An employer has the right to require a person who is absent for a period of service of 31 days or more to provide documentation showing that: 1) the application was timely, 2) the 5-year service limit was not exceeded, and 3) the separation from service was not under circumstances specified in section 4304 of USERRA.

The following are some of the major requirements of USERRA, but is not meant to be all inclusive:

Health Benefit Coverage - on return from service, health insurance coverage must be reinstated without any waiting period or exclusions for preexisting conditions, other than waiting periods or exclusions that would have applied even if there had been no absence from uniformed service.

Pay - a person reemployed is entitled to the rate of pay he or she would have attained, with reasonable certainty, if continuously employed during the period of service. The term “pay” is not limited to the wages received. It includes all elements of compensation such as drawing accounts, bonuses, and shift premiums. It includes hourly rate, piece rate, salaries, and commissions. USERRA does not require an employer to pay an employee while performing uniformed service; however, an employer is free to do so if desired.

Promotions - unless it is impossible or unreasonable, an employer is generally required to allow a returning service member to make up a test for promotion that was missed while he or she was absent. If the reemployed employee is successful on the makeup exam, and there is a reasonable certainty that, given the results of the exam, that reemployed employee would have been promoted during the time he or she was in military service, then the reemployed employee’s promotion must be made effective as of the date it would have occurred had the employment not been interrupted by military service. If it is reasonably certain that an employee would have received a promotion during his or her absence for service and the employee requires further qualification for the position as a result of the military leave, the employer must make reasonable efforts to qualify the person. USERRA provides that returning service members are reemployed in the job that they would have attained had they not been absent for military service (a.k.a. “escalator position”) with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

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Raises - a returning service member is entitled to all general pay raises that he or she would have received with reasonable certainty but for the absence for service in the uniformed services.

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Vacation - USERRA requires an employer to allow an individual to use earned vacation credits while absent for service, providing that usage is at the employee's request. An employer may not require the use of vacation for a service absence, unless the absence coincides with a period, such as a plant shutdown, when ALL employees are required to take vacation.

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XVII. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. These policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the TJPDC without notice.

APPENDIX A GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the TJPDC.

I. GRIEVANCE DEFINED

- A. A grievance is a complaint or dispute by an employee related to his or her employment, including but not necessarily limited to:
1. Disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals result from formal discipline or unsatisfactory job performance.
 2. The application of personnel policies, procedures, rules and regulations
 3. Discrimination on the basis of race, color, creed, religion, age, disability, national origin, sexual orientation or gender.
 4. Acts of retaliation as the result of the use of or participation in the Grievance Procedure or because the employee has complied with any law of the United States or the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or Virginia General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement.
- B. Management Rights and Prerogatives
- TJPDC reserves to itself the exclusive right to manage the affairs and operations of the TJPDC. Accordingly, complaints involving the following management rights and prerogatives are not grievable:
1. Establishment and revision of wages or salaries, position classification or general benefits.
 2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be part of the job content.
 3. The contents of personnel policies, procedures, rules and regulations.
 4. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
 5. The methods, means and personnel by which work activities are to be carried on.
 6. Termination, layoff, demotion or suspension because of lack of work, reduction in work force, or job abolition, (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance) provided that such action shall be upheld on a showing by the Commission that:
 - a) There was a valid business reason for the action and
 - b) The employee was notified on the reason in writing prior to the effective date of the action
 7. Promotion, transfer or reassignment of an employee, except where the transfer or reassignment was in retaliation for an otherwise grievable action.
 - ~~7-8.~~

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II. ELIGIBILITY

All TJPDC employees are eligible to participate in the Grievance Procedure.

III. PROCEDURE

The following formal procedures are set forth for clarity; however, it is the desire of the Commission that differences be resolved in an informal manner prior to entering into this formal procedure. Informal resolution takes the form of conversations and/or written explanations for discussion purposes between the employee and his or her immediate supervisor.

- A. If an employee's complaint cannot be resolved by informal resolution, an employee may initiate a grievance upon the filing by an employee (the "Grievant") of an initial written complaint, including any documents to exhibits to be attached (the "Grievance") directed to the employee's immediate supervisor (the "Supervisor"). The time limit for filing a Grievance shall be no more than thirty (30) days following the action giving rise to the grievance. The Grievance must include a statement of the action or actions being grieved, as well as a statement by the employee of the desired resolution of the Grievance. The Supervisor must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Supervisor. The in-person discussion must be scheduled for a date not more than five (5) business days after the Supervisor's acknowledgment. Within five (5) business days after the in-person discussion, the Supervisor must complete such investigation and review of the Grievance, as the Supervisor deems appropriate, and communicate in writing his or her decision to the Grievant.
- B. If a Grievant is dissatisfied with the decision of the Supervisor, the Grievant shall have five (5) business days from the date of receipt of the Supervisor's decision in which to submit the Grievance and a written request for review to the Human Resources Director~~Fiscal Officer~~. The Human Resources Director~~Fiscal Officer~~ must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the ~~Fiscal Officer~~Human Resources Director. The in-person discussion must be scheduled for a date not more than five (5) business days after the Human Resources Director~~Fiscal Officer~~'s acknowledgment. Within five (5) business days after the in-person discussion, the Human Resources Director~~Fiscal Officer~~ must complete such investigation and review of the Grievance, as the Human Resources Director~~Fiscal Officer~~ deems appropriate, and communicate in writing his or her decision to the Grievant.
- C. If a Grievant is dissatisfied with the decision of the Human Resources Director~~Fiscal Officer~~, the Grievant shall have five (5) business days from the date of receipt of the Human Resources Director~~Fiscal Officer~~'s decision in which to submit the Grievance and a written request for review to the Executive Director. The Executive Director must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Executive Director. The in-person discussion must be scheduled for a date not more than five (5) business days after the Executive Director's acknowledgment. Within five (5) business days after the in-person discussion, the Executive Director must complete such investigation and review of the Grievance, as the Executive Director deems appropriate, and communicate in writing his or her decision to

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the Grievant. The decision of the Executive Director shall be final and not subject to further grievance; provided, however, that if the complaint which forms the basis for the Grievance relates to any action of the Executive Director, the decision of the Executive Director with respect to the Grievance shall be further reviewed and approved, modified or replaced by the decision of the Chairman of the ~~Commission~~Commission or a Grievance Panel appointed by the Chairman.

- D. After the filing of a Grievance, failure of either the Grievant or the Commission to comply with all substantial procedural requirements of this Grievance Procedure (including any Panel hearing as hereinafter provided for), without just cause, shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) business days after receipt of written notice from the other party of the compliance violation. Such written notification, if made by the Grievant, shall be made to the Executive Director. All such procedural compliance issues shall be determined by the Chairman of the ~~Commission~~Commission, or a Grievance Panel appointed by the Chairman.
- E. The Supervisor, ~~Fiscal Officer~~Human Resources Director and Executive Director shall be entitled to conduct such investigations of a Grievance as such person deems appropriate, including, without limitation, the conduct of interviews with appropriate witnesses and the examination of appropriate documentation.
- F. All documentation related to a Grievance shall be kept on file for the duration of employment plus seven years.

IV. NO CONTRACTUAL RIGHTS.

Nothing contained in this Grievance Procedure shall create any contractual obligation in favor of any employee, including any contractual right of employment between the Commission and any of its employees, it being understood that all employees of the Commission are "at will" employees and that the Commission may terminate the employment relationship at any time, with or without notice and with or without reason or cause.

APPENDIX B WORKER'S COMPENSATION ADMINISTRATIVE PROCEDURES

Workers' Compensation Policy

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

Reporting

Employees are required to immediately report, in writing, all workplace injuries, conditions or illnesses, to their supervisor. All incidents shall be reported no matter how insignificant and ~~regardless~~ regardless of if medical treatment is necessary. The employee should retain a copy of the written notice given to the supervisor. If the immediate supervisor is not available, report must be made to the Finance-Human Resources Director. Late reporting by the employee can result in delayed or denied workers' compensation benefits.

The Supervisor or Finance-Human Resources Director shall immediately complete an accident report and submit this report to its workers compensation provider (usually VML Insurance on-line by going to Virginia Risk Sharing Association (VRSA) Website: www.vrsa.us). Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject TJPDC to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All ~~accident~~ occupational reports shall be submitted to the ~~workers compensation provider~~ VRSA immediately upon notification of a work-related injury or illness (-within 24 hours). ~~of the notification of a work related injury or illness.~~

Panel of Physicians

TJPDC has an approved Panel of Physicians for treating workers' compensation injuries and illnesses. The supervisor shall, immediately upon notification of a ~~work-related~~ work-related injury or illness, provide the employee with a copy of the Panel of Physicians. The employee shall sign and date an acknowledgement of receipt of the Panel of Physicians and the supervisor shall witness the employee's signature. The Panel of Physicians shall be offered to the employee, ~~regardless~~ regardless of if the employee intends to receive medical attention. The supervisor shall retain the original signed document and provide the employee with a copy of the signed document. ~~Panel.~~

Treatment by a physician or medical facility outside of the panel will be at the employee's expense.

However, in the event of an emergency the employee may seek treatment at the closest emergency facility. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

Medical Treatment

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied by the ~~workers~~ worker's compensation carrier. The supervisor will provide employees with a Medical First Report form to take with them for initial treatment. This form is for the physician to complete. The employee shall provide the completed form to their supervisor following treatment, so the TJPDC is aware of the employee's return to work capabilities or restrictions.

Immediately upon receipt all medical bills, reports and other medical correspondence shall be forwarded to VRSA. All medical facility inquiries shall be referred to VRSA.

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Only Virginia Risk Sharing Association (VRSA) has the authority to authorize treatment, testing, physical therapy, surgery, change in physician, second opinion, etc.

The employee shall cooperate with the TJPDC workers' compensation administrator, VRSA. This includes supplying disability slips, medical information, keeping appointments etc. Additionally, the employee shall keep their supervisor and Human Resources Director advised of their work status and cooperate with return-to-work efforts.

Prescriptions

The supervisor shall complete and provide the employee with ~~first~~the first fill prescription form/letter. The employee will take this authorization to a participating network pharmacy and will be ~~provided~~provided with a 10-day supply of medication at no cost. This authorization is valid for ~~on~~ ~~time~~one-time use only. Virginia Risk Sharing Association (VRSA) must authorize any additional medication prescribed beyond the first fill.

Should an employee incur the cost for any medication, a receipt, which includes the employee's name, prescribing physician's name, date of purchase, name of medication and cost of medication, may be submitted to the VRSA for reimbursement consideration.

Wage Loss Benefits

An employee is not entitled to lost wage compensation for the first seven days of incapacity resulting from a ~~work-related~~work-related disability. The Virginia Workers' Compensation Law includes weekends/holidays in this count, and these days do not need to be consecutive.

The employee will be given the option of using earned sick or annual leave for up to seven days. If the employee chooses not to use earned leave this will be excused leave without pay. It is the employee's responsibility to notify his supervisor regarding how he/she would like to charge the first seven days missed. If a designation is not made, the period missed from work will not be compensated by the employer.

~~If~~When the absence is longer than seven days and is authorized by a panel physician and is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee ~~may will~~ ~~receive~~will receive compensation benefits from ~~VML Insurance Programs~~VRSA in accordance with the provisions of the Virginia Workers' Compensation Act.

~~If~~When an employee is out of work over twenty-one days for a covered injury/illness, which disability is authorized by a panel physician, the employee will receive from ~~VML Insurance Programs~~VRSA compensation for the first seven days. The employee may turn this payment over ~~to, or to or~~ reimburse TJPDC for the amount of compensation awarded to the employee for the first seven days of absence and the TJPDC shall reinstate the employees' earned leave. Because workers' compensation benefits are not taxable, TJPDC shall make a taxable adjustment on this pay.

Injured employees do not continue to accrue sick and annual leave while out of work due to a workers' compensation injury/illness.

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Temporary and part-time employees who are not eligible for annual leave and employees who have no earned leave available will not receive pay for the first seven days missed from work unless the ~~employees~~employee's absence is greater than twenty-one days under the conditions described above.

Earned annual or sick leave cannot be used concurrently with workers' compensation benefits.

Work related disability will be designated under the Family Medical Leave Act (FMLA) and will run concurrently with workers' compensation benefits, if the disability constitutes a "serious health condition".

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

Earned annual or sick leave may be used for disability resulting from a denied workers' compensation claim and disability will be designated under FMLA, if the disability constitutes a "serious health condition".

Return to Work – Light / Modified Duty:

TJPDC shall make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, his/her workers' compensation benefits will be jeopardized.

APPENDIX C
FORMS

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The employee handbook describes important information about TJPDC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the TJPDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TJPDC or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to TJPDC's policy of employment-at- will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Commission of the TJPDC has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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APPENDIX D

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT FORM

It is the policy of the Thomas Jefferson Planning District Commission that all employees of the Commission are hereby notified that:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. The workplace is defined as the environs of the office, presently located at 401 East Water Street, Charlottesville and any and all other places at which the employees conduct the work of the Commission.
3. Should an employee be seen engaged in activities outlined in paragraph number 1, the employee will be suspended for a period of no more than three months while an investigation is conducted by the Executive Director and a member of the Commission. Should the Executive Director be found to be engaged in activities in paragraph number 1, two members of the Commission shall ~~ehesechoose~~ a staff person to investigate the charges.

The findings of the investigation will be shared with the employee when completed and a decision on continuation of employment or a rehabilitation program will be made at that time.

Manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace may subject the employee to a severance of employment. If education or rehabilitation is feasible, and the employee agrees to such a program, continuation of employment will be considered.

Information concerning the availability of drug-free programs will be made available to the employees as such programs are conducted. Employees may seek treatment; coverage may be included in the health plan.

Employee acknowledgment:

I have read the above Drug-Free Workplace Policy and am aware of the consequences of violating the policy.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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APPENDIX E

FLEX TIME GUIDANCE

Purpose: To provide guidance on the use, documentation, and consideration of flex time by TJPDC employees. As per the employee handbook, the normal work week for which salary is paid consists of 40 billable hours, broken down into eight hours a day, Monday through Friday. Flexible scheduling, or flex time, is available to allow employees to vary their starting and ending times each day within established limits while still working 40 billable hours. The following guidance should be used when requesting, considering requests, using, or documenting flex time.

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1. Staff may flex their time within their workday and across their work week, staying within a single pay period, as needed, without manager/~~director~~director's approval.
2. A schedule change to not work on a normally scheduled day must have prior approval from the employee's immediate supervisor.
3. Daily work logs must be maintained by employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed.
4. Accurate reporting of daily hours worked within each work week is required on the ~~employee's~~employees' timesheet. Example: If you work 10 hours on a Monday and 6 hours on a Tuesday, you must enter 10 hours of work in your timesheet for Monday and 6 hours for Tuesday.
5. Flex time must be used within the pay period that it is earned, or it is forfeited.
6. While the TJPDC does not offer a compensatory time off policy, the supervisor/director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated workload, after hours meetings, project deadlines, or to meet other involuntary organizational needs. The time off for additional work must be taken within the same ~~or next pay period~~ month that it is earned, and as approved by the immediate supervisor.

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APPENDIX F

Telework Program Policy

Teleworking, or telecommuting, is the concept of working from home or another location. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Thomas Jefferson Planning District Commission (TJPDC). The TJPDC has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available.

The TJPDC's policies for teleworking are as follows:

Compensation and Work Hours

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the teleworking program.

The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

Employees will normally be allowed to work 40% (16 Hours) of their work week through telecommuting. Employees are expected to work 8 billable hours each workday. Part-time staff should discuss telework arrangements with their supervisors, since their job expectations may differ from full-time staff and a different percentage of telecommuting time may be appropriate.

Teleworking schedules are established with the employee's immediate supervisor and/or Program Director. Temporary changes to an established schedule (such as remote work on a normal in-office day) must be approved by the employee's immediate supervisor. A Remote Work Agreement must be completed and signed by the employee, employee's immediate supervisor, program director and Executive Director. The original Remote Work Agreement will be retained by the TJPDC and kept in the employee's personnel file and a copy will be provided to the employee.

Daily work logs must be maintained by telecommuting employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed. (Example provided at the end of this policy.)

Eligibility

Employees will be eligible based on the suitability of their job, keeping in mind that job expectations are subject to change based on the organization's needs. An employee's continued eligibility is subject to satisfactory job performance, including being reachable during work hours, as determined by the immediate supervisor and/or Program Director.

Equipment/Tools

The TJPDC may provide specific tools/equipment for the employee to perform his/her current duties. Equipment may include a laptop computer, monitor, mouse, and necessary software. Other equipment,

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supplies, and internet access are the responsibility of the employee, and no additional compensation will be provided for such items. An employee must have adequate broadband access to participate in virtual meetings via video conferencing software, such as Zoom, Teams, etc.

Equipment, software, and data provided by the TJPDC for use at the remote work location is limited to authorized persons and for purposes relating to TJPDC business, in accordance with the Electronic Communications section of the Employee Handbook. The TJPDC will provide for repairs only to TJPDC equipment. When the employee optionally uses her/his own equipment, the employee is responsible for maintenance, repair, and replacement of that equipment.

Reasonable effort should be made to ensure the safety and security of any TJPDC materials or equipment taken home, to prevent loss, damage, or theft. Documents containing sensitive information (e.g., personnel records) and original copies of financial records should not be taken home.

All work documents shall be saved on TJPDC-approved and provided storage media, such as network file server (through VPN), Microsoft Office 365, or other TJPDC-provided storage. No documents should be saved exclusively on personal devices.

Worker's Compensation

During work hours and while performing work functions, teleworkers may be covered by worker's compensation.

The TJPDC is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home. No TJPDC-related in-person meetings should occur at the home.

Dependent Care

Teleworking is not a substitute for dependent care. Employees must use their judgement on whether they need to use personal or sick leave when they have dependent care responsibilities during their established work schedule. Teleworkers may flex their time while remaining generally available and productive during core work hours. Dependent care must not interfere with scheduled meetings and interactions. Temporary changes to an established schedule must be approved by the employee's immediate supervisor.

Sick Leave

Teleworking is not a substitute for sick leave. Employees must use their judgement on whether they need to use sick leave when there is risk of spreading an illness or they are feeling unwell. Teleworkers may flex their time while remaining generally available and productive during core work hours. Exceptions may be made on a case-by-case basis to establish a pre-approved sick leave work schedule. Temporary changes to an established schedule must be approved by the employee's immediate supervisor.

Communication

Employees must be generally available by phone, video conference, and email during core work hours of 9:00 am to 4:00 pm on telework days. All client interactions will be conducted on a client or TJPDC communications platform. Teleworkers must remain available for staff meetings and other meetings

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deemed necessary by management. Employees must document on their online calendars any meetings away from their remote work site.

Evaluation

The employee shall agree to participate in all studies, inquiries, reports, and analyses relating to this program.

The employee remains obligated to comply with all TJPDC rules, practices, and instructions.

Policy Date: April 12, 2022

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Remote Work Agreement Form

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REMOTE WORK AGREEMENT

<u>Employee Name</u>	
<u>Date</u>	
<u>Employee Signature</u>	
<u>Immediate Supervisor Signature</u>	
<u>Program Director Signature</u>	
<u>Executive Director Signature</u>	

List any TJPDC equipment taken offsite for remote work:

1. 2. 3.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>TJPDC</u>					
<u>Remote Site</u>					

A complete work schedule is required. (Please use an "x" to identify which days the employee will work either at the TJPDC or at the alternate site.) The employee must be available between the hours of 9:00 am and 4:00 pm on remote workdays unless otherwise specified on this form.

Remote work schedule and eligibility will be reviewed as needed.

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Policy Date: April 12, 2022

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FOR CONSIDERATION OF ADOPTION BY TJPDC ON OCTOBER 3, 2024

**Adopted by TJPDC on Insert Adoption Date
Here:**

Replaces earlier versions:

Original issue: 12/1/96

Update: 2/3/2000

Update: 9/4/2003

Update: 10/6/2016



EMPLOYEE HANDBOOK
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ADOPTED BY TJPDC ON: INSERT ADOPTION DATE HERE
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EMPLOYEE HANDBOOK (1)
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
ADOPTED BY TJPDC ON INSERT ADOPTION DATE HEERE

About the Thomas Jefferson Planning District Commission: Planning District Commissions (PDCs) were established by the General Assembly under the Virginia Area Development Act (Code of Virginia, Title 15. 1, Ch. 34). The Thomas Jefferson PDC was formed in 1972 to provide a forum for discussion of issues localities have in common, or on which there is disagreement; to work to decrease fragmentation in government; to plan cooperatively for the future; and to provide planning services to local governments as requested. As a public body, the TJPDC strives to include the public in decision-making.

Mission Statement: The mission of the Thomas Jefferson Planning District Commission is to serve our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions.

I. PURPOSE OF THIS HANDBOOK

The objective of this Employee Handbook with addendums (“Handbook”) is to provide a uniform system of personnel administration for the staff of the Thomas Jefferson Planning District Commission (TJPDC) based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the TJPDC to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the TJPDC and its employees.

This handbook is not, and shall not be construed as, an explicit or implied contract, shall not modify any existing at-will status of any TJPDC employee, and shall not create any due process requirement in excess of federal or state constitutional or statutory requirements. The term at-will means employees can terminate voluntarily or be terminated at will. Exceptions are employees having written contracts signed by the Executive Director and/or the Commission Chair of the TJPDC.

Additionally, it is the policy of the TJPDC to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the TJPDC by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

II. EMPLOYEE CLASSIFICATIONS

All employees, regardless of status, are employees at will.

A. Classifications and Definitions

1. Exempt Employee

An employee who occupies a position which is exempt (not eligible) from the overtime provisions of the Fair Labor Standards Act under the executive, administrative or

¹ The TJPDC reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice.
See Section XVII

professional exemptions. Full-time, part-time, and temporary employees may be classified as exempt and paid on a salaried basis.

2. Non-exempt Employee

An employee who receives hourly wages; and is subject to wage and hour laws, i.e. overtime pay provisions of the Fair Labor Standards Act. Full, part-time, and temporary employees may be non-exempt.

3. Full-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work a minimum of thirty (30) hours per week. Full-time employees are eligible for full benefits as defined in this Employee Handbook.

4. Part-time Employee

An individual hired on either an exempt or non-exempt basis for an established position for an indefinite term who is expected to work an established period of time that is less than thirty (30) hours per week. Part-time employees are not eligible for employee benefits.

5. Temporary/Seasonal Employee

An individual hired on a term basis, e.g., day, week, period of months or on a project basis. Temporary employees are not eligible for employee benefits.

6. Executive Director

The Executive Director of the TJPDC. Whenever responsibilities fall to the Executive Director under these Policies, he or she may designate another to fulfill his or her responsibilities.

7. Human Resources Director (HR)

The personnel within TJPDC who ensure the company's policies and systems function as intended.

III. EQUAL EMPLOYMENT OPPORTUNITY

A. Policy Statement

It is the policy of the TJPDC to provide equal opportunity in employment and to administer employment policies without regard to race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), color, religion, national origin, sex, pregnancy, childbirth, and medical conditions related to pregnancy/childbirth (including lactation), sexual orientation, gender identity, disability, marital status, military status (including active duty, veteran, or dependent), age, any other protected class.

This policy applies to every aspect of employment practices including, but not limited to the following:

1. Recruiting, hiring and promoting in all job classifications except where such a factor can be demonstrated as a bona fide occupational qualification.
2. All decisions for hiring or promotions shall be based upon each individual's qualifications for the position to be filled.
3. All other personnel actions such as compensation, benefits, transfers, corrective action, layoffs, terminations, training, and assignments.

B. No-Harassment/No-Discrimination Policy

The TJPDC will not tolerate any form of harassment or discrimination. In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, our No-Harassment/No-Discrimination Policy prohibits harassment, discrimination or intimidation of others based on age, color, race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), creed, religion, national origin, gender, gender identity/expression, sexual orientation, ethnicity, political affiliation, pregnancy, disability, marital status, military/veteran status, status in any other group protected by federal or local law or for any other reason.

Harassment includes, but is not limited to, remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean, or belittle a person because of their age, sex, color, race (including traits historically associated with race, including hair texture, hair type, and protective hairstyles), creed, religion, national origin, ethnicity, pregnancy, disability, gender, gender identity/expressions, sexual orientation, political affiliation, marital status, military/veteran status, or status in another group protected by federal, state or local law.

Sexual harassment includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature; as well as behavior, remarks, jokes or innuendos that intimidate, ridicule, demean or belittle a person on the basis of their gender; regardless of whether the remarks are sexually provocative or suggestive of sexual acts.

Harassment occurs when:

- Submission to and/or tolerance of the unwelcome conduct is explicitly or implicitly made a term or condition of a person's employment.
- Submission to, tolerance of, and/or rejection of the unwelcome conduct is a basis for employment decisions.
- The unwelcome conduct substantially interferes with a person's work performance and creates an intimidating, hostile, or offensive work environment.

C. Responsibility To Report

All employees are responsible for helping ensure that harassment and discrimination in the workplace is avoided. If you experience any problem of this sort, become aware of any other employee experiencing a problem of this sort, or have knowledge of any form of harassment or discrimination, sexual or otherwise, you must immediately report it to your supervisor. If you believe that it would be inappropriate to discuss the matter with your supervisor, or you are uncomfortable discussing the matter with your supervisor, you may elect to bypass your supervisor and report the matter directly to the Human Resources Director.

All claims of harassment or discrimination will be investigated thoroughly and promptly without consequence to the employee experiencing or reporting the conduct. We will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, we cannot compromise our obligation to investigate complaints. The employee who brought the complaint will be provided with information on the outcome of the investigation within the limits of confidentiality. Reports will be promptly, and thoroughly investigated and appropriate corrective actions taken if the charge is founded. If it is determined that a violation has occurred, appropriate relief for the employee(s) bringing the complaint and appropriate disciplinary action, up to and including discharge, against the person(s) who violated the policy will follow.

A non-employee who subjects an employee to harassment in the workplace will be informed of the TJPDC's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

Employees are required to participate in any investigations needed to determine if a policy was violated. Failure to participate in an investigation is grounds for disciplinary action up to and including possible termination.

D. Retaliation

Retaliation is illegal and contrary to the policy of the TJPDC. Employees who bring complaints of discrimination or who identify potential violations, witnesses interviewed during the investigation, and others who may have opposed discriminatory conduct are protected from retaliatory acts.

If an employee believes that he or she is being retaliated against, a written report should be made to the Human Resources Director. Those who are found to be acting in a retaliatory manner will be disciplined for such conduct.

E. Accommodating Individuals with Disabilities

In accordance with the Virginia Human Rights Act and the Americans with Disabilities Act Amendment Act, the TJPDC provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodation will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation. A qualified employee or applicant is one who is able to perform the essential functions of the job with or without accommodation. All requests for accommodation will be fully reviewed. A request for accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the TJPDC, or if the employee poses a direct threat to the health and safety of him or herself or others.

If you requested accommodation but feel that your request was ignored or improperly denied, or if someone is not abiding by the agreed accommodation, it is both your right and your obligation to contact the Human Resources Director.

IV. RECRUITMENT AND SELECTION

A. Open Positions

All positions shall be open to all individuals who meet the minimum requirements for the position. The recruitment objective is to obtain well-qualified applicants for all vacancies and selection shall be based on the best-qualified person available at the salary offered for the particular position.

First consideration will be given to current employees who desire to fill an open position, if the current employee is qualified for the position and if the placement best serves the needs of the TJPDC. The Executive Director may carry out open competition to fill any vacancy.

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act.

B. Hiring Authority

The Executive Director has complete authority for hiring, promoting and discharging employees in accordance with these policies. The Executive Director has the responsibility and authorization for administering the personnel system established by these policies. The Commission has authority for hiring, supervising, evaluating and discharging the Executive Director.

V. EMPLOYEE COMPENSATION

The total compensation of employees consists of the regular salary and applicable overtime pay for full-time employees, the employer's contributions to employee benefits, holiday pay, and various forms of leave with pay.

The TJPDC is committed to complying with the wage and deduction requirements of the Fair Labor Standards Act (FLSA). If you believe that there is an error or improper deduction in your paycheck, report this to the Human Resources Director. Your questions will be promptly investigated and corrected as necessary. The TJPDC will make a thorough effort not to repeat the error.

A. Pay and Classifications

1. The compensation plan for employees of the TJPDC shall consist of:
 - a) A classification system for all classified jobs.
 - b) A pay grade that sets a salary range for each classified position.
2. The rates of pay for each employee within a paygrade shall be set by the Executive Director. The normal entrance rate of pay for new employees will generally be at the lower end of the paygrade for the position.
3. The compensation plan may be amended by motion of the Commission

B. Hours of Work

1. The normal work schedule for which salary is paid consists of forty (40) hours, broken down into eight (8) hours a day, Monday through Friday. This does not preclude the establishment of specified schedules other than forty (40) hours in a given workweek for other employees if approved by the Executive Director.
2. Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be considered if a mutually workable schedule can be negotiated with the supervisor involved. While the TJPDC does not offer a compensatory time off policy, the Executive Director may approve time off of hours or a full day, when an employee has or expects to exceed forty (40) hours of work in a work week due to mandated workload, after hours meetings, project deadlines or to meet other involuntary needs. The time off for additional work must be taken within the same month that it is earned, and as approved by the employee's supervisor. All hours worked must be included as work time in the TJPDC's on-line timekeeping system. A "note" is to be added on any day in which additional hours are worked and on days when the additional hours are used for time off. Additional guidance on flex time is included in Appendix E.
3. Accurately recording time worked is the responsibility of every employee. Federal and state laws require TJPDC to keep an accurate record of time worked in order to calculate employee pay and benefits as well as to charge grants and contracts accurately. Time worked is all the time actually spent on the job performing assigned duties; any questions regarding whether something

constitutes “time worked” should be directed to an employee’s supervisor immediately.

4. If an employee is unable to report for work or expects to be late, the employee must contact his or her supervisor, the Executive Director, and the Administrative Assistant by e-mail as soon as possible but no later than the beginning of his or her scheduled work period, giving the reason for the absence or tardiness. Paid leave may or may not be approved. If an employee has difficulty reaching his or her supervisor, he or she should leave a message reporting his or her absence but continue in his or her attempts to contact his or her supervisor. The responsibility to notify a supervisor about absences or tardiness always rests with the employee. Any absence of three days without communication will be deemed a voluntary resignation. Extenuating circumstances will be considered.
5. Hours of work, schedules, and duty assignments of short duration of individual employees may be altered under authorization of the supervisor within the established workweek and schedule of the agency as conditions warrant. Schedules may also be adjusted to meet ADA requirements.
6. The TJPDC offers a Telework Program. Teleworking, or telecommuting, is the concept of working from home or another location. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the agency. The TJPDC has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available. See Appendix F for policy guidance and Appendix G for the Remote Work Agreement..

C. Compensation Increases

1. TJPDC promotes excellence in its workforce. Salary increases within budget constraints may be given to that end. Each employee’s compensation will be reviewed annually and based on a review of the employee’s job classification and associated paygrades, satisfactory performance and contributions to the organization, pay increases may be given. In exceptional circumstances an employee’s pay may be increased in less than a year for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

D. Overtime

1. Employees who are not exempt under the Fair Labor Standards Act (FLSA) will be paid at the rate of time and a half for all hours actually worked in excess of forty (40) hours in a work week. Unless authorized to do so beforehand, employees should not work over forty (40) hours during a work week. The work week begins on Monday and ends on Sunday for purposes of overtime.

Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given time off at the discretion of the Executive Director pursuant to the Flex Time policy. See Appendix E for additional guidance.

E. Bonuses

The Executive Director may grant a bonus to an employee or employees to recognize superior service to the TJPDC.

F. Health Insurance

All full-time employees are eligible for participation in the health plan to which the TJPDC belongs. The percentage for the employee and TJPDC share of the cost will be set annually, based on information provided by the insurer, and approved by the Commission.

For all eligible employees beginning work on or after July 1, 2016, the TJPDC will pay 100% of the single employee rate for health insurance. The employee may elect additional spouse, dependent or family coverage at their own expense and may utilize payroll deductions as eligible under the cafeteria 125 plan.

All employees beginning work prior to July 1, 2016, are grandfathered in for the current fiscal year's health insurance benefits and employee/employer participation rates.

G. Consolidated Omnibus Budget Reconciliation Act (COBRA)

The Thomas Jefferson Planning District Commission is required to provide continued health insurance coverage for a "qualifying event" subject to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). The TJPDC will notify the appropriate agencies of the "qualifying event" and the COBRA administrator will send the required COBRA notifications to the employee. All premiums will be paid by the employee directly to the administrator, should coverage be elected.

H. Retirement

The TJPDC participates in the Virginia Retirement System (VRS) for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

I. Group-Term Life Insurance

Group-term Life Insurance is required for all employees enrolled with the VRS and the premiums are paid 100% by the TJPDC. Eligible employees may also elect to purchase Supplemental Life Insurance for themselves, their spouse and/or their dependents paid 100% by the employee with after-tax dollars through payroll deductions.

J. Long-Term and Short-Term Disability Insurance

All full-time employees are enrolled in the TJPDC long-term disability insurance plan. Premiums are paid 100% by the TJPDC. The TJPDC also provides short-term disability benefits through a self-funded plan. A Summary of Benefits for both plans can be obtained from the Human Resources Director.

VI. HOLIDAYS AND LEAVE

A. Holidays

The following holidays* are observed by the TJPDC. Full-time employees shall be granted time off for these days without charging the time against leave balances:

HOLIDAY

New Year's Day
Martin Luther King, Jr. Day

CORRESPONDING DATE

January 1
3rd Monday in January

Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veterans Day	November 11
Day before Thanksgiving ²	4 th Wednesday in November (1/2 day)
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

2 Floating Holidays – To be accrued annually on July 1; to be used any day before June 30

*Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday respectively as announced by the TJPDC.

If an eligible employee works on one of these holidays, he or she may take time off on an hour for hour basis for the hours worked on the holiday. The time off must be taken at another time during the quarter in which the holiday falls. An employee may choose to work on a holiday to exchange the day for another day desired by the employee, provided the Executive Director has approved the exchange.

Any holiday floated or exchanged must be used by the end of the fiscal year (June 30th). Any unused holiday will not roll-over to the next fiscal year and will not be paid if the employee leaves the employ of the TJPDC for any reason

B. Leave

1. Annual Leave

Full-time employees will accrue paid annual leave for personal purposes at the following rates and shall be used on an hour for hour basis:

YEARS OF ELIGIBLE SERVICE	DAYS/MONTH	PER YEAR
0 to 5 years	1.0 days	12 days
5-10 years	1.25 days	15 days

² One-half day.

More than 10 years

1.50 days

18 days

Employees wishing to take annual leave shall have it approved in advance by the supervisor and Executive Director. Leave is not eligible at all times: the Executive Director has a primary obligation to ensure that the TJPDC service to localities and citizens is carried out.

Each employee may accumulate a maximum of 30 days of annual leave. Once an employee has accrued 30 days (240 hours), no further leave shall accrue until some portion of that leave is used.

Upon separation, an employee shall be entitled to payment for all unexpired credited annual leave based on the employee's current rate of pay at the time of separation (except in certain circumstances, discussed in Section XV below). In the event of the death of an employee, the employee's estate shall be entitled to payment for any unused balance of annual leave allowances at the time of death.

2. Sick Leave

Full-time employees will accrue sick leave benefits at the rate of 15 days per year (1.25 days for every full month of service) and when taken shall be used on an hour-for-hour basis. Paid sick leave shall be used for:

- a) An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventative medical care; or
- b) Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventative medical care.

For purposes of this policy, the TJPDC defines "family member" as:

- a) Regardless of age, a biological child, adopted or foster child, stepchild, legal ward, child to whom the employee stands *in loco parentis*, or individual to whom an employee stood *in loco parentis* when the individual was a minor;
- b) A biological parent, foster parent, stepparent, adoptive parent, legal guardian of an employee or an employee's spouse, or individual who stood

in loco parentis to an employee when the employee or employee's spouse was a minor child;

- c) An individual to whom an employee is legally married under the laws of any state;
- d) A grandparent, grandchild, or sibling, whether of a biological, foster, adoptive, or step relationship, of an employee or the employee's spouse;
- e) An individual for whom an employee is responsible for providing or arranging care, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment; or
- f) Any other individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

Paid sick leave shall be provided upon the request of an employee. Such request may be made in orally, in writing, by electronic means or in the TJPDC timekeeper software. When possible, the request shall include the expected duration of the absence.

When the use of paid sick leave is foreseeable, the employee shall make a good faith effort to provide notice of the need for such leave to the employer in advance of the use of the paid sick leave and shall make a reasonable effort to schedule the use of paid sick leave in manner that does not unduly disrupt the operation of the TJPDC.

The TJPDC does not require, as a condition of an employee's taking paid sick leave, that an employee search for or find a replacement worker to cover the hours during which the employee is using paid sick leave.

For paid sick leave of three or more consecutive workdays, the TJPDC may require reasonable documentation that the paid sick leave has been used for a purpose as defined in Sick Leave subsection 2(a) or 2(b) to be provided.

Unused sick leave benefits will be allowed to accumulate up to a maximum of sixty (60) days or 480 hours, but unlike annual leave will not be paid if the employee leaves the employ of the TJPDC for any reason. Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Sick Leave may not be used during the final two weeks of employment.

Employees must use Annual Leave for any leave during their last two weeks of employment as approved by their supervisor, and sick leave used improperly may be withdrawn, and annual leave substituted after the fact.

3. Military Leave

An employee who is a member of a reserve force of the United States or of the Commonwealth of Virginia and who is ordered by the appropriate authorities to attend a training program or who is called into emergency active duty for the purpose of aiding civil authority under the supervision of the United States or the Commonwealth of Virginia shall be granted a leave of absence with full pay during the period of such activity for up to 15 days per military fiscal year.

4. Civil Leave

A full-time employee will be given time off without charge to leave or loss of pay for (a) performing jury duty or when subpoenaed as a witness to appear before a court, public body or commission, (b) serving as a blood donor, or (c) performing emergency civilian duties in connection with national defense or for the purpose of voting in national, state, or local election. The period of such leave shall be only as necessary for the performance of the activity, plus any necessary travel time.

5. Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to three (3) days of paid bereavement leave will be provided to full-time employees. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary. TJPDC defines "immediate family" as the employee's spouse, parent, child, or sibling.

6. Workers' Compensation Leave

Administrative procedures for Worker's Compensation are included in Appendix B.

C. Leave Without Pay

The following are the situations for which an employee may be on leave without pay status:

1. Military Leave without Pay

An employee who leaves the employ of the TJPDC to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the TJPDC. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the TJPDC not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

2. Family & Medical Leave Act (FMLA)

- a) The TJPDC is a public agency and is therefore covered by the FMLA regardless of number of employees and is not subject to the coverage

threshold of 50 employees carried on the payroll each day for 20 or more weeks in a year.

- b) Employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer employ 50 employees at the worksite or within 75 miles.
- c) The TJPDC does not employ 50 employees at the worksite or within 75 miles, therefore employees of the TJPDC are not eligible for FMLA leave entitlements.

3. Extended Leave Without Pay

When special circumstances require an extended leave, the Executive Director has the authority to grant a full-time employee leave without pay provided that the operations of the TJPDC's programs will not be adversely affected.

Subject to the terms, conditions, and limitations of the applicable plans, TJPDC will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, TJPDC cannot guarantee reinstatement.

If an employee fails to report to work promptly at the expiration of the approved leave period, TJPDC reserves the right to terminate the employee.

4. Disciplinary Leave Without Pay

An employee who is absent from work without prior approval shall receive no pay for the duration of the absence and may be subject to disciplinary action that may include dismissal. If extenuating circumstances exist for the unauthorized absence, due consideration will be given.

VII. EMPLOYEE DEVELOPMENT

TJPDC recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within TJPDC. TJPDC will provide educational assistance to full-time employees who have completed 365 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Individual courses or courses that are part of a degree, licensing, or certification program must contribute to the employee's value to the organization in order to be eligible for educational assistance. The Executive Director has the sole discretion to determine whether a course contributes to the employee's value to TJPDC. Requests will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Vacation, sick leave, and holiday benefits will continue to accrue during the approved educational leave.

VIII. PERFORMANCE APPRAISALS

The work of each employee will be evaluated at least annually by the immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. If the employee believes that the report is unfair or incorrect, he or she may prepare comments to be attached to the supervisor's appraisal report.

IX. HEALTH AND SAFETY

A. Workers' Compensation

Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or deaths. See Appendix B for additional information.

B. Occupational Safety and Health

TJPDC is committed to providing a safe and healthy working environment for all employees. Employees shall follow all prescribed safety procedures when performing their daily activities and shall further exercise all reasonable and prudent judgment to ensure safety.

Each supervisor has the responsibility for ensuring that the various work centers are free from any recognized hazards that might lead to death or injury. Further, it is the responsibility of each employee to perform all work in a safe manner. All hazards, death, injuries and illnesses that occur at the TJPDC offices must be reported to the Executive Director within the same day of the discovery of occurrence.

Employees are directed to utilize all applicable safety procedures and to perform all work in a safe manner. Employees are responsible for bringing to their supervisor's attention any potential hazards that might exist within their workstation.

C. Accident Reporting and Investigation

All job-related injuries or illnesses shall be reported to your supervisor immediately, regardless of severity. Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject the TJPDC to fines and penalties.

1. Employer Responsibilities

- a) TJPDC is to investigate the cause of every lost-time accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures indicated or found advisable.

2. Employee Responsibilities

- a) Report all injuries, regardless of severity, to the appropriate supervisor, immediately, but no later than 24 hours after injury.
- b) Report and, if possible, correct all unsafe conditions or acts.
- c) Avoid horseplay and mischief.
- d) Take all standard safety precautions to prevent injury.
- e) Follow all safety rules.

D. Workplace Violence

The TJPDC is committed to preventing workplace violence and to maintaining a safe work environment. All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on TJPDC premises without proper authorization.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any other characteristic prohibited by federal, state, or local law. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by members, insureds, vendors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from the TJPDC premises as quickly as safety permits. Individuals who have been removed from the TJPDC premises shall remain off the premises pending the outcome of the TJPDC and/or criminal investigations.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. No employee will be subjected to retaliation for reporting any threat or perceived threat. TJPDC will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Violation of this policy may lead to disciplinary action, up to and including dismissal, arrest, and prosecution.

E. Weapons in the Workplace

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

X. ELECTRONIC COMMUNICATIONS

A. Internet

1. **Provision of Internet:** TJPDC may provide electronic, digital and wire communications equipment for business purposes. The use of this equipment for personal use should be minimal and limited to breaks. Messages received, sent, and stored on this equipment will be subject to monitoring from time to time and in the course of this monitoring may be read for content. Employees should be aware that there are stored records of all communications. There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the TJPDC.
2. **Employees Access:** TJPDC may provide unlimited access to the Internet and the World Wide Web to its employees as one of the many resources available to assist them in doing their jobs better and more efficiently. Therefore, the TJPDC may establish an Internet account that may be accessed by employees.
3. **Passwords and Email Addresses**
 - a) Employees may be provided with passwords and e-mail addresses to enable them to use the account; these addressees and passwords are not provided to make employees' usage confidential or private. E-mail records are business records of the TJPDC. The usage of the Internet may be monitored and is subject to the same code of conduct which applies to all other actions in the workplace and using the TJPDC's Internet account in a manner that violates any rules or regulations constitutes grounds for disciplinary action, up to and including discharge. The electronic use, transmission, and storage of messages, files, images, and sounds are subject to monitoring by the TJPDC.
 - b) Employees must not share their passwords with any other individuals, including other employees or outsiders. Neither is it appropriate to attempt to subvert network security either by accessing the Internet without using your password or by seeking to discover other passwords to gain access. Employees are representatives of the TJPDC when using the TJPDC's Internet account. Accordingly, they are expected to act and to communicate professionally on the Internet, not to engage in any commercial or illegal activities, or to use the account for personal business.
4. **Employer Access:** The TJPDC will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited. The TJPDC will monitor this usage from time to time, and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.

B. Consent to Monitoring

Employees consent to the monitoring of communications sent, received and stored on equipment provided by TJPDC, or electronic, wire, or digital services provided by the TJPDC, as a condition of employment.

XI. ALCOHOL AND DRUG FREE WORKPLACE

The Federal Government requires a drug-free workplace be provided when activities are funded with a federal grant. To ensure a drug-free workplace, the employer is required to share a policy

with the employees and make them aware of the effect such violations will have on their employment. The employer is further required to make employees aware of programs available related to drug-free workplaces. The TJPDC has adopted this policy in response to this requirement. Copies of the drug testing policy will be provided to all employees. Employees will sign an acknowledgment form indicating that they have received a copy of the drug testing policy. Questions concerning this policy, or its administration, should be directed to the Executive Director.

A. Employee Responsibilities

1. No employee shall unlawfully manufacture, dispense, possess, use, or distribute any controlled substance, medication, or alcohol.
2. Any employee convicted under a federal or state statute regulating controlled substances shall notify their supervisor and the Executive Director within five days after the conviction.
3. No employee shall consume alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
4. No employee shall be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
5. No employee shall represent the TJPDC in an official capacity while impaired by alcohol, illegal drugs, or medication.
6. No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the TJPDC.
7. If an employee is using a prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
8. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify the supervisor or The Executive Director.

B. Disciplinary Action

Because of the serious nature of illegal use or abuse of alcohol, controlled substances, and/or non-prescribed use of medication, appropriate employee disciplinary action will be taken for any violation of this policy, up to and including termination.

C. Drug & Alcohol Testing

In order to achieve a drug-free workplace, employees in, and applicants for, safety sensitive positions shall be required to participate in all of the following alcohol and controlled substances testing:

1. When an applicant for a safety-sensitive position has been extended a conditional offer of employment but before beginning work.
2. When there is a reasonable suspicion to believe that the employee is in an impaired state.
3. When the employee has been involved in an on-duty accident or has endangered others in the workplace.
4. On a random basis for safety sensitive positions.
5. As a condition for return to duty after testing positive for controlled substances or alcohol.

6. As part of follow-up procedures to return-to-duty related drug or alcohol violations.

XII. EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Standards of Conduct

At a minimum, the following standards are expected of all employees:

1. Timely and regular attendance.
2. Dependable application of time. Employees are expected to apply themselves to their assigned duties during the full schedule for which they are compensated.
3. Appropriate and professional attire.

It is the purpose of this guide and associated written policies to provide appropriate guidelines for employee appearance while at work and performing work-related duties.

It is imperative that all TJPDC employees project a positive, professional image to our external & internal stakeholders. This policy provides guidance for dress and appearance in order to convey that image. The Executive Director may establish dress requirements as appropriate to the respective work-related duties. Staff should be aware that "conservative is always appropriate" in the workplace in terms of image with the public and fellow staff. A "rule of thumb" assessment of attire is to always dress professionally, thinking of others, and always dress to a minimum of the next level up from who you would come in contact with during the course of business.

4. Courteous and professional behavior toward the public and fellow employees.
5. Appropriate use and maintenance of TJPDC-owned property.

B. Conflict of Interest

1. Employee Obligation: Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
2. Definition of Conflict of Interest: An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of TJPDC's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
3. Disclosure: No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of TJPDC as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
4. Gifts and Special Consideration: Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the TJPDC does business, but also when an employee or relative receives any

kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the TJPDC.

C. Outside Employment

1. Employees shall not undertake other employment in planning or a related profession, whether or not for pay, without having made full written disclosure to the TJPDC and having received subsequent written permission to undertake additional employment.
2. Employees shall not accept from anyone other than the TJPDC any compensation, commission, rebate, or other advantage that may be perceived as related to TJPDC employment.

D. Ownership of Work Performed at TJPDC

Employees may not receive any income or material gain from individuals outside the TJPDC for materials produced or services rendered while performing their jobs. TJPDC retains ownership of all work produced by its employees. Employee agrees to transfer and assign, and hereby transfers and assigns, to TJPDC, without further compensation, the entire right, title and interest throughout the world in and to: (a) all intellectual property resulting from Employee's work for or on behalf of TJPDC and (b) all creations and inventions that are otherwise made through the use of TJPDC's equipment, supplies, facilities, materials and/or proprietary information. ("IP Work") All such IP Work that is protectable by copyright will be considered work(s) made by the Employee for hire for Company (as defined in the United States Copyright Act, 17 U.S.C. Â§ 101) and will belong exclusively to TJPDC. If by operation of law any of such IP Work is not owned in its entirety by TJPDC automatically upon creation, Employee agrees to transfer and assign, and hereby transfers and assigns, the same to TJPDC.

E. Political Activity

1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
2. An employee shall not engage in political activity on work premises during work hours.
3. An employee shall not use TJPDC-owned equipment, supplies or resources, and other attendant material (diskettes, paper, computer online and access charges, etc.) when engaged in political activities.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use the employee's title or position while engaging in political activity.

XIII. SMOKING – TJPDC WORKPLACE

In keeping with TJPDC's intent to provide a safe and healthful work environment, smoking, e-cigarettes, and tobacco use are prohibited throughout the workplace and TJPDC vehicles.

This policy applies equally to all employees, customers, and visitors.

XIV. DISCIPLINE AND GRIEVANCES

To ensure orderly operations and provide the best possible work environment, TJPDC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. TJPDC employees are expected to conduct themselves in a professional and courteous manner, as representatives of the TJPDC. Employees are expected to avoid any action, which might result in giving preferential treatment to any organization or person, losing independence or impartiality of action, or adversely affecting the integrity of the TJPDC.

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

A. Disciplinary Action

If an employee's work performance or behavior is deemed unsatisfactory, the following kinds of disciplinary action may be taken, depending upon the circumstances: oral admonishment, written reprimand, suspension, paid or unpaid administrative leave, demotion or dismissal. Other types of discipline may be used in addition to those listed. The following are examples of infractions of rules of conduct that may result in discipline. The list is not inclusive and other misconduct may be subject to disciplinary action:

1. Theft or inappropriate removal or possession of property;
2. Negligence with TJPDC property or misuse of TJPDC property;
3. Willfully falsifying TJPDC records (including time records, leave records, job applications, or pay or reimbursement vouchers);
4. Using or being impaired at work by intoxicants, drugs or alcohol;
5. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
6. Performing official duties in a rude and discourteous manner, threatening co-workers, fighting or using physical violence while on duty;
7. Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
8. Sexual or other unlawful or unwelcome harassment;
9. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
10. Excessive absenteeism or any absence without notice
11. Unauthorized use of telephones, mail system, internet, or other employer-owned equipment for non-TJPDC business activities;
12. Violation of personnel policies or any workplace rule;
13. Neglecting duty or continually being unable or unwilling to render satisfactory performance;
14. Violating any lawful official regulation or order or willfully failing to obey a proper direction of the supervisor or Executive Director;

15. Conviction of a felony or of a misdemeanor involving moral turpitude and other criminal acts that continued performance of duties is compromised;
16. Accepting a bribe, gift, token, money, or other thing of value intended as an inducement to perform or refrain from performing any official acts, or engages in any action of extortion or other means of obtaining money or other things of value through his/ her position in the TJPDC;
17. Failing to report for work or being absent without prior notice to supervisor;
18. Unsatisfactory attendance, excessive absences, or excessive tardiness;
19. Engaging in conduct on social media that negatively impacts the work environment;
20. Refusal to participate in workplace investigations;

B. Notification

Prior to imposing disciplinary action, including termination, the supervisor shall inform the employee of the reason for the discipline and the employee shall have the right to comment on the discipline. However, the supervisor may have the employee removed from the workplace prior to giving an opportunity to comment if the employee's continued presence poses a safety danger or is disruptive to the workplace.

C. Grievance

The TJPDC grievance procedure is available for employees of TJPDC, except as noted in the procedure. The grievance procedure is defined in Appendix A.

XV. TERMINATION OF EMPLOYMENT

TJPDC will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to TJPDC, or return of TJPDC-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

A. Resignation

To resign in good standing, an employee must give at least two weeks' advance notice. If special circumstances exist, the Executive Director may waive the notice requirement. Failure to give the required advance notice will result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a resignation. Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

B. Lay-off

TJPDC reserves the right to dismiss employees for lack of available work or funds. In such cases, every effort will be made to give the employees affected a minimum of two weeks' advance notice.

C. Termination for Inability to Perform

An employee may be terminated if he or she becomes physically or mentally unable to perform the duties of the position. However, any such action shall be taken in a manner that complies with the requirements of the Americans with Disabilities Act.

D. Dismissal

Dismissal is an involuntary employment termination initiated by TJPDC as a result of unsatisfactory work performance or behavior.

E. Retirement

An employee may voluntarily terminate employment upon meeting age and length of service requirements for retirement.

XVI. USERRA

Uniformed Services Employment and Re-Employment Rights Act of 1994

The Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) applies to all employers in the public and private sectors, including Federal employers. The Act protects all members of the uniformed services from discrimination in employment regardless of whether their uniformed service was in the past, present, or future (intent to join). The discrimination provisions of USERRA, set forth in section 4311, address problems regarding initial employment, reemployment, retention in employment, promotion, or any other benefit of employment.

Any person re-employed after military service is entitled to all seniority and other rights and benefits, including medical insurance coverage, which would have been available if the employment had not been interrupted by military service. The veteran re-employment rights are effective unless the cumulative length of the current absence plus any previous absences exceed five (5) years.

Human USERRA requires that service members provide advance written or verbal notice to their employers for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Upon return from military duty, the period an individual has to make an application for reemployment or report back to work is based on the time spent on military duty. For service of 30 days or less, the service member must report back to work at the beginning of the next regularly scheduled work period on the first full day after release from service. For service of 31 – 180 days, the service member must submit an application for reemployment within 14 days of release from service. For service of 181 days or more, an application for reemployment must be submitted within 90 days of release from service.

Reemployment of a person is excused if an employer's circumstances have changed so much that reemployment of the person would be impossible or unreasonable. Employers are excused from making efforts to qualify returning service members, or from accommodating those with disabilities incurred during service, when doing so would be of such difficulty or expense as to cause "undue hardship." Reemployment is not required where the position left to enter the service was for a brief and non-recurrent period and which could not reasonably be expected to continue indefinitely or for a significant period. The employer has the burden of proving (not simply asserting) the impossibility or unreasonableness, undue hardship, or the brief, non-

recurrent nature of the employment. An employer may not use the lack of documentation at the time the individual requests return as a basis for delaying or denying reinstatement. If the documentation received later shows that the individual is not eligible for protection under USERRA, the person may be terminated at that point. An employer has the right to require a person who is absent for a period of service of 31 days or more to provide documentation showing that: 1) the application was timely, 2) the 5-year service limit was not exceeded, and 3) the separation from service was not under circumstances specified in section 4304 of USERRA.

The following are some of the major requirements of USERRA, but is not meant to be all inclusive:

Health Benefit Coverage - on return from service, health insurance coverage must be reinstated without any waiting period or exclusions for preexisting conditions, other than waiting periods or exclusions that would have applied even if there had been no absence for uniformed service.

Pay - a person reemployed is entitled to the rate of pay he or she would have attained, with reasonable certainty, if continuously employed during the period of service. The term "pay" is not limited to the wages received. It includes all elements of compensation such as drawing accounts, bonuses, and shift premiums. It includes hourly rate, piece rate, salaries, and commissions. USERRA does not require an employer to pay an employee while performing uniformed service; however, an employer is free to do so if desired.

Promotions - unless it is impossible or unreasonable, an employer is generally required to allow a returning service member to make up a test for promotion that was missed while he or she was absent. If the reemployed employee is successful on the makeup exam, and there is a reasonable certainty that, given the results of the exam, that reemployed employee would have been promoted during the time he or she was in military service, then the reemployed employee's promotion must be made effective as of the date it would have occurred had the employment not been interrupted by military service. If it is reasonably certain that an employee would have received a promotion during his or her absence for service and the employee requires further qualification for the position as a result of the military leave, the employer must make reasonable efforts to qualify the person. USERRA provides that returning service members are reemployed in the job that they would have attained had they not been absent for military service (a.k.a. "escalator position") with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

Raises - a returning service member is entitled to all general pay raises that he or she would have received with reasonable certainty but for the absence for service in the uniformed services.

Vacation - USERRA requires an employer to allow an individual to use earned vacation credits while absent for service, providing that usage is at the employee's request. An employer may not require the use of vacation for a service absence, unless the absence coincides with a period, such as a plant shutdown, when ALL employees are required to take vacation.

XVII. MODIFICATION OF POLICIES

These policies do not constitute a contract of employment. The policies as a whole, or individually by section, may be modified, amended, or rescinded at the sole discretion of the TJPDC without notice.

APPENDIX A GRIEVANCE PROCEDURE

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the TJPDC.

I. GRIEVANCE DEFINED

- A. A grievance is a complaint or dispute by an employee related to his or her employment, including but not necessarily limited to:
1. Disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals result from formal discipline or unsatisfactory job performance.
 2. The application of personnel policies, procedures, rules and regulations
 3. Discrimination on the basis of race, color, creed, religion, age, disability, national origin, sexual orientation or gender.
 4. Acts of retaliation as the result of the use of or participation in the Grievance Procedure or because the employee has complied with any law of the United States or the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or Virginia General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement.
- B. Management Rights and Prerogatives
- TJPDC reserves to itself the exclusive right to manage the affairs and operations of the TJPDC. Accordingly, complaints involving the following management rights and prerogatives are not grievable:
1. Establishment and revision of wages or salaries, position classification or general benefits.
 2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be part of the job content.
 3. The contents of personnel policies, procedures, rules and regulations.
 4. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
 5. The methods, means and personnel by which work activities are to be carried on.
 6. Termination, layoff, demotion or suspension because of lack of work, reduction in work force, or job abolition, (except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance) provided that such action shall be upheld on a showing by the Commission that:
 - a) There was a valid business reason for the action and
 - b) The employee was notified on the reason in writing prior to the effective date of the action
 7. Promotion, transfer or reassignment of an employee, except where the transfer or reassignment was in retaliation for an otherwise grievable action.

II. ELIGIBILITY

All TJPDC employees are eligible to participate in the Grievance Procedure.

III. PROCEDURE

The following formal procedures are set forth for clarity; however, it is the desire of the Commission that differences be resolved in an informal manner prior to entering into this formal procedure. Informal resolution takes the form of conversations and/or written explanations for discussion purposes between the employee and his or her immediate supervisor.

- A. If an employee's complaint cannot be resolved by informal resolution, an employee may initiate a grievance upon the filing by an employee (the "Grievant") of an initial written complaint, including any documents to exhibits to be attached (the "Grievance") directed to the employee's immediate supervisor (the "Supervisor"). The time limit for filing a Grievance shall be no more than thirty (30) days following the action giving rise to the grievance. The Grievance must include a statement of the action or actions being grieved, as well as a statement by the employee of the desired resolution of the Grievance. The Supervisor must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Supervisor. The in-person discussion must be scheduled for a date not more than five (5) business days after the Supervisor's acknowledgment. Within five (5) business days after the in-person discussion, the Supervisor must complete such investigation and review of the Grievance, as the Supervisor deems appropriate, and communicate in writing his or her decision to the Grievant.
- B. If a Grievant is dissatisfied with the decision of the Supervisor, the Grievant shall have five (5) business days from the date of receipt of the Supervisor's decision in which to submit the Grievance and a written request for review to the Human Resources Director. The Human Resources Director must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Human Resources Director. The in-person discussion must be scheduled for a date not more than five (5) business days after the Human Resources Director's acknowledgment. Within five (5) business days after the in-person discussion, the Human Resources Director must complete such investigation and review of the Grievance, as the Human Resources Director deems appropriate, and communicate in writing his or her decision to the Grievant.
- C. If a Grievant is dissatisfied with the decision of the Human Resources Director, the Grievant shall have five (5) business days from the date of receipt of the Human Resources Director's decision in which to submit the Grievance and a written request for review to the Executive Director. The Executive Director must both (i) acknowledge receipt, in writing, of a Grievance, and (ii) set a date and time for an in-person discussion of the Grievance with the Grievant, within five (5) business days after the Grievance is submitted to the Executive Director. The in-person discussion must be scheduled for a date not more than five (5) business days after the Executive Director's acknowledgment. Within five (5) business days after the in-person discussion, the Executive Director must complete such investigation and review of the Grievance, as the Executive Director

deems appropriate, and communicate in writing his or her decision to the Grievant. The decision of the Executive Director shall be final and not subject to further grievance; provided, however, that if the complaint which forms the basis for the Grievance relates to any action of the Executive Director, the decision of the Executive Director with respect to the Grievance shall be further reviewed and approved, modified or replaced by the decision of the Chairman of the Commission, or a Grievance Panel appointed by the Chairman.

- D. After the filing of a Grievance, failure of either the Grievant or the Commission to comply with all substantial procedural requirements of this Grievance Procedure (including any Panel hearing as hereinafter provided for), without just cause, shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) business days after receipt of written notice from the other party of the compliance violation. Such written notification, if made by the Grievant, shall be made to the Executive Director. All such procedural compliance issues shall be determined by the Chairman of the Commission, or a Grievance Panel appointed by the Chairman.
- E. The Supervisor, Human Resources Director and Executive Director shall be entitled to conduct such investigations of a Grievance as such person deems appropriate, including, without limitation, the conduct of interviews with appropriate witnesses and the examination of appropriate documentation.
- F. All documentation related to a Grievance shall be kept on file for the duration of employment plus seven years.

IV. NO CONTRACTUAL RIGHTS

Nothing contained in this Grievance Procedure shall create any contractual obligation in favor of any employee, including any contractual right of employment between the Commission and any of its employees, it being understood that all employees of the Commission are “at will” employees and that the Commission may terminate the employment relationship at any time, with or without notice and with or without reason or cause.

APPENDIX B

WORKER'S COMPENSATION ADMINISTRATIVE PROCEDURES

Workers' Compensation Policy

Our first responsibility is the prevention of occupational injuries and illnesses. Despite our best efforts, injuries and illnesses do sometimes occur. Workers' Compensation provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

Reporting

Employees are required to immediately report, in writing, all workplace injuries, conditions or illnesses, to their supervisor. All incidents shall be reported no matter how insignificant and regardless of if medical treatment is necessary. The employee should retain a copy of the written notice given to the supervisor. If the immediate supervisor is not available, a report must be made to the Human Resources Director. Late reporting by the employee can result in delayed or denied workers' compensation benefits.

The Supervisor or Human Resources Director shall immediately complete an accident report on-line by going to Virginia Risk Sharing Association (VRSA) Website: www.vrsa.us . Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject TJPDC to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All occupational reports shall be submitted to the VRSA immediately upon notification of a work-related injury or illness (within 24 hours).

Panel of Physicians

TJPDC has an approved Panel of Physicians for treating workers' compensation injuries and illnesses. The supervisor shall, immediately upon notification of a work-related injury or illness, provide the employee with a copy of the Panel of Physicians. The employee shall sign and date an acknowledgement of receipt of the Panel of Physicians and the supervisor shall witness the employee's signature. The Panel of Physicians shall be offered to the employee, regardless of if the employee intends to receive medical attention. The supervisor shall retain the original signed document and provide the employee with a copy of the signed document.

Treatment by a physician or medical facility outside of the panel will be at the employee's expense. However, in the event of an emergency the employee may seek treatment at the closest emergency facility. Once the emergency treatment is completed a panel physician must be chosen for follow up care.

Medical Treatment

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied by the worker's compensation carrier. The supervisor will provide employees with a Medical First Report form to take with them for initial treatment. This form is for the physician to complete. The employee shall provide the completed form to their supervisor following treatment, so the TJPDC is aware of the employee's return to work capabilities or restrictions.

Immediately upon receipt all medical bills, reports and other medical correspondence shall be forwarded to VRSA. All medical facility inquiries shall be referred to VRSA.

Only Virginia Risk Sharing Association (VRSA) has the authority to authorize treatment, testing, physical therapy, surgery, change in physician, second opinion, etc.

The employee shall cooperate with the TJPDC workers' compensation administrator, VRSA. This includes supplying disability slips, medical information, keeping appointments etc. Additionally, the employee shall keep their supervisor and Human Resources Director advised of their work status and cooperate with return-to-work efforts.

Prescriptions

The supervisor shall complete and provide the employee with the First Fill Prescription form/letter. The employee will take this authorization to a participating network pharmacy and will be provided a 10-day supply of medication at no cost. This authorization is valid for one-time use only. Virginia Risk Sharing Association (VRSA) must authorize any additional medication prescribed beyond the first fill.

Should an employee incur the cost for any medication, a receipt, which includes the employee's name, prescribing physician's name, date of purchase, name of medication and cost of medication, may be submitted to the VRSA for reimbursement consideration.

Wage Loss Benefits

An employee is not entitled to lost wage compensation for the first seven days of incapacity resulting from a work-related disability. The Virginia Workers' Compensation Law includes weekends/holidays in this count, and these days do not need to be consecutive.

The employee will be given the option of using earned sick or annual leave for up to seven days. If the employee chooses not to use earned leave this will be excused leave without pay. It is the employee's responsibility to notify his supervisor regarding how he/she would like to charge the first seven days missed. If a designation is not made, the period missed from work will not be compensated by the employer.

When the absence is longer than seven days and is authorized by a panel physician and is the result of a compensable injury under the Virginia Workers' Compensation Act, the employee will receive compensation benefits from VRSA in accordance with the provisions of the Virginia Workers' Compensation Act.

When an employee is out of work over twenty-one days for a covered injury/illness, which disability is authorized by a panel physician, the employee will receive from VRSA compensation for the first seven days. The employee may turn this payment over to or reimburse TJPDC for the amount of compensation awarded to the employee for the first seven days of absence and the TJPDC shall reinstate the employees' earned leave. Because workers' compensation benefits are not taxable, TJPDC shall make a taxable adjustment on this pay.

Injured employees do not continue to accrue sick and annual leave while out of work due to a workers' compensation injury/illness.

Temporary and part-time employees who are not eligible for annual leave and employees who have no earned leave available will not receive pay for the first seven days missed from work unless the employees absence is greater than twenty-one days under the conditions described above.

Earned annual or sick leave cannot be used concurrently with workers' compensation benefits.

Work related disability will be designated under the Family Medical Leave Act (FMLA) and will run concurrently with workers' compensation benefits, if the disability constitutes a "serious health condition".

While receiving workers' compensation benefits, any voluntary deductions are the responsibility of the employee.

Earned annual or sick leave may be used for disability resulting from a denied workers' compensation claim and disability will be designated under FMLA, if the disability constitutes a "serious health condition".

Return to Work – Light / Modified Duty:

TJPDC shall make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, his/her workers' compensation benefits will be jeopardized.

APPENDIX C
EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The employee handbook describes important information about TJPDC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the TJPDC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either TJPDC or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to TJPDC's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Commission of the TJPDC has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

APPENDIX D

DRUG-FREE WORKPLACE POLICY ACKNOWLEDGEMENT FORM

It is the policy of the Thomas Jefferson Planning District Commission that all employees of the Commission are hereby notified that:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
2. The workplace is defined as the environs of the office, presently located at 401 East Water Street, Charlottesville and any and all other places at which the employees conduct the work of the Commission.
3. Should an employee be seen engaged in activities outlined in paragraph number 1, the employee will be suspended for a period of no more than three months while an investigation is conducted by the Executive Director and a member of the Commission. Should the Executive Director be found to be engaged in activities in paragraph number 1, two members of the Commission shall choose a staff person to investigate the charges.

The findings of the investigation will be shared with the employee when completed and a decision on continuation of employment or a rehabilitation program will be made at that time.

Manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace may subject the employee to a severance of employment. If education or rehabilitation is feasible, and the employee agrees to such a program, continuation of employment will be considered.

Information concerning the availability of drug-free programs will be made available to the employees as such programs are conducted. Employees may seek treatment; coverage may be included in the health plan.

Employee acknowledgment:

I have read the above Drug-Free Workplace Policy and am aware of the consequences of violating the policy.

SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

APPENDIX E

FLEX TIME GUIDANCE

Purpose: To provide guidance on the use, documentation, and consideration of flex time by TJPDC employees. As per the employee handbook, the normal work week for which salary is paid consists of 40 billable hours, broken down into eight hours a day, Monday through Friday. Flexible scheduling, or flex time, is available to allow employees to vary their starting and ending times each day within established limits while still working 40 billable hours. The following guidance should be used when requesting, considering requests, using, or documenting flex time.

1. Staff may flex their time within their workday and across their work week, staying within a single pay period, as needed, without manager/director approval.
2. A schedule change to not work on a normally scheduled day must have prior approval from the employee's immediate supervisor.
3. Daily work logs must be maintained by employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed.
4. Accurate reporting of daily hours worked within each work week is required on the employee's timesheet. *Example: If you work 10 hours on a Monday and 6 hours on a Tuesday, you must enter 10 hours of work in your timesheet for Monday and 6 hours for Tuesday.*
5. Flex time must be used within the pay period that it is earned, or it is forfeited.
6. While the TJPDC does not offer a compensatory time off policy, the supervisor/director may approve time off of hours or a full day, when an employee has or expects to exceed 40 hours of work in a work week due to mandated workload, after hours meetings, project deadlines, or to meet other involuntary organizational needs. The time off for additional work must be taken within the same ~~or next pay period~~ month that it is earned, and as approved by the immediate supervisor.

APPENDIX F

Telework Program Policy

Teleworking, or telecommuting, is the concept of working from home or another location. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the Thomas Jefferson Planning District Commission (TJPDC). The TJPDC has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available.

The TJPDC's policies for teleworking are as follows:

Compensation and Work Hours

The employee's compensation, benefits, work status, and work responsibilities will not change due to participation in the teleworking program.

The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

Employees will normally be allowed to work 40% (16 Hours) of their work week through telecommuting. Employees are expected to work 8 billable hours each workday. Part-time staff should discuss telework arrangements with their supervisors, since their job expectations may differ from full time staff and a different percentage of telecommuting time may be appropriate.

Teleworking schedules are established with the employee's immediate supervisor and/or Program Director. Temporary changes to an established schedule (such as remote work on a normal in-office day) must be approved by the employee's immediate supervisor. A Remote Work Agreement must be completed and signed by the employee, employee's immediate supervisor, program director and Executive Director. The original Remote Work Agreement will be retained by the TJPDC and kept in the employee's personnel file and a copy will be provided to the employee.

Daily work logs must be maintained by telecommuting employees, which generally identify completed tasks, phone calls, meetings, etc. The daily work log must be shared via the employee's digital work calendar (currently Microsoft Office 365). The calendar should report time, duration, general description, and billing code for the tasks completed. (Example provided at the end of this policy.)

Eligibility

Employees will be eligible based on the suitability of their job, keeping in mind that job expectations are subject to change based on the organization's needs. An employee's continued eligibility is subject to satisfactory job performance, including being reachable during work hours, as determined by the immediate supervisor and/or Program Director.

Equipment/Tools

The TJPDC may provide specific tools/equipment for the employee to perform his/her current duties. Equipment may include a laptop computer, monitor, mouse, and necessary software. Other equipment, supplies, and internet access are the responsibility of the employee, and no additional compensation will

be provided for such items. An employee must have adequate broadband access to participate in virtual meetings via video conferencing software, such as Zoom, Teams, etc.

Equipment, software, and data provided by the TJPDC for use at the remote work location is limited to authorized persons and for purposes relating to TJPDC business, in accordance with the Electronic Communications section of the Employee Handbook. The TJPDC will provide for repairs only to TJPDC equipment. When the employee optionally uses her/his own equipment, the employee is responsible for maintenance, repair, and replacement of that equipment.

Reasonable effort should be made to ensure the safety and security of any TJPDC materials or equipment taken home, to prevent loss, damage, or theft. Documents containing sensitive information (e.g., personnel records) and original copies of financial records should not be taken home.

All work documents shall be saved on TJPDC-approved and provided storage media, such as network file server (through VPN), Microsoft Office 365, or other TJPDC-provided storage. No documents should be saved exclusively on personal devices.

Worker's Compensation

During work hours and while performing work functions, teleworkers may be covered by worker's compensation.

The TJPDC is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home. No TJPDC-related in-person meetings should occur at the home.

Dependent Care

Teleworking is not a substitute for dependent care. Employees must use their judgement on whether they need to use personal or sick leave when they have dependent care responsibilities during their established work schedule. Teleworkers may flex their time while remaining generally available and productive during core work hours. Dependent care must not interfere with scheduled meetings and interactions. Temporary changes to an established schedule must be approved by the employee's immediate supervisor.

Sick Leave

Teleworking is not a substitute for sick leave. Employees must use their judgement on whether they need to use sick leave when there is risk of spreading an illness or they are feeling unwell. Teleworkers may flex their time while remaining generally available and productive during core work hours. Exceptions may be made on a case-by-case basis to establish a pre-approved sick leave work schedule. Temporary changes to an established schedule must be approved by the employee's immediate supervisor.

Communication

Employees must be generally available by phone, video conference, and email during core work hours of 9:00 am to 4:00 pm on telework days. All client interactions will be conducted on a client or TJPDC communications platform. Teleworkers must remain available for staff meetings and other meetings deemed necessary by management. Employees must document on their online calendars any meetings away from their remote work site.

Evaluation

The employee shall agree to participate in all studies, inquiries, reports, and analyses relating to this program.

The employee remains obligated to comply with all TJPDC rules, practices, and instructions.

Policy Date: April 12, 2022

APPENDIX G

Remote Work Agreement Form



REMOTE WORK AGREEMENT

Employee Name	
Date	
Employee Signature	
Immediate Supervisor Signature	
Program Director Signature	
Executive Director Signature	

List any TJPDC equipment taken offsite for remote work:

1. 2. 3.

	Monday	Tuesday	Wednesday	Thursday	Friday
TJPDC					
Remote Site					

A complete work schedule is required. (Please use an "x" to identify which days the employee will work either at the TJPDC or at the alternate site.) The employee must be available between the hours of 9:00 am and 4:00 pm on remote workdays unless otherwise specified on this form.

Remote work schedule and eligibility will be reviewed as needed.

Policy Date: April 12, 2022

Employee Handbook
Approved insert adoption date here

10.4.2024

**COMMONWEALTH OF VIRGINIA
FINANCIAL ASSISTANCE
CONTRACT NUMBER 110-25**

July 1, 2024 to June 30, 2025

THIS AGREEMENT by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (herein called the "Department") and the THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (herein called the "Commission"), WITNESSETH THAT:

WHEREAS, the Commission has been organized by the governing authorities within its boundaries pursuant to the Regional Cooperation Act for the purpose of promoting the orderly and efficient development of the physical, social, and economic elements of Planning District Number 10 by planning, encouraging, and assisting governmental subdivisions to plan for the future; and

WHEREAS, the Commission desires to secure financial support from the Department under the terms of the Regional Cooperation Act; and

WHEREAS, the Department is empowered to provide state financial support to Planning District Commissions to help them achieve the aforementioned objectives;

NOW, THEREFORE, the parties hereto mutually agree as follows:

COMPENSATION

1. Based upon the Appropriation Act of the Commonwealth of Virginia for the 2022-2024 Biennium, as amended, the Department agrees to pay to the Commission for the fiscal year beginning July 1, 2024, and ending June 30, 2025, one hundred fourteen thousand nine hundred seventy-one dollars (\$114971), subject to the provisions of any budget reduction plan approved by the Governor and provided that the Commission shall meet the requirements listed below.

METHOD OF PAYMENT

2. The Department shall distribute funds on a quarterly basis, with the total allocation being divided into four (4) equal payments, after receipt of the required annual report, related materials, and executed contract. In the event that any budget reductions are approved by the Governor, the Department will make appropriate reductions in the quarterly payments to the Commission beginning with the first quarter after such reductions are approved by the Governor and communicated to the Department.

SCOPE OF SERVICES

3. The Commission shall furnish to the Department the following items during the term of this Contract, or as specified below:
 - a. An annual report, as required by Va. Code Section 15.2-4215, submitted no later than September 1, 2024. This report shall include, at a minimum, the following information:
 1. A description of the activities conducted by the Commission during the preceding fiscal year, describing how the Commission met the provisions of Va. Code Section 15.2-4208 of the Regional Cooperation Act.

2. A summary of the sources and amounts of funding provided to the Commission.
 3. A copy of the annual work program proposed for the fiscal year of this Contract.
 4. A description of regional strategic plan development and implementation activities.
 5. A summary description highlighting achievements of special merit with regard to regional cooperation.
 6. A current list of Commission members by jurisdiction and staff by title or function.
- b. A copy of the Commission's annual audit as prepared by a Certified Public Accountant in accordance with the Office of Management and Budget Circular A-133. This item shall be submitted within a thirty day period after its acceptance from the CPA.
 - c. A copy of any amendment to the Commission's Charter and/or by-laws. This item shall be submitted upon ratification of any such amendments.
 - d. Copies of all Commission publications completed during the term of the contract, which may be provided in electronic format.

COMMONWEALTH OF VIRGINIA
Department of Housing and
Community Development

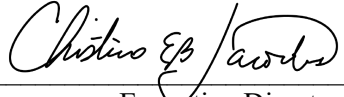
Thomas Jefferson Planning District
Commission
Planning District Number 10

By: _____
Director
Department of Housing and
Community Development

By: _____
Chair

Date: _____

Date: _____

By: 
Executive Director

Date: 9/17/2024

TJPDC Local Contributions

September 17, 2024



Local Contributions

Background

- In addition to Per Capita funding, the TJPDC receives direct contributions from our local governments for six programs/services
 - RideShare
 - Solid Waste
 - Rivanna River Basin Commission
 - Legislative Services
 - Regional Transit Partnership
 - Regional Housing Partnership

FY26											
7/1/2023			Per Capita	Local Contributions							
			0.68	Local	Local	Local	0.4	Local	Local		
Program Code			110/300	193	303	908	277	181	729	Various	
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	
Charlottesville	51,132	18.80%	\$ 34,770	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,453	\$ 25,000	\$ 9,550	\$ 100,981	
Albemarle	116,148	42.70%	\$ 78,981	\$ 15,876	\$ 5,560	\$ 6,210	\$ 46,459	\$ 25,000	\$ 21,310	\$ 199,396	
Fluvanna	28,214	10.37%	\$ 19,186	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,286	\$ -	\$ 5,250	\$ 42,987	
Greene	21,370	7.86%	\$ 14,532	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,548	\$ -	\$ 3,905	\$ 32,068	
Louisa	40,434	14.86%	\$ 27,495	\$ 5,274	\$ -	\$ -	\$ 16,174	\$ -	\$ 7,110	\$ 56,053	
Nelson	14,713	5.41%	\$ 10,005	\$ 2,335	\$ -	\$ -	\$ 5,885	\$ -	\$ 2,875	\$ 21,100	
TOTALS	272,011	100.00%	\$ 184,967	\$ 37,812	\$ 10,500	\$ 10,500	\$ 108,804	\$ 50,000	\$ 50,000	\$ 452,584	

Staff Overview

- ❑ Staff reviewed local contributions in approved TJPDC budgets between 2005 and 2025
- ❑ Staff analyzed locality population trends between 2005 and 2025
- ❑ Staff analyzed inflation rates and Cost of Living Adjustments between 2005 and 2023
- ❑ Staff created and analyzed three (3) potential scenarios for increasing local funding for these six programs
- ❑ Staff developed several recommendations for the Finance/Executive Committee to consider for recommendation to the Commission in their October meeting.

Staff Findings

□ **Finding #1:**

Local Contributions for several programs have not been adjusted since their inception

Historical Local Contributions 2005-2025

	Per Capita Annual % increase	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	TOTAL
2005		\$ 107,185.00	\$ 34,658.00	\$ 9,000.00		\$ 55,908.00			\$ 206,751.00
2006		\$ 116,799.00	\$ 34,658.00	\$ 9,000.00		\$ 70,866.00			\$ 231,323.00
2007		\$ 121,787.00	\$ 34,658.00			\$ 70,866.00			\$ 227,311.00
2008		\$ 126,481.00	\$ 34,658.00	\$ 10,500.00		\$ 70,866.00			\$ 242,505.00
2009		\$ 125,324.00	\$ 34,658.00	\$ 10,500.00		\$ 85,808.00			\$ 256,290.00
2010		\$ 125,324.00	\$ 34,658.00	\$ 10,500.00		\$ 85,808.00			\$ 256,290.00
2011		\$ 125,324.00	\$ 34,658.00	\$ 10,500.00		\$ 85,808.00			\$ 256,290.00
2012		\$ 125,324.00	\$ 34,658.00	\$ 10,500.00		\$ 85,808.00			\$ 256,290.00
2013		\$ 140,515.00	\$ 34,658.00	\$ 10,500.00		\$ 85,808.00			\$ 271,481.00
2014		\$ 144,381.00	\$ 34,658.00	\$ 10,500.00		\$ 95,000.00			\$ 284,539.00
2015		\$ 148,075.00	\$ 34,658.00	\$ 10,500.00	\$ 5,000.00	\$ 95,000.00			\$ 293,233.00
2016		\$ 151,239.00	\$ 34,658.00	\$ 10,500.00	\$ 5,000.00	\$ 95,000.00			\$ 296,397.00
2017		\$ 150,808.00	\$ 34,658.00	\$ 10,500.00	\$ 2,963.00	\$ 99,600.00			\$ 298,529.00
2018		\$ 154,070.00	\$ 34,658.00	\$ 10,500.00	\$ 7,610.00	\$ 99,400.00			\$ 306,238.00
2019		\$ 154,910.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 99,942.00			\$ 310,510.00
2020		\$ 156,969.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 101,270.00			\$ 313,897.00
2021		\$ 158,365.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 102,171.00	\$ 50,000.00		\$ 366,194.00
2022		\$ 159,620.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 102,981.00	\$ 50,000.00	\$ 50,000.00	\$ 418,259.00
2023		\$ 165,709.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 103,773.00	\$ 50,000.00	\$ 50,000.00	\$ 425,140.00
2024	3.23%	\$ 171,055.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 106,909.00	\$ 50,000.00	\$ 50,000.00	\$ 433,622.00
2025	3.12%	\$ 176,400.00	\$ 34,658.00	\$ 10,500.00	\$ 10,500.00	\$ 108,128.00	\$ 50,000.00	\$ 50,000.00	\$ 440,186.00
2026	3.03%	\$ 181,746.00							\$ 181,746.00
2027	2.94%	\$ 187,091.00							\$ 187,091.00
2028	2.86%	\$ 192,437.00							\$ 192,437.00
2029									
2030									

Staff Recommendations

Staff Recommendation #1: Staff recommends that the Finance/Executive Committee and Commission consider increases in local contributions for several programs beginning for inclusion in the FY26 projected budget.

Staff Findings

□ Finding #2:

Local contributions for these programs have been collected using several different methods over time.

■ *Examples:*

- *Legislative Services has used a flat \$0.40 per capita rate since 2018*
- *Solid Waste has used a flat dollar (\$) amount per participating jurisdiction since 2008 (not adjusted for inflation or proportionate to current population); Rivanna River Basin Commission has used a flat dollar (\$) amount per participating jurisdiction since 2019 (not adjusted for inflation or proportionate to current population)*

Staff Recommendations

Staff Recommendation #2: For consistency, staff recommends converting all local contributions to per-capita rates. This will ensure that contributions are proportionate to population for all programs.

Current Method

			0.68	Local	Local	Local	0.4	Local	Local	
Program Code			110/300	193	303	908	277	181	729	Various
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	* Regional Transit Partnership	Regional Housing Partnership	Total Contribution
Charlottesville	51,132	18.80%	\$ 34,770	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,453	\$ 25,000	\$ 9,550	\$ 100,981
Albemarle	116,148	42.70%	\$ 78,981	\$ 15,876	\$ 5,560	\$ 6,210	\$ 46,459	\$ 25,000	\$ 21,310	\$ 199,396
Fluvanna	28,214	10.37%	\$ 19,186	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,286	\$ -	\$ 5,250	\$ 42,987
Greene	21,370	7.86%	\$ 14,532	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,548	\$ -	\$ 3,905	\$ 32,068
Louisa	40,434	14.86%	\$ 27,495	\$ 5,274	\$ -	\$ -	\$ 16,174	\$ -	\$ 7,110	\$ 56,053
Nelson	14,713	5.41%	\$ 10,005	\$ 2,335	\$ -	\$ -	\$ 5,885	\$ -	\$ 2,875	\$ 21,100
TOTALS	272,011	100.00%	\$ 184,967	\$ 37,812	\$ 10,500	\$ 10,500	\$ 108,804	\$ 50,000	\$ 50,000	\$ 452,584

Conversion to Per Capita Rate

			0.68	0.1390	0.0484	0.0484	0.4000	0.2989	0.1838	
			0.68	Local	Local	Local	0.4	Local	Local	
Program Code			110/300	193	303	908	277	181	729	Various
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	*Regional Transit Partnership	Regional Housing Partnership	Total Contribution
Charlottesville	51,132	18.80%	\$ 34,770	\$ 7,108	\$ 2,476	\$ 2,476	\$ 20,453	\$ 25,000	\$ 9,399	\$ 101,681
Albemarle	116,148	42.70%	\$ 78,981	\$ 16,146	\$ 5,624	\$ 5,624	\$ 46,459	\$ 25,000	\$ 21,350	\$ 199,183
Fluvanna	28,214	10.37%	\$ 19,186	\$ 3,922	\$ 1,366	\$ 1,366	\$ 11,286	\$ -	\$ 5,186	\$ 42,311
Greene	21,370	7.86%	\$ 14,532	\$ 2,971	\$ 1,035	\$ 1,035	\$ 8,548	\$ -	\$ 3,928	\$ 32,048
Louisa	40,434	14.86%	\$ 27,495	\$ 5,621	\$ -	\$ -	\$ 16,174	\$ -	\$ 7,432	\$ 56,722
Nelson	14,713	5.41%	\$ 10,005	\$ 2,045	\$ -	\$ -	\$ 5,885	\$ -	\$ 2,704	\$ 20,640
TOTALS	272,011	100.00%	\$ 184,967	\$ 37,812	\$ 10,500	\$ 10,500	\$ 108,804	\$ 50,000	\$ 50,000	\$ 452,584

*In FY22, Charlottesville and Albemarle agreed to a 50/50 split for the Regional Transit Partnership

Staff Findings

□ **Finding #3:**

- Local Funding has not kept up with increasing costs of salary, fringe, and indirect costs for local programs
- Impact: Staff have the same, and often increased, workload/requirements in locally-funded programs with significantly less hours available to complete the work.

Staff Analysis

- To make a recommendation to the Commission, staff created and analyzed three different five-year potential scenarios.
 - ▣ **Scenario #1:** A significant one-time percentage (%) increase to all programs for FY26 and a nominal recurring flat rate increase for the following four years (FY27-FY30)
 - ▣ **Scenario #2:** A significant one-time percentage (%) increase to all programs for FY26 and a nominal recurring percentage (%) increase in rate for the following four years (FY27-FY30).
 - ▣ **Scenario #3:** A flat percentage (%) increase in rate for all programs for five years (FY26-FY30).

Staff Analysis

- Staff determined that Scenario #3 offered the following benefits:
 - ▣ Increases to programs would be spread out across five (5) years so that that there is not a one-time large adjustment required. This makes it easier for local governments to budget for the increases over time.
 - ▣ Increases were the same in all programs (7%) except for in Legislative Services (5%), making implementation simple.
 - In Scenarios #1 and #2, the various flat rate increases and percentage increases were different by program and introduced an unnecessary complexity.
 - ▣ What the commission determines for FY26 would not impact/affect the commission's determination for FY27-FY30.

Staff Recommendation

Scenario #3:

	Rideshare		Solid Waste		RRBC		Legislative Liaison		Regional Transit Partnership		Regional Housing Partnership	
Previous Rate	0.1390		0.0484		0.0484		0.4		0.2989		0.18382	
1st Year Percent Increase	7.00%		7.00%		7.00%		5.00%		7.00%		7.00%	
Recurring Percent Increase	0.0700		0.0700		0.0700		0.0500		0.0700		0.0700	
Multiplier	1.0700		1.0700		1.0700		1.0500		1.0700		1.0700	
FY26	0.1487		0.0518		0.0518		0.4200		0.3198		0.1967	
	7.00%		7.00%		7.00%		5.00%		7.00%		7.00%	
	\$	2,646.84	\$	734.90	\$	734.90	\$	5,440.22	\$	3,500.00	\$	3,501.14
Charlottesville	\$	7,605.36	\$	2,648.95	\$	2,648.95	\$	21,475.44	\$	26,750.00	\$	10,057.02
Albemarle	\$	17,275.82	\$	6,017.19	\$	6,017.19	\$	48,782.16	\$	26,750.00	\$	22,844.85
Fluvanna	\$	4,196.54	\$	1,461.66	\$	1,461.66	\$	11,849.88			\$	5,549.34
Greene	\$	3,178.57	\$	1,107.10	\$	1,107.10	\$	8,975.40			\$	4,203.21
Louisa	\$	6,014.14	\$	-	\$	-	\$	16,982.28			\$	7,952.86
Nelson	\$	2,188.41	\$	-	\$	-	\$	6,179.46			\$	2,893.86
	\$	40,458.84	\$	11,234.90	\$	11,234.90	\$	114,244.62	\$	53,500.00	\$	53,501.14

Staff Recommendation #3: Staff recommends that the commission consider a 7% increase in rate for local contributions for all programs except Legislative Services (5%) for inclusion in the FY26 budget.

Impact of Recommended Scenario #3

	Current FY26	Recommended FY26	\$ Increase	% Increase
Charlottesville	\$ 66,210.80	\$ 71,185.73	\$ 4,974.93	7.51%
Albemarle	\$ 120,415.20	\$ 127,687.20	\$ 7,272.00	6.04%
Fluvanna	\$ 23,801.60	\$ 24,519.08	\$ 717.48	3.01%
Greene	\$ 17,536.00	\$ 18,571.37	\$ 1,035.37	5.90%
Louisa	\$ 28,557.60	\$ 30,949.28	\$ 2,391.68	8.37%
Nelson	\$ 11,095.20	\$ 11,261.73	\$ 166.53	1.50%
	\$ 267,616.40	\$ 284,174.39	\$ 16,557.99	6.19%

Staff Findings

□ **Finding #4:**

- ▣ Across time, adjustments have been made to some programs, but not to others.
- ▣ There is no mechanism in place to adjust local contributions as conditions change.

Staff Recommendations

- ***Staff Recommendation #4:** Staff recommends that the commission review and adopt projected local contributions every five years.

(Similar to the process for the Local Per Capita funding in which the Commission voted in September of 2022 to increase the Per Capita rate by \$0.02/year for five years.)

***Note:** Staff is not requesting action from the Finance/Executive Committee on this recommendation. Rather, staff is prepared to provide additional analysis, discussion, and recommendations prior to the final FY26 budget adoption in April/May 2025.

Recommended Action

- At its September 17, 2024 meeting, the Finance/Executive Committee reviewed staff's recommendations and recommends to the full commission
 - 1) Converting all local contributions to per capita rates
 - 2) Increasing local contributions by seven percent (7%) for all local programs, except for Legislative Services (five percent, 5%) for inclusion in the FY26 projected budget.
 - 3) Commission review of a 5-year plan prior to the final FY26 budget in April 2026.

Questions/Discussion

Questions/Discussion

TO: TJPDC Commission
FROM: TJPDC Staff
RE: FY26 Projected Budget
DATE: October 3, 2024

Purpose: To detail changes that have been made to the FY26 Projected Budget since it was reviewed in the September 5, 2024, Commission meeting.

Background: The budget process for each fiscal year generally consists of three steps:

1. Approval of the Projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs to serve as the basis for budget submissions to localities,
2. Approval of the Operating Budget adopted in May as prescribed in the TJPDC Bylaws, and
3. Approval of an Amended Operating Budget approved in March, to serve as the final budget for financial reports and auditing purposes.

Budget Changes: The Draft FY26 Operating Budget was presented to the Commission in the September 5, 2024, meeting. Additionally, a revised budget was presented to the Finance/Executive Committee in their September 17, 2024, meeting.

There are several minor changes between the original draft and the budget before the Commission for consideration tonight. Those changes include:

Revenue:

1. An increase in local (deferred) funding in the amount of \$4,000.00 for the 5-year update to the Solid Waste plan.
2. A reduction in the need for reserve transfer from to \$34,922 to \$0 to balance the budget

Expenses:

1. An increase in staff salary/fringe for the completion of the 5-year Solid Waste Plan.
2. A change in the Mobility Management program moving pass-through funding in the amount of \$117,882 to staff salary/fringe to bring the Mobility Specialist position(s) in house rather than contracting the position(s) out.
3. An increase in salary/fringe expense to increase the available hours for an intern from 600 to 1049 hours.

The FY26 Operating Budget is balanced and includes revenues of \$44,650,411 and expenses of \$44,650,411.

Recommendation: At its September 17, 2024, meeting, the Finance/Executive Committee reviewed and recommended to the full Commission approval of the FY26 Projected Operating Budget, as presented. A draft resolution is included in the meeting materials.



TJPDC - FY26 Projected Budget				Revised 10.3.2024
	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.66 per capita</i>	<i>\$0.68 per capita</i>
Revenue	<u>FY23 Actual</u>	<u>FY24 Actual</u>	<u>FY25 Approved</u>	<u>FY26 Projected</u>
Federal	\$12,765,316	\$26,941,918	\$37,894,825	\$33,727,392
State	\$955,735	\$838,860	\$1,117,209	\$7,008,243
Local	\$5,313,450	\$8,579,284	\$3,427,608	\$3,655,808
Local per capita	\$160,848	\$171,054	\$178,411	\$184,967
Interest Income	\$35,208	\$61,276	\$35,000	\$50,000
Rent Income	\$22,198	\$26,098	\$24,000	\$24,000
Grant & Reserves Transfer	-\$25,073	\$0	\$0	\$0
Total Revenue	\$19,227,682	\$36,618,490	\$42,677,053	\$44,650,411
Operating Expenses				
Personnel Costs				
Salaries	\$967,741	\$998,838	\$1,160,817	\$1,324,945
Fringe and Release	\$203,213	\$225,045	\$272,680	\$319,455
Total Personnel	\$1,170,954	\$1,223,883	\$1,433,497	\$1,644,399
Direct Costs				
Overhead Allocation	\$0	\$0	\$0	\$0
Nonreimbursable Overhead	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$69,971	\$94,967
Postage	\$1,948	\$326	\$2,503	\$2,199
Subscriptions	\$708	\$404	\$600	\$500
Supplies	\$9,160	\$15,568	\$12,634	\$20,409
Audit-Legal	\$27,817	\$28,753	\$70,375	\$44,650
Advertising	\$16,030	\$20,883	\$37,945	\$31,553
Meeting Expenses	\$14,884	\$4,383	\$12,785	\$8,787
TJPDC Contractual	\$109,322	\$87,502	\$100,230	\$77,226
Dues	\$9,312	\$10,509	\$10,590	\$11,190
Insurance	\$7,731	\$7,406	\$8,500	\$8,020
Printing/Copy	\$5,139	\$2,539	\$6,482	\$7,330
Rent	\$100,975	\$104,296	\$107,343	\$110,483
Equip/Data Use	\$54,376	\$18,507	\$31,110	\$24,935
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,258	\$13,907	\$15,392	\$14,530
Travel-Vehicle	\$17,741	\$32,766	\$48,031	\$58,576
Janitorial	\$2,917	\$2,545	\$4,500	\$4,500
Professional Development	\$52,815	\$16,628	\$69,567	\$42,834
Total Other Costs	\$437,132	\$366,922	\$608,558	\$562,688
TOTAL OPERATING EXPENSES	\$1,608,086	\$1,590,805	\$2,042,056	\$2,207,088
Net Ordinary Income - Pass Through \$	\$17,619,596	\$35,027,685	\$40,634,997	\$42,443,323
Other				
HOME Pass Through	\$376,127	\$775,261	\$1,181,186	\$1,205,056
HPG Pass Through	\$141,171	\$168,632	\$178,274	\$149,220
Cigarette Tax Pass Through	\$2,659,620	\$2,683,161	\$2,815,763	\$3,099,645
VATI Broadband Pass Through	\$13,376,956	\$29,941,546	\$35,000,000	\$37,330,278
Other Grants Pass Through	\$949,884	\$1,010,110	\$1,459,775	\$659,124
Total Other Expenses	\$17,503,758	\$34,578,710	\$40,634,997	\$42,443,323
Net Other Income	-\$17,503,758	\$34,578,710	-\$40,634,997	-\$42,443,323
Net Income	\$115,839	\$448,975	\$0	\$0

FY26 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		\$114,971				
110	WSC & Offices						\$24,000
110	Interest Income					\$50,000	
301	Charlottesville				\$34,770		
302	Albemarle				\$78,981		
304	Fluvanna				\$19,186		
305	Greene				\$14,532		
306	Louisa				\$27,495		
307	Nelson				\$10,005		
	Unknown Source/Reserve Transfer			\$0			
TRANSPORTATION							
Rural Transportation							
170	Rural Admin	\$12,800		\$0			
171	Rural Transportation Planning	\$45,200		\$0			
172	Safe Streets and Roads for All (SS4A)	\$11,031		\$2,758			
180B-Local	Mobility Management - Local			\$0			
180A-FFY26	Mobility Management FFY26	\$126,600	\$25,320				
180A-FFY25	Mobility Management FFY25	\$43,046	\$8,609				
Transit Planning							
181	Regional Transit Partnership (RTP)			\$53,500			
Charlottesville-Albemarle MPO							
190/195/198	PL Funding	\$273,170	\$34,146				
191/196/199	FTA Funding	\$109,481	\$13,685				
Rideshare							
193	Rideshare/TDM - DPRT		\$148,514	\$39,904			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$36,884					
727-23	HOME Consortium Admin-23	\$0					
727-24	HOME Consortium Admin-24	\$48,833					
727-25	HOME Consortium Admin-25	\$15,000					
728-23	Housing Preservation Admin - HPG-23	\$0					
728-24	Housing Preservation Admin - HPG-24	\$15,277					
728-25	Housing Preservation Admin - HPG-25	\$5,092					
729	Regional Housing Partnership		\$11,230	\$53,501			
732	VERP - DHCD		\$6,875				
733	VA Housing - PDC		\$35,014				
ENVIRONMENT							
303	Solid Waste			\$15,235			
907	WIP DEQ	\$58,000					
908	RRBC			\$11,235			
OTHER PROGRAMS							
120	SCRC - Capacity Building	\$5,750					
277	Legislative Liaison			\$124,245			
278	VAPDC			\$55,000			
760	Reional Cigarette Tax			\$171,813			
761	VATI 2022 - DHCD	\$123,000	\$0	\$0			
762	VATI 2024 - DHCD	\$0	\$93,400				
PASS THRU REVENUE							
170/171	Rural Transportation Planning	\$0		\$0			
172	Safe Streets and Roads for All (SS4A)	\$113,673		\$28,418			
180A-FFY26	Mobility Management FFY26	\$0	\$0				
180A-FFY25	Mobility Management FFY25	\$0	\$0				
181	Regional Transit Partnership (RTP)			\$0			
190/195/198	MPO - PL	\$0	\$0				
191/196/199	MPO - FTA	\$0	\$0				
193	Rideshare/TDM - DRPT		\$2,220	\$555			
303	Solid Waste			\$0			
726	HOME-ARP Pass Through	\$341,937					
727-23	Consortium HOME Pass Through-23	\$288,619					
727-24	Consortium HOME Pass Through-24	\$439,500					
727-25	Consortium HOME Pass Through-25	\$135,000					
728-23	Housing Preservation Pass Through-23	\$33,793					
728-24	Housing Preservation Pass Through-24	\$86,570					
728-25	Housing Preservation Pass Through-25	\$28,857					
729	Regional Housing Partnership		\$48,770				
732	VERP - DHCD Pass Through		\$130,625				
733	VA Housing - PDC Pass Through		\$334,863				
760	Regional Cigarette Tax Pass Through			\$3,099,645			
761	VATI 2022- DHCD	\$31,330,278	\$0	\$0			
762	VATI 2024- DHCD	\$0	\$6,000,000				
Total Revenues by Category		\$33,727,392	\$7,008,243	\$3,655,808	\$184,967	\$50,000	\$24,000
Sum Total of Revenues							\$44,650,411

FY26-Revised

FY26-Revised		Per Capita ct Local Contributions								Per Capita required Local Match								Per Commission Policy:				
7/1/2023		0.68	0.1487	0.0518	0.0518	0.4200	0.3198	0.1967	0.68	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	25%					
Program Code		110/300	193	303	908	277	181	729	Various	300	170/171	180	190/195/198 191/196/199		330	907	120	300	300	301-307		
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Southeast Crescent Regional Commission (SCRC)	Balance	Regional	Local	Difference from FY25 Total Contribution	
Charlottesville	51,132	18.80%	\$ 34,769.76	\$ 7,605.36	\$ 2,648.95	\$ 2,648.95	\$ 21,475.44	\$ 26,750.00	\$ 10,057.02	\$ 105,955.49	\$ 34,769.76	\$ -	\$ (1,594.43)	\$ (14,620.49)	\$ -	\$ (2,725.68)	\$ -	\$ 15,829.17	\$ 11,871.88	\$ 3,957.29	\$ 867.88	
Albemarle	116,148	42.70%	\$ 78,980.64	\$ 17,275.82	\$ 6,017.19	\$ 6,017.19	\$ 48,782.16	\$ 26,750.00	\$ 22,844.85	\$ 206,667.84	\$ 78,980.64	\$ (7,624.74)	\$ (3,621.79)	\$ (33,210.91)	\$ -	\$ (6,191.46)	\$ -	\$ 28,331.73	\$ 21,248.80	\$ 7,082.93	\$ 3,015.14	
Fluvanna	28,214	10.37%	\$ 19,185.52	\$ 4,196.54	\$ 1,461.66	\$ 1,461.66	\$ 11,849.88	\$ -	\$ 5,549.34	\$ 43,704.60	\$ 19,185.52	\$ (1,852.16)	\$ (879.78)	\$ -	\$ -	\$ (1,503.99)	\$ -	\$ 14,949.58	\$ 11,212.19	\$ 3,737.40	\$ 957.54	
Greene	21,370	7.86%	\$ 14,531.60	\$ 3,178.57	\$ 1,107.10	\$ 1,107.10	\$ 8,975.40	\$ -	\$ 4,203.21	\$ 33,102.97	\$ 14,531.60	\$ (1,402.87)	\$ (666.37)	\$ -	\$ -	\$ (1,139.16)	\$ -	\$ 11,323.19	\$ 8,492.39	\$ 2,830.80	\$ 644.70	
Louisa	40,434	14.86%	\$ 27,495.12	\$ 6,014.14	\$ -	\$ -	\$ 16,982.28	\$ -	\$ 7,952.86	\$ 58,444.40	\$ 27,495.12	\$ (2,654.36)	\$ (1,260.84)	\$ -	\$ -	\$ (2,155.40)	\$ -	\$ 21,424.52	\$ 16,068.39	\$ 5,356.13	\$ 1,560.22	
Nelson	14,713	5.41%	\$ 10,004.84	\$ 2,188.41	\$ -	\$ -	\$ 6,179.46	\$ -	\$ 2,893.86	\$ 21,266.57	\$ 10,004.84	\$ (965.86)	\$ (458.79)	\$ -	\$ -	\$ (784.30)	\$ -	\$ 7,795.89	\$ 5,846.92	\$ 1,948.97	\$ 188.26	
TOTALS	272,011	100.00%	\$ 184,967.48	\$ 40,458.84	\$ 11,234.90	\$ 11,234.90	\$ 114,244.62	\$ 53,500.00	\$ 53,501.14	\$ 469,141.87	\$ 184,967.48	\$ (14,500.00)	\$ (8,482.00)	\$ (47,831.40)	\$ -	\$ (14,500.00)	\$ -	\$ 99,654.08	\$ 74,740.56	\$ 24,913.52	\$ 7,233.74	



Thomas Jefferson Planning District Commission
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**RESOLUTION APPROVING THE FISCAL YEAR 2026
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION PROJECTED BUDGET**

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year; and

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year; and

WHEREAS, the Executive Director recommends to the Commission for the Fiscal Year 2026 a Projected Budget of \$44,650,411 in Revenues and \$44,650,411 in Expenses; and

WHEREAS, the FY 2026 projected budget recommends annual local funding for per capita contributions at sixty-eight cents (\$0.6800) per person and local per capita funding of \$0.1387 for Rideshare, \$0.0518 for Solid Waste, \$0.0518 for the Rivanna River Basin Commission, \$0.4200 for Legislative Services, \$0.3198 for the Regional Transit Partnership, and \$0.1967 for the Regional Transit Partnership, dependent upon jurisdictional participation, based upon the most recent Weldon Cooper Center population estimates published January 30, 2023; and

WHEREAS, the FY 2026 budget anticipates local per capita contributions to first provide grant matching funds to urban and rural transportation grants, to Mobility Management, the Watershed Improvement Program and then to regional and local services in a ratio of 75% regional and 25% direct local services, per commission policy; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2026 Projected Budget and Member Assessments, which is attached hereto, and which shall be included in the minutes of the Commission meeting of October 3, 2024.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 3, 2024, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Tony O’Brien, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: October 3, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since September 5, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- October 3, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick*
- b. *Vote to Allow Electronic Participation, if needed – *Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person.
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. Presentations

- a. **Blue Ridge Cigarette Tax Board** – *David Blount*

Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include new membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.

- b. **PATH Mobility Management Program** – *Lucinda Shannon*

Staff will provide an update on the PATH program as it wraps up its 2024 grant year. PATH is a mobility management program hosted by the TJPDC and funded by community partners, the Federal Transit Administration, and the Virginia Department of Rail and Public Transportation. The funding has an 80/16/4 federal/state/local split with 4% coming from local per capita funding. The fiscal year for the program is October 1, 2023, through September 30, 2024. The presentation will provide an update on the program and its successes and challenges during the first year. A copy of staff's presentation, a completed PATH Marketing Study, and a Marketing Implementation Plan are included in the meeting materials.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.
- a. ***Minutes of the September 5, 2024, Commission Meeting**
 - b. ***August Financial Reports – Laura Greene**
 - i. August Financial Dashboard Report
 - ii. August Consolidated Profit & Loss Statement
 - iii. August Comparative Balance Sheet
 - iv. August Accrued Revenue Report
 - c. ***Revised TJPDC Procurement Policy Staff Memo, Marked Up Version, Final Version**
 - d. ***Revised TJPDC Personnel Handbook Staff Memo, Marked Up Version, Final Version**
 - e. ***Annual Department of Housing and Community Development (DHCD) Funding Agreement**

***Recommended Action:** Staff recommend a motion to approve the consent agenda.

5. New Business

- a. **TJPDC Local Contributions – Christine Jacobs**

As shared in the September meeting of the Commission, staff completed a thorough analysis of the history of local contributions for several programs. In addition to Per Capita Contributions, the TJPDC receives direct contributions from our local governments for six programs/services: RideShare, Solid Waste and Recycling, Rivanna River Basin Commission, Legislative Services, Regional Transit Partnership, Regional Housing Partnership. Staff reviewed local contributions between 2005 and 2025 and developed three potential scenarios for increasing local funding for several programs that have been flat funded for numerous budget cycles, and in some cases flat funded since their inception. Staff presented the analysis to the TJPDC Finance/Executive Committee in their September 17, 2024, meeting. Included in the meeting materials is a copy of the staff's presentation and the Finance/Executive Committee's recommendation to the full Commission.

***Recommended Action:** The Finance/Executive Committee recommends to the full commission, 1) converting all local contributions to per capita rates, 2) increasing local contributions by seven percent (7%) for all local programs, except for Legislative Services (five percent, 5%) for inclusion in the FY26 projected budget, and 3) Commission review of a 5-year plan prior to the final FY26 budget review in April 2026.

6. Old Business

- a. ***Draft FY26 Projected Operating Budget – Christine Jacobs**

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2026 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. Since the September presentation of the

budget, several changes have been incorporated into the final recommended budget before you tonight. Included in the meeting materials is a staff memo detailing the changes, as well as a copy of the budget totals, budget revenues, and local and per capita funding. Additionally, a draft resolution is included in the meeting materials.

The draft FY26 budget assumes a \$0.68 per capita rate as approved by the commission in their September 1, 2022, meeting, assumes an average 5% increase in salaries for staff as a place holder, and includes converting contributions to local programs to per capita rates and increases funding to those programs by 7% (excluding Legislative Services, 5%). As it stands, the projected budget has \$44,650,411 in revenues and expenses and does not require a reserve transfer. In its September 17, 2024, meeting, the Finance/Executive Committee reviewed the draft budget in detail and recommended its adoption to the full commission.

***Recommended Action:** The Finance/Executive Committee reviewed and recommends to the full Commission approval of the FY26 Projected Operating Budget, as presented.

7. Executive Director's Monthly Report

- a. Finance/Executive Committee – The TJPDC Finance/Executive Committee met September 17, 2024. Topics included: 1) establishing a regular meeting schedule, 2) the FY24 Pre-Audit, 3) a revised Procurement Policy, 4) a revised Employee Handbook, 5) Local Contributions, and 6) the FY26 Projected Operating Budget.
- b. Virginia Telecommunications Initiative (VATI) 2022: Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

Project milestones reported to DHCD in September are as follows:

- 1,599 miles of field data collection.
- 2,937 miles of fiber design.
- 1,659 miles of make ready construction.
- Six communications huts set.
- 1,157 miles of aerial fiber placement.
- 471 miles of underground fiber placement.
- 1,140 miles of splicing.
- 13,949 passings.

Firefly's website includes timelines, project progress in each County, maps, and communications for specific project areas. This information is updated on a regular basis.

Additional highlights:

- On September 9, Rappahannock Electric Cooperative (REC) and Firefly hosted an event at Early Mountain Vineyards to celebrate the first REC connections in Madison County.
- On September 19, Firefly and TJPDC hosted the ninth VATI 2022 Stakeholders' meeting in which project partners provided information to county stakeholders about the current and upcoming progress.
- On September 26, TJPDC staff conducted a site visit in Madison County and observed completed aerial fiber construction and fiber awaiting splicing along Hebron Valley Road in the Zeus area of Madison County. Additionally, staff observed fiber installation along South Blue Ridge Turnpike and aerial fiber work at the intersection of Route 29 and Gibbs Road.

- c. Virginia Telecommunications Initiative (VATI) 2024: The TJPCD and Firefly's \$12.2 million VATI 2024 grant will build fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. DHCD has approved the staff's request for prior authorization so that costs can be incurred prior to the execution of the contract grant agreement. Staff is working to complete the required pre-contract negotiation documentation and anticipate a contract grant agreement will be executed with DHCD by calendar year-end.

d. Transportation

- i. Regional Transit Partnership – In its September meeting, the RTP had presentations on the Charlottesville Area Alliance's (CAA) Walk Audit Workshop and the PATH Mobility Management Program.

e. Environmental Programs

- i. Rivanna River Basin Commission (RRBC): The RRBC held its Annual Conference on September 27th at 9:30 am at the Carver Recreation Center focusing on progress and goals for connectivity and conservation in the urban Rivanna Corridor. There was a great turnout and a lot of rich discussion surrounding the continued planning and implementation of plans along the Rivanna River Corridor.

f. Housing –

- i. Regional Housing Partnership – Staff continues to work on preparing for the March 2025 Regional Housing Summit as well as scoping out a new Regional Housing Study. Staff will present updates on these two items in a future meeting.
- ii. Emergency Food and Shelter Program – This is a new program for the TJPDC. We were asked to assume the administration of this program from a local non-profit as it aligned with the TJPDC’s regional work. Staff will present on this program in a future meeting.
 - The application phase has started and will conclude on November 15th.
 - Applications were sent to PACEM and Emergency Food Network so far.
- iii. Carlton Mobile Home Park – The TJPDC Housing VISTA worked on an article published in the Regional Review (RHP blog). The article described the purchase of the park through the partnership of Piedmont Housing Alliance and Habitat for Humanity of Greater Charlottesville. The park will be developed and managed by Habitat, but the residents will be in control of most decisions.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).
- b. **The next Commission meeting will be held on Thursday, November 7, 2024.**

Items for the November meeting may include but are not limited to:

- i. Annual Financial Audit Report and Acceptance
- ii. Quarter One (July – September) Financial Report
- iii. RideShare CAP Strategic Plan Update (Tentative)
- iv. Regional Housing Partnership Updates

9. *Adjourn

Designates Items to be Voted On
