



Working together to plan for the future

COMPASS EXECUTIVE COMMITTEE MEETING
AUGUST 13, 2024 – 1:30 P.M.
COMPASS – 2ND FLOOR LARGE CONFERENCE ROOM
700 NE 2ND STREET
MERIDIAN, IDAHO

ZOOM CONFERENCE CALL

Facebook Live Streaming - https://www.facebook.com/COMPASSIdaho
(Subject to availability and functionality of connection.)

Committee members can participate in the meeting in-person or via Zoom conference call. The Second Floor Large Conference Room is open for in-person attendance.

Please specify whether you plan to attend in-person or virtually when RSVPing to Teri Gregory at tgregory@compassidaho.org or 208-475-2225.

AGENDA

I. CALL TO ORDER/ROLL CALL (1:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 3 A.* Approve July 16, 2024, Executive Committee Meeting Minutes

IV. ACTION ITEMS

Page 6 A.* Approve Amended End-of-Year and Redistribution Program Priorities Matt Carlson
Matt Carlson will seek Executive Committee approval of amendments to the End-of-Year and Redistribution Program priorities at the request of the City of Garden City and the Ada County Highway District. The COMPASS Board will be asked to ratify the action on August 19, 2024.

Page 13 B.* Recommend COMPASS Bylaws and Related Employment Policies and Procedures Revisions Matt Stoll
Matt Stoll will review and seek Executive Committee recommendation of proposed COMPASS Bylaws and Employment Policies and Procedures revisions implementing new Executive Director review process.

C. Executive Session - Personnel Matter Idaho Code [74-206 (a)]

(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general. Any action will be taken in open session following executive session.

V. OTHER

Next Meeting: September 10, 2024

VI. ADJOURNMENT (2:30)

***Enclosures Agenda is subject to change.**

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 208-855-2558 with 48 hours advance notice.

Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 208-855-2558 con 48 horas de anticipación.

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**EXECUTIVE COMMITTEE MEETING
JULY 16, 2024
COMPASS
FIRST FLOOR BOARDROOM AND ZOOM
700 NE 2ND STREET
MERIDIAN, IDAHO**

****DRAFT MINUTES****

ATTENDEES:

Trevor Chadwick, Mayor, City of Star, **Chair**, in person
Jay Gibbons, Commissioner, Highway District #4, **Chair Elect**, in person
Miranda Gold, Commissioner, Ada County Highway District, in person
Debbie Kling, Mayor, City of Nampa, **Immediate Past Chair**, in person
Mary May, Councilmember, City of Eagle, in person
Bre Brush for Lauren McLean, Mayor, City of Boise, via ZOOM
Joe Stear, Mayor, City of Kuna, via ZOOM
Jarom Wagoner, Mayor, City of Caldwell, **Secretary/Treasurer**, via ZOOM

MEMBERS ABSENT:

Rod Beck, Commissioner, Ada County, **Vice Chair**
Brad Holton, Commissioner, Canyon County
Dan Hyer, Councilmember, City of Greenleaf
Robert Simison, Mayor, City of Meridian

OTHERS PRESENT:

Kevin Arkoosh, Senator Risch's staff, in person
Ashley Cannon, COMPASS, in person
Teri Gregory, COMPASS, in person
Megan Larsen, COMPASS, in person
Amy Luft, COMPASS, in person
Matt Stoll, Executive Director, COMPASS, in person

CALL TO ORDER

Chair Trevor Chadwick called the meeting to order at 1:35 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

Debbie Kling announced it is Snake River Stampede week in Nampa.

CONSENT AGENDA

A. Approve June 11, 2024, Executive Committee Meeting Minutes

Jay Gibbons moved and Mary May seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Establish August 19, 2024, COMPASS Board Meeting Agenda

Matt Stoll presented agenda items 1-23 for the upcoming August 19, 2024, COMPASS Board of Directors' meeting.

Debbie Kling moved and Jay Gibbons seconded approval of items 1 – 23, for the August 19, 2024, COMPASS Board of Directors' meeting. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.

B. Recommend FY2025 COMPASS Workgroup Charters for COMPASS Board Approval

Meg Larsen presented the FY2025 COMPASS workgroup charters.

Miranda Gold moved and Mary May seconded to recommend COMPASS Board of Directors' approval of the FY2025 COMPASS workgroup charters. Motion passed unanimously.

C. Recommend 2025 State Legislative Positions for COMPASS Board Approval

Amy Luft presented the draft 2025 state legislative positions.

After discussion, **Mary May moved and Debbie Kling seconded to recommend COMPASS Board of Directors' approval of the 2025 state legislative positions.** Motion passed unanimously.

D. Recommend 2025 Federal Transportation Positions for COMPASS Board Approval

Amy Luft presented the draft 2025 federal transportation positions.

After discussion, **Debbie Kling moved and Mary May seconded to recommend COMPASS Board of Directors' approval of the 2025 federal transportation positions.** Motion passed unanimously.

E. Approve Board Member Travel Request

Matt Stoll requested Executive Committee authorization for Chair Trevor Chadwick to attend the National Association of Regional Councils’ Board of Directors meeting from October 8-9, 2024, in Dayton, Ohio. The estimated cost would be approximately \$1,800.

Joe Stear moved and Debbie Kling seconded to approve travel for Chair Trevor Chadwick to the National Association of Regional Councils’ Board of Directors meeting from October 8-9, 2024, in Dayton, Ohio. Motion passed unanimously.

F. Executive Session - Personnel Matter Idaho Code [74-206 (a)]

Debbie Kling moved and Mary May seconded to move into Executive Session pursuant to Idaho Code [74-206 (a)] at 1:56 p.m.

Matt Stoll called roll. The following Executive Committee members were present and voted in the affirmative: Trevor Chadwick, Jay Gibbons, Miranda Gold, Debbie Kling, Mary May, Bre Brush for Lauren McLean, Joe Stear and Jarom Wagoner.

The committee convened back into session at 2:38 p.m. No action was taken in the Executive Session.

OTHER

Matt Stoll announced that he will be signing a letter along with the other Intermountain West MPO directors regarding the challenges being faced by the Intermountain West MPOs regarding background levels of ozone and requesting EPA commission a study on the issue. This letter will also be provided to the congressional delegation.

ADJOURNMENT

Chair Trevor Chadwick adjourned the meeting at 2:40 p.m.

Approved this 13th day of August 2024.

By: _____
**Trevor Chadwick, Chair
Community Planning Association of
Southwest Idaho**

Attest:

By: _____
**Matthew J. Stoll, Executive Director
Community Planning Association of
Southwest Idaho**

EXECUTIVE COMMITTEE AGENDA ITEM IV-A

Date: August 13, 2024

Topic: Priorities for the End-of-Year and Redistribution Program

Request/Recommendation:

COMPASS staff seeks COMPASS Executive Committee's approval to amend the End-of-Year and Redistribution Program priorities list, provided in Attachment 1, as requested by the City of Garden City and the Ada County Highway District (ACHD). A Valley Regional Transit project is also eligible to advance to take advantage of current funding opportunities. Staff requested the Regional Transportation Advisory Committee's review and recommendation of this item on August 7, 2024.

Background/Summary:

Federal highway funding allocated to states not obligated within its program year must be returned to the Federal Highway Administration (FHWA) at the end of the fiscal year. To ensure Idaho does not have to return funding, the Idaho Transportation Department (ITD) developed an End-of-Year Program to reprogram unobligated funds to other projects in the state. Unobligated funds from other states redistributed to Idaho also provide funding for this program.

Metropolitan planning organizations submit local prioritized needs to ITD for inclusion in the End-of-Year and Redistribution Program, as funding becomes available. COMPASS staff keeps an ongoing list of needs and budgets for additional funding as cost savings on other projects are realized. Remaining needs, and opportunities to advance projects, are included in the End-of-Year and Redistribution Program priority list.

Although we do not expect redistribution to result in a windfall of funding this year, as we have seen in past years, we want to be prepared for any opportunities during this process. Projects receiving funding through the End-of-Year and Redistribution Program must already be in the transportation improvement program and ready to obligate immediately upon notification of funding availability.

On June 17, 2024, the COMPASS Board of Directors approved the COMPASS End-of-Year and Redistribution Program priorities. Since then, additional needs have been identified. Using the COMPASS policy for End-of-Year and Redistribution needs, COMPASS staff recommends adding additional projects, as shown in Attachment 1. The necessary agency requests are provided in Attachment 2.

COMPASS staff are working closely with ITD staff on the plan to use all available funding. We anticipate the final announcement of awards in early September 2024.

If approved, staff will request ratification of the action by the COMPASS Board of Directors on August 19, 2024.

Implication (policy and/or financial):

Adding these projects to the approved End-of-Year and Redistribution Program priorities will make these projects' needs eligible for the obligation of funds if funding becomes available.

More Information:

- 1) Attachment 1: Draft COMPASS FY2024 End-of-Year and Redistribution Program Priorities
- 2) Attachment 2: Member Agency Requests
- 3) For detailed information, contact: Toni Tisdale, Principal Planner, at 208/475-2238 or ttisdale@compassidaho.org or Matt Carlson, Principal Planner, at 208/475-2232 or mcarlson@compassidaho.org.

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COMPASS FY2024 End-of-Year and Redistribution Program Priorities
Regional Transportation Advisory Committee recommended on May 22, 2024
COMPASS Board of Directors approved on June 17, 2024

Amended by Executive Committee approved on XX and ratified by the COMPASS Board on XX.

| Priority | Key Number | Project | Sponsor | Current Program | Amount Needed | Comments |
|--|---|---|-------------------------|-----------------|---------------|--|
| Overall | | | | | | |
| 1 | Increase all program obligation authority to 100% of the allocation. (STBG-TMA \$4,412,918; STBG-LU ~\$3,400,000; CRP-TMA* \$3,382,231; CRP-LU* \$1,453,318) | | | | | |
| Boise Urban Area (Transportation Management Area) (STBG and CRP) | | | | | | |
| 1 | N/A | Pay ITD back for “borrowed” OA | | STBG-TMA | \$1,722,949 | Payback |
| 2 | N/A | Pay ITD back for “borrowed” OA | | CRP-TMA | \$1,447,572 | Payback |
| 3 | 20006 | Pavement Preservation and ADA, Phase 3, Boise Area – FY2024 | ACHD | STBG-TMA | \$1,664,000 | Construction – unfunded due to OA limitation. |
| 4 | 22386 | Commuteride, ACHD – FY2025 | ACHD | STBG-TMA | \$220,000 | Construction – unfunded due to OA (advanced to minimize OA limitation next year.) |
| 5 | 23307 | Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise | City of Boise | STBG-TMA | \$300,539 | Design – unfunded due to OA limitation. |
| 6 | 24233 | Study, Carbon Reduction Strategy, COMPASS | COMPASS | CRP-TMA | \$180,000 | Design – unfunded due to OA limitation. |
| 7 | 22387 | Planning, COMPASS – FY2025/FY2026 | COMPASS | STBG-TMA | \$232,000 | Design – unfunded due to OA (advanced to minimize OA limitation next year.) |
| 8 | 23307 | Pathway, Federal Way and Broadway Avenue Multi-Use Pathway, Boise | City of Boise | Local (AC) | \$2,245 | Design – convert to federal-aid, if possible. |
| 9 | 20006 | Pavement Preservation and ADA, Phase 3, Boise Area – FY2024 | ACHD | STBG-TMA | \$598,000 | Construction – cover final engineer’s estimate. |
| 10 | 23943 | SR2S, VRT, Ada County – (2025) | Valley Regional Transit | TAP-TMA | \$206,000 | Construction – advance from FY2025. |
| 11 | 23311 | Study, Chinden Drainage and Design Plan, Garden City | City of Garden City | STBG-TMA | \$300,000 | Design – cover negotiated cost of design |
| 12 | 23833 | Access to Opportunity, Boise and Garden City | ACHD | RAISE | \$1,000,000 | Design – cover increased cost of design |
| 10 -13 | 24382 | Fairview Avenue, North Garden to Whitewater Park and Bridge Replacement | ACHD | Local (AC) | \$1,800,000 | Design – convert to federal-aid if possible (any amount). |

| Priority | Key Number | Project | Sponsor | Current Program | Amount Needed | Comments |
|---|------------|---|------------------------|-----------------|---------------|--|
| Nampa Urban Area (Large Urban) (STBG and CRP) | | | | | | |
| 1 | N/A | Pay ITD back for "borrowed" OA | | CRP-LU | \$771,414 | Payback |
| 2 | 24337 | Pathway, Orr Multi-Use City Pathway, Nampa | City of Nampa | CRP-LU | \$402,000 | Design – unfunded due to OA limitation. |
| 3 | 24230 | Pedestrian Improvements, West Park, Nampa | City of Nampa | CRP-LU | \$63,000 | Design – unfunded due to OA limitation. |
| 4 | 13905 | 10th Avenue ITS and Overlay, Caldwell | City of Caldwell | STBG-LU | \$2,641,000 | Construction – advance from FY2026. |
| 5 | 22016 | Midway Road, SH-55 (Karcher Road) to I-84B, Rehabilitation, Canyon County | Highway District No. 4 | STBG-LU | \$4,270,513 | Construction – advance from FY2027. |
| 6 | 24229 | Middleton Road, SH-55 (Karcher) to Flamingo Avenue, Nampa | City of Nampa | STBG-LU | \$4,183,000 | Construction – advance from preliminary development. |
| 7 | 22386 | Commuteride, ACHD – FY2025/FY2026 | ACHD | STBG-LU | \$110,000 | Construction - advance to minimize OA limitation next year. |
| 8 | 13494 | Old Highway 30, Plymouth Street Bridge, Caldwell | Highway District No. 4 | STBG-LU | \$250,000 | Design – cover design supplemental. |
| 9 | 22387 | Planning, COMPASS – FY2025/FY2026 | COMPASS | STBG-LU | \$198,000 | Design – advance to minimize OA limitation next year. |

*Includes carry-over funds from previous years.
Heavy blue line = anticipated funding cut-off at 100% of estimate.
Blue text = amended changes July 2024.

Acronym Key:

- AC = Advanced Construction
- ACHD = Ada County Highway District
- ADA = Americans with Disabilities Act
- CRP = Carbon Reduction Program
- FY = Fiscal Year
- I = Interstate
- ITS = Intelligent Transportation System
- LU = Large Urban (Nampa Urban Area)
- OA = Obligation Authority
- PD = Preliminary Development (construction beyond FY2027)
- RAISE = Rebuilding American Infrastructure with Sustainability and Equity Grant
- SH = State Highway
- SR2S = Safe Routes To School
- STBG = Surface Transportation Block Grant
- TMA = Transportation Management Area (Boise Urban Area)
- VRT = Valley Regional Transit



OFFICE OF THE MAYOR

6015 Glenwood Street • Garden City, Idaho 83714
Phone 208/472-2900 • Fax 208/472-2998

June 17, 2024

Mr. Matt Stoll
Executive Director
Community Planning Association of Southwest Idaho
700 NE 2nd Street, Suite 200
Meridian, ID 83642

Re: Balancing Action Request: Additional Funding for KN23311 Chinden Drainage and Design Plan

Dear Director Stoll,

The project Key KN23311 Chinden Drainage and Design Plan, Chinden Drainage Design has received an estimate of \$500,000. The initial estimate and current executed agreement anticipates a project cost of \$200,000. Garden City will not be able to budget for this cost increase. Subsequently, Garden City requests an increase in federal aid funding to cover the cost. The funds will be obligated in the same timeframe as the initial request.

The Garden City Council will be formally briefed on this matter.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "John G. Evans". The signature is written in a cursive, flowing style.

John G. Evans
Mayor



Alexis Pickering, President
Miranda Gold, Vice-President
Jim Hansen, Commissioner
Kent Goldthorpe, Commissioner
Dave McKinney, Commissioner

July 23, 2024

Matt Stoll, Executive Director
COMPASS
700 NE 2nd Street, Suite 200
Meridian, ID 83642

Dear Mr. Stoll:

ACHD requests additional federal-aid funding to cover the full cost of design for the Access to Opportunity project (KN 23833). ACHD successfully applied for a \$5,000,000, Fiscal Year 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant for ACHD's \$6,429,500 "Access to Opportunity" planning project. The Access to Opportunity project will design fourteen projects that when built will improve multi-modal links in Garden City, Boise Bench, and Central Bench neighborhoods. After significant negotiations, the finalized consultant agreement recommends additional analysis of two of the bundles (Glenwood and Fairview) to fully develop concept alternatives and arrive at a preferred alternative. Because of a lack of funding, several segments of the project will only be completed at a concept level and not 100% design. The estimated need to complete the design for all segments is \$1 million. With all segments designed for construction, ACHD will be in a good position to apply for additional competitive grant funding to construct the whole Access to Opportunity project. The need for a fully designed project to compete for funding makes this request a priority need for ACHD.

The Access to Opportunity project is primarily an alternative transportation project with a focus on filling sidewalk gaps and improving bike and pedestrian facilities along the project's 14 road segments. All segments of

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this project are within two miles of a public school or schools and will help support students who walk or ride their bikes.

If you have any questions, please feel free to contact Tom Ferch, Transportation Funding Coordinator, at tferch@achdidaho.org or (208) 387-6157.

Sincerely,

A handwritten signature in black ink that reads "Dyan Bevins". The signature is written in a cursive, flowing style.

Dyan Bevins
Interim Deputy Director, Planning and Projects
Ada County Highway District

connecting you to more

EXECUTIVE COMMITTEE AGENDA ITEM IV-B

Date: August 13, 2024

Topic: COMPASS Bylaws and Employment Policies and Procedures Revisions

Request/Recommendation:

Staff seeks Executive Committee's recommendation for COMPASS Board of Directors' approval of revisions to the COMPASS Bylaws and Employment Policies and Procedures to implement a new Executive Director review process.

Background/Summary:

The COMPASS Bylaws and Employment Policies and Procedures include processes for the Executive Director's annual performance evaluation and possible compensation adjustments. The current versions of the two documents are in conflict regarding timing of the review process and effective date of any compensation adjustments. The COMPASS Board Chair directed these conflicts to be resolved through revisions to the documents.

The "new" Executive Director performance review process will be as follows:

- April Board meeting – Board Chair solicits member input on Executive Director.
- May Executive Committee meeting – Executive Committee reviews Executive Director and makes recommendations regarding retention and any compensation adjustments.
- June Board meeting – Board Chair presents Executive Committee's review and recommendations regarding the Executive Director. Board of Directors acts on retention and any compensation adjustments effective October 1.
- July Finance Committee meeting – Any Executive Director compensation adjustments are included in the draft Unified Planning Work Program and Budget (UPWP) for the following fiscal year for recommendation by the Finance Committee.
- August Board meeting – Board of Directors considers approval of the draft UPWP beginning October 1st.

The proposed COMPASS Bylaws and Employment Policies and Procedures revisions will be reviewed with the COMPASS Board of Directors at its August 19, 2024, meeting. At the same time, the 30-day notification of intent to amend the Bylaws will be provided. COMPASS Board of Directors action on revisions to both documents will be sought at its October 21, 2024, meeting.

Implication (policy and/or financial):

The existing Executive Director performance review processes and associated conflicts between the two documents will continue without COMPASS Board of Directors' approval of the revisions.

More Information:

- 1) Attachment 1: Proposed COMPASS Bylaws Revisions
- 2) Attachment 2: Proposed Employment Policies and Procedures Revisions
- 3) For detailed information, contact: Matt Stoll, Executive Director, at 208/475-2266 or mstoll@compassidaho.org.

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**BYLAWS AS ADOPTED BY THE BOARD OF
THE COMMUNITY PLANNING ASSOCIATION OF SOUTHWEST IDAHO**

Initially Adopted: March 1, 2000
Amended: January 22, 2001
Amended: June 18, 2001
Amended: September 27, 2004
Amended: August 17, 2009
Amended: September 21, 2015

**Article 1
BOARD OF DIRECTORS**

1.1 Board of Directors. The Board of Directors (“**Board**”) shall be appointed and serve as provided in that certain Third Restated And Amended Joint Powers Agreement and Articles of Reformation and Organization of the Community Planning Association of Southwest Idaho, a Nonprofit Association, as may be amended (the “**JPA**”).

1.2 Term of Office. Each member of the Board entitled to vote (“**Voting Board Member**”) shall hold office until replaced or until the Voting Board Member’s earlier death, resignation or disqualification. All other members of the Board hold office as allowed under the JPA.

**Article 2
BOARD MEETINGS**

2.1 Place of Meetings. All meetings of the Board shall be held at the principal office of COMPASS or at such other place as the Board may order or direct before the call of such meeting. The time and place of such meetings shall be stated in the notice or call for the meetings.

2.2 Regular Meetings. Regular meetings of the Board shall be held on the third Monday of February, April, June, August, October and December of each year, if not a legal holiday, and if a legal holiday, then on the first Monday following which is not a legal holiday. All business, which the Board is authorized and empowered to take up at such a meeting, may be transacted without further or special notice.

2.3 Special Meetings. Special meetings may be called at any time by the Chair or Vice-Chair. Special meetings may also be called by the Chair upon written request by any five (5) or more Voting Board Members.

2.4 Notice or Call for Meetings. All members of the Board shall be notified of each regular or special meeting of the Board at least forty-eight (48) hours in advance of each meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Annually, at the last regular meeting of a calendar year, a schedule of regular meetings for the following year shall be adopted and distributed in a manner determined by the Board.

2.5 Quorum. A quorum shall consist of a majority of the Voting Board Members. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present and are included in determination of quorum.

2.6 Action by Majority Vote. Except as otherwise expressly required by these by-laws, the JPA or by applicable law, the vote of a majority of the Voting Board Members present at a meeting at which a quorum is present shall be the act of the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

2.7 Presiding Officer. The Chair shall preside at all meetings. In the absence of the Chair, the Chair-Elect shall preside. In the absence of the Chair and the Chair-Elect the Vice Chair shall preside. In the absence of all these officers, the Board shall select a temporary Chair for the meeting. The Secretary/Treasurer shall act as secretary at all meetings of the Board, but in the Secretary/Treasurer's absence, the presiding officer may appoint any person to act as secretary for that meeting. Should the Secretary/Treasurer be the presiding officer, as provided above, the Secretary/Treasurer may appoint any person to act in the capacity of Secretary for that meeting.

2.8 Rules of Order. The rules contained in the current edition of Roberts Rules Newly Revised generally shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the JPA, and any special order that may be adopted by the Board.

Article 3 AUTHORITY

3.1 Responsibilities. The Board of Directors has the primary responsibilities listed below. The Board may take other actions not listed here as appropriate to govern COMPASS.

- 3.1.1 Elect Officers;
- 3.1.2 Approve addition of new members to COMPASS;
- 3.1.3 Approve regional long range transportation plan and amendments to the regional long-range transportation plan;
- 3.1.4 Approve Transportation Improvement Program and amendments to Transportation Improvement Program;
- 3.1.5 Approve Unified Planning Work Program and Budget and revisions to Unified Planning Work Program and Budget;
- 3.1.6 Hire and oversee Executive Director;
- 3.1.7 Review and approve annual performance review of the Executive Director conducted by the Executive Committee, and approve salary adjustment or other compensation arrangement;

- 3.1.8 Approve annual state and federal legislative positions;
- 3.1.9 Approve strategic plan, as needed;
- 3.1.10 Approve grant applications where COMPASS is grantor;
- 3.1.11 Approve annual population estimates;
- 3.1.12 Approve annual membership dues;
- 3.1.13 Approve or select members of committees, task forces and work groups, as the case may be;
- 3.1.14 Approve COMPASS integrated communications plan as needed, but not less than every three (3) years;
- 3.1.15 Approve updates to Financial Policy, as needed;
- 3.1.16 Approve updates to Personnel Policy, as needed;
- 3.1.17 Review and approve Board policies, as needed; and
- 3.1.18 Approve the annual development plan which identifies: a) grants and other funding sources for COMPASS; and b) resource development activities which will be pursued by COMPASS staff.

Article 4 VOTING

4.1 Voting Board Member. Only Voting Board Members and, where applicable, Alternate Board Members, are entitled to cast a vote at any meeting of the Board.

4.2 Authority to Vote. A Voting Board Member is entitled to vote on any matter which comes before the Board or before any committee, task force or work group of which the Voting Board Member is a duly appointed member, provided the Voting Board Member's member agency is current in the payment of its membership dues and all other proper assessments. Similarly, an approved Alternate Board Member, as provided for in the JPA, shall have the authority to vote as a Voting Board Member on behalf of the members for whom he or she is serving, provided the Voting Board Member's member is current in the payment of its dues and other proper assessments.

4.3 Voting. All matters before the Board shall be disposed of by simple majority vote of all votes cast by Voting Board Members present at the meeting unless otherwise provided in these bylaws, applicable law, the JPA or any special order that may be adopted by the Board. Voting Board Members participating in the meeting telephonically or via audio or audiovisual internet connection shall be considered present.

4.4 Votes per Voting Board Member. Three voting alternatives exist. Unless otherwise provided, Alternative "a" (one vote per Voting Board Member) shall be used.

- (a) One vote per Voting Board Member: Each Board Member casts one and only one vote.
- (b) Weighted Voting: Voting Board Members from each General and Special Purpose Member cast a number of votes equal to the member agency's COMPASS membership dues as provided below.
- (c) Intra-County Voting: Only Voting Board Members from within one county cast a vote.

4.5 Weighted Voting. Weighted voting may be used when all Voting Board Members from any General Member request weighted voting after a matter is properly before the Board and before the question is called or the vote is held. In the event weighted voting is requested:

- (a) Each General and Special Purpose Member represented at the Board meeting by one or more Voting Board Members shall be granted one vote for each dollar it contributes as its membership dues to COMPASS in the current fiscal year as provided in the most recently adopted COMPASS Unified Planning Work Program and Budget.
- (b) In the event more than one Voting Board Member is present for a General Member, the votes for that General Member shall be divided equally among the member's Voting Board Members present at the time the vote is held.
- (c) The Secretary/Treasurer shall determine and announce, or cause to be determined and announced, the number of votes assigned to each Voting Board Member. The Chair shall read the number of votes assigned to each member agency before the vote.
- (d) A roll-call vote shall be held.

4.6 Intra-County Voting. Intra-county voting may be used according to the provisions of this section when any matter properly before the Board pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:

- (a) Setting transportation project priorities when all such projects are within the borders of one county;
- (b) Approving a Transportation Improvement Program when the program applies only within the borders of one county;
- (c) Approving a long range transportation plan when the plan applies only within the borders of one county;
- (d) Approving an expenditure of funds when the funds are both generated and expended within the borders of one county; and

- (e) Adopting air or water quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of the Board, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition any Voting Board Member may, at any meeting of the Board, request consideration of intra-county voting for any item on the agenda.

In either case, before such a matter may properly be placed before the Board, the Chair shall determine in a manner generally provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:

- (a) The Chair shall announce that intra-county voting shall be used to resolve the matter before the Board and designate which county's Board Members may vote.
- (b) Only Voting Board Members present and representing General and Special Purpose Members in that county may cast a vote on the matter.
- (c) A simple majority of Voting Board Members present from that county is required to approve the matter before the Board.
- (d) Weighted voting within the county may be utilized as provided elsewhere in this section.

Article 5 OFFICERS

5.1 Officers of the Board. The Board shall have four officers (collectively "**Officers**"): (i) the Chair, (ii) the Chair-Elect, (iii) the Vice Chair and (iv) the Secretary/Treasurer. All Officers must be Voting Board Members.

5.2 Election. The Officers shall be elected annually by the Board at the Board's annual meeting.

5.3 Terms of Office. Officers shall hold office until such Officer's successor is elected and qualified or until such officer's earlier death, resignation or removal.

5.4 Removal of Officers. The Board may remove from office any Officer upon two-thirds majority vote. If any member of the Board wishes to remove an Officer, that Board member shall give at least 30 days' notice of intent to remove such Officer to both the Officer and to the Board. Any Officer subject to removal proceedings shall not take part in the voting to remove them. An Officer who is removed shall continue on the Board and retain full voting privileges as long as they remain a Voting Board Member.

5.5 Resignation of Officers. Any Officer may resign at any time by giving written notice of his or her resignation to the Board. Any such resignation shall take effect at the time

specified therein or, if the time when it shall become effective shall not be specified therein, immediately upon its receipt. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.6 Appointment of Officers upon Removal or Resignation. Upon the removal or resignation of an Officer, the Board shall appoint a Board Member to fill such vacant office. The appointed Officer shall serve out the remainder of the term of the removed Officer or the Officer who resigned.

5.7 Succession. Unless other Officers are elected by a majority vote of the Voting Board Members at the annual meeting (or special meeting called for the purpose of electing one or more Officers) the person serving as Secretary/Treasurer shall be elected to the office of Vice Chair, the person serving as Vice Chair shall be elected as Chair-Elect and the person serving as Chair-Elect shall be elected Chair.

5.8 Nomination of Officers. The Executive Committee shall identify and screen individuals qualified to become Officers and recommend officers for approval by the Board in accordance with the provisions of this Section.

5.8.1 Nomination. Not less than three (3) months prior to the Board's annual meeting, the Executive Committee shall submit a call for nominations to all Voting Board Members for any Officer position to be voted upon that year. Any Voting Board Member may submit a nomination for one or more of the Officer positions. All nominations shall be submitted, in writing, to the Executive Committee no later than forty-eight (48) hours prior to the Executive Committee's regularly scheduled meeting that occurs just prior to the Board's annual meeting. Any nomination received after this deadline shall not be considered.

5.8.2 Consideration. The Executive Committee shall review all nominations, compare the nominees against the qualifications, qualities, skills and other expertise identified by the Board, if any, and nominate a slate of candidates to succeed the Officers whose terms are expiring or vacant ("**Nominated Officers**"). The slate may include current Officers for re-election. The Executive Committee shall recommend the Nominated Officers to the Board for approval.

5.8.3 Additional Nominations. In addition to the Nominated Officers, other nominations for any Officer's position may be submitted by any five (5) Voting Board Members if filed with the Board not less than fifteen (15) days prior the Board's annual meeting.

5.8.4 Election Procedure. No new nominations from the floor shall be accepted at the Board's annual meeting. If the Nominated Officer's slate is the only list of nominees under consideration, election of the entire slate shall be decided by a majority vote of Voting Board Members present and voting. If there are additional nominees qualifying pursuant to Section 5.8.3, the Board shall consider and vote for each Officer position individually. The nominee for each Officer position which garners the greatest number of votes shall be elected.

5.9 Duties.

5.9.1 Chair. The Chair shall be the chief executive officer of COMPASS. The Chair shall preside over all meetings of the Board, and shall see that all orders and resolutions of the Board are carried into effect, subject, however, to the right of the Board to delegate any specific power or authority. The Chair shall be a member of and chair the Executive Committee.

5.9.2 Chair-Elect. The Chair-Elect shall perform the duties and exercise the powers of the Chair in case of the Chair's illness, disability or temporary absence and shall perform such other duties as may, from time to time, be granted or requested by the Board. The Chair-Elect shall be a member of the Executive Committee.

5.9.3 Vice Chair. The Vice Chair shall perform the duties and exercise the powers of the Chair in case of the Chair and Chair-Elect's mutual illness, disability or temporary absence and shall perform such other duties as may, from time-to-time, be granted or requested by the Board. The Vice Chair shall be a member of the Executive Committee.

5.9.4 Secretary/Treasurer. The Secretary/Treasurer shall:

- (a) Give, or cause to be given, notice of all meetings of the Board and its standing committees in compliance with Idaho's "Open Meeting Law" including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-201 through 74-207;
- (b) Keep, or cause to be kept, the minutes, books, and records of the financial statements and accounts of COMPASS;
- (c) Oversee COMPASS' compliance with Idaho's Public Records Law including any amendments and/or re-codification of said law which is presently codified at Idaho Code §§ 74-101 through 74-122;
- (d) Monitor, or cause to be monitored, the financial affairs of COMPASS and report periodically to the Board;
- (e) Create, or cause to be created, at the beginning of each meeting of the Board a roster of Voting Board Members and Alternate Board Members who are in attendance; and
- (f) Be a member of the Executive Committee.
- (g) Serve as Chair of the Finance Committee.

5.10 Delegation of Powers. The Board may delegate any of the powers and duties appropriate to the functioning of COMPASS to any Officer, employee, or agent of COMPASS.

**Article 6
EXECUTIVE DIRECTOR**

6.1 Appointment. The Board shall appoint an Executive Director as provided in the JPA.

6.2 Powers and Duties. The Executive Director is authorized to enter into any contract or execute in the name of COMPASS all deeds, bonds, mortgages, contracts, and other documents and agreements as may be authorized in the approved Unified Planning Work Program and Budget. In all other instances the Executive Director is authorized with Board approval. The Executive Director shall be the disbursing officer of COMPASS for all funds made available thereto. The Executive Director shall also have the general powers and duties of supervision and management, including but not limited to, employment, hiring and dismissal of members of the staff. The Executive Director shall have the emergency authority to act to protect the rights and interests of COMPASS as they relate to the approved Unified Planning Work Program and Budget, pending confirmation by the Board.

6.3 Committee Assignments. The Executive Director or a designated delegate shall be an ex-officio member of any special committee, task force or work group of COMPASS and shall periodically attend meetings of other organizations involved in planning within southwest Idaho.

6.4 Conditions of Employment. Salary and other conditions of employment for the Executive Director shall be established by the Board upon recommendation by the Executive Committee.

6.5 Regular Reporting Required. The Executive Director shall prepare a summary of significant staff activities which have occurred since the last regular meeting of the Board and provide it as an item on the agenda of each regular meeting of the Board. The packet for each regular meeting of the Executive Committee shall be distributed to the entire Board.

**Article 7
STANDING COMMITTEES**

7.1 Open Meetings and Public Records. All meetings of committees established and authorized under this section shall be conducted according to and be subject to the same open meeting law and public records provisions as provided in Sections 4.1.7J and 4.1.7K, respectively, of the JPA.

7.2 Executive Committee:

7.2.1 Establishment. An Executive Committee is hereby established as a standing committee of the Board.

7.2.2 Membership. The Executive Committee shall be composed of the following Board Members:

- (a) All four Board Officers;

- (b) The mayor of each General Member that is an incorporated city with a current population greater than 25,000 according to the most recent population estimates adopted by the Board;
- (c) The chair of each county commission;
- (d) The president of each single county-wide highway district commission;
- (e) Two mayors of General Members who are incorporated cities with a current population of 25,000 or fewer according to the most recent population estimates adopted by the Board and who shall annually be selected by the representatives of the cities who fit into that classification, provided, however, that the total number of mayors on the Executive Committee from this grouping of smaller cities shall not exceed two; and provided, further, that one of the selected cities must be located in Canyon County and the other selected city must be located in Ada County;
- (f) The Chair of one of the highway districts located in Canyon County; and
- (g) The immediate past Chair.

7.2.3 Limitations. Notwithstanding Sections 7.2.2(b) through 7.2.2(g), there shall be no more than one Board Member on the Executive Committee from any member agency.

7.2.4 Elected Official; Alternate. All Executive Committee members shall be currently elected local government officials; provided, however, that Alternate Board Members may serve in the place of Executive Committee members as provided in the JPA.

7.2.5 Place and Times of Meetings. Meetings of the Executive Committee may be held at times and places agreed to by the Executive Committee.

7.2.6 Notice or Call for Meetings. All Executive Committee members shall be notified of each meeting at least three (3) business days prior to the meeting. Notification shall include, at a minimum, the meeting location, meeting time and proposed agenda. Notification may be delivered via email, regular mail or hand delivery. Additionally, notice of each meeting shall be posted on the COMPASS website at least three (3) working days prior to the day of the meeting. No action may be taken at a meeting that has not met the criteria in this Section.

7.2.7 Quorum. A quorum shall consist of the presence of a majority of Executive Committee members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies.

7.2.8 Voting. Each Executive Committee member shall have one (1) vote.

7.2.9 Action by Majority Vote. Except as otherwise expressly required by applicable law, the vote of a majority of the Executive Committee members present at a meeting at which a quorum is present shall be the act of the Committee.

7.2.10 Authority. The Executive Committee is empowered to act on behalf of the COMPASS Board only in the following instances:

- (a) To receive monthly status updates from the Regional Transportation Advisory Committee (RTAC) chair on the work of the RTAC committee;
- (b) To recommend task forces or work groups to work with COMPASS as needed to provide input, technical support and feedback on planning activities. Each task force or work group shall have a charter recommended by the Executive Committee for final approval by the Board, specifying the type of members to include, the tasks to accomplish and the timeline for completion of those tasks. The Executive Committee shall establish a process for selection of members for each task force or work group for final approval by the Board;
- (c) To receive periodic status updates from staff liaisons to the active authorized work groups on the activities of those work groups;
- (d) To review and recommend updates to the charter of each work group at least once per year;
- (e) To authorize the Chair and/or Executive Director to enter into agreements with other local, state, regional, federal and private agencies which expedite COMPASS' planning process, pending confirmation by the Board;
- (f) To commit COMPASS staff to address local planning issues, which are outside the current Unified Planning Work Program and Budget but for which prompt response is essential and for which COMPASS participation is deemed desirable, pending confirmation by the Board;
- (g) To approve preliminary versions of the Unified Planning Work Program and Budget for purposes of federal grant application and distribution to members for their use in budgeting, pending confirmation by the Board;
- (h) To approve amendments to the current Unified Planning Work Program and Budget, pending confirmation by the Board;
- (i) To approve amendments to the Transportation Improvement Program pending confirmation by the Board; and
- (j) To conduct an annual performance review of the Executive Director and report the results of its evaluation and make a recommendation for salary

adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled Board meeting in June. The effective date for salary adjustment or other compensation arrangements shall be October 1 of the upcoming fiscal year. Funding for salary adjustments shall be included in the Unified Planning Work Program and Budget for that fiscal year, typically approved by the Board at the regular August meeting, prior to the start of the fiscal year.

7.3 Regional Transportation Advisory Committee.

7.3.1 Establishment. A Regional Transportation Advisory Committee (“RTAC”) is hereby established as a standing committee of the Board.

7.3.2 Membership. RTAC shall be composed of such individuals as the Board may direct.

7.3.3 Purpose. The purpose of RTAC is to assist COMPASS staff and the Board by reviewing and recommending appropriate action(s) to the Board with regard to all transportation-related matters to come before the Board.

7.3.4 Duties. RTAC’s duties are set forth in the bylaws of RTAC.

7.4 Finance Committee.

7.4.1 Establishment. A Finance Committee (“Finance Committee”) is hereby established as a standing committee of the Board.

7.4.2 Purpose. The purpose of the Finance Committee is to provide guidance to management and to establish reasonable assurance regarding internal policies, procedures and controls for the sound operation of COMPASS.

7.4.3 Duties. The duties of the Finance Committee shall be set forth in the bylaws of the Finance Committee.

7.4.4 Chair. The Chair of the Finance Committee shall be the Secretary/Treasurer.

7.5 Other Committees. The Board may from time to time create other committees as it sees fit. Such committees shall be composed of such individuals as the Board may direct and shall have only the authority, powers, duties, and responsibilities as may be necessary and as the Board may determine. The number and appointment of membership on other committees shall be reviewed and approved at the meeting immediately following the creation and appointment of the committee and annually thereafter. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the committees it establishes.

7.6 Bylaws. Bylaws necessary for the operation of any standing or other committee created by the Board will be provided by the Board, and thereafter may be amended by the Board, from time to time, as the Board deems necessary.

7.7 Task Forces and Work Groups. The Board may from time to time, either upon

recommendation by the Executive Committee or upon the Board's initiative, create task forces or work groups to perform specific tasks. All task forces and work groups shall be governed by a charter which specifically identifies the membership, assigned tasks and the timeline to

complete the tasks. Concurrently with the creation of any work group, the Board shall approve the charter governing the work group. The charter may be drafted and recommended by the Executive Committee to the Board. COMPASS maintains a policy of meaningful participation by the public in all of its activities. The Board shall, therefore, consider the inclusion of members of the public in the task forces and work groups.

Article 8 MEMBERSHIP DUES

8.1 General Members. Membership dues for General Members, Special Purpose Members and ex officio members shall be as set forth in the JPA.

8.2 Calculation and Payment of Membership Dues. The Board shall calculate membership dues for all members of COMPASS concurrently with the annual Unified Planning Work Program and Budget. Upon approval of the membership dues, the Board shall notify each member of its membership dues for the ensuing year. All membership dues assessments are due and payable upon receipt of each invoice (or such other period of time as may be requested by the member and approved by the COMPASS Board).

8.3 Failure to Pay Membership Dues. Any member agency that fails to pay any assessment in full within thirty days after the due date shall be considered delinquent and in violation of this section. The Executive Director shall send written notice of delinquency to the Mayor and City Clerk, Chair of the Commission and County Auditor, or other governing body of the member agency involved. Upon non-payment of the full assessment within thirty days of receipt of the delinquency notice, that member agency shall be deemed to have voluntarily withdrawn its membership in COMPASS. No representative of that government agency shall thereafter be allowed to vote on any matter coming before the Board or any committee until and unless membership dues and assessments are fully paid retroactively or until the Board takes some alternative action to reinstate the member agency.

Article 9 GENERAL PROVISIONS

9.1 Books and Records. COMPASS shall maintain adequate and correct books, records and accounts of all its obligations, properties, assignments, and other such records or accounts as are generated. All such books, records and accounts shall be kept at its main office and shall be open to inspection by any General or Special Purpose Member or Board Member at any time.

9.2 Amendment. These bylaws may be amended or repealed and replaced by the adoption of such new bylaws as may be approved by a two-thirds vote of the Board at any regular meeting provided, however, that such amendment(s) shall be introduced at one regular meeting of the Board and may not be voted upon before the next subsequent regular meeting of the Board.

9.3 Capitalized Terms. Capitalized terms not otherwise defined in these bylaws shall have the meaning ascribed to such terms in the JPA.

Article 10
EFFECTIVE DATE

These bylaws shall be effective from and after their adoption until amended or repealed in accordance with the provisions set forth in these bylaws.

DATE OF ADOPTION: _____

Secretary
COMPASS Board of Directors

**COMMUNITY PLANNING ASSOCIATION
OF SOUTHWEST IDAHO**

**EMPLOYMENT POLICIES AND
PROCEDURES**

Effective ~~March 1, 2024~~

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1.0 MESSAGE FROM THE DIRECTOR

The achievements of any organization are the result of the combined efforts of all individuals involved, and the Community Planning Association of Southwest Idaho (COMPASS) is proud of its highly capable, innovative staff. Each individual is encouraged to contribute his or her experience, skill, and knowledge toward the realization of COMPASS' Vision and Mission.

COMPASS Vision

COMPASS is the forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel.

COMPASS Mission

The mission of COMPASS is to conduct regional planning, facilitate coordination and cooperation, serve as a source of information and expertise on issues affecting southwest Idaho, and assist member agencies in accessing funding to accomplish local and regional goals.

COMPASS Roles

- Planner
- Facilitator
- Expert
- Implementer

COMPASS Values

- COMPASS is innovative
- COMPASS is collaborative
- COMPASS is inclusive
- COMPASS is proactive
- COMPASS values the whole person

2.0 INTRODUCTION

This Employment Policies and Procedures manual is intended to provide information on matters of importance to employees. The Employment Policies and Procedures manual is not a contract, and nothing contained herein alters the at-will employment relationship. This manual supersedes any and all previous employment manuals, oral or written representations made to employees, and any employment pattern or practice of COMPASS inconsistent with this document.

It is your responsibility to review the manual and be familiar with the contents. You will be asked to sign the Acknowledgement of Receipt and return it to the Director of Operations for inclusion in your personnel file.

Employees are encouraged to provide feedback on the Employment Policies and Procedures. Comments should be submitted to the Executive Director and/or the Director of Operations.

COMPASS is not bound to follow the policies and procedures or provide the benefits described in the Employment Policies and Procedures manual indefinitely. The Employment Policies and Procedures manual may be reviewed periodically, and changes may be made as needed to meet the needs of the agency. Revised copies will be distributed to each employee at the time of the revision.

2.1 AUTHORITY AND RESPONSIBILITY

The COMPASS Board of Directors has the overall governing and policy setting responsibility for the Community Planning Association, as described in the Joint Powers Agreement and the COMPASS Bylaws.

The Executive Director is granted broad authority in personnel management through the COMPASS Bylaws. The Executive Director is responsible for personnel administration including interpreting policies and establishing administrative procedures to implement those policies. The Executive Director may delegate administration of all or part of the Employment Policies and Procedures to other employees. During the absence of the Executive Director, responsibility for administering these policies will be placed with the Director of Operations or, in his/her absence, other personnel as designated by the Executive Director.

2.2 MASTER AND EMPLOYEE COPIES

The original “master copy” of the Employment Policies and Procedures shall be retained in the Director of Operations’ office. All employees will be provided with a pdf copy of the Employment Policies and Procedures at the time of employment and when modifications have been made and will be asked to sign an Acknowledgment of Receipt. The signed Acknowledgement of Receipt should be returned to the Director of Operations. Employees may print their own copies of the Employment Policies and Procedures on a COMPASS printer if they wish to have a hard copy.

3.0 EMPLOYMENT AT WILL

All employment with COMPASS is at will. There is no set length for an employment relationship and either COMPASS or the employee may end it at any time, with or without notice; with or without cause.

4.0 DEFINITIONS

4.1 FULL-TIME EMPLOYEE

A full-time employee is an employee in an approved position who regularly works forty (40) hours or more per week.

4.2 PART-TIME EMPLOYEE

A part-time employee is an employee in an approved position who regularly works less than forty (40) hours per week.

4.3 PROJECT EMPLOYEE

A project employee is an employee working in a temporary position to meet special workload demands for a limited period of time. Project employees may be either full or part time but are not eligible for health benefits or leave benefits regardless of hours worked per week.

4.4 EXEMPT EMPLOYEE

An exempt employee is an employee who is exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will follow the guidance in the Fair Labor Standards Act in the classification of employees as exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

4.4 NON-EXEMPT EMPLOYEE

A non-exempt employee is an employee who is not exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will comply with the Fair Labor Standards Act in the classification of employees as non-exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

5.0 RECRUITMENT AND SELECTION

5.1 POSITION RECRUITMENT

The COMPASS Board approves the total annual budget for personnel costs as part of the Unified Planning Work Program (UPWP). The Executive Director will determine the need to establish new positions and/or fill vacant positions, subject to the constraints of the personnel costs budget in the Board-approved UPWP.

A job description including a general statement of duties, basic responsibilities and minimum qualifications will be prepared for vacant positions and made available to prospective applicants.

Letters of application and resumes to fill vacant positions will be solicited by the means necessary to reach an adequate labor market and comply with the spirit of COMPASS' workplace policies, which are described in Section 10 of this Employment Policies and Procedures manual. Solicitation methods may include but are not limited to: announcements posted on various relevant websites, including compassidaho.org, notices sent to relevant applicants on file, notices sent to local employment agencies and educational institutions for referral of applicants, referrals from current employees, notifications posted in COMPASS and other agency offices, and advertisements in newspapers, journals, and newsletters.

Solicitations for vacant positions will include job title, job description, desirable qualifications, application instructions, a closing date, and a statement that COMPASS is an equal employment opportunity employer.

5.2 POSITION SELECTION

The Director of Operations will complete the initial screening of applications to identify those applicants that meet the minimum qualifications.

The Executive Director will identify an interview team. The interview team will further screen applicants and conduct one or more interviews with the selected candidates. Preference is given to veterans in the recruitment process per federal and state law.

One or more job candidates will be selected for final interviews with the Executive Director. The Executive Director may include members of the interview team in those interviews.

Reference checks and criminal background checks will be conducted on candidates considered for an offer of employment. Applicants will be required to provide information necessary to conduct reference and criminal background checks.

6.0 OFFERS OF EMPLOYMENT

Offers of employment are extended at the sole discretion of the Executive Director.

Offers of employment will be made by letter, signed, and dated by the Executive Director, and will specify the job title, job type (full-time, part-time or project), starting date, supervisor, rate of pay, classification (exempt or non-exempt), and conditions of employment, if any. The applicant who accepts the offer will acknowledge acceptance by signing the offer letter and returning it to the Director of Operations for placement in the personnel file.

7.0 PERSONNEL FILES

7.1 CURRENT EMPLOYEE PERSONNEL FILES

COMPASS will maintain a personnel file for all current employees. The contents of each employee's file may include, but not be limited to, the following:

- Name, social security number, current home address and home phone number;
- All information required for state and federal reporting: W-4 form, date of birth, gender, I-9 form, appropriate I-9 documentation, race, current FLSA classification, and job title;
- Copies of all documents related to the employee's qualifications and original employment: letter of application, resume, results of reference and background checks;
- Copies of all documents related to the employee's tenure with COMPASS, such as: performance evaluations, records of salary adjustments, corrective actions, and records of seminars and classes attended; and
- Benefit enrollment forms.

COMPASS will maintain additional information to facilitate tracking and reporting as may be required by various funding programs.

It is the responsibility of the employee to inform COMPASS of changes in pertinent personal information.

7.2 CURRENT EMPLOYEES PERSONNEL FILES

Personnel files are the property of COMPASS and are confidential and restricted. Access to personnel files is limited, not prohibited. The guidelines for access to personnel files of current employees are:

Personnel file information will only be released outside COMPASS as required by:

1. Law or court order;
2. Business procedures such as audits and labor compliance checks; or
3. Reference or credit checks as authorized by the employee. Requests for reference or credit check information will be denied in the absence of employee authorization.

Supervisors may have access to relevant portions of their employees' files for preparation of evaluations or other business-related projects. Files may not leave the designated area and only the Director of Operations or the Executive Director may copy material.

An employee's own personnel file will be made available for the employee's review, upon request, within three (3) days of the request. Information in the personnel file is the property of COMPASS and may be copied only by the Director of Operations or the Executive Director. COMPASS may, in its sole and absolute discretion, decline to copy any portion of a personnel file. Employees may request changes or corrections to their file in writing.

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7.3 FORMER EMPLOYEES PERSONNEL FILES

Personnel files for all terminated employees will be retained for a period of ten years following termination of employment, in compliance with COMPASS' Records Policy. During that period, COMPASS will confirm only the following data about former personnel unless authorization is provided by the former employee:

- Dates the employee worked for COMPASS; and
- Position title(s) during the employment period.

Within COMPASS, these files will only be available to the Executive Director and the Director of Operations.

8.0 PROMOTION, TRANSFER AND REASSIGNMENT

Generally, promotions and transfers are personnel actions similar to recruitment for vacancies or new positions. COMPASS may follow the recruitment process described in Section 5 of this manual for promotions or transfers. When such a recruitment process occurs, any employee may file an application for consideration for a vacant position. Such applications will be considered on the same basis as any others received, with consideration given to past performance at COMPASS and COMPASS' needs. The Executive Director may, at his or her sole discretion, promote, transfer, or reassign a current employee to a different position without conducting a recruitment process.

9.0 PERFORMANCE EVALUATION

Employee performance generally shall be reviewed not less than annually. COMPASS may review performance more frequently as circumstances warrant.

For employees other than the Executive Director, general performance will be evaluated and rated according to a set of standardized criteria. Additionally, employees will be assessed based on how well they achieved the goals established by mutual agreement with their supervisor and the Executive Director in the previous review period.

Employee performance evaluations, other than the Executive Director evaluation, shall typically occur annually, and be completed within thirty days of the employee's anniversary date. Employees will be asked to complete a self-evaluation using the agency's form and return it to their supervisors. Supervisors shall complete their portion of the review on the same form. The completed document shall be provided to the employee at least one day in advance of the performance evaluation meeting. The employee and supervisor shall meet in person to discuss the performance evaluation and mutually agree to goals for the upcoming review period. The Executive Director must also agree to the established goals. These goals will then become part of the basis for evaluation in the next review period.

New employees will be formally evaluated by their supervisor in the same manner described above within thirty days of the end of the six-month introductory period, and again within thirty days of their first anniversary date. Evaluations will typically take place not less than annually thereafter, within thirty days of the anniversary date.

Performance evaluations are an important consideration in salary adjustments or merit increases that may occur. However, a favorable performance evaluation does not guarantee or necessitate an increase in salary. Salary adjustments or merit increases for employees other than the Executive Director are at the sole discretion of the Executive Director and are dependent on a number of factors, including but not limited to, performance evaluation results and availability of funds.

The Executive Director shall typically be reviewed not less than annually by the Executive Committee. The review process shall begin in ~~June-April~~ of each year. In ~~June-April~~ of each year, the Board Chair shall ask Board Members to submit their comments, if any, regarding the Executive Director's performance to the Chair prior to the regularly scheduled ~~July-May~~ Executive Committee meeting. Additionally, in ~~June-April~~ of each year, the Executive Director will be asked to provide a self-evaluation to the Executive Committee. This self-evaluation shall include, but not be limited to, a discussion of accomplishments from the previous review period.

At its regularly scheduled ~~July-May~~ meeting, the Executive Committee shall complete the evaluation of the Executive Director, using the form and criteria it deems appropriate. The feedback received from the Board and the Executive Director's self-evaluation shall be given consideration in the evaluation process. The Executive Committee may establish goals or directives for the Executive Director for the next review period as part of its evaluation.

The Executive Committee will report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled ~~August-June~~ Board meeting. The effective date for salary adjustment or other compensation arrangements shall be October 1 of the upcoming fiscal year. Funding for salary

adjustments shall be included in the Unified Planning Work Program and Budget for that fiscal year, typically approved by the Board at the regular August meeting, prior to the start of the fiscal year.

9.1 BONUS

COMPASS, at its discretion, may recognize outstanding employee performance by providing an employee bonus. For employees other than the Executive Director, bonuses may be awarded at the sole discretion of the Executive Director in recognition of outstanding performance above and beyond normal job requirements.

The Board may award a bonus to the Executive Director in recognition of outstanding performance upon recommendation of the Executive Committee.

A bonus paid in accordance with the above procedures will be paid to the employee in a separate payment at the next regular pay period. Bonuses are subject to required payroll withholdings.

10.0 WORKPLACE POLICIES

10.1 EQUAL EMPLOYMENT OPPORTUNITY

COMPASS is an equal opportunity employer. COMPASS will make employment decisions without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status.

COMPASS' commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, discipline, working conditions, compensation, benefits, and other terms and conditions of employment.

COMPASS expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

10.2 TITLE VI

As a sub-recipient of federal financial assistance, COMPASS is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. COMPASS assures that no person shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any COMPASS service, program, or activity. COMPASS also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations and that it will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. COMPASS' Title VI policy can be accessed at its website, <http://www.compassidaho.org/>.

10.3 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED

The Americans with Disabilities Act of 1990, As Amended (ADA) is federal law that prohibits employers with fifteen or more employees from discriminating against applicants and individuals with disabilities and that requires employers, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. Additional information about the ADA can be accessed through the US Department of Justice, Civil Rights Division at www.ada.gov.

It is COMPASS' policy to comply with the applicable provisions of the ADA and all other applicable federal and state laws concerning the employment of persons with disabilities in all of its employment practices.

10.4 COMPLIANCE WITH USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Additional

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information about USERRA can be accessed through the US Department of Labor, Veterans' Employment and Training Service at www.dol.gov/vets/programs/userra/.

It is COMPASS' policy to comply with the applicable provisions of USERRA and all other federal and state laws concerning the employment of veterans and members of the U.S. armed forces in all of its employment practices.

10.5 ANTI-HARASSMENT POLICY

COMPASS is committed to a work environment in which all employees are treated with respect and dignity. Every employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

COMPASS encourages reporting of all perceived incidents of discrimination or harassment. It is COMPASS' policy to investigate such reports promptly and thoroughly. COMPASS prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

10.5.1 DEFINITIONS

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. For the purposes of this policy, sexual harassment is defined, in conformity with the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the agency's premises or circulated in the workplace, on agency time or using agency equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

10.5.2 INDIVIDUALS AND CONDUCT COVERED

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These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to COMPASS, such as an outside vendor, consultant, or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

10.5.3 COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Director of Operations, or the Executive Director. If the alleged harasser is the Executive Director, the victim may report his or her concerns to the Executive Committee.

When possible, COMPASS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. COMPASS recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

COMPASS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. No fixed reporting period has been established, but early reporting and intervention is strongly encouraged, as these are the most effective methods of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to COMPASS' Executive Director or Executive Committee.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

10.6 WHISTLEBLOWER PROTECTION

A whistleblower is defined as an employee of COMPASS who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The

whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; the Executive Director or his or her designee is charged with those responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing or payment for services not performed or other fraudulent financial reporting.

If an employee has knowledge of or a concern about alleged illegal or dishonest fraudulent activity, the employee should discuss his or her concerns with the immediate supervisor, the Director of Operations, or the Executive Director. Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally file a false report of wrongdoing may be subject to discipline up to and including termination.

Whistleblower protections are provided in two areas: confidentiality and against retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to facilitate a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

COMPASS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact the Director of Operations or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Reports of illegal and dishonest activities submitted to supervisors or to the Director of Operations will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. The Executive Director may designate an appropriate party to conduct an investigation and/or coordinate corrective action.

10.7 DRUG-FREE WORKPLACE

COMPASS is committed to protecting the safety, health and well-being of all employees and other individuals in its workplace. COMPASS recognizes that alcohol abuse and drug use may compromise its ability to achieve agency goals. COMPASS has established a drug-free workplace program that balances the agency's respect for individuals with the need to maintain an alcohol and drug-free environment. COMPASS encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the agency, is applying for a position or is conducting business on the agency's property is covered by the agency's drug-free workplace policy. COMPASS' policy includes, but is not limited to, full-time employees, part-time employees, project employees, interns, and applicants.

10.7.1 COVERED INDIVIDUALS AND CONDUCT

COMPASS' drug-free workplace policy applies whenever anyone is representing or conducting business for the organization. It is a violation of COMPASS' drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while representing or conducting business for the organization.

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Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of COMPASS' drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

10.8.2 REQUIREMENTS

Any employee who is convicted of a criminal drug violation in the workplace must notify COMPASS in writing within five calendar days of the conviction. The agency will take appropriate action within 30 days of notification. Federal agencies will be notified when appropriate.

One of the goals of COMPASS' drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if the applicant violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to disciplinary action and may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

COMPASS recognizes that alcohol and drug abuse and addiction are treatable illnesses and also realizes that early intervention and support improve the success of rehabilitation. COMPASS encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor.

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting COMPASS' drug-free workplace program, all employees will receive a written copy of the policy.

10.8.3 CONFIDENTIALITY

All information received by the agency through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and COMPASS policies.

11.0 OFFICE CONDUCT

11.1 GENERAL GUIDELINES

COMPASS employees are expected to adhere to the specific guidance provided in the workplace policies in Section 10 of the Employment Policies and Procedures manual, but the workplace policies are not all inclusive in reference to office conduct. COMPASS employees are expected to engage in professional conduct that reflects the agency's values. COMPASS employees are expected to refrain from conduct that would be detrimental to COMPASS' reputation and/or credibility, which would jeopardize the safety of others or that would constitute a violation of any COMPASS policy.

11.2 CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of COMPASS may conflict with the employee's own personal interests.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a member, vendor, supplier, or contractor, regardless of the nature of the employment, while employed with COMPASS.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another organization or outside commercial company.
- Owning or having a substantial interest in a vendor, supplier, or contractor.

Additionally, COMPASS property, information or work product may not be used for personal gain.

At no time is it acceptable to have a subordinate romantically involved with his or her supervisor or someone who has the authority to influence his or her success within the organization.

Actual or potential existing conflicts of interest must be disclosed to the Executive Director immediately. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the Executive Director.

COMPASS retains the right to take corrective measures to eliminate the actual or potential conflict arising from the disclosure. Failure to disclose an actual or potential conflict of interest may be grounds for corrective action up to and including termination of employment.

No employee shall accept any gifts, services or other privileges offered or given by any person or organization which are prohibited pursuant to Idaho state law, including but not limited to Title 74, Chapter 4, Idaho Code and Title 18, Chapter 13, Idaho Code.

11.3 CONFIDENTIALITY

COMPASS requires each and every employee to maintain all confidences without exception. This includes, but is not limited to, business sensitive information, personal information, and salary information.

11.4 SOCIAL MEDIA

COMPASS employees are expected to use the following guidelines in reference to social media use.

Supervisors are strongly discouraged from being “friends” with their subordinates on personal social media sites.

COMPASS employees may choose to “like” or “follow” COMPASS on their own personal social media sites but should not post as “COMPASS” on personal social media sites.

When discussing job-related matters on personal social media sites, employees should clearly state that they are not posting as a representative of COMPASS and the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.

Employees may not post confidential, sensitive, or proprietary information about COMPASS, its member agencies, employees, applicants, consultants, or vendors.

Employees may not post obscenities, slurs, harassment, or personal attacks which may damage or cause harm to COMPASS, its member agencies, employees, applicants, consultants, or vendors.

COMPASS may review internet content and use. Policy violations may result in discipline up to and including termination of employment.

11.5 PUBLIC RECORDS

As a public agency, COMPASS is committed to compliance with the Idaho public records law, which states that “all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.” Employees should be aware and mindful that substantially all of COMPASS’ records, which may include electronic documents and email, are public under the definitions provided in the statute. Employees are expected to adhere to the guidelines for retention and destruction of agency records provided in the COMPASS Records Policy. New employees will be provided with a copy of the Records Policy and additional copies may be obtained at any time from the Director of Operations.

11.5 MEDIA CONTACT

The Executive Director must be informed of any and all contact with the media. All press releases must have prior approval by the Executive Director or the Communication Coordinator. All inquiries from the media must be referred to either the Executive Director or the Communication Coordinator. The Executive Director or Communication Coordinator may refer specific inquiries to other staff as appropriate, at his or her sole discretion.

11.6 WORK HOURS AND ATTENDANCE

The regular work week is Monday through Friday. For the purposes of overtime calculation, the work week is Sunday through Saturday.

The regular workday at COMPASS is from 8:00 a.m. to 5:00 p.m. All employees are expected to be at work or available during the workday. Employees may work an altered workday (arrivals before 8:00

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am and/or departure after 5:00 pm) or an altered work week (four ten-hour days, or similar variations). Alternate work schedules must be approved by the Executive Director and coordinated with colleagues so that productivity and efficiency are maintained, and all responsibilities of COMPASS are adequately staffed. The Executive Director, at his/her sole discretion, reserves the right to deny requests for alternate work schedules and require that employees work specific schedules.

During the workday employees are allowed two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon. Additional compensation will not be given for breaks missed nor can they be accumulated. Employees on break are considered on duty and may be interrupted. Employees are required to take at least a one-half (1/2) hour lunch break each eight-hour workday.

Non-exempt employees may not exceed forty hours of work in a work week without approval in advance from their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week without the need for overtime or compensatory time. Employees that routinely have trouble completing assigned tasks during the forty-hour work week are strongly encouraged to discuss workload management strategies with their supervisors.

11.6.1 BREAKS FOR BREASTFEEDING MOTHERS

For up to one year following the child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. COMPASS will make available to the employee a private area, other than a bathroom, which is shielded from view and free from intrusion from coworkers and the public, which the employee may use to express breast milk. Employees that wish to have access to a private area for this purpose should contact the Director of Operations to make specific arrangements.

11.6.2 ATTENDANCE AND PUNCTUALITY

COMPASS expects employees to be reliable and punctual in reporting for work as scheduled. If employees are unable for any reason to work at their scheduled time, they are expected to notify their supervisor or the Executive Director as soon as possible.

11.6.3 ALTERNATE WORK LOCATIONS

COMPASS may offer employees the option of working at home or at another site instead of working at the COMPASS office. The use of an alternate work location is intended to benefit both COMPASS and the employee.

COMPASS, at the sole direction of the Executive Director, has the right to refuse to allow employees to work at an alternate location and to require employees to do their work at the COMPASS office. COMPASS may terminate an existing alternate work location arrangement at any time, for any reason.

11.7 PROFESSIONAL APPEARANCE

Employees are expected to be neat, clean, and well-groomed while at work. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. COMPASS reserves the right to determine appropriateness of appearance. Any employee whose attire or appearance is determined to be inappropriate will be counseled and may be sent home

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to correct the deficiency. Continued disregard of this policy may be cause for corrective action, which may result in termination.

11.7 SMOKING

Smoking of any kind, including the use of electronic inhaler devices meant to simulate and substitute for tobacco smoking, is prohibited in all areas of the COMPASS building, all COMPASS vehicles and at all offsite COMPASS-sponsored meetings. Employees are permitted to smoke outdoors only, not less than twenty feet from the building entrance.

11.8 WORKSPACES

Employees are responsible for keeping their own work areas as well as the office common areas and other shared spaces neat and clean at all times.

11.9 WORK RELATED ACCIDENTS OR INJURIES

It is the responsibility of each employee to conduct all tasks in a safe manner in compliance with applicable federal and state safety regulations.

All work-related accidents or injuries that may or do result in harm must be reported immediately to the employee's supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

11.10 POSTING AND DISTRIBUTION OF MATERIALS AND SOLICITATIONS

COMPASS prohibits the posting and distribution of materials and solicitations on COMPASS property or at COMPASS events or meetings, except as permitted by this policy. The sole exceptions to this policy are charitable and community activities approved by COMPASS or COMPASS-sponsored programs.

Employees may not solicit other employees during work times, except in connection with a COMPASS approved or sponsored event.

Employees may not distribute literature or materials of any kind during work times or in work areas, except in connection with a COMPASS approved or sponsored event.

12.0 EMPLOYEE PROFESSIONAL DEVELOPMENT

In support of its mission, COMPASS encourages and supports the ongoing increase of knowledge and skills of its employees in order to remain on the cutting edge of best practices and technologies in planning and related fields. COMPASS provides several avenues for employees to increase their knowledge and skills.

12.1 EMPLOYEE TRAINING

COMPASS provides employees with the opportunity to attend relevant webinars, conferences, seminars, and classes, both locally and out of town.

If a particular training opportunity involves a cost to COMPASS and/or in-person attendance at a location away from the COMPASS office, employees should complete a training/travel authorization form and submit it to their supervisor for approval. Supervisors should also obtain the approval of the Executive Director. Supervisors and/or the Executive Director may deny the request for training if the training is not considered relevant to the employee's responsibilities or if attendance at the training would impede the agency's ability to complete work in a timely manner.

Required approvals should be obtained before registering for the training or incurring any costs related to the training.

Approval for attendance at training that occurs outside of the office (that is, training that is not a webinar that can be viewed from the office, or a presentation made at the office) is required even when there is no cost for the training.

Once approval is obtained, employees may register for the training opportunity and make travel arrangements following the guidance for expenditures in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

Employees traveling overnight on business will be paid for time spent traveling to the extent that the travel occurs during their regular work hours. Travel time as a passenger in a car, airplane, train, or other mode that occurs outside of regular working hours, including weekends and holidays, is not considered work time, and will not be paid as such. Employees who drive themselves are considered working the entire time they are driving.

If employees choose to stay longer in the vicinity of the training location than what is required for attendance at the training, that time is not considered work time and employees will be required to request and use leave time for this purpose. Employees are personally responsible for expenses incurred during use of leave time.

Approval for training opportunities is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

Employees may participate in no-cost virtual training such as webinars without obtaining approval. Employees are expected to manage their workload such that virtual training attendance does not compromise their ability to complete their other tasks in expected timeframes.

12.2 PROFESSIONAL ASSOCIATION MEMBERSHIP

COMPASS will pay all or part of professional association dues reasonably associated with the employee's work at COMPASS.

All regular full-time and part-time employees that work at least 30 hours per week will be supported each year for membership in professional organization(s) of their choice, provided that such membership is closely aligned with the work they perform for COMPASS. The maximum amount per employee for professional association membership is the greater of the actual cost of two professional association memberships, or \$500. This amount may be exceeded when it is in the best of interest in the agency to do so, at the sole discretion of the Executive Director.

Employees should submit requests to join or continue membership in a professional organization to the Executive Director for approval.

Continuation of professional memberships is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

12.3 PROFESSIONAL CERTIFICATION

Full-time employees and part-time employees who work at least 30 hours per week are eligible to apply for reimbursement of the costs for application and testing fees for professional certification, provided that such certification is closely aligned with the work they perform for COMPASS. Only expenses incurred after employees' COMPASS hire dates are eligible for reimbursement. Employees should submit proof of certification and receipts of costs incurred to receive reimbursement.

12.4 TUITION ASSISTANCE

Tuition assistance is available for employees of COMPASS. Full-time employees and part-time employees who work at least 30 hours per week and who have completed six (6) months of employment are eligible to apply for tuition assistance. Assistance is limited to coursework at an accredited college or university in support of a degree applicable to their current or future employment with COMPASS.

Requests for tuition assistance should be submitted to the employee's supervisor for approval. If the supervisor approves the request, he or she will submit the request to the Executive Director for approval. The Executive Director will determine whether tuition assistance will be granted, and the terms and conditions, if any. The Director of Operations will prepare a written agreement specifying the terms and conditions of tuition assistance for the employee's and Executive Director's signatures.

Upon proof of completion with a grade of "C" or better, COMPASS will provide reimbursement for tuition costs up to the current cost of three graduate credits at a State of Idaho university (such as Boise State University) per each six (6) month period. Other expenses such as books, parking, supplies, application, and registration fees, etc. are not reimbursable.

If the employee terminates employment with COMPASS, the employee is required to refund to COMPASS all tuition assistance paid to the employee in the twelve months prior to the termination date.

13.0 USE OF TECHNOLOGY AND OTHER COMPASS ASSETS

All work created or received using COMPASS-supplied equipment and technology is COMPASS' property and belongs to COMPASS and not to employees. COMPASS may monitor the use of agency supplied technology.

13.1 PUBLIC RECORDS

Employees should be aware that substantially all of COMPASS' records, which may include electronic documents, email and voicemail, are public under the definitions provided in the Idaho code. Employees should not have an expectation of privacy with respect to use of COMPASS email, voicemail, or any other electronic devices.

13.2 CELL PHONES

COMPASS will provide the Executive Director with a cell phone or cell phone reimbursement. Other employees who use their personal cell phones for COMPASS business do so at their own election and are not entitled to and will not receive reimbursement of any kind. Employees, other than the Executive Director, are asked to make their personal cell phone numbers available for emergency contact purposes but are otherwise not required to use their personal cell phones for COMPASS business.

13.3 ELECTRONIC COMMUNICATIONS AND INTERNET

COMPASS has established the following guidelines for use of the internet, e-mail, and agency-provided cell phones in an appropriate, ethical, and professional manner:

- COMPASS-provided equipment (e.g., cell phone, laptops, and computers), internet and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- Using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon COMPASS or be contrary to COMPASS' best interests; engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement; and unauthorized access of any computers and other COMPASS-provided equipment are prohibited.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact the Director of Operations or IT support with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails may be considered public records under Idaho code. Employees should keep this in mind when sending internal and external e-mail.

Inappropriate or illegal use of internet, email or COMPASS provided cell phones may be subject to corrective action up to and including termination.

Employees must provide log in and password information for all COMPASS software, internet, or e-mail accounts to the Director of Operations. Passwords may be changed periodically for security.

13.4 VEHICLES

COMPASS has staff cars available for use on COMPASS business. They are to be used for such purposes, whenever they are available, as the preferred means of transporting COMPASS employees to and from work-related activities. Employees who drive their own vehicles for COMPASS business when a staff car is available are not eligible for mileage reimbursement unless prior authorization is received from the Executive Director.

- Employees who drive their own vehicle while on COMPASS business are doing so at their own risk and must maintain liability insurance equal in value to the minimum required by Idaho State law. COMPASS will provide reimbursement for mileage when the staff cars are not available at a rate consistent with other local governments. This rate will be evaluated periodically and distributed.
- The Executive Director will designate one employee to monitor the working condition of the staff cars. Even though one employee will be designated to monitor the staff cars, the cars are a benefit for all employees, and it is the responsibility of those who drive them to keep them clean and fueled and to inform the designated employee of any problems.

13.5 INCURRING FINANCIAL OBLIGATIONS ON COMPASS' BEHALF

Generally, COMPASS employees are not authorized to incur or otherwise obligate COMPASS legally or financially. The Executive Director is the Board's sole designee for signing contractual agreements on behalf of the agency and no other employee is authorized to do so.

Employees that are identified as project managers in the approved annual Unified Planning Work Program (UPWP) may authorize those purchases specifically identified in their project budgets, adhering to the guidance provided in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

14.0 TERMINATION OF EMPLOYMENT

Upon termination, the Director of Operations will provide employees with information regarding the disposition and/or continuation of their health benefits and PERSI retirement accounts.

Employees are expected to return all COMPASS property upon termination and to provide COMPASS a forwarding address to which their final W-2 may be sent.

Upon termination of employment, all wages will be paid to the employee on the next regularly scheduled payday or within ten (10) workdays, whichever occurs first. If the employee requests earlier payment in writing, wages will be paid within two (2) workdays.

14.1 VOLUNTARY TERMINATION

Employees that are resigning their positions with COMPASS are requested to provide reasonable notice to the agency. The Executive Director may reduce the number of working days after a resignation notice is given.

14.2 EXIT INTERVIEW

Employees are encouraged to, but not required to, participate in an exit interview upon termination of employment. The Executive Director, the Director of Operations and/or the immediate supervisor will conduct the exit interview.

The exit interview is an informal discussion about the job held and the employment experience with COMPASS. If the employee requests information relayed during the interview to be kept confidential, that request will be honored as is reasonably possible, with information only released on a need-to-know basis, unless otherwise required by law. A written summary of the exit interview will be placed in the employee's personnel file.

15.0 COMPENSATION

15.1 SALARY RANGES

COMPASS has established a salary range for each of its approved positions. Employees should expect their salary to fall within the established range for their position. Generally, employee salaries may not exceed the maximum in the range established for the position. Exceptions to the salary maximum may be made at the sole discretion of the Executive Director, when exceptions serve the best interest of the agency.

15.2 LONGEVITY RECOGNITION

On each five-year anniversary, COMPASS recognizes employees for years of service by giving the employee an award of \$50 for each year of employment.

15.3 TIME SHEETS AND PAY PERIODS

Employees are required to submit a time sheet providing an accurate reporting of hours worked by task for each pay period. Timesheets are due on the day and time established by the Director of Operations or his or her designee for each pay period. Employees should submit their timesheets to their supervisors for review and approval no later than the designated day and time to allow for timely processing of payroll. False reporting of hours worked on timesheets may be grounds for corrective action, up to and including termination.

COMPASS will pay employees at regularly scheduled intervals. The current pay date schedule is shown in Appendix A. COMPASS reserves the right to alter the pay date schedule. Employees will be given at least 30 days' notice of changes to the pay date schedule.

If the payday falls on a holiday or weekend, pay will be available on the preceding business day.

15.4 WITHHOLDING

COMPASS will deduct or withhold from each employee's paycheck appropriate state and federal income taxes, deductions/garnishments required by law or policy; and other deductions as authorized by the employee.

15.5 DIRECT DEPOSIT

COMPASS makes payment to employees for net payment in the form of an electronic deposit to the bank account(s) of the employee's choosing. COMPASS employees are strongly encouraged to receive their net pay in the form of an electronic deposit. Employees that wish to receive their pay in the form of a check should contact the Director of Operations.

15.6 OVERTIME: NON-EXEMPT EMPLOYEES

COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week without the need for overtime. However, COMPASS recognizes that overtime may be necessary occasionally. Non-exempt employees will be paid for overtime in compliance with the Fair Labor Standards Act. Overtime hours must be authorized by the employee's supervisor or the Executive Director in advance whenever possible, or as soon as practical after the

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overtime hours are worked. Overtime hours are those hours worked in excess of forty (40) hours in one work week by a non-exempt employee. For each hour, or portion thereof, worked in excess of forty (40) hours in one week, the non-exempt employee will be compensated at one and one-half times their regular hourly rate.

Hours worked do not include vacation, sick, and/or holidays used during the work week. These hours should be excluded when calculating the number of hours worked in a work week. A work week begins on Sunday (12:00 a.m.) and ends the following Saturday (11:59 p.m.).

15.7 EXEMPT EMPLOYEES

Per the guidance provided in the Fair Labor Standards Act, properly classified exempt employees are not subject to overtime requirements. Exempt employees are expected to work the number of hours in a week necessary to complete their assigned tasks and projects according to the goals and timelines established with their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty-hour work week. Actual work hours required in a week to complete assigned tasks may be more or less than forty hours in any given week. Exempt employees that occasionally exceed a forty-hour work week are not eligible for overtime pay or compensatory time. Exempt employees that consistently exceed or fall short of a forty-hour work week in completion of their tasks are strongly encouraged to discuss their workload with their supervisors and determine strategies for maintaining an appropriate and manageable workload.

16.0 BENEFITS

16.1 RETIREMENT BENEFITS

16.1.1 PERSI DEFINED BENEFIT PLAN

COMPASS is a member of the Public Employees Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan, meaning that eligible individuals receive a fixed monthly lifetime benefit following retirement. PERSI is responsible for establishing the guidelines, amounts and eligibility for benefits. All employees will receive the most current PERSI member handbook when hired, which more fully explains the requirements and benefits of PERSI. Existing employees may obtain a copy of this handbook from the Director of Operations at any time.

PERSI participation is **mandatory** from the date of hire for all non-project full-time and part-time employees who work twenty (20) hours or more per week. The current contribution rates for PERSI are provided in Appendix B. Contribution rates are established by PERSI and are subject to change.

16.1.2 OTHER RETIREMENT BENEFITS

COMPASS provides the opportunity to participate in **voluntary** retirement programs, in addition to the required participation in the PERSI defined benefit plan.

Employees of COMPASS may elect to divert a portion of their annual earned income into a deferred compensation (457) account and/or the PERSI Choice Plan, a 401(k)-retirement plan. Both of these plans are tax deferred plans that may provide a savings opportunity, reduced taxable income, and a retirement income. However, participation in these programs involves some market risk, including the risk of loss of principal. Employees assume sole responsibility for this risk if they elect to participate in these programs.

COMPASS provides a 401K match to employee contributions from Directors and Team Leads, up to four percent of salary. COMPASS provides a 401K match to employee contributions from all other participating employees up to two percent of salary.

COMPASS does not match contributions to the 457 plan.

Employees may start or stop participation in these programs at any time, at their election. Employees should contact the Director of Operations for additional information about these programs, or if they wish to start or stop participation.

16.2 HEALTH BENEFITS

Regular full-time and part-time employees that work at least 30 hours per week are eligible to participate in the COMPASS health benefits program. The current health benefits program is summarized in Appendix C. Employees should contact the Director of Operations for additional details on the health benefits program.

The health benefits program is subject to change at any time. Employees will be notified of any changes to the health benefits program.

Project employees and part-time employees that work less than 30 hours per week are not eligible to participate in the COMPASS health benefit program.

16.3 EMPLOYEE ASSISTANCE PROGRAM

COMPASS will make available to employees an employee assistance program (EAP). The EAP is available to all COMPASS employees and is designed to provide support with life challenges employees and their families may face such as depression, grief, legal concerns, financial strains, job stress and substance abuse.

New employees will be provided with information on how to access the EAP when they begin their employment. Existing employees may request this information at any time from the Director of Operations.

All employees will be provided with updated information for the EAP whenever substantive changes are made to it.

Employees do not need to inform COMPASS of the decision to use this program, nor will COMPASS be made aware of employee utilization of the program by the provider. No information regarding any client of the EAP will be released from the provider without the written consent of the client that identifies to whom the information may be released and the specific information to be released.

A supervisor and/or the Executive Director may refer an employee to the EAP when a significant change in work performance or behavior patterns occurs.

16.4 WORKER'S COMPENSATION

COMPASS provides worker's compensation insurance for all employees. An employee that has or may have sustained a work-related injury should report it immediately to his or her supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

16.5 QUALIFIED TRANSPORTATION BENEFITS

COMPASS supports efforts to reduce the use of single-occupant vehicles by providing qualified transportation benefits as defined and permitted by the applicable federal tax code. These benefits may include but not be limited to access to transit passes, commuter highway vehicles, reimbursement of qualified bicycle commuting expenses, and reimbursement of parking expenses.

Employees should be aware that qualified transportation benefits as defined in the federal tax code are subject to change, and previously available benefits may be removed, or new benefits may be added without notice.

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Employees should contact the Director of Operations for information on currently available qualified transportation benefits, and the requirements to access those benefits.

17.0 LEAVE TIME POLICIES

17.1 VACATION LEAVE

17.1.1 ACCRUAL

Vacation leave credit is earned at a rate typically determined by length of employment and hours worked with COMPASS. Employees begin to accrue vacation leave on their first day of employment with COMPASS.

Vacation leave typically accrues to full-time employees as shown in the table below, subject to the listed maximums. Part-time employees accrue vacation leave at a rate proportional to the hours worked in each pay period. The Executive Director may negotiate an alternate accrual rate with employees at his/her sole discretion. In no event will total annual accrual exceed 27 days per year for employees other than the Executive Director.

COMPASS encourages employees to use their vacation leave for rest and relaxation. To encourage use of vacation time, COMPASS has established a maximum accrual. Employees may only accrue vacation up to their maximum accrual. Employees that reach their maximum accrual will stop accruing additional vacation until they use some of their accrued vacation and fall below the maximum.

Vacation leave will continue to accrue while an employee is on any type of leave with pay.

Vacation will not accrue to any employee during any type of leave without pay.

| Years of Employment | Accrual | Maximum Accrual |
|---------------------|------------------|----------------------|
| 0 to 5 | 15 days per year | 240 hours or 30 days |
| 5+ to 10 | 18 days per year | 288 hours or 36 days |
| 10+ to 15 | 21 days per year | 336 hours or 42 days |
| 15+ to 20 | 24 days per year | 384 hours or 48 days |
| 20+ | 27 days per year | 432 hours or 54 days |

17.1.2 USE OF ACCRUED VACATION

Non-exempt employees may use leave in quarter hour (15 minute) increments to cover absences from their normally scheduled workday.

Exempt employees should use leave for absences of four hours or more from their normally scheduled workday, regardless of the number of hours worked on the other days of the week.

Exempt employees do not need to use leave when they are absent less than four hours of their normally scheduled workday. Exempt employees are expected to manage their time and complete their tasks and projects within the timeframes established with their supervisors, without regard to absences during their normally scheduled workday.

Employees should submit a leave request to their supervisors in advance of their planned time off. Employees must have enough accrued leave accumulated to cover their leave request in full. Leave will not be advanced to employees. Generally, leave requests will be approved unless the employee's

absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer.

When a holiday occurs during an employee's vacation and the employee is entitled to the holiday, it will not be counted as part of the vacation leave used.

17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION

Employees who have been employed for at least six months will receive a lump sum payment for unused accrued vacation earned through the termination date upon termination of employment with COMPASS. The amount due for unused accrued vacation will be calculated using the employee's rate of pay at the termination date.

Employees with less than six months of employment with COMPASS will not be entitled to vacation leave pay upon termination of employment.

17.2 HOLIDAYS

Paid holidays accrue to all non-project employees from the date of hire. Full-time employees will receive eight hours of holiday pay. Part-time employees will receive holiday pay in proportion to the number of hours they typically work in a week.

Paid Holidays for COMPASS employees are:

| | |
|------------------------|---------------------------------------|
| New Year's Day | January 1 st |
| Martin Luther King Day | 3 rd Monday in January |
| President's Day | 2 nd Monday in February |
| Memorial Day | last Monday in May |
| Juneteenth | June 19 th |
| Independence Day | July 4 th |
| Labor Day | 1 st Monday in September |
| Veterans Day | November 11 th |
| Thanksgiving Day | 4 th Thursday in November |
| Day after Thanksgiving | Friday after Thanksgiving in November |
| Christmas Day | December 25 th |

When a paid holiday falls on a weekend and the day of observance is not otherwise designated, the holidays will be observed as follows:

- When the holiday falls on Saturday, the preceding Friday will be observed.
- When the holiday falls on Sunday, the following Monday will be observed.

Paid holidays may be floated at the employee's option, provided a written request to the supervisor is received and approved prior to the holiday. An employee who floats a holiday will be expected to work as regularly scheduled on the observed day of the holiday and may take the holiday at a later date. Floated holidays may not be taken in advance of the actual holiday. Floated holidays that are not used by September 30th of each fiscal year are forfeited.

In addition, COMPASS may add a Proclaimed Holiday established by the President, Governor, or Executive Director from time to time should such a proclamation be made. Proclaimed Holidays are recognized at the sole discretion of the Executive Director.

17.3 SICK LEAVE

17.3.1 ACCRUAL

Sick leave accrues for all full-time COMPASS employees from an employee's first day of employment at the rate of one day (eight hours) per month. Part-time employees accrue sick leave proportional to the hours typically worked in a week.

The maximum sick leave accrual is 280 hours. Employees that reach the maximum will stop accruing sick leave until their total accrual falls below the maximum.

Sick leave will continue to accrue while an employee is on any type of leave with pay.

Sick will not accrue to any employee during any type of leave without pay.

17.3.2 USE OF SICK LEAVE

Non-exempt employees may use leave in quarter hour (15 minute) increments to cover absences from their normally scheduled workday.

Exempt employees should use leave for absences of four hours or more from their normally scheduled workday, regardless of the number of hours worked on the other days of the week.

Exempt employees do not need to use leave when they are absent less than four hours of their normally scheduled workday. Exempt employees are expected to manage their time and complete their tasks and projects within the timeframes established with their supervisors, without regard to absences during their normally scheduled workday.

Employees may use accrued sick leave for the following specific health related reasons:

- Illness or injury of the employee
- Providing necessary care for an ill or injured member of the employee's immediate family or a member of the employee's household
- Medical or dental appointments for the employee or the employee's immediate family, whether for care of illness or injury or for wellness checks
- Maternity or paternity leave

An employee who intends to use sick leave must notify their supervisor or the Executive Director of as soon as possible. Sick leave with pay may be disallowed unless such notification is made.

Absences of more than three (3) consecutive sick leave days, may, at the discretion of the supervisor or the Executive Director, require a doctor's statement verifying the nature and extent of the illness.

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Regularly scheduled days off and officially designated holidays falling within a period of leave will not be counted against sick leave.

If all accrued sick leave has been utilized by an employee who encounters one of the above conditions, the employee must use accrued vacation leave. If sick leave and vacation leave is exhausted, the employee may be granted leave without pay, subject to the guidelines in Section 17.5

17.3.3 SICK LEAVE EXCHANGE

COMPASS may allow employees to exchange accrued sick leave in excess of 120 hours for cash or vacation leave. The rate of exchange is three hours of accrued sick leave for each one (1) hour of vacation leave or cash at the current rate of pay.

An employee may only exchange sick leave if all of the following exist:

- The exchange does not reduce sick leave balance below one hundred twenty (120) hours;
- The employee is not on leave without pay and is employed on September 30; and
- There are budget dollars available for this purpose in the annual Board-approved Unified Planning Work Program.

Exchanges of available sick leave must be requested in writing during the month of September. Exchanges will be made only at fiscal year-end. The Executive Director will have sole discretion to approve, disapprove or adjust any and all requests downward if the total costs of all requests exceed budgeted amounts.

17.3.4 DISPOSITION OF ACCRUED SICK LEAVE UPON TERMINATION

All accrued sick leave will be forfeited at the time of termination of employment.

17.4 FAMILY MEDICAL LEAVE

As a public agency, COMPASS is subject to the applicable requirements of the Family Medical Leave Act. As such, it is required by law to include a Family and Medical Leave Act (“FMLA”) provision in this policies and procedures manual. No employee is eligible, however, for FMLA leave because COMPASS employs less than 50 employees. COMPASS intends to comply with the requirements of the FMLA, but not to extend family leave benefits beyond what the law requires.

The FMLA provides eligible employees up to 12 workweeks of unpaid leave per year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees taking FMLA leave are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

Additional information about the Family and Medical Leave Act and the requirements for both employees and employers may be found at <http://www.dol.gov/whd/fmla/>.

17.5 ADMINISTRATIVE LEAVE

An employee may request administrative leave with pay for the following reasons:

- Bereavement - In the event of a death in the employee’s immediate family (including spouse, parents, grandparents, siblings, children, and in-laws), an employee may be granted a leave of absence not to exceed five (5) days per request. At the sole discretion of the Executive Director, bereavement leave may be extended to an employee in the event of a death of a family member not specifically listed.
- Funeral Participation - When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, the employee may be given up to four (4) hours of funeral leave if the funeral takes place during regular work hours.

Jury Duty or Trial Witness – When an employee is called for jury duty or is subpoenaed, administrative leave may be requested. The employee must submit the original jury summons or subpoena to their supervisor along with a request for administrative leave with pay. An employee may be granted paid leave of absence not to exceed fifteen (15) days.

- Military Leave – When an employee is a member of the National Guard or a reserve component of the armed forces of the United States and the employee receives bona fide orders to temporary, active, or training duty, administrative leave with pay may be granted to a maximum of ten (10) workdays per year, provided that the employee submits a copy of their orders to their supervisor. After the ten (10) workdays employees may use accrued vacation leave if they choose; however, they are not obligated to do so. Vacation and sick leave will continue to accrue during the paid portion of military leave and will be suspended during any leave without pay. All employer benefit contributions and premiums will be paid during the paid portion of the military leave; and the employee remains responsible for the employee’s portion of insurance premiums. Employees choosing to retain their health care coverage during the non-paid portion of military leave may do so at their expense. If the employee chooses not to continue coverage, health care coverage will be reinstated upon returning to employment. The employee will give to COMPASS any and all monies paid to them for military assignment up to their gross pay for the period of paid military leave.
- Voting – A non-exempt employee may be excused from work for sufficient time, not to exceed two (2) hours, to participate in primary, general, municipal, or special elections. Voting leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave.
- Doctor Appointments – Up to two (2) hours with prior approval may be granted for a non-exempt employee’s own medical or dental appointments per month. Use of this special leave does not affect the employee’s accrued sick leave. Doctor appointment leave will not be granted on days

that the employee is not at work due to vacation, sick or administrative leave. The doctor appointment must be within regularly scheduled work hours to be granted this paid leave.

17.6 LEAVE OF ABSENCE

Leave of absence may be available to an employee who has exhausted paid leave and requires additional time off. COMPASS will consider an employee's request for leave of absence on a case-by-case basis. Such leaves are granted at the sole discretion of the Executive Director. The length of a leave of absence and reinstatement privileges will be determined at Executive Director's sole discretion. Examples of reasons for a leave include:

- the birth of a son or daughter, and to bond with the newborn child;
- the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Leave of absence is taken without pay. Employees on leave will not accrue any sick or vacation time. Employees on leave without pay that wish to maintain their health benefits coverage will do so at their own expense.

17.7 PAID PARENTAL LEAVE

COMPASS offers paid parental leave to eligible full-time and part-time employees to provide an opportunity to bond and welcome a new child to their family. Paid parental leave is available to all full-time and part-time employees that have been employed with COMPASS for at least twelve consecutive months prior to the commencement of paid parental leave. Eligibility determinations are made as of the date that the child is born or placed via adoption.

Parental leave refers to paid time off following the birth of an employee's natural child or the legal placement of a child with an employee for the purposes of adoption. The maximum amount of paid parental leave is 30 days (6 weeks) in a 12-month period for full-time employees. Part-time employees are eligible for a pro-rated amount of parental leave based on the number of hours typically worked in a week.

To be eligible for paid parental leave, employees must meet one of the following criteria:

- Be a new parent by childbirth
- Be a parent of a child born to a surrogate mother
- Be the new adoptive parent of a child under the age of 18; this criterion does not apply to the adoption of a stepchild by a stepparent, or to the placement of a foster child
- Be an individual seeking to adopt a child after the birth of that child; but the adoption has

not yet been finalized

Surrogate mothers and sperm/egg donors are not eligible for paid parental leave.

Full-time employees may receive a maximum of 6 weeks (30 days) of paid parental leave in a rolling 12-month period. Multiple births or adoptions in a 12-month period will not increase the maximum amount of paid parental leave.

Paid parental leave shall run concurrently with leave under the Family Medical Leave Act, as applicable.

Employees may use paid parental leave continuously for 6 weeks or as a pre-defined reduced work schedule as long as it is used within 12 months of the birth date or adoptive placement date of the child. Paid parental leave may not be used in less than full day increments.

If a COMPASS paid holiday occurs during the period of paid parental leave, the time will be paid as holiday pay and not count against the employee's paid parental leave allotment. Employees may use accrued sick or vacation leave in addition to paid parental leave in accordance with the policies and procedures governing those leave benefits.

Paid parental leave will be compensated at the employee's rate of pay at the time of commencement of leave and is paid on COMPASS' regularly scheduled pay dates.

COMPASS will maintain all benefits for employees during the paid parental leave period in accordance with the policies and procedures governing those benefits.

Employees must provide at least 30 days' notice prior to using paid parental leave, when foreseeable, or as soon as possible when 30 days advance notice is not feasible. The notice must include the anticipated start date of the paid parental leave and the anticipated schedule and duration of the paid parental leave.

Employees may be required to submit documentation of the birth or placement of the child. Acceptable documentation may include but is not limited to:

- For Adoption – Adoption order or proof of placement
- For Birth – Birth certificate or report of birth, custody order, proof of placement

Documents provided must show the date of birth or date of placement if placement was other than the date of birth. The name of the legal parent must appear on the birth certificate, a legal document establishing paternity, or a legal document establishing adoption.

Parental leave not used within 12 months of the birth date or placement date of the child is forfeited. Parental leave is forfeited upon termination of employment.

APPENDIX A

| Current pay dates: | For the period: |
|--------------------------------|---|
| 5 th of each month | 16 th through the last day of the prior month |
| 20 th of each month | 1 st through the 15 th of the current month |

APPENDIX B

| PERSI CONTRIBUTION RATES AS OF JULY 1, 2023 | |
|---|----------------------------|
| Employee contribution rate | Employer contribution rate |
| 6.71% | 11.18% |

APPENDIX C

COMPASS Health Benefit Program Effective January 1, 2024

The COMPASS Health Benefit Program includes medical, dental and vision coverage for employees and their eligible family members. As of January 1, 2024, COMPASS covers 100% of the medical and vision premiums for employees and their eligible family members.

As of January 1, 2024, COMPASS covers a portion of dental premiums for employees and their eligible family members. The employee's share of dental premiums, if any, is paid through payroll deduction on a pre-tax basis. Changes to medical, dental and vision coverage may only be made during the open enrollment period, which occurs each November, unless there is a qualifying event.

COMPASS also offers short term disability, long term disability and life insurance coverage for employees. As of January 1, 2024, COMPASS covers 100% of the premiums for long term disability, short term disability and life insurance.

COMPASS employees may, at their option, secure additional health benefits through COMPASS. Employees are responsible for 100% of the premiums for these additional voluntary benefits and payment is made through payroll deduction. Information about available coverage and costs for these voluntary benefits will be provided at any time to employees upon request to the Director of Operations.

New employees will receive a health benefit packet upon hiring and are eligible to enroll in health benefits on the 1st day of the month following their date of hire.

All employees will receive updated health benefit information each November, during the open enrollment period. Employees may request health benefit information from the Director of Operations at any time.

COMPASS does not guarantee that the benefit package summarized here will be available indefinitely. COMPASS reserves the right to change its benefit package at any time.