



Agenda
June 24, 2021
6:00 p.m. – Hybrid Meeting via Zoom/In-person

- I. **CALL TO ORDER**
- II. **ELECTRONIC MEETING PARTICIPATION – Commission Action (attached)**
- III. **CONSENT AGENDA**
 - A. Approval of Minutes for April and May
 - B. [Approval of Treasurer's Reports for April and May](#)
- IV. **COMMONWEALTH INTERGOVERNMENTAL REVIEW PROCESS**
 - A. Projects (Signed-off by the staff)
 - None
 - B. Regular Project Review
 - None
 - C. Environmental Project Review
 - 1. [Burchard Plaza ADA Life Safety Improvements](#)
 - 2. [Proposed PSD Significant Amendment Permit for Volvo North America Group LLC](#)
- V. **PUBLIC ADDRESS**
- VI. **CHAIR'S REPORT**
- VII. **EXECUTIVE DIRECTOR'S REPORT**
- VIII. **REVIEW OF MUTUAL CONCERNS AND COMMISSIONERS' REPORTS**
- IX. **OLD BUSINESS**
- X. **NEW BUSINESS**
 - A. [Natural Resources Program Update](#)
 - Presentation: Nicole Hersch, Regional Planner II/Community Designer
 - Commission Discussion
 - B. [NRVRC Personnel Policy Update](#)
 - Overview: Kevin Byrd, Executive Director
 - Commission Action
 - C. [Consideration of Proposed FY22 Budget](#)
 - Overview: Kevin Byrd, Executive Director
 - Commission Action
 - D. [Commission Officers for FY22 – Slate Introduced at May Meeting](#)
 - Commission Action
 - E. July Commission Meeting (Historically it is cancelled)
 - Commission Action, if cancelling

All meeting materials posted on the Commission website www.nrvrc.org

The New River Valley Regional Commission provides area wide planning for the physical, social, and economic elements of the district; encourages and assists local governments in planning for their future; provides a means of coordinating federal, state, and local efforts to resolve area problems; provides a forum for review of mutual concerns; and implements services upon request of member local governments.



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members

From: Kevin R. Byrd, Executive Director

Date: June 17, 2021

Re: Participation in NRVRC meetings through Electronic Communication Means Policy

When the Governor has declared a state of emergency in accordance with section 44-146.17 of the Code of Virginia, it may become necessary for the NRV Regional Commission to meet by electronic means as outlined in Section 2.2-3708.2 of the Code of Virginia as amended. In such cases, the following procedure shall be followed:

1. The NRV Regional Commission will give notice to the public or common interest community association members using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the NRV Regional Commission.
2. The NRV Regional Commission will make arrangements for public access or common interest community association members access to such meeting through electronic means including, to the extent practicable, videoconferencing technology. If the means of communication allows, provide the public or common interest community association members with an opportunity to comment
3. The NRV Regional Commission will otherwise comply with the provisions of § 2.2-3708.2 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the NRV Regional Commission meeting.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pembroke | Pulaski
Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College



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NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members
From: Jessica Barrett, Finance Director
Date: May 19, 2021
Re: April 2021 Financial Statements

The April 2021 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY20-21 budget adopted by the Commission at the June 25, 2020 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, Commission and Workforce Development Board activities are separated on the agencywide report.

As of month-end April 2021 (83% of the fiscal year), Commission year to date revenues are 69% and expenses are 70% of adopted budget. The two largest budget expense lines, Salary and Fringe, are ahead of budget at 95% and 97%, respectively. This is due to additional staff being hired to support the Business Continuity Team. Revenue is secure to cover these expenses.

Looking at the balance sheet, Accounts Receivable is \$582,755. Of this total, Workforce receivables are \$364,132 (62%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible. Net Projects (\$126,898) represents project expenses, primarily benchmark projects, that cannot be invoiced yet and posted to receivables.

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pembroke | Pulaski | Rich Creek

Higher Education

Virginia Tech | Radford University
New River Community College

New River Valley Regional Commission
Balance Sheet
4/30/2021

Assets:

Operating Account	95,533
Certificate of Deposit	106,717
Money Market Account	84,774
Accounts Receivable	582,755
Accounts Receivable - Advanced Expenses	18,020
Prepaid Item	1,324
Loans Receivable - Revolving Loan Fund	38,966
Restricted Cash - Revolving Loan Fund	64,319
Total Assets:	992,408

Liabilities:

Accounts Payable	46,140
Accrued Annual Leave	89,535
Accrued Unemployment	25,049
Expense Reimbursement	352
Total Liabilities:	161,076

Projects:
(Equity Accounts)

Net Projects	(126,898)
Current Year Unrestricted	107,280
Unrestricted Net Assets	733,452
Restricted Net Assets - Revolving Loan Fund	103,285

Total Projects (Equity)	817,119
Total Liabilities and Projects	978,195

Net Difference to be Reconciled	14,214
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Total Adjustments to Post*	14,214
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Unreconciled Balance (after adjustment)	0
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*YTD adjustment to Accrued Leave. Final adjustment will be posted to general ledger at fiscal year end closeout.

**New River Valley Regional Commission
Revenue and Expenditures - April 2021**

FY20-21 Budget Adopted 6/25/2020		April 2021	YTD	Under/Over	(83% of FY) % Budget
NRVRC Anticipated Revenues					
ARC	68,666	0	68,668	(2)	100.00%
ARC - New River Water Trail Expansion	0	0	1,638	(1,638)	0.00%
ARC - James Hardy Construction	15,000	0	0	15,000	0.00%
Local Assessment	235,826	12,208	235,827	(0)	100.00%
DHCD - Administrative Grant	75,971	0	56,978	18,993	75.00%
DRPT RIDE Solutions NRV	77,160	0	47,887	29,273	62.06%
EDA	70,000	17,500	70,000	0	100.00%
EDA COVID19 CARES Act	225,000	0	98,644	126,356	43.84%
GO Virginia	150,000	0	100,000	50,000	66.67%
POWER 2021	20,000	0	0	20,000	0.00%
Workforce Fiscal Agent	65,000	10,000	65,000	0	100.00%
Workforce Pathways Fiscal Agent	50,000	0	50,000	0	100.00%
Workforce RSVP Fiscal Agent	0	0	25,000	(25,000)	0.00%
VDOT	58,000	0	41,570	16,431	71.67%
VDOT - Rocky Knob Project	70,000	0	1,724	68,276	2.46%
Floyd County	111,000	0	74,277	36,723	66.92%
Floyd Town	0	0	3,338	(3,338)	0.00%
Floyd Co EDA	0	0	20,500	(20,500)	0.00%
Giles County	0	0	38,808	(38,808)	0.00%
Narrows Town	13,000	0	1,263	11,737	9.71%
Pearisburg Town	5,000	0	0	5,000	0.00%
Montgomery County	53,000	3,500	59,732	(6,732)	112.70%
Blacksburg Town	14,000	1,167	11,667	2,333	83.33%
Christiansburg Town	25,000	0	0	25,000	0.00%
Pulaski County	0	807	45,653	(45,653)	0.00%
Pulaski Town	32,167	0	19,077	13,090	59.31%
Radford City	27,500	0	49,500	(22,000)	180.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0	58	389	(389)	0.00%
Virginia's First RIFA	27,500	2,292	22,917	4,583	83.33%
Virginia's First - NRV Commerce Park Grading	14,000	610	12,286	1,714	87.76%
NRV MPO	33,500	0	32,856	644	98.08%
CDBG COVID19	8,500	0	0	8,500	0.00%
CDBG Business Continuity	250,000	0	0	250,000	0.00%
Dept of Environmental Quality	5,250	0	9,443	(4,193)	179.87%
Southwest Virginia SWMA	2,000	0	2,000	0	100.00%
Virginia Recycling Association	4,000	0	8,167	(4,167)	204.17%
Downtown Christiansburg, Inc.	1,500	0	3,250	(1,750)	216.67%
New River Health District	10,000	0	0	10,000	0.00%
New River Valley Development Corporation	21,700	0	9,042	12,658	41.67%
Friends of SWVA	0	0	3,515	(3,515)	0.00%
Local Match (unprogrammed ARC)	24,916	0	0	24,916	0.00%
Sub Total Revenues	1,864,156	48,141	1,290,612	573,544	69.23%
Expenses					
Salaries	869,513	91,859	827,140	42,373	95.13%
Fringe Benefits	222,602	24,066	215,581	7,021	96.85%
Travel	33,211	133	931	32,280	2.80%
Office Space	49,968	13,675	51,151	(1,183)	102.37%
Communications	11,401	1,726	16,824	(5,423)	147.57%
Office Supplies	101,034	7,828	78,613	22,421	77.81%
Postage	2,126	12	1,175	951	55.28%
Printing	4,500	0	4,549	(49)	101.08%
Copier Usage/Maintenance	2,000	51	477	1,523	23.85%
Outreach/Media Adv	9,533	93	10,614	(1,081)	111.34%
Equipment Rent/Copier	4,219	223	2,618	1,601	62.06%
Fleet Vehicles	8,024	69	2,151	5,873	26.80%
Dues/Publications	16,835	0	17,462	(627)	103.72%
Training/Staff Development	10,845	825	6,073	4,772	56.00%
Insurance	3,605	288	2,897	708	80.37%
Meeting Costs	11,125	76	1,335	9,790	12.00%
Contractual Services	457,484	2,791	64,623	392,861	14.13%
Professional Services Audit/Legal	4,540	0	4,493	48	98.95%
Miscellaneous/Fees	4,700	369	4,179	521	88.91%
Reimbursed Expenses	0	(113,275)	(2,749)	2,749	0.00%
Unassigned Expenses	36,891	0	0	0	0.00%
Sub Total Expenses	1,864,156	30,809	1,310,135	517,130	70.28%
NRVRC Balance	0	17,333	(19,523)		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - April 2021**

NR/MR WDB Anticipated Revenues		April 2021	YTD	Under/Over	(83% of FY) % Budget
Workforce Development Area	2,657,549	144,998	1,194,633	1,462,916	44.95%
Sub Total Revenues	2,657,549	144,998	1,194,633	1,462,916	
Expenses					
Salaries	375,020	41,829	398,782	(23,762)	106.34%
Fringe Benefits	112,036	10,956	105,132	6,904	93.84%
Travel	20,000	1,920	9,910	10,090	49.55%
Office Space	44,100	4,082	40,845	3,255	92.62%
Communications	6,000	1,138	12,484	(6,484)	208.07%
Office Supplies	4,000	633	59,584	(55,584)	1489.60%
Postage	250	7	29	221	11.66%
Printing	1,000	44	338	662	33.85%
Copier Usage/Maintenance	0	0	0	0	
Outreach/Media Adv	9,000	46	9,316	(316)	103.51%
Equipment Rent/Copier	1,700	78	839	861	49.36%
Fleet Vehicles	0	0	0	0	
Dues/Publications	3,500	0	3,848	(348)	109.94%
Training/Staff Development	4,500	99	4,119	381	91.53%
Insurance	2,500	0	2,806	(306)	112.24%
Meeting Costs	7,000	29	2,752	4,248	39.31%
Contractual Services	2,027,289	80,872	530,776	1,496,513	26.18%
Professional Services Audit/Legal	10,200	3,240	9,960	240	97.65%
Miscellaneous/Fees	29,454	0	1,535	27,919	5.21%
Workforce Grants Admin	0	26	1,578	(1,578)	0.00%
Sub Total Expenses	2,657,549	144,998	1,194,633	1,462,916	44.95%
NR/MR WDB Balance	0	0	0		

Total Agency R&E		April 2021	YTD	
Anticipated Revenue	4,521,705	193,139	2,485,244	54.96%
Anticipated Expense	4,521,705	175,807	2,504,768	55.39%
Balance	0	17,333	(19,523)	



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NRVRC.ORG

MEMORANDUM

To: NRVRC Board Members
From: Jessica Barrett, Finance Director
Date: June 15, 2021
Re: May 2021 Financial Statements

The May 2021 Agencywide Revenue and Expenditure Report and Balance Sheet are enclosed for your review. Financial reports are reviewed by the Executive Committee prior to inclusion in the meeting packet.

The Agencywide Revenue and Expense report compares actual year to date receipts and expenses to the FY20-21 budget adopted by the Commission at the June 25, 2020 meeting. The financial operations of the agency are somewhat fluid and projects, added and modified throughout the year, along with the high volume of Workforce program activities, impact the adopted budget. To provide clarity, Commission and Workforce Development Board activities are separated on the agencywide report.

As of month-end May 2021 (92% of the fiscal year), Commission year to date revenues are 75% and expenses are 78% of adopted budget. The two largest budget expense lines, Salary and Fringe, are ahead of budget at 105% and 107%, respectively. This is due to additional staff being hired to support the Business Continuity Team. Revenue is secure to cover these expenses.

Looking at the balance sheet, Accounts Receivable is \$593,391. Of this total, Workforce receivables are \$358,131 (60%) and current. The Executive Committee reviews all aged receivables over 60 days and no receivables are deemed uncollectible. Net Projects (\$169,147) represents project expenses, primarily benchmark projects, that cannot be invoiced yet and posted to receivables.

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Virginia Tech | Radford University
New River Community College

New River Valley Regional Commission
Balance Sheet
5/31/2021

Assets:

Operating Account	85,492
Certificate of Deposit	106,717
Money Market Account	84,774
Accounts Receivable	593,391
Accounts Receivable - Advanced Expenses	18,020
Prepaid Item	662
Loans Receivable - Revolving Loan Fund	37,455
Restricted Cash - Revolving Loan Fund	66,019
Total Assets:	992,531

Liabilities:

Accounts Payable	81,604
Accrued Annual Leave	89,535
Accrued Unemployment	25,112
Expense Reimbursement	113
Total Liabilities:	196,365

Projects:
(Equity Accounts)

Net Projects	(169,147)
Current Year Unrestricted	111,451
Unrestricted Net Assets	733,452
Restricted Net Assets - Revolving Loan Fund	103,285

Total Projects (Equity) 779,042

Total Liabilities and Projects 975,406

Net Difference to be Reconciled 17,124

Total Adjustments to Post* 17,124

Unreconciled Balance (after adjustment) 0

*YTD adjustment to Accrued Leave. Final adjustment will be posted to general ledger at fiscal year end closeout.

**New River Valley Regional Commission
Revenue and Expenditures - May 2021**

FY20-21 Budget Adopted 6/25/2020		May 2021	YTD	Under/Over	(92% of FY) % Budget
NRVRC Anticipated Revenues					
ARC	68,666	0	68,668	(2)	100.00%
ARC - New River Water Trail Expansion	0	0	1,638	(1,638)	0.00%
ARC - James Hardy Construction	15,000	0	0	15,000	0.00%
Local Assessment	235,826	0	235,827	(0)	100.00%
DHCD - Administrative Grant	75,971	18,993	75,971	0	100.00%
DRPT RIDE Solutions NRV	77,160	0	47,887	29,273	62.06%
EDA	70,000	0	70,000	0	100.00%
EDA COVID19 CARES Act	225,000	36,271	134,915	90,085	59.96%
GO Virginia	150,000	0	100,000	50,000	66.67%
POWER 2021	20,000	0	0	20,000	0.00%
Workforce Fiscal Agent	65,000	0	65,000	0	100.00%
Workforce Pathways Fiscal Agent	50,000	0	50,000	0	100.00%
Workforce RSVP Fiscal Agent	0	0	25,000	(25,000)	0.00%
Workforce Power Fiscal Agent	0	12,500	12,500	(12,500)	0.00%
VDOT	58,000	0	41,570	16,431	71.67%
VDOT - Rocky Knob Project	70,000	0	1,724	68,276	2.46%
Floyd County	111,000	13,000	87,277	23,723	78.63%
Floyd Town	0	0	3,338	(3,338)	0.00%
Floyd Co EDA	0	0	20,500	(20,500)	0.00%
Giles County	0	0	38,808	(38,808)	0.00%
Narrows Town	13,000	2,280	3,543	9,457	27.25%
Pearisburg Town	5,000	0	0	5,000	0.00%
Montgomery County	53,000	1,200	60,932	(7,932)	114.97%
Blacksburg Town	14,000	1,167	12,833	1,167	91.67%
Christiansburg Town	25,000	0	0	25,000	0.00%
Pulaski County	0	703	46,355	(46,355)	0.00%
Pulaski Town	32,167	0	19,077	13,090	59.31%
Radford City	27,500	0	49,500	(22,000)	180.00%
Miscellaneous (Meetings/Interest/Recovered Costs)	0	42	431	(431)	0.00%
Virginia's First RIFA	27,500	2,292	25,208	2,292	91.67%
Virginia's First - NRV Commerce Park Grading	14,000	810	13,096	904	93.54%
NRV MPO	33,500	5,224	38,080	(4,580)	113.67%
CDBG COVID19	8,500	0	0	8,500	0.00%
CDBG Business Continuity	250,000	0	0	250,000	0.00%
Dept of Environmental Quality	5,250	2	9,445	(4,195)	179.91%
Southwest Virginia SWMA	2,000	0	2,000	0	100.00%
Virginia Recycling Association	4,000	0	8,167	(4,167)	204.17%
Downtown Christiansburg, Inc.	1,500	0	3,250	(1,750)	216.67%
Montgomery Co. Public Schools	0	2,000	2,000	(2,000)	0.00%
New River Health District	10,000	7,877	7,877	2,123	78.77%
New River Valley Development Corporation	21,700	0	9,042	12,658	41.67%
Friends of SWVA	0	0	3,515	(3,515)	0.00%
Revolving Loan - Interest	0	189	189	(189)	0.00%
Local Match (unprogrammed ARC)	24,916	0	0	24,916	0.00%
Sub Total Revenues	1,864,156	104,548	1,395,160	468,996	74.84%
Expenses					
Salaries	869,513	89,347	916,487	(46,974)	105.40%
Fringe Benefits	222,602	22,671	238,252	(15,650)	107.03%
Travel	33,211	393	1,324	31,887	3.99%
Office Space	49,968	5,700	56,851	(6,883)	113.77%
Communications	11,401	2,457	19,280	(7,879)	169.11%
Office Supplies	101,034	6,791	85,404	15,630	84.53%
Postage	2,126	18	1,194	932	56.15%
Printing	4,500	26	4,574	(74)	101.65%
Copier Usage/Maintenance	2,000	59	536	1,464	26.79%
Outreach/Media Adv	9,533	245	10,859	(1,326)	113.91%
Equipment Rent/Copier	4,219	223	2,842	1,377	67.35%
Fleet Vehicles	8,024	98	2,248	5,776	28.02%
Dues/Publications	16,835	758	18,220	(1,385)	108.22%
Training/Staff Development	10,845	955	7,028	3,817	64.81%
Insurance	3,605	288	3,186	419	88.37%
Meeting Costs	11,125	298	1,633	9,492	14.67%
Contractual Services	457,484	12,458	77,081	380,403	16.85%
Professional Services Audit/Legal	4,540	0	4,493	48	98.95%
Miscellaneous/Fees	4,700	427	4,606	94	98.00%
Reimbursed Expenses	0	(587)	(3,336)	3,336	0.00%
Unassigned Expenses	36,891	0	0	0	0.00%
Sub Total Expenses	1,864,156	142,625	1,452,760	374,505	77.93%
NRVRC Balance	0	(38,077)	(57,601)		

**New River/Mount Rogers Workforce Development Board
Revenue and Expenditures - May 2021**

NR/MR WDB Anticipated Revenues		May 2021	YTD	Under/Over	(92% of FY) % Budget
Workforce Development Area	2,657,549	137,661	1,332,293	1,325,256	50.13%
Sub Total Revenues	2,657,549	137,661	1,332,293	1,325,256	
Expenses					
Salaries	375,020	42,480	441,262	(66,242)	117.66%
Fringe Benefits	112,036	10,429	115,562	(3,526)	103.15%
Travel	20,000	845	10,754	9,246	53.77%
Office Space	44,100	2,107	42,952	1,148	97.40%
Communications	6,000	1,854	14,338	(8,338)	238.97%
Office Supplies	4,000	2,069	61,654	(57,654)	1541.34%
Postage	250	1	30	220	11.86%
Printing	1,000	0	338	662	33.85%
Outreach/Media Adv	9,000	14	9,330	(330)	103.66%
Equipment Rent/Copier	1,700	78	917	783	53.96%
Dues/Publications	3,500	0	3,848	(348)	109.94%
Training/Staff Development	4,500	2,400	6,519	(2,019)	144.87%
Insurance	2,500	0	2,806	(306)	112.24%
Meeting Costs	7,000	568	3,319	3,681	47.42%
Contractual Services	2,027,289	74,816	605,591	1,421,698	29.87%
Professional Services Audit/Legal	10,200	0	9,960	240	97.65%
Miscellaneous/Fees	29,454	0	1,535	27,919	5.21%
Workforce Grants Admin	0	0	1,578	(1,578)	0.00%
Sub Total Expenses	2,657,549	137,661	1,332,293	1,325,256	50.13%
NR/MR WDB Balance	0	0	0		

Total Agency R&E		May 2021	YTD	
Anticipated Revenue	4,521,705	242,209	2,727,453	60.32%
Anticipated Expense	4,521,705	280,286	2,785,054	61.59%
Balance	0	(38,077)	(57,601)	



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #1

CIRP Review

June 17, 2021

PROJECT: Burchard Plaza ADA Life Safety Improvements

SUBMITTED BY: DEQ

PROJECT DESCRIPTION: The Department of Environmental Quality is requesting comments on an environmental impact report.

PROJECT SENT FOR REVIEW TO: Commission Board Members

Strengthening the Region through Collaboration

Counties

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Higher Education

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New River Community College



**Environmental Impact Review
Burchard Plaza ADA Improvements
Virginia Tech
Blacksburg, Virginia**

1.0 INTRODUCTION

Froehling & Robertson, Inc. (F&R) has prepared an Environmental Impact Review (EIR) for the Virginia Polytechnic Institute and State University (VPISU) for the proposed Burchard Plaza ADA Life Safety Improvements project. The Proposed Action includes construction of improvements to Burchard Plaza in order to provide an Americans with Disabilities Act (ADA)-compliant accessibility route for pedestrian traffic through the northwestern portion of the VPISU campus.

The purpose of this EIR is to inform VPISU, oversight agencies, and other decision-makers of potential environmental consequences of the Proposed Action, and to ensure that construction is carried out in an environmentally sound manner.

The services described herein have been performed in accordance with F&R's Proposal No. 2059-0657 issued October 19, 2018. The EIR was conducted in general accordance with the Procedures Manual for "Environmental Impact Review of Major State Facilities" prepared by the Virginia Department of Environmental Quality (DEQ) and dated October 2018. The objectives, criteria, and procedures developed by the DEQ discussed within this document are in accordance with Virginia Code §10.1-1188. Five subjects are discussed in this EIR as required:

- The environmental impact of the project including the impact on wildlife habitat and impact on farm and forest lands pursuant to Virginia Code §3.2-204-§3.2-205;
- Adverse effects that cannot be avoided if the project is undertaken;
- Measures proposed to minimize the impact of the project;
- Alternatives to the proposed construction; and
- Irreversible environmental changes which would be involved in the project.

2.0 PROJECT IDENTIFICATION, EXISTING CONDITIONS, AND PROJECT DESCRIPTION

The Burchard Plaza ADA Life Safety Improvements project is being proposed by VPISU, care of Quinn Evans. The contact person for VPISU is Gerard Folio, whose contact information follows:



Gerard Folio
Project Manager, Capital
Virginia Polytechnic Institute and State University
Division of Campus Planning, Infrastructure, and Facilities
Sterrett Facilities Complex
230 Sterrett Drive
Blacksburg, Virginia 24061
tel. 540.231.4300
gfolio@vt.edu

The budget has been estimated to be in excess of \$500,000. Financial resources from VPISU will be used to fund this project. The project code for the Burchard Plaza ADA Life Safety Improvements project is 208-18478-000.

2.1 Existing Conditions

The Proposed Action Site currently consists of a series of stairways that span an approximately 25 foot vertical rise located in the northwestern portion of the VPISU campus in Blacksburg, Virginia. Four VPISU structures border the main portion of the Site including Derring Hall to the southwest, Cowgill Hall to the northeast, Johnson Student Center to the southeast, and Bishop-Favrao Hall to the northwest. Site maps can be referenced in Appendix A. The Site consists of concrete stairways, vegetated planters, stormwater drop inlets, wooden benches, and other auxiliary university campus features. The exterior portion (e.g. terraces, façade, etc.) of Derring Hall may be impacted based on the current conceptual design. Derring Hall is surrounded by terraces on the second and third floors, which may be incorporated into the final design of the project.

Appendix B includes site photographs which document existing conditions at the Proposed Action Site.

2.2 Project Description Overview

Improvements to the Proposed Action Site to provide the Accessible Path will likely include one or more freestanding structures housing one or more elevators. These structures will likely be connected to existing upper level plazas or buildings with self-supported bridge structures. The expected dimensional footprint of the elevator structures is between 200 and 500 square feet. Height is expected to be 35' to 45' feet from the lowest level to the top of structure. The design and materials of new structures will be complementary to the surrounding existing built environment of the campus and will be consistent with VPISU buildings in the immediate area (including Derring Hall, Cowgill Hall, etc.). Exterior cladding materials will likely include limestone ("Hokie Stone"), metal panels, precast concrete and glass and metal glazing systems.



Improvements will be planned and constructed to meet the design guidelines described in the Virginia Tech Greenlinks Guidelines, as well as the goals of the overall VPISU Campus Master Plan.

3.0 AFFECTED ENVIRONMENT

3.1 Physical Setting

The Proposed Action Site is located in the northwest portion of the main VPISU campus in Blacksburg, Virginia. Topography between the northwestern and southeastern portions of the Proposed Action Site differs by approximately 25 feet, sloping towards the northwest via multiple constructed terraces and stairways. Four structures border the main portion of the Proposed Action Site including Derring Hall to the southwest, Cowgill Hall to the northeast, Johnson Student Center to the southeast, and Bishop-Favrao Hall to the northwest. Site maps can be referenced in Appendix A.

3.2 Topography, Hydrology, and Geology

The United States Geological Survey (USGS), Blacksburg, Virginia Quadrangle 7.5 minute series topographic maps were reviewed during the preparation of this report. These maps were published by the USGS in 2013. According to the contour lines on the topographic map, the project site sits approximately 2,060 feet above mean sea level. The contour lines in the area of the Proposed Action Site indicates the area slopes northwest towards Stroubles Creek. The USGS topographic map is included in Appendix A.

Stormwater considerations including Erosion and Sediment Control and Stormwater Management Plans will be implemented during construction and as part of the design of the project where warranted.

The Proposed Action Site lies within the Valley and Ridge Physiographic Province of Virginia (Division of Geology and Mineral Resources) and within the Southern Limestone/Dolomite Valleys and Low Rolling Hills Eco-region (Level III and IV Eco-regions of EPA Region 3, 2013). According to a USGS document titled Ground-Water Dating to Assess Aquifer Susceptibility, “The Valley and Ridge province consists of a belt of northeast-southwest trending ridges and valleys (fig. 3) formed by the differential erosion of a thick sequence of folded and faulted sedimentary rocks (Pettijohn, 1970, p.1). The availability and quality of ground water vary depending on whether flow occurs in fractures, along faults and bedding planes, in colluvium in the mountainous areas where sandstones dominate, or in solution channels in the carbonate valleys (karst areas).”

According to the Geologic Map of Virginia, the Proposed Action Site is underlain by the Cambrian-aged dolostone and limestone. The soils resulting from in-situ weathering of the rocks, without significant transportation, are called residual soils. The residual soil profile generally transitions downward gradually from fine-grained plastic soils near the ground surface to coarse-grained



soils at greater depth. A transitional zone of partially weathered rock of varying thickness occurs between the coarse-grained residual soils and the underlying bedrock. Partially weathered rock is defined, for engineering purposes, as residual material with standard penetration resistances in excess of 100 blows per foot. Weathering of the parent bedrock is generally more rapid near fracture zones and therefore, the bedrock surface may be irregular. Irregular patterns of differential weathering may also result in zones of rock and partially weathered rock embedded within the more completely weathered coarse-grained soils.

3.3 Adjacent Properties

Four structures border the main portion of the Proposed Action Site including Derring Hall to the southwest, Cowgill Hall to the northeast, Johnson Student Center to the southeast, and Bishop-Favrao Hall to the northwest. Site maps can be referenced in Appendix A.

4.0 IMPACTS OF THE PROJECT

The proposed project construction activities are not anticipated to significantly impact the site. Short term air quality may be impacted due to construction activities; however, impacts are not anticipated to be significant. Per the EIR Procedures Manual, October 2018 various potential impacts were researched and are described in sections 4.1 through 4.20, below.

4.1 Endangered, Threatened or Rare Plants, Animals, or Insects

4.1.1 Department of Game and Inland Fisheries

F&R researched threatened and endangered species information ([Virginia Department of Game and Inland Fisheries \(DGIF\) Fish and Wildlife Information Service, 2021](#)). The research indicates that thirty-five species were identified as federal and/or state threatened and endangered species or as having Tier I or Tier II conservation needs in the databases searched within three miles of the project site. Of these thirty-five species, seventeen had a federal or state status. Eight of these thirty-five species are listed as federal or state endangered species. Nine of the thirty-five species are listed as State Threatened. Those seventeen species which are either threatened or endangered are described with some detail below; those species which are listed within the Tier I or Tier II databases are included in a bulleted list below. A copy of the database search is included in Appendix C.

Based on the reasonably ascertainable and available data, no threatened or endangered species have potential habitat on the Proposed Action Site. The Proposed Action is not anticipated to have an adverse impact on these species.



4.9 Streams, Rivers, and Other Water Bodies

The Proposed Action Site lies within the New River Watershed. Streams, rivers, and other water bodies are not located on the Site or adjacent to the Site. Stroubles Creek is the nearest surface water; however, the portion closest to the Site is channelized below the ground surface.

Furthermore, proper implementation of an erosion and sediment control plan prepared in accordance with the Virginia Erosion and Sediment Control Law (VESCL) and Regulations (VESCR) and governed by criteria set forth in the most current version of the *Virginia Erosion and Sediment Control Handbook (4VAC50-30)* will prevent sediment from impacting surface waters in the vicinity of the proposed project. Therefore, the Proposed Action is not anticipated to impact streams, rivers, and other water bodies.

4.10 Watersheds of Significant Importance for Public Water Supplies

The Proposed Action Site is within the New River Watershed. The Site is located within the Town of Blacksburg. The Site receives drinking water from the local municipality; however, the project will incorporate required erosion and sediment control (ESC) plans. Therefore, the Proposed Action is not expected to impact watersheds utilized for public water supply.

4.11 Chesapeake Bay Resource Protection Areas

According to Chapter 21 - the Chesapeake Bay Preservation Act (Chapter 21 - Chesapeake Bay Preservation Act, 2005) of Title 10.1 – Conservation of the Code of Virginia, the Proposed Action Site is not located within Tidewater Virginia. Based on the location of the Site, this project is not anticipated to impact the Chesapeake Bay Resource Protection Area.

4.12 Virginia Coastal Resource Management Area

Coastal resources in Virginia are protected in Virginia through the Virginia Coastal Zone Management (CZM) Program which is administered by the DEQ. This program is part of a national coastal management zone program in partnership with the National Oceanic and Atmospheric Administration and the other coastal states and territories. The Virginia Coastal Resource Management Area (VCRMA) consists of twenty-nine counties, seventeen cities, and forty-two incorporated towns located in the Tidewater physiographic province and the eastern Valley and Ridge physiographic province (Virginia Coastal Zone, 2008). The Proposed Action Site is located in the Valley and Ridge physiographic province, a portion of which is located within the Virginia Coastal Zone. However, the Proposed Action is not anticipated to have an adverse impacts on coastal resources.



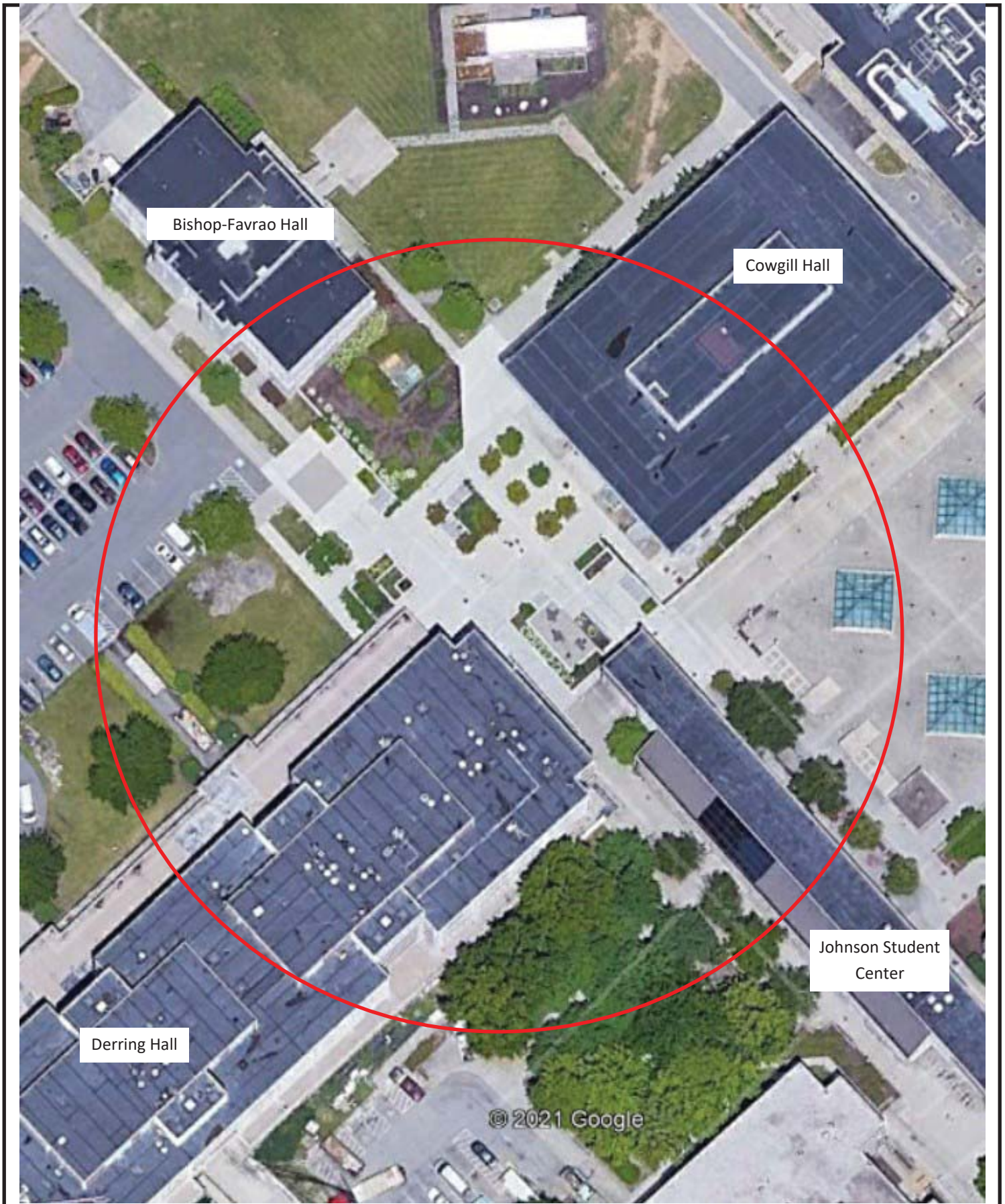
Topographic Site Location Map



Froehling & Robertson, Inc.
 3015 Dumbarton Road
 Richmond, Virginia
 T 804.264.2701

Client:	Quinn Evans
Project:	Burchard Plaza ADA Life Safety EIR
Location:	Blacksburg, Virginia
Project Number:	592-0050
Data Source:	USGS 7.5 Minute Blacksburg, VA
Date:	May 6, 2021
Scale:	Not Shown

FIGURE
 No.: 1



Site Vicinity Map



Froehling & Robertson, Inc.

3015 Dumbarton Road
 Richmond, Virginia
 T 804.264.2701

Client:	Quinn Evans	
Project:	Burchard Plaza ADA Life Safety EIR	
Location:	Blacksburg, Virginia	
Project Number:	592-0050	
Data Source:	Google Earth	
Date:	May 6, 2021	Scale: Not Shown

FIGURE 3
 No.:



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COMMONWEALTH INTERGOVERNMENTAL REVIEW MEMORANDUM

TO: Regional Commission Board Members

FROM: Kevin R. Byrd, Executive Director

AGENDA ITEM: III. Intergovernmental Review Process, C. Environmental Project Review, Item #2

CIRP Review

June 17, 2021

PROJECT: Proposed PSD Significant Amendment Permit for Volvo North America Group LLC

SUBMITTED BY: DEQ

PROJECT

DESCRIPTION: The Department of Environmental Quality is requesting comments on an environmental permit.

PROJECT SENT FOR REVIEW TO: Commission Board Members

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pembroke | Pulaski
Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment and announce a public hearing on a draft permit from the Department of Environmental Quality to limit air pollution from a facility in Pulaski County, Virginia.

PUBLIC COMMENT PERIOD: June 9, 2021 to July 26, 2021

PUBLIC HEARING: Pulaski County Public Library, in the Community Room at 60 West Third Street, Pulaski, Virginia on Wednesday, July 9, 2021 starting at 6:00 pm

PERMIT NAME: Significant Amendment of the Prevention of Significant Deterioration Permit issued by DEQ on January 19, 2016, and last amended November 17, 2020, under the authority of the Air Pollution Control Board

APPLICANT NAME AND REGISTRATION NUMBER: Volvo Group North America LLC; 20765

FACILITY NAME AND ADDRESS: Volvo Group North America, LLC; 4881 Cougar Trail Road, Dublin, VA 24084

PROJECT DESCRIPTION: Volvo Group North America, LLC has applied for a significant amendment to the permit to modify the New River Plant's existing integrated cab and plastics paint line to accommodate additional surface treatment emission units and modify the welding process. The project is subject to major new source review for VOC, PM10 and PM2.5. The facility is classified as a major source of air pollution and is located at 4881 Cougar Trail Road in Dublin, VA. The projected annual emission rates for VOC, PM10 and PM2.5 will not increase; VOC emissions are projected to decrease by 15.9 tons per year and PM10 and PM2.5 emissions are projected to decrease by 0.68 tons per year. The technologies that will be used to control the air pollution from the facility are low NOx burners, dry filters, venturi wet scrubbers, concentrators, regenerative thermal oxidizers, and low VOC coating materials. No adverse impact on air quality near the facility is expected from this proposed project.

HOW TO COMMENT AND/OR REQUEST BOARD CONSIDERATION: DEQ accepts comments and requests for Board consideration by hand-delivery, e-mail, fax or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. Submittals must include the names, mailing addresses and telephone numbers of the commenter/requester and of all persons represented by the commenter/requester. A request for Board consideration must also include: 1) The reason why Board consideration is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requestor, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. Board consideration may be granted if public response is significant, based on individual requests for Board consideration, and there are substantial, disputed issues relevant to the permit.

Contact for public comments, document requests and additional information: Blake Apo; Blue Ridge Regional Office, 901 Russel Drive, VA 24153; Phone: 540-598-0456; E-mail: blake.apo@deq.virginia.gov; Fax: 804-698-4178. The public may review the draft permit and application at the DEQ office named above or may request copies of the documents from the contact person listed above.



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N R V R C . O R G

June 17, 2021

Executive Director's Report

Economic Development:

- Typically, the Commission prepares minor updates to the Comprehensive Economic Development Strategy (CEDS) annually. This cycle we will provide an update during next fiscal year that is inclusive of pandemic related economic recovery strategies while also moving to an online format for the report.
- As local governments are receiving their American Rescue Plan Act funding, the Commission is available to assist with administration of the funds and/or facilitating investment prioritization for our members.

Transportation:

- On July 1st the NRV Passenger Rail Station Authority bill will become law which will enable the Commission to begin work on preparing organizational documents and working with local governments and higher education institutions on forming the authority.
- The Valley to Valley Trail planning project held a stakeholder meeting in May to discuss upcoming public engagement opportunities. It was decided to wait until mid-to-late August before launching public engagement to ensure broad participation once summer travel wraps up and students return to the region.

Natural Resources:

- The ReNew the New annual fall clean-up event will take place on August 28th. Updates for community-specific events will be posted on www.renewthenew.org
- At the June Commission meeting Nicole Hersch will present an overview of the natural resources program at the Commission. The program has expanded greatly under her leadership.

Regional:

- The NRV Public Health Task Force held its last meeting on 6/14. The Task Force will meet in the coming weeks to debrief on the regional pandemic response. This will also be an opportunity to discuss best ways to continue deploying the Business Continuity Team resources that will be available through December 2022.
- Earlier this month the Commission submitted a scope of work for the recently announced Virginia Housing program dedicated for planning district/regional commissions in Virginia. The initial focus will be on a top regional priority from the Regional + Local Housing Study, establishing a regional housing trust fund. A large portion of the Virginia Housing funding will go toward affordable housing implementation projects in the region.

Commission:

- The Commission will consider the proposed FY22 budget this month. The overall agency budget, which includes the New River/Mount Rogers Workforce Development Board, is \$5.4 million and represents the agency's largest budget to-date in large part due success in securing competitive state and federal program funds.



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N R V R C . O R G

MEMORANDUM

To: Regional Commission Board Members
From: Nicole Hersch, Regional Planner II/Community Designer
Date: June 16, 2021
Re: Natural Resource Program Overview

NRVRC Staff continue to advance natural resource programs for our region through the following efforts:

- The New River Watershed Roundtable continues to serve as a conduit of collaboration and conversation for the region. The upcoming July 28th meeting will hear a discussion from Trout Unlimited, Giles County and New River Conservancy regarding “Big Stoney Creek Recreational Corridor Improvements” a part of a Recreation Economies for Rural Communities Grant awarded to Giles County. The ReNew the New annual fall clean-up event will take place on August 28th, across the region.
- NRVRC continues to work on the Technical Assistant grant from the ARC to inform the New River Water Trail Expansion Project. The expansion project is scheduling community-specific site meetings to evaluate existing infrastructure and create an improvement plan.
- NRVRC was awarded DEQ funds to implement stormwater best management practices within the Crab Creek Watershed. This project, which will run from Fall 2021 through 2023, is a partnership between NRVRC, the Town of Christiansburg, Downtown Christiansburg, Inc., Balzer and Associates and the Landscape Architecture Department at Virginia Tech. The goal of the project is to educate the public about the Crab Creek watershed, its current impairment, and opportunities to improve water quality and mitigate flooding on private land through native plantings.
- NRVRC was awarded a Virginia Outdoors Foundation grant to support the Plant Southwest Virginia Natives Campaign. The project will involve a partnership with the nonprofit Live, Work, Eat, Grow, Inc to establish a plant propagation area at the Hale Community Garden and create a Plant SWVA Natives Guide to be distributed to partners across Southwest Virginia.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski
City
Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pembroke | Pulaski
Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College



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MEMORANDUM

To: NRVRC Board Members
From: Kevin R. Byrd, Executive Director
Date: June 18, 2021
Re: NRVRC Personnel Policy Update

The current Personnel Policy for the Regional Commission needs updates to address four items, Holiday Leave, Paid Time Off, Credit Card Use and General Pay Plan. Attached is a draft Personnel Policy for review and consideration of adopting at the June 24th Commission meeting. Below is an overview of each change.

Holiday Leave:

In 2020 the Commonwealth of Virginia modified the state holiday schedule to remove Lee-Jackson Day and replacing it with Juneteenth. This results in a net neutral amount of holiday time earned by Commission employees since it is a switch of 7.5 hours rather than the addition of a day.

Paid Time Off (PTO):

Currently, employees can accrue up to 225 hours (30 working days) of paid time off and carry-over the max balance between fiscal years. The proposal is to reduce the max carry-over to 112.5 (15 working days) between fiscal years. Employees may earn above 112.5 during a year; however, they cannot carry more than 112.5 between years. This proposal is being made for a few reasons. Due to the number of holidays available, and flexible scheduling, many employees do not use the amount of PTO provided. This will help reduce the agency's cash liability, and it enables the Commission to direct more compensation toward salaries opposed to PTO that is not being utilized. This was discussed at a staff meeting in May and employees understand the rationale behind the policy change. Employees above the 112.5 max accrual rate as of June 30, 2021 will receive a pay-out for their unused PTO.

Credit Card Use:

Two sentences are being added to the credit card use section to clarify gratuities, "The card may be used for gratuities when allowable purchases are made related to travel and/or official Commission business. Gratuities shall not exceed 20%." There is an informal policy of a 20% cap on gratuities and this is an opportunity to formalize the policy.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pulaski | Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College

General Pay Plan:

The Commission pay plan is included in the Personnel Manual. When an update to the pay plan is recommended, the policy must be amended. The pay plan in the updated manual is reflective of recommendations made by the consultant, The Berkley Group, and reviewed by the Executive Committee. Three substantive changes to the pay plan were recommended by the consultant. First, based on surveys of comparable positions with local governments and other regional commissions, many positions were adjusted to reflect current market averages. Second, the pay bands were expanded to help address circumstances with longevity in specific positions. Lastly, the consultant recommended not classifying the Executive Director position within a pay band; however, use relevant market data to determine appropriate compensation. This was the case in approximately 70% of the comparable organizations used in their study.

PERSONNEL MANUAL



NRVRC
new river valley regional commission

Adopted June 24, 2021

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Workers' Compensation Administrative Procedures

The Uniformed Services Employment and Re-Employment Rights Act of 1994

Commission Position Descriptions

General Pay Plan

1 ORGANIZATION & ADMINISTRATION

1.1 PURPOSE AND SCOPE

This manual is intended to serve as a source of information for employees of the New River Valley Regional Commission. Not all of the Commission's policies and procedures are set forth in this Manual. If further information or advice about topics covered in this manual is needed, please contact your supervisor or the Director of Finance and Personnel.

This document contains policies and procedures which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. The Commission Board of Directors reserves the right to modify, amend, or rescind the provisions of this manual.

Employees have the responsibility to keep themselves informed of the contents of this manual and any future updates.

This manual applies to all employees of the New River Valley Regional Commission. This document is not intended to alter the employment-at-will relationship in any way.

1.2 ADOPTION

This document serves as the Personnel Manual of the New River Valley Regional Commission and was adopted on **June 24, 2021**, by the Commission Board of Directors. It is subject to subsequent amendments as necessary.

This manual supersedes any existing personnel policies and procedures in effect prior to the date of publication of this manual.

1.3 MAINTENANCE & MODIFICATION OF PROVISIONS

This manual may be changed or amended only by the New River Valley Regional Commission Board of Directors. The manual will be reviewed on an annual basis for necessary modifications. Such reviews may be conducted by a committee appointed by the Executive Director. Resulting recommendations will be reported to the Commission Board of Directors for consideration.

2 WORKPLACE POLICIES

The policies included in this chapter cover a wide range of workplace issues and behavior. The failure to include a specific instance, item or example in these policies does not relieve employees of the responsibility to undertake and to conduct Commission business in a professional manner at all times.

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The New River Valley Regional Commission shall promote and afford equal treatment and service to all citizens and will assure that all applicants are given equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, sexual orientation, military veteran status, or the presence of any sensory, mental, or physical disability, or pregnancy. The Commission shall operate within the principles of equal employment guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

The New River Valley Regional Commission will cooperate fully with all organizations to promote fair practices and equal employment opportunity.

2.2 DISABILITY ACCOMMODATION

In accordance with the Americans with Disabilities Act, the Commission provides equal employment opportunities to qualified individuals with disabilities. Reasonable accommodations will be provided to a qualified employee or applicant with a disability when that employee or applicant requests an accommodation with appropriate documentation of a disability. All requests for accommodation will be fully reviewed. A request for an accommodation will be denied if the accommodation is not shown to be effective, places an undue burden on the Commission, or if the employee poses a direct threat to the health and safety of himself/herself or others.

2.3 RELIGIOUS ACCOMMODATION

The Commission will attempt to make reasonable accommodations for employee observance of religious holidays and sincerely held religious beliefs unless doing so would cause an undue hardship on Commission operations. If a religious accommodation is desired, an employee is required to make the request in writing to his or her supervisor as far in advance as possible.

2.4 NO HARASSMENT/NO DISCRIMINATION POLICY

The Commission will not tolerate any form of harassment or discrimination. In accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, our No Harassment/No Discrimination Policy prohibits harassment, discrimination or intimidation of others based on age, sex, color, race, creed, religion, national origin, ethnicity, disability, or the presence of any sensory, mental, or physical disability, pregnancy, or political affiliation, marital status, sexual orientation, military veteran status, status in any other group protected by federal or local law or for any other reason.

Harassment is a form of discrimination and violates this policy. Harassment includes, but is not limited to, remarks, jokes, written materials, symbols, paraphernalia, clothing or other verbal or physical conduct which may intimidate, ridicule, demean, or belittle a person because of their age, sex, color, race, creed, religion, national origin, ethnicity, disability, or the presence of any sensory, mental, or physical disability, or pregnancy, or political affiliation, marital status, military veteran status, or status in another group protected by federal, state or local law.

Sexual harassment includes, but is not limited to, the following: unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature; and behavior, remarks, jokes or innuendos that intimidate, ridicule, demean or belittle a person on the basis of their gender, regardless of whether the remarks are sexually provocative or suggestive of sexual acts.

Harassment occurs when:

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

Each employee has the responsibility to bring any form of harassment or discrimination to the attention of his or her supervisor, the Director of Finance and Personnel, or the Executive Director.

All employees are responsible for helping assure that we avoid harassment and discrimination in the workplace. If an employee experiences any problem of this sort, becomes aware of any other employee experiencing a problem of this sort, or has knowledge of any form of harassment or discrimination, sexual or otherwise, the employee must immediately report it to a supervisor, the Director of Finance and Personnel, or the Executive Director.

All claims of harassment or discrimination will be investigated thoroughly and promptly without consequence to the employee experiencing or reporting the conduct. The Commission will endeavor to keep complaints, investigations, and resolutions confidential to the extent possible; however, the obligation to investigate complaints cannot be compromised. The employee who brought the complaint will be provided information on the outcome of the investigation within the limits of confidentiality. A non-employee who subjects an employee to harassment in the workplace will be informed of the Commission's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

2.5 WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee of the Commission who reports an activity that he/she considers to be illegal or dishonest. The Commission prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. The whistleblower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Board Chair. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Commission will not retaliate against a whistleblower.

All reports of illegal and dishonest activities will be promptly submitted to their immediate supervisor or Board Chair who is responsible for investigating and coordinating corrective action.

2.6 RETALIATION

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

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

2.7 OPEN DOOR POLICY

Commission management recognizes that employees may have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion between an employee and the Executive Director or immediate supervisor. Suggestions and/or complaints should be discussed with a supervisor.

While the opportunity to communicate employee views exists, not every concern can be resolved to the satisfaction of all parties. Even so, Commission management believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

2.8 ALCOHOL AND DRUG FREE WORKPLACE POLICY

The Commission has a vital interest in maintaining a safe, healthy and efficient working environment. Being under the influence of drugs, controlled substances, or alcohol on the job poses serious safety and health risks to the user and to those who work or come in contact with the user in the workplace. Accordingly, the use, sale, purchase, manufacture, distribution, dispensing, possession or being under the influence of illegal drugs, controlled substances, or alcohol in the workplace (i.e., Commission premises) poses unacceptable risks for safe, healthy and efficient operations and will be grounds for immediate discipline up to and including termination of employment.

The Commission further expresses its intent, through this policy, to comply with federal, state and local rules, regulations and/or laws that relate to the maintenance of a workplace free from illegal drugs, controlled substances, and alcohol.

Definitions

Alcohol: Any beverage that contains ethyl alcohol (ethanol), including, but not limited to, beer, wine and distilled spirits.

Controlled substance: A drug or chemical whose manufacture, possession, or use is regulated by the government. Controlled substances are substances that are the subject of legislative control. Controlled substances may include illegal drugs and prescription medications.

Commission premises: The Commission offices and surrounding area, including parking lots, meeting rooms, and storage areas. The term also includes all Commission owned vehicles and includes all other premises or facilities visited by employees in the course of their employment.

Illegal drug: Any drug which is not legally obtainable; any drug which is legally obtainable, but has not been legally obtained; any prescribed drug not legally obtained, not being used for the prescribed purpose or by the prescribed person or not being used in the prescribed dosage or

manner; and any drug being used for a purpose not in accordance with bona fide medical therapy. Examples include, but are not limited to: marijuana, hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), barbiturates and so-called designer or look-alike drugs.

Reasonable suspicion: A belief based on objective facts sufficient to lead a prudent person to conclude that a particular employee is under the influence of alcohol or drugs. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn from those facts. Reasonable suspicion may be based upon things such as: observable phenomena – such as the direct observation of the possession or use of a drug or alcohol or the direct observation of physical symptoms of being under the influence of a drug or alcohol such as slurred speech, unsteady gait; a pattern or unusual or abnormal conduct or erratic behavior; information provided by a reliable and credible source; work-related accidents and deviations from safe working practices.

Employee Responsibilities

- No employee shall unlawfully manufacture, distribute, dispense, possess, or use any controlled substance, medication, or alcohol.
- Any employee convicted under a criminal drug statute for a violation occurring in the workplace shall notify the Executive Director within five days after each conviction.
- No employee shall consume or be impaired by alcoholic beverages immediately before work, during work hours, or while at work during breaks or lunches.
- No employee shall represent the Commission in an official capacity while impaired by alcohol, illegal drugs, controlled substances, or medication.
- No employee, using medication that may impair performance, shall operate a motor vehicle or engage in safety sensitive functions while on duty for the Commission.
- If an employee is using a prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to his or her supervisor.
- An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, controlled substances, and/or medication shall immediately notify the Executive Director, Director of Finance and Personnel, or immediate supervisor.
- Be aware of the Commission's Alcohol and Drug-Free Workplace Policy.
- Seek assistance for alcohol, drug abuse, or related problems through a program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

Disciplinary Action

Any employee violating any of the provisions of this policy, including testing positive for illegal drugs, controlled substances, and/or alcohol, will be subject to disciplinary measures up to and including termination of employment.

Drug and Alcohol Testing

In order to achieve a drug and alcohol-free workplace, an employee may be required to participate in alcohol and controlled substances testing in the event that there is reasonable suspicion to believe that an employee is in an impaired state during working hours. Drug and alcohol testing will be administered by an outside professional certified to conduct such testing.

As a condition for return to duty after testing positive for controlled substances or alcohol, a follow up negative drug and alcohol test will be required.

2.9 TOBACCO FREE WORKPLACE POLICY

Because the Commission recognizes the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of the Commission to provide a tobacco free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products, and it applies to employees and non-employee visitors of the Commission. In addition to tobacco products, the Commission offices and all Commission property shall be e-cigarette free.

2.10 WORKPLACE VIOLENCE

The Commission recognizes that violence in the workplace is a growing problem nationwide necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms.

It is the goal of the Commission to have a workplace free from acts or threats of violence and to effectively respond in the event that such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Workplace violence does not refer to occasional comments of a socially acceptable nature. Such comments may include references to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behavior that is personally offensive, threatening or intimidating.

The prohibition against threats and acts as described above applies to all persons involved in the operation of the Commission. Workplace violence should be reported immediately to the Executive Director or immediate supervisor or in the case of an emergency should be reported to the police.

3 EMPLOYMENT

3.1 GENERAL EMPLOYMENT POLICY

All employees, whether in initial employment period status or not, are always employees at will. At-will means the organization does not offer, guarantee, contract, or promise employment for any specific length of time. Employees have the right to leave at any time and the Commission has the right to terminate the employment relationship at any time, with or without cause.

3.2 JOB DESCRIPTIONS

The job description includes essential functions of work, a list of typical tasks, and experience requirements for the position. Full job descriptions are included in the Attachment Section, **Commission Position Descriptions**. In general, the list below outlines the role of Commission Staff:

- A. Executive Director: oversees agency-wide programs and activities, administers policies and procedures, and is accountable to the Commissioners' in all personnel matters. The Executive Director is responsible for the recruitment, selection, compensation and dismissal of all employees. The Executive Director serves at the pleasure of the Commission.
- B. Finance Staff: assists the Executive Director with financial aspects of the Commission, including: recording transactions, processing expenditures, reviewing contracts, collecting payments, and annual audit. The Finance Staff also manages Commission property.
- C. Planning and Programs Staff: assists the Executive Director with professional services. Primary disciplines include: economic development, transportation, housing, community development, and natural resources. The Planning and Programs Staff also provide GIS and website development/management services.

3.3 EMPLOYMENT CATEGORIES

All employees at the time of hiring shall be designated as full-time employees, part-time employees, or temporary employees. Employees will also be designated as exempt, non-exempt, salaried or hourly.

- A. Full-time Employee: an individual hired for an established position for an indefinite term and is expected to work a minimum of 37.5 hours a week.

- B. Part-time Employee: an individual hired for an established position for an indefinite term, and is expected to work an established period of time that is less than 30 hours per week.
- C. Initial Employment Period Employee: an individual hired and has worked for the Commission for less than six (6) months.
- D. Temporary Employee: an individual hired on a term basis (e.g. day, week, period of months, or on a project basis).

Exempt Employee: an employee who occupies a position which is exempt (not eligible) from the overtime provisions of the Fair Labor Standards Act (FLSA). Exemptions only apply to employees who meet the salary and duties tests set forth by the FLSA. Full-time, part-time, and temporary employees may be exempt. Although not required by FLSA, exempt employees of the Commission may be eligible to receive compensatory leave at time and one-half, for all hours worked over 40 hours in a single workweek. Overtime (compensatory leave) must be approved by the Executive Director or immediate supervisor prior to being worked.

Non-Exempt Employee: an employee who is subject to FLSA and who is entitled to receive overtime pay or compensatory leave. Full-time, part-time, and temporary employees may be non-exempt. Employees working more than 40 hours are entitled to compensatory leave at time and one-half, for all hours worked over 40 hours in a single workweek. Overtime (compensatory leave) must be approved by the Executive Director or immediate supervisor prior to being worked.

3.4 APPOINTMENT AUTHORITY

3.4.1 BOARD OF COMMISSIONERS

The Commission reserves the right to appoint the Executive Director, the Commission Attorney, a Certified Public Accountant, professional consultants; and may assign appropriate duties and compensation as required. These appointments serve at the pleasure of the Commission.

3.4.2 EXECUTIVE DIRECTOR

The Executive Director shall publicize vacancies to be filled, encourage qualified Commission employees to apply for upward classification, and seek new applicants.

3.4.3 RECRUITMENT AND SELECTION

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

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

Employment decisions shall be handled in a manner consistent with the Virginia Conflicts of Interest Act (See § 2.2-3100).

3.5 HIRING PROCESS

All applicants for employment must submit an appropriate resume, complete an employment application, and be interviewed prior to being selected for employment.

The Executive Director has the responsibility for the final selection of Commission employees. Employment will be confirmed in writing, setting forth the salary, defining applicable benefits, identifying the date of employment, and describing any other special terms relative to the position.

3.6 INITIAL EMPLOYMENT PERIOD

All regular full-time and part-time employees go through an Initial Employment Period of six (6) months. The work and conduct of an employee during the first six (6) months of the original employment or re-employment is considered a working test period termed an Initial Employment Period. Upon successful completion of the Initial Employment Period, the employee will become a regular employee.

3.6.1 INITIAL EMPLOYMENT PERIOD BENEFITS

A new regular, full-time employee serving an Initial Employment Period accrues from date of employment, benefit to which he or she is entitled as herein set forth; including Paid Time Off (PTO) at the prescribed rates, and all other benefits such as health insurance, and the VRS retirement plan will become effective.

At the end of the Initial Employment Period, the Executive Director and/or immediate supervisor will conduct an employee evaluation.

3.6.2 DISMISSAL DURING THE INITIAL EMPLOYMENT PERIOD

The new employee may be discharged at any time during the Initial Employment Period if the Executive Director concludes that the new employee is not progressing or is performing unsatisfactorily. Additionally, employment may be terminated at will, with or without cause, and without prior notice within the Initial Employment Period. An employee may be dismissed with no right of grievance except where discrimination or retaliation is claimed. Employees with charges of discrimination or retaliation have the right to appeal through the grievance procedure described in Section 3.7.4.

3.6.3 NEPOTISM

It shall be the policy of the Commission not to place immediate family members within the same department or in a supervisor-subordinate relationship. The immediate family shall include: spouse, children, stepchildren, brother, sister, parents, guardians, mother-in-law, father-in-law, grandparents, aunts, uncles, nephews, nieces or any other person residing in the household.

3.7 ADMINISTRATIVE ACTIONS

3.7.1 PERFORMANCE EVALUATIONS

The work of each employee will be evaluated at least annually by their immediate supervisor. The supervisor will meet with the employee to discuss the year's performance. A written report of the appraisal will be prepared with a copy provided to the employee being appraised and a copy for the personnel files. The employee's supervisor shall discuss the performance evaluation report with the employee before the evaluation is made part of the employee's permanent record. Each evaluated employee must sign the evaluation report, which indicates that the employee is aware of the rating given, and that the evaluation has been discussed with the employee's supervisor.

The employee may, should the employee desire, enter any comments on the evaluation report.

Each employee shall have his/her performance evaluated in the following periods:

- a) A new employee shall be evaluated prior to the completion of the 6-month initial employment period.
- b) Evaluations should be done annually to coincide with the organization's budget process.
- c) The Executive Director may also request a special performance evaluation be completed whenever significant change occurs in the performance of the employee.

3.7.2 PROMOTION

Based on Annual Performance Evaluations, an employee may be promoted and assigned to the appropriate pay grade at the beginning of the Fiscal Year. In exceptional circumstances, an employee's pay may be increased, outside of the annual review period, for meritorious service or enhanced responsibilities. Pay increases are not automatic or guaranteed.

3.7.3 DISCIPLINE/DEMOTION

An employee may be suspended with or without pay for disciplinary reasons by the Executive Director, for a period that does not exceed ten (10) working days. Alternatively, the employee may be demoted on a base salary not to exceed a ten (10) percent reduction. If an employee again becomes subject to disciplinary action within twelve (12) months, the Executive Director may dismiss the employee. A copy of the Personnel Action stating the reasons for discipline,

suspension, or demotion and the period of such punishment shall be given to the employee immediately following the Executive Director's decision. The following are examples of cause for disciplinary action, but are not restrictive as to justifications:

- Neglect of duty
- Insubordination, including deliberate disobedience of a proper reasonable instruction
- Use of intoxicating beverages while on duty
- Discourtesy to the public
- Habitual tardiness, unauthorized or excessive absence, or abuse of paid time off, or failure to give proper notice of absence
- Falsification of records
- Improper outside activities as described in this manual
- Competency to perform the required duties with up to date skills
- Unsatisfactory performance
- Careless workmanship

3.7.4 GRIEVANCE & APPEAL

The purpose of this procedure is to provide a prompt, fair, and orderly method for the resolution of employee grievances initiated by eligible employees of the Commission. The Commission specifically intends that no discrimination or reprisals shall be brought against any employee who uses this procedure to resolve a grievance.

- A. Definition of Grievance: A grievance is a complaint of dispute by an employee relating to their employment, including but not necessarily limited to:
 - a. Disciplinary actions, including: demotions, suspensions, or dismissals – provided that such dismissal is a result from formal discipline or unsatisfactory job performance.
 - b. The application of personnel policies, procedures, rules, and regulations, and the application of ordinances and statues.
 - c. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, pregnancy, national origin, or sex.
- B. Commission Rights and Prerogatives: complaints involving the following management rights and prerogatives are not grievable:
 - a. Establishment and revision of wages or salaries, position classification, or general benefits.
 - b. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be part of the job content.

- c. The contents of the personnel rules and regulations unless otherwise conflicts with Federal or State Law.
 - d. The methods, means, and personnel by which work activities are to be carried on, including but not limited to:
 - i. The provision of equipment, tools, and facilities necessary to accomplish tasks.
 - ii. The scheduling and distribution of manpower/personnel resources.
 - iii. Training and career development.
 - e. The hiring, promotion, transfer, assignment, and retention of employees in positions within the Commission's service.
 - f. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
 - g. Direction and evaluation of the work of Commission employees.
 - h. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in force, or job abolition.
- C. Coverage of Personnel: except as noted below, all non-initial employment period full-time and part-time employees are eligible to file grievances under this procedure. The following are the exceptions:
- a. Commission Board Members
 - b. Officials and employees who serve at the will or pleasure of an appointing authority.
 - c. Temporary employees or employees within the Initial Employment Period
- D. Grievance Procedure:

Step 1: An employee who believes they have a grievance shall discuss the grievance informally with their immediate supervisor or Director of Finance and Personnel within twenty (20) calendar days of the incident occurrence.

Step 2: The immediate supervisor or Director of Finance and Personnel shall communicate a response, either orally or in writing, to the grievant within ten (10) calendar days.

Step 3: If a satisfactory resolution is not achieved within ten (10) calendar days, the employee may reduce the grievance to writing and submit directly to the Executive

Director, who shall investigate the matter with the assistance of other appropriate officials.

Step 4: Within ten (10) calendar days of receipt of the grievance, the Executive Director shall meet with the grievant to discuss the complaint. The grievant may have a representative of choice present at this meeting. All efforts possible shall be made by all parties to find a suitable solution to the complaint and take whatever corrective actions are necessary to prevent a recurrence of the grievance.

Step 5: If all preceding efforts fail to provide a satisfactory solution to the employee or employees' grievance, the employee or employees may within two (2) working days request in writing a meeting with the members of the Executive Committee. It shall be the responsibility of the Executive Director to notify the members of the Executive Committee of the requested meeting, its purpose and to provide each member of the Committee written statements by the employee or employees involved in the grievance and the supervisory personnel concerned with the matter.

Step 6: A meeting of the Executive Committee will be held within ten (10) calendar days per receipt of the written request from the employee or employees, to consider solutions to the grievance. The employee or employees may have a representative of choice present at this meeting. The decision of the Executive Committee on the grievance shall be final.

Step 7: The decision on grievability may be appealed to the Circuit Court. The grievant shall notify the Executive Director of such appeal by filing a notice of appeal with the Executive Director within ten (10) calendar days after the grievant received the Executive Committee's decision. Within ten (10) calendar days after the filing of the notice of appeal, the Executive Director shall transmit to the Clerk of the Circuit Court a copy of the Executive Committee's decision on the Commission's grievability procedure, a copy of the notice of appeal, a copy of the grievance record, and copies of all exhibits. A list of evidence furnished to the Court shall also be furnished to the grievant. The appeal will be heard by the Court as provided by law. The employee shall be responsible for their own legal expenses.

3.7.5 REDUCTION IN STAFF

An employee may be laid off when the position is abolished, or when there is a lack of funds or lack of work. So far as possible, employees with the shortest terms of service in the same rank and category should be laid off first. The skills needed to perform Commission duties will establish priority. Prior to such termination of employment, an employee shall receive at least ten (10) working days' notice, either by memorandum or by a copy of the Personnel Action, stating the reasons. Longer notice is desirable if possible.

3.7.6 RESIGNATION

An employee who intends to resign shall notify the Executive Director in writing at least ten (10) working days prior to the last day of work. An employee who resigns without sufficient notice is subject to having the separation designated as unsatisfactory service unless there is valid reason for not being able to give sufficient notice. Longer notice is desirable if possible.

3.7.7 TERMINATION/DISMISSAL

Prior to termination of employment, an employee shall receive notice; either by memorandum or by copy of the Personnel Action, stating the reasons; unless, in the judgment of the Executive Director, the violation is so flagrant as to render such notice inappropriate. An employee to whom notice is given may be directed to take remaining PTO leave. In the case of theft or serious destruction of official property, charge or conviction of a felony, an employee may be dismissed without previous warning or notice. Employees may be dismissed for cause with or without previous warning or notice. The following examples are of performance or actions which may lead to corrective action up to and including termination:

- Neglect of duty;
- Absence without leave, or failure to give proper notice of absence, to the detriment of the Commission;
- Incompetence or unwillingness to render satisfactory service, as shown by service, or as shown by service ratings below the satisfactory standard provided by these rules, or otherwise, to the satisfaction of the appointing authority;
- Mental or physical disability, in the absence of the eligibility for retirement;
- Use or possession of intoxicating beverages or controlled drugs while on duty;
- Conduct unbecoming an employee of the Commission such as to bring the Commission into disrepute, as by failure to pay, or make reasonable provision for the payment of, just debts;
- Willful violation of any of these rules;
- Conviction of any criminal act involving moral turpitude;
- Negligent or willful damage to public property or waste of public supplies or equipment;
- Use of bribery or political pressure to secure appointment advantages, or to have their opinion prevail;
- Material falsification of application.
- Improper outside activities as described in this manual
- Competency to perform the required duties with up to date skills
- Unsatisfactory performance
- Careless workmanship

The removal of an employee for partisan, racial, or religious consideration will be considered a violation of these rules.

4 COMPENSATION

4.1 GENERAL PAY POLICY

Under the authority of the Virginia Area Development Act of 1969 and subsequent adopted Charter and Bylaws of the New River Valley Regional Commission, the Commission hereby established a General Pay Plan for the employees of the Commission. Every employee shall receive a salary or stated hourly compensation. Specific salaries and hourly compensation for each employee shall be determined by the Executive Director.

In general, all employees are paid semi-monthly on the 15th and last working day of each month. If the regular payday falls on a weekend or company-recognized holiday, then employees will be paid on the work day before the regular payday. All employees are paid by electronic deposit.

4.2 PAYROLL DEDUCTIONS

The Commission is authorized to make certain mandatory deductions from employee paychecks as required and permitted by law. The standard deductions are Social Security and Medicare, also referred to as FICA, and State and Federal taxes and contributions to the Virginia Retirement System and any contributions that may be required for health insurance coverage.

Additional deductions include those mandated by court action or voluntary deductions authorized by the employee.

State and Federal tax withholdings are determined by information provided by the employee on form W-4. Employees are required to advise the Director of Finance and Personnel of changes in tax exemptions, marital status and home address.

4.3 GENERAL PAY PLAN

All employees of the Commission, excluding the Executive Director, shall be appointed, promoted, and advanced in accordance with the General Pay Plan. The most current pay plan is included as an attachment to this manual.

4.4 PROMOTION

The Executive Director has discretion to promote employees within the organization. When an employee is promoted, their salary shall be adjusted to the appropriate pay grade, but not less than the pay received for the position held at the time of promotion.

4.5 DEMOTION

As a method of discipline, an employee may be demoted on a base salary not to exceed a ten (10) percent reduction.

4.6 OVERTIME

The Commission offers Compensatory Leave in lieu of Overtime pay for non-exempt Employees with prior authorization and may authorize Compensatory Leave for exempt employees as well. Non-exempt employees shall not work more than 40 hours in a work week unless authorized beforehand. If authorized, Commission Employees may earn Compensatory Leave of an hour and one-half for all hours worked over 40 hours in a workweek. Compensatory leave must be documented between the employee and the Executive Director or immediate supervisor. No compensatory leave can be taken before it is accrued. Paid Time Off, Holiday Leave, or other leave pay does not count towards hours worked for the purpose of determining Overtime.

4.7 PERFORMANCE RECOGNITION

The Commission promotes excellence in its workforce. There are currently no automatic merit or award pay increases. In exceptional circumstances the Executive Director may grant an award to Commission employees. The Executive Director has discretion, within the limitations of a budget approved by the Commission and based on the employee's contributions to the agency, to award pay increases, paid time off, bonuses, or certificates and other forms of recognition.

5 BENEFITS

5.1 BENEFITS PROGRAM OVERVIEW

This chapter contains a general description of the current employee benefits program offered by the Commission. The benefits program is subject to change on an annual basis.

Detailed information regarding benefits is provided in the new hire orientation packet and is also available from the benefits administrator. To the extent any of the information contained in this manual is inconsistent with official plan documents, the provisions of the official documents will govern in all cases.

5.2 GROUP HEALTH

The Commission is a member of The Local Choice, a Health Benefits Program created by the General Assembly in 1989 to provide health coverage to local governments and political subdivisions. The benefits package includes medical, dental, prescription drug, vision and behavioral health coverage. Please refer to the plan's benefits summary, given at orientation and available from the benefits administrator, for coverage details.

All full-time employees are eligible to participate in The Local Choice program. Coverage is effective the first day of the month following hire date, if other than the first. For example;

- Hire date is October 1, coverage begins October 1
- Hire date is October 15, coverage begins November 1

Additional information is available from the benefits administrator and by contacting The Local Choice.

5.3 WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance provides benefits for an employee in the event of certain occupational illnesses, injuries, or death.

An employee must immediately report all job-related injuries or illnesses to their supervisor, regardless of severity. All employees, with the exception of Commission Board Members are covered by Workers' Compensation Insurance.

For additional information and guidance, please refer to ***Workers' Compensation Administrative Procedures*** in the Attachment Section.

5.4 UNEMPLOYMENT INSURANCE

The Commission contributes to an unemployment compensation fund for terminated employees who are eligible to apply for unemployment compensation through the Virginia Employment Commission (VEC). The VEC determines compensation eligibility on an individual basis.

5.5 SHORT TERM/LONG TERM DISABILITY

The Commission provides short term and long term disability coverage for all full-time employees. This coverage offers income protection in the event an employee is unable to perform job duties due to a non-work related disability. Work related claims are processed in conjunction with Workers' Compensation Insurance.

5.6 VIRGINIA RETIREMENT SYSTEM

The Commission participates in the Virginia Retirement System (VRS) through the Commonwealth of Virginia. Membership in VRS is a condition of employment for all regular full-time employees.

VRS provides a monthly payment to members when they retire and for as long as the member lives. Retirement benefits are determined by a calculation using salary, years of membership, and age at retirement. Employees contribute a portion of compensation each month to VRS through pre-tax salary reduction. Additionally, the Commission makes contributions to VRS on behalf of each employee.

Additional information is available from the benefits administration office and by contacting VRS directly.

5.7 EDUCATIONAL AID

It is the position of the Commission to encourage employees to obtain training designed to develop the employee's value to the organization and to prepare individual employees for professional advancement.

The Executive Director may authorize Commission payments for professional development as needed to raise staff competence levels in specific work areas, provided funds are available in the Commission budget. The cost of training and related expenses undertaken at the direction of the Executive Director shall be paid in full by the Commission. For training requested by an employee, the employee may receive reimbursement of tuition costs if (1) the training was approved in advance by the Executive Director and (2) the employee shows successful completion of the course.

5.8 PROFESSIONAL MEMBERSHIPS

Fees for those organizations in which employee membership may be required by the Executive Director will be paid by the Commission. At the request of the employee, and discretion of the Executive Director, the Commission may reimburse all or a portion of his/her membership fee in a work-oriented professional society, providing such fees fall within the Commission's approved budget. No fees will be paid for new employees except those coming due and payable upon or after employment as approved by the Executive Director. All publications and materials received in connection with the employee's membership will remain the property of the employee.

6 PAID TIME OFF & OTHER ABSENCES

6.1 LEAVE PROGRAM

This chapter describes the Commission’s paid time off and holiday leave programs and addresses other work absence situations. An absence without authorized leave during required working hours shall be treated as an absence without pay. Employees who are absent without approved leave are subject to disciplinary action.

6.2 HOLIDAY LEAVE

The Commission observes certain days throughout the year as holidays. Full time employees are granted holiday leave with pay for observed holidays. The following holidays are authorized to be observed each year and any additional days approved by the Governor of Virginia.

New Year’s Day	January 1st
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Good Friday or Easter Monday	Varies each year
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Election Day	Second Tuesday in November
Veterans Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25 th

Whenever an official holiday falls on Saturday, the preceding Friday will be observed as a holiday; if it falls on Sunday, the following Monday will be observed as a holiday.

Any employee desiring to work on an approved holiday and scheduling the day off at a later date may do so with prior approval by the Executive Director or immediate supervisor.

Holidays falling within a period of scheduled paid time off will be charged to holiday leave.

Holiday leave cannot be taken before it is earned. Earned, unused holiday leave does not carry forward at the end of the fiscal year; however, earned holiday leave not taken is paid at termination.

6.3 PAID TIME OFF

In addition to holiday leave, the Commission’s Paid Time Off (PTO) program allows you more flexibility to use your paid time away from your job to meet personal needs. Full-time employees receive PTO that may be used for vacation, illness, personal business, time off to care for dependents, bereavement, or other uses as approved by the Executive Director. PTO may also be used to satisfy the short-term disability elimination period, to supplement short-term disability benefits not paid at 100%, and approved bereavement leave.

Full-time employees receive PTO based on continuous length of service. For the purpose of accruing PTO, a new employee shall be considered to have earned PTO upon completion of the first full pay period.

PTO accrues and is posted to the employee’s record each pay period according to the following schedule:

Years of Service	Hours Accrued per Month	Hours Accrued Annually	Maximum Accrual & Year-end Carry-over
0-5 years (less than 60 months)	11.50	138 hours (18.4 days)	112.5 hours (15 days)
6-10 years (61-120 months)	13.50	162 hours (21.6 days)	112.5 hours (15 days)
10 plus years (121 plus months)	15.50	186 hours (24.8 days)	112.5 hours (15 days)

Changes in PTO accrual rates shall be made the month following the anniversary date.

PTO will accrue when an employee is on active pay status. Absences with pay do not affect PTO accrual. An employee shall not accrue PTO when in a non-pay status, i.e. administrative leave of absence, suspension or while out of work due to a workers’ compensation injury/illness.

Requesting PTO

PTO should be scheduled so the on-going work effort and deadlines are not disrupted. Employees will not be permitted to take PTO before it is earned. Employees are encouraged to utilize the PTO benefit during the year in which it is accumulated. PTO is allowed on a half-hour basis.

All requests for PTO must be submitted in advance, except in cases of illness or emergency, and approved by the Executive Director.

Accumulation of PTO in Excess of Maximum Allowable

In exceptional cases, upon the approval of the Executive Director, an employee who has accumulated more than their allowable unused PTO at the end of the fiscal year, and who has not been allowed to take PTO due to the critical condition of the work program, shall be allowed to carry over to the following year such time off in excess of the maximum carry over, with the provision that this excess leave be used within the first two months of the new fiscal year.

Disposition of Accumulated PTO at Separation

A full-time employee leaving the Commission's service is entitled to payment, at the current rate of pay, for earned PTO up to the maximum accrual. Payment of accumulated PTO or other termination pay may be withheld whenever an employee leaving the Commission fails to return issued Commission property or is otherwise indebted to the Commission.

In the event of death, payment will be made to the employee's beneficiary or estate.

Payment of accumulated PTO will not be made to employees who are terminated for the violation of company policies and/or regulations, to employees who resign without appropriate notice as described Section 3.7.6 of this manual.

6.4 COMPENSATORY LEAVE

Compensatory leave is an authorized absence for both non-exempt and exempt employees on an hour and one-half for all hours worked over 40 hours in a workweek, when the work was required and approved by the Executive Director or immediate supervisor. For purposes of calculating overtime, the workweek is defined as the period from Sunday through Saturday. Paid Time Off, Holiday Leave, or other leave pay does not count towards hours worked for the purpose of determining Compensatory Leave.

Failure to get approval in advance may result in compensatory leave not being approved.

Compensatory leave must be documented between the employee and the Executive Director or immediate supervisor. Compensatory Leave must be used prior to using PTO. No compensatory leave can be taken before it is approved and earned.

The maximum amount of Compensatory leave that can be accrued is 40 hours. Compensatory leave is paid at termination for non-exempt employees only.

Exempt employees who are required to work beyond normal work hours or on weekends and holidays may be given compensatory time off at the discretion of the Executive Director or immediate supervisor; however, it is not required by the FLSA.

6.5 CIVIL LEAVE

Jury Duty Leave

The Commission authorizes jury duty leave for an employee who shall serve as a member of any jury without loss of pay and without charge against any leave credits. To be granted jury leave, an employee first must present the summons to appear to the Executive Director to be copied for the employee's personnel file.

If, after reporting for jury duty, it is determined services are not required and the employee is dismissed, the employee is required to return to work as time permits.

Witness Duty Leave

Any employee who shall be subpoenaed to appear in any court action, in which the Commission is involved, directly or indirectly, shall be permitted to be absent from duty, as required by the subpoena, without loss of pay and without charge against paid leave. An employee may use available PTO to be compensated for absences when summoned for court appearances not involving the Commission.

6.6 MILITARY LEAVE

Military Leave of Absence will be granted in accordance with the Uniformed Services Employment and Reemployment Rights Act. This time off will be unpaid unless the employee elects to use accrued Paid Time Off. Any question concerning rights and obligations with respect to military leave should be directed to the Executive Director.

For more information, refer to ***Uniformed Services Employment and Re-employment Rights Act of 1994*** located in the Attachment Section.

6.7 COMMUNITY VOLUNTEER TIME

The Commission may approve a specified amount of time each year for Commission employees to be engaged in community volunteering, should an employee elect to participate. The Commission values commitment to communities within the region and strives to set the example for community leadership. Time given to the Community Volunteer program shall occur within the service area of the Commission and must be pre-approved by the Executive Director.

6.8 ADMINISTRATIVE LEAVE

The Commission does not provide paid time off for leave that is not specifically defined in this manual. Examples of leave that are not eligible include, but are not limited to: inclement weather, maternity, paternity, etc.

Administrative leave may be authorized by the Executive Director in certain instances to cover absences when an employee is not required to be at work such as fulfillment of jury duty obligation and office closure due to inclement weather or emergencies.

6.9 LEAVE OF ABSENCE

Leave without pay, as used in this section, is an approved absence from duty in a non-pay status. The Executive Director may approve a leave of absence when deemed in the best interest of the Commission and employee. Requests for leaves of absence are to be submitted in writing to the Executive Director. An employee shall not be granted leave without pay before consuming all accumulated PTO. An employee does not accrue PTO while on leave without pay.

The decision to approve or disapprove a leave of absence without pay is based on the circumstances, the length of time requested, the employee's job performance, attendance and punctuality record, the effect the employee's absence will have on the work of the Commission, and the expectation the employee will return to work when the leave period expires. In certain circumstances, the Executive Director may require reimbursement of health insurance premiums.

No leave of absence will be granted in situations where the overall performance of the Commission and its ability to serve its local governments will be irreparably damaged.

7 PROCEDURES AND GUIDELINES

7.1 ATTENDANCE AND PUNCTUALITY

Employees are hired to perform an important function as part of a team. As with any group effort, it takes cooperation and commitment from everyone to operate effectively.

Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Good attendance is something that is expected from all employees and is an important responsibility – both to the Commission and to co-workers.

The Commission's office hours are 8:30 a.m. to 5:00 p.m., each day Monday through Friday. The normal work hours of Commission employees shall be the same as the office hours; however, the Commission recognizes Core Office Hours from 9:00 a.m. to 4:00 p.m. All employees are expected to be in the office during Core Office Hours except for outside meetings or other approved leave. Arrival or departure from work on either end of the Core Office Hours is authorized without prior approval from the Executive Director. In the event that hours worked are less than 37.5, employees will be required to utilize leave in order to receive compensation for missed time.

It is understood that there may be times when an employee's tardiness or absence cannot be avoided. When an employee knows they are going to be late or absent, they should notify the Commission office prior to 9:00 a.m. An employee who fails to contact the office may be subject to disciplinary action.

Telecommuting or working at home is not permitted unless approved by the Executive Director.

7.2 APPEARANCE

Personal appearance, cleanliness, and neatness are vitally important to one's job and relationships with others. Common sense and consideration for others must be exercised in matters of personal hygiene. Employees are expected to dress in a professional manner whether in the office or working out in the field. If necessary, questions of proper attire and hygiene will be addressed by the Executive Director or immediate supervisor whose decision will be final.

7.3 PROFESSIONAL EMPLOYEE ETIQUETTE

In order to assure orderly operations and provide the best possible work environment, the Commission expects employees to follow certain office procedures. As part of professional employee etiquette, all Commission employees shall:

- Treat all individuals, including subordinates, fellow employees, and management alike, and those whom they serve, with respect, courtesy and tact.
- Comply with rules and regulations governing hours of work, absences, use of leave.
- Comply with a proper order of an authorized supervisor.
- Dress appropriately in accordance with adopted procedures.
- Telephone calls, visitors, and mail which are personal in nature should be handled by employees out of the office and during non-working hours.
- Cell phones shall be turned off or set to silent or vibrate mode during working hours.
- Adhere to the Commission vehicle procedures.
- The Commission's resources shall not be used to solicit business opportunities for personal gain. The Commission's no solicitation rule applies equally to electronic resources.

7.4 CONFLICT OF INTEREST

No employee of the Commission shall engage in any financial or other interest which might negatively impact the performance of their duties.

Employees shall not, without proper authorization, disclose confidential information concerning the Commission.

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence their decision or discharge of their duties. Business dealings with other organizations or companies should not result in personal gains for any party. "Personal gains" are defined as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit either party.

Employees shall not represent private interests before the interests of the Commission, unless they are doing so as a member of a civic organization or is speaking on an issue of general public interest.

Employees shall inform the Commission of potential conflicts consistent with the Virginia Conflicts of Interest Act (See § 2.2-3100).

7.5 SECONDARY EMPLOYMENT

In order to minimize the potential for conflict of interest, the Commission discourages secondary employment. Any employee seeking secondary employment shall obtain approval from the Executive Director prior to accepting a position outside of Commission employment. It should be known that the employment with the Commission is primary. In the event the secondary employment interferes with the employee's performance, attendance or ability to do their job, the employee may be asked to discontinue dual employment.

Employees who have secondary employment at the time of hire must have approval of the Executive Director to continue the secondary employment.

7.6 POLITICAL ACTIVITY

Commission employees shall not engage in any political activities or advocate for any candidate during working hours or at any time on Commission property. Employees are prohibited from engaging in political activities while performing their public duties and from using Commission time, supplies or equipment in any political activity.

Employees have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Nothing in this section shall be construed to prevent Commission employees from voting with complete freedom in any election. Any violation of this policy must be reported to the Executive Director. Violation of any provision of this section shall be deemed sufficient cause for disciplinary action.

7.7 CREDIT CARD

Employees may be issued a Commission credit card for required agency travel or other purchases. Commission credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, or for personal expenses. **The card may be used for gratuities when allowable purchases are made related to travel and/or official Commission business. Gratuities shall not exceed 20%.**

Misuses of the card will result in cancellation of the card and withdrawal of credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Cards are issued in the name of the individual and the Commission. The employee is responsible for the security of the card. Lost or stolen cards must be reported immediately to the credit card company and the Finance Director.

Commission credit card expenditures must be reconciled and submitted with original receipts to the Executive Director.

7.8 TRAVEL

The Commission accommodates individuals traveling on official business, as approved by the Executive Director. When planning for travel, economy, prudence, and necessity are of primary concern. The use of Commission resources to accommodate personal comfort, convenience, and taste is not permitted. Employees are encouraged to seek ways to reduce travel costs – expenses must be reasonable and necessary as described in this manual.

Travel expenses, whether using the Commission credit card, or out of pocket costs, must be reconciled and submitted with original itemized receipts to the Executive Director.

The Commission provides the following resources to assist with travel:

- Vehicles
- Credit Cards
- Gas Cards
- Reimbursement for eligible expenses
- Participation in a rental car program

Expenses NOT eligible for reimbursement include, but are not limited to:

- Lost, stolen, or damaged personal property
- Alcoholic beverages
- Clothing
- Movies charged to hotel bills
- Expenses related to the personal negligence of the traveler, such as: fines
- Entertainment expenses
- Expenses for non-Commission employees

7.8.1 TRAVEL PLANNING

Travelers must prepare an estimate of the total cost of any proposed overnight travel. Total cost estimates should include: lodging, mileage, airfare, registration or other course fees, and meals. The Executive Director must authorize all trips prior to travel.

7.8.2 LODGING

Lodging is an eligible expense for Commission employees traveling overnight on official business. Each employee is allowed to have their own room. The Commission recognizes lodging accommodations vary depending on the destination, but all expenditures must be necessary and reasonable. As a political subdivision, the Commission is eligible for the “Government Rate;” which creates additional eligible lodging choices. Primary responsibility for ensuring the reasonableness of lodging costs rests with the Executive Director.

In general, travelers are required to seek accommodations consistent with the **Commission's Travel Table** or the **Commonwealth of Virginia Travel Policy**. Eligible lodging costs are limited to the actual expenses incurred up to the guideline amount, plus hotel taxes and surcharges. Expenses in excess of the Commission's Travel Table will not be reimbursed, unless approved in advance, by the Executive Director.

Travelers who do not plan with careful consideration to these guidelines will bear the additional expense personally.

7.8.3 TRANSPORTATION

Transportation costs are eligible expenses for Commission employees traveling on official business. Depending on availability and reasonableness, Commission-owned vehicles should be utilized for all business travel. Prior to operating a Commission-owned vehicle, an employee must be pre-authorized as an acceptable driver by management. See Section 7.10

When a Commission-owned vehicle is not available or if travel costs would be more reasonable, an employee may elect to use the rental car program or their personally owned vehicle, whichever is most economical. The reimbursement rate for personally-owned vehicles is included in the Commission's Travel Table. Employees electing to use their personal vehicle as a matter of convenience, without prior approval from the Executive Director, will not be reimbursed for mileage.

Commission-owned vehicles should not be used for commuting purposes, except where the commute is connected to a departure or return trip on official business.

For trips greater than 200 miles, employees are expected to evaluate the costs of public air, vehicle rental, bus/transit, shuttle/taxi, and train. Total travel costs should not exceed the most economical mode (example: vehicle mileage may not exceed the most economical public air transport fare). Travel routing shall be measured by the most direct and practicable route.

7.8.4 MEALS AND INCIDENTAL TRAVEL

Generally, meals and certain incidental travel costs are eligible expenses for Commission employees traveling overnight or outside Commission offices on official business. Standard meal and incidental reimbursement guidelines (including all related taxes and tips) are provided in the Commission's Travel Table.

Business meals, in general, should involve an overnight stay to qualify for reimbursement. However, business meals are eligible if: approved by the Executive Director, involves substantive and bona fide business discussions, list by name all persons involved in the meal or the number in a group conference, and include the original itemized receipt.

7.8.5 REPORTING

Employees are responsible for reporting travel expenses and properly documenting the usage of Commission-owned resources. In addition to preparing appropriate Commission reports, the employee is responsible for reporting and adhering to grant funding agencies travel policies.

Travelers should always use prudent judgment and remember that all travel expenses are open to the public and must be able to sustain the test of public view.

7.9 VEHICLE AUTHORIZATION & USE

Use of a Commission-owned vehicle, or using a personal vehicle while on Commission business, is subject to certain requirements.

Employees must be pre-authorized as an acceptable driver before operating a Commission vehicle. The driver must have a valid driver's license and complete a driver questionnaire acknowledging the Commission's right to request the driver's motor vehicle record.

Commission vehicles are to be used for Commission business purposes only.

Use of Personal Vehicle

Employees who operate personal vehicles for Commission business are required to carry at least the minimum liability coverage, as required by the Commonwealth of Virginia on their personal vehicle. Employee's personal insurance will be responsible for paying claims resulting from accidents when the employee uses their personal vehicle for Commission business.

7.10 INTELLECTUAL PROPERTY POLICY

All works created by employees and non-employees such as consultants and independent contractors, who create works on behalf of the Commission in the course of employment duties and constitutes work for hire under US law, shall become property of the Commission unless a written agreement exists to the contrary.

7.11 DATA USE & MANAGEMENT

The value of data as an agency-wide resource is increased through its widespread and appropriate use. The value of data is diminished through misuse, misinterpretation, or unnecessary restrictions to its access. For these reasons, all Commission employees have permission to access regional data.

Employees are expected to access regional data only in their conduct of Commission business, to only access the data needed to perform their jobs, to respect the confidentiality and privacy of individuals whose records they may access, and to observe any ethical restrictions. In addition, employees should abide by applicable laws or policies with respect to access, use, or disclosure of information. Employees should not disclose data to others except as required by their job responsibilities, use data for their own or others' personal gain or profit, or access data to satisfy personal curiosity.

Much of the material produced by the Commission is considered available to the public through the Freedom of Information Act (FOIA); however, if an employee wishes to use such information for personal or other activities outside of their work for the Commission, they must notify the Executive Director that they wish to do so and specifically request permission to use the information. Any member of the public requesting documents from the Commission should file a request under the FOIA policy established by the Commission. See Section 8.5.

8 COMMUNICATIONS

8.1 GENERAL COMMUNICATION POLICY

This policy generally describes our guidelines with regard to representing the Commission and the use of the Commission's communication resources.

Employees should use the Commission's resources with the understanding that these are provided for the benefit of the Commission's business. Accordingly, employees should use these resources to further the Commission's ability to conduct its business and represent the Commission in a manner that is consistent with performance of their duties and responsibilities. Employees should never use the Commission's resources for personal use in a manner that interferes with work or any responsibilities to customers. Additionally, all employees are responsible for ensuring that they use the Commission's resources and represent the Commission in an effective, ethical and lawful manner.

8.2 ELECTRONIC RESOURCES

These guidelines apply to all electronic resources owned and/or provided by the Commission including, but not limited to, computers, servers, phones, fax, printers, and internet access. Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the Commission's electronic resources, including the computer, voicemail, email, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but is not limited to, sexual comments, jokes or images, racial slurs, gender specific comments, or any comments, jokes or images that would offend someone on the basis of his or her race, color, sex, age, national origin or ancestry, disability, or any other category protected by federal, state or local law. Likewise, any use of the Internet, email, or any other electronic resource to harass or discriminate is unlawful and strictly prohibited by the Commission. Violators may be subject to administrative action (See Section 3.7), up to and including discharge.

Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, employees are prohibited from downloading software and/or modifying any such files without permission from the copyright holder.

Loss, damages, or theft of Commission property should be reported to an immediate supervisor at once. Negligence in the care and use of the Commission's property is grounds for administrative action.

Upon termination of employment, the employee must return all Commission property, in his or her possession or control.

8.2.1 SOFTWARE CODE OF ETHICS

Employees may not duplicate any licenses, software or related documentation for use either on the Commission's premises or elsewhere unless the Commission is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Commission to both civil and criminal penalties under the United States Copyright Act. Employees may not give software to anyone outside the agency including contractors, customers, or others. Employees may use software on local area networks or on multiple machines only in accordance with applicable license agreements. Employees may not download software from the Internet and install it on their PCs without prior authorization from the Executive Director.

The Commission reserves the right to audit any PC or laptop to determine what software is installed on the local drive(s).

8.3 ELECTRONIC SECURITY

All computers and the data stored on them are and remain at all times the property of the Commission. As such, all messages created, sent or retrieved over the Internet or the Commission's electronic mail systems are the property of the Commission, and should be considered Commission information. The Commission reserves the right to retrieve and read any message composed, sent or received using the Commission's electronic resources, including all computer equipment and the electronic mail system.

Employees should be aware that, even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are not private. Furthermore, all communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Moreover, duplicates of e-mail transmitted through a personal, web-based e-mail account using Commission equipment could be stored on that equipment; likewise, information regarding Internet sites that an employee has accessed may also be stored.

Each employee is issued a user-id/password combination to be used for that employee's workstation or laptop. The Commission maintains a master list of passwords and maintains the right to logon to any Commission issued equipment at any time without the consent of the employee.

8.3.1 VIRUS PROTECTION

To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software from the Internet onto their computer or any drive in that computer.

The Commission maintains virus protection software on all network servers. The software monitors the file system and quarantines viruses found on Commission computers.

Employees are encouraged to exercise caution in downloading materials from unsecured sites.

8.4 COMMUNICATIONS ISSUED AS A COMMISSION EMPLOYEE

8.4.1 EMPLOYEE RESPONSIBILITY

Each employee is responsible for the content of all text, audio or images that they place or send using the Commission's resources as well as any statements they make while representing the Commission. All communications you send should identify you as the sender. Messages should not be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message. Employees who wish to express personal opinions on the Internet should use personal email accounts and addresses on their own time.

The Commission maintains the right to screen all inbound and outbound email content. Employees should not use Commission resources (including the telephone) for personal communications.

8.4.2 PUBLIC STATEMENTS

The following rules provide guidance for the granting of public fact and Commission policy and positions. Non-compliance will be considered sufficient grounds for administrative action (See Section 3.7).

Work Related Statements

Commission employees are authorized to make public statements of fact regarding projects within their areas of expertise. Any such statement shall be made based upon the best judgment of the individual employee. The Executive Director shall be kept informed of requests and subject matter of such public statements.

Policy Statements

No press conferences, statements, releases, interviews, or other official communication of Commission policy shall be made or granted by any employee without prior knowledge and approval of the Executive Director. Any statement or correspondence involving Commission policy or position will not be released without the approval of the Executive Director.

8.4.3 MAINTENANCE OF CORRESPONDENCE

As a Commission employee, your project information is subject to the Freedom of Information Act (FOIA). This includes email and other written correspondence. Paper and electronic correspondence essential to the project should be maintained during the project term. Essential files should be saved on a CD with the printed report in the permanent files. For projects that do not include a final report submitted to the permanent files, correspondence should be saved as long as funding agency or other governing requirements direct. The Commission encourages staff to maintain an organized archive of emails to facilitate responses to any FOIA requests the Commission may receive.

8.4.4 SOCIAL MEDIA

When participating in social networking, you are representing both yourself personally and the Commission. The Commission believes social networking is a very valuable tool and advocates the responsible involvement of all the Commission employees in this space. While this online collaboration is encouraged, the following policy sets forth guidelines for appropriate online conduct to avoid the misuse of this communication medium.

Policy Guidelines

If you are posting to personal networking sites and are speaking about job related content or about the Commission, identify yourself as a Commission employee and use a disclaimer and make it clear that these views are not reflective of the views of the Commission. *“The opinions expressed on this site are my own and do not necessarily represent the views of the Commission.”*

Do not post any financial, confidential, sensitive or proprietary information about the Commission or any of our clients and candidates.

Speak respectfully about our current, former and potential customers, partners, employees and competitors. Do not engage in name-calling or behavior that will reflect negatively on you or the Commission’s reputations. The same guidelines hold true for the Commission vendors and business partners.

As a Commission employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever.

Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private nor does it expire.

If you see unfavorable opinions, negative comments or criticism about yourself or the Commission, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information to the Executive Director.

Many sites like Facebook and Twitter blur the lines between business and personal. Keep this in mind and make sure to have a balance of information that shows both your professional and personal sides. And always balance negative with positive comments.

Be respectful of others. Think of what you say online in the same way as statements you might make to the media, or emails you might send to people you do not know. Stick to the facts, try to give accurate information and correct mistakes right away.

Do not post obscenities, slurs or personal attacks that can damage both your reputation as well as the Commission's.

When posting to social media sites, be knowledgeable, interesting, honest, and add value. The Commission's outstanding reputation and brand is a direct result of our employees and their commitment to uphold our core values of Integrity, Dedication, Teamwork and Excellence.

Do not infringe on copyrights or trademarks. Do not use images without permission and remember to cite where you saw information if it's not your own thoughts.

Be aware that you are not anonymous when you make online comments. Information on your networking profiles is published in a very public place. Even if you post anonymously or under a pseudonym, your identity can still be revealed.

Users who violate the policy may be subject to administrative action, up to and including termination of employment. If you have any questions about this policy or a specific posting out on the web, please contact the Executive Director.

8.5 FREEDOM OF INFORMATION ACT (FOIA)

The Virginia Freedom of Information Act guarantees citizens of the Commonwealth and representatives of the news media access to public records held by public bodies, public officials and public employees. The Commission is a public entity and must comply with FOIA for items pertaining to Virginia State Code and/or the Commission's Operations Manual.

9 INTERPRETATION OF REGULATIONS

9.1 PROCEDURE FOR CLARIFICATION

If questions arise concerning clarification of provisions in this manual, please contact your supervisor or the Director of Finance and Personnel. Matters of interpretation shall go to the Executive Director for determination.

9.2 SEVERABLE CLAUSE

If a provision of this manual is found to be invalid or unenforceable as a result of court ruling or legislative action, the remaining provisions will remain in effect. Such a finding shall not affect the validity of the manual as a whole.

9.3 REPEAL OF CONFLICTING REGULATIONS

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations and policies, the latter takes precedence.

ATTACHMENTS

WORKERS' COMPENSATION ADMINISTRATIVE PROCEDURES

Workers' Compensation Policy

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

Reporting

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

The Executive Director or Benefits Administrator shall immediately complete an accident report and submit this report to its workers' compensation provider, VML Insurance. Delays in reporting can jeopardize the employees' rights under the workers' compensation law and subject the Commission to penalties, which can be assessed by the Virginia Workers' Compensation Commission. All accident reports shall be submitted to the workers' compensation provider within 24 hours of the notification of a work related injury or illness.

Panel of Physicians

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

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

A copy of the Panel of Physicians is posted in the office workroom.

Medical Treatment

An employee shall not utilize health insurance for situations believed to be work related, unless the claim is denied by the workers' compensation carrier.

Wage Loss Benefits

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

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

If the absence is longer than seven days, the employee will receive compensation benefits from VML Insurance Programs in accordance with the provisions of the Virginia Workers' Compensation Act.

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

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

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

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

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

Return to Work – Light / Modified Duty:

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

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

THE UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT OF 1994

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

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

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

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

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

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

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

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

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

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

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

COMMISSION POSITION DESCRIPTIONS

Commission Board Member Roles and Responsibilities

The Commission Board is comprised of one elected official from each member locality and one appointed representative from each member with a population over 3,500. An additional “floating” elected official is appointed to the Commission for a two year term that rotates throughout the region. The New River Valley Regional Commission members include: the Counties of Floyd, Giles, Montgomery, and Pulaski; the City of Radford; the Towns of Blacksburg, Christiansburg, Floyd, Narrows, Pearisburg, Pulaski, and Rich Creek; and Radford University and Virginia Tech.

Regular meetings are held on the fourth Thursday of every month at 6:00 p. m. Commission Board members that choose to receive compensation are paid for each meeting attended.

Duties of Commission Board Members:

- Regular attendance at monthly meetings. If an absence is anticipated, please notify the Commission Office Manager;
- Voting on Board motions and resolutions;
- Representing issues, needs and perspectives as the appointee of a member as applicable and appropriate;
- Staying up-to-date on Commission issues, primarily (a) as represented in the monthly agenda packet prepared by staff prior to each Commission meeting and (b) with respect to direct services performed for the member;
- Consistent communication with and reporting to the governing body of the member regarding Commission issues, regional initiatives and activities;
- Assisting in advocating for local and regional issues and projects throughout the year; and
- Participating on committees of the Commission as appointed by the Chair of the Commission and/or as volunteered.

A Board Orientation with the Executive Director is scheduled for all new appointees, preferably prior to the appointees’ first Commission meeting.

Executive Director

(Reserved to the discretion of the Commission)

Deputy Executive Director Designation

General Statement of Duties

In addition to a current position, an employee may be designated by the Executive Director to serve as the Deputy Executive Director. Under the general supervision of the Executive Director, perform complex professional and responsible managerial and administrative work in planning, organizing, and executing the day-to-day operational and administrative activities of the agency. Provides daily guidance and direction to assigned staff for effective project management and delivery; acts in the absence of the Executive Director. Designation of Deputy Executive Director is not considered an additional position. The duties associated with this designation should account for up to 20%-30% of time in administration.

Essential Functions

Assists the Executive Director in planning, organizing and directing programs and operations in collaboration with the management team, including supervising the Commission's annual work program and assuring that programs and projects are on schedule, in compliance, and performed successfully; provides management guidance and facilitates problem solving.

Serves an active role in budget preparation and administration alongside the Executive Director and Director of Finance and Personnel; monitors and controls annual work program expenditures within the approved budget and advises the Executive Director on agency needs.

Participates in building, enhancing and maintaining strong and effective relationships with Commission members and local, state and federal officials, funding agencies, and private sector and civic leaders; represents the Commission with other regional officials and groups.

Provides day-to-day leadership and guidance to staff in fulfilling their responsibilities, and provides mentoring for new employees of the Commission.

Supervises subordinate staff in establishing and maintaining technology systems, web sites, software and hardware, and other relevant equipment as needed to successfully execute the annual work program.

Collaborates extensively with the Director of Finance and Personnel to prepare and maintain reports on operations and programs; makes recommendations for adjustments and/or improvements.

Monitors the work of employees and ensures compliance with policies, procedures and local, state and federal law; handles sensitive personnel matters, evaluates employee performance, and maintains proper records;

Supervises and participates in various special projects, team projects, etc.

Works with public and private groups to identify potential projects and sources of funding;

Acts in the absence of the Executive Director with the exception of final personnel decisions, financial authorizations, or otherwise limited by the Executive Director.

Performs other duties as assigned;

Required Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of intergovernmental relations and regionalism. Substantial knowledge of modern and effective supervisory principles and practices including leadership, communications, conflict resolution, hiring, discipline, performance evaluation and establishing a climate of performance excellence. Extensive knowledge of Commission programs. Ability to exercise sound judgment and discretion in decision making. Capability of expressing ideas effectively in oral and written forms and to make effective public presentations.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of five years of relevant experience and three years of supervisory experience. Master's degree and AICP certification preferred.

Director of Finance and Personnel

General Statement of Duties

Under the general supervision of the Executive Director with considerable latitude for exercising independent judgment, responsible for performing fiscal and personnel management by maintaining a comprehensive computerized accounting system, preparing budgets, payroll and financial reports for management and grant funding sources, budgetary forecasting, and other financial and personnel activities associated with multi-funded grants.

Essential Functions

Responsible for grants management including examination, approval and recording of transactions;

Assists the Executive Director in budget development, revisions and monitoring of monthly expenditures;

Responsible for assuring compliance with contract requirements;

Responsible for reviewing, classifying vouchers for all payment from the computerized accounting system determining availability and legality of funds and the retention of required documentation to support disbursements;

Responsible for preparation of all required monthly, quarterly and annual financial reports for all commission programs;

Assists Executive Director in all aspects of personnel administration including maintenance of personnel files, updating employee handbook, job descriptions, and compliance with federal and state employment laws;

Prepares annual audit schedules for approval by the independent auditing firm;

Prepares annual cost allocation plan;

Prepares individual financial reports and provides other financial information requested by the Executive Director, Commission members, staff and the public;

Assists the Executive Director in preparation of the annual Comprehensive Work Program;

Responsible for the annual update of the Disaster Recovery Plan;

Responsible for the annual update of the Financial Operations Manual;

Attends monthly Commission meetings and prepares minutes of the meeting as a public record for the agency;

Represents the Commission at various meetings in a professional manner;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports, ability to plan, organize, direct and evaluate work. Ability to formulate long range fiscal planning. Strong written and oral communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

A bachelor's degree in accounting, business administration or related field with five years of progressively responsible experience in maintaining a computerized accounting system for multi-funded programs. Experience in use of spreadsheet and data base management software programs.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Office Manager

General Statement of Duties

The Office Manager performs professional, administrative and complex clerical work for general agency administration; provides technical bookkeeping support for external agencies; and provides assistance to the Director of Finance and Personnel.

Essential Functions

Responsible for grants management including examination, approval and recording of transactions;

Responsible for day-to-day office operations and staffing of reception area in a professional and welcoming manner;

Provide technical bookkeeping support for external agencies;

Serves as recording secretary to the Commission, including the gathering, assembly, and preparation of agenda materials, the taking and transcribing of meeting minutes for public record;

Answers public information requests pertaining to the Commission and its programs;

Serves in special administrative roles, such as Intergovernmental Review Coordinator;

Oversees maintenance of the agency's mail lists;

Researches various information sources and prepares reports as requested by agency staff;

Serves as office supply and office equipment manager including procurement of necessary office supplies from vendors;

Serves as liaison working with building management;

Set up and coordinate meetings, conferences and meeting room reservations;

Coordinate and maintain records for Commission vehicles;

File and retrieve organizational documents, records and reports;

Represents the Commission at various meetings in a professional manner;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and techniques of business administration. Thorough knowledge of office management practices, procedures and the application of computer technology, word processing and bookkeeping. Ability to maintain financial records and track complex public funded programs. Ability to transcribe and prepare accurate minutes of meetings. Ability to follow complex oral and written directions. Ability to work independently and with a team. Strong oral and written communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Education equivalent to graduation from high school, supplemented by business school or college training in business and computer courses. College degree preferred. A minimum of three years' experience working in the public or government sector preferred. Experience using QuickBooks.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Director of Planning and Programs

General Statement of Duties

Under the general supervision of the Executive Director, performs in a leadership role assisting with project management to ensure appropriate workflow for Commission staff. Manages the Commission's annual work program, assists with developing and managing project budgets and the agency wide budget. Provides guidance and direction to staff when needed, or as requested, for effective project management. Responsible for managing at least one major work program element at the Commission such as transportation, local government assistance, economic development, housing, grant administration or another significant program.

Essential Functions

Responsible for preparing the Commission's annual work program;

Prepare project budgets in collaboration with staff assigned to the project;

Routinely measure and document progress of the annual work program and specific projects throughout the fiscal year against the project budgets;

Participate in the agency wide budgeting process alongside the Executive Director and Director of Finance;

Provides mentoring for new employees of the Commission;

Facilitates project management meetings that enable staff to learn from each other and be informed of significant project developments or milestones as they impact across the agency;

Represents the Commission at various meetings in a professional manner;

Performs and manages complex and sensitive professional planning projects, research and analysis;

Manages complex planning studies, development applications, and reviews consultant proposals;

Monitors and ensures compliance with local, state, and federal laws;

Attends substantial number of evening and weekend meetings;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Extensive knowledge of project management, budgeting, and effective working relationships with local, state, and federal funding entities. Demonstrates and instills a teamwork approach with project management. Willingness to research, collaborate and implement new agency initiatives as defined by the Executive Director. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of four years of relevant experience, or; Master's Degree with a minimum of two years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Senior Planner

General Statement of Duties

The Senior Planner position requires advanced professional planning experience of high complexity and variety. Some functions are similar to those of the Planner II level, though the Senior Planner will often lead projects or have significant roles in larger, more complex planning assignments. Planners at this level exercise greater independence and judgment and receive general supervision from the Executive Director.

Essential Functions

Performs advanced professional work related to variety of planning assignments;

Manages complex planning studies, development applications, and reviews consultant proposals;

Reviews and processes complex comprehensive plan amendments, rezonings, annexations, site plans, and plats;

Develops project budgets, verifies contract expenditures, and compliance;

Conducts research and prepares statistical reports on land use, physical, social, and economic issues;

Provides professional planning assistance to member communities on various projects;

Develops professional plans, studies, and analysis on a regional basis;

Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;

Schedules and conducts meetings with advisory boards and elected officials;

Presents reports and other findings to staff, working groups, and appointed and elected boards;

Attends substantial number of evening meetings;

Supervises more junior planners within the organization;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Extensive knowledge of the philosophies, principals, practices, and techniques of planning. Well-developed knowledge of one or more planning discipline, ability to perform research and data collection, and work independently. Excellent written communication skills for preparing and presenting planning reports and projects. Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers. Ability to work on several projects or issues simultaneously and effectively meet firm deadlines.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of four years of relevant experience, or; Master's Degree with a minimum of two years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Regional Planner II

General Statement of Duties

The Regional Planner II position requires professional planning work of a more complex nature and demonstrated project management skills. The position is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planner I. The Planner II is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, transportation planning, housing or environmental planning. Although Senior Planners and supervisors closely review work of the Planner II, planners at this level receive somewhat less immediate supervision when compared to the Planner I.

Essential Functions

Assists with updates and maintenance of comprehensive plans;
Conducts extensive research in specific or general project areas;
Writes and presents formal and technical reports, working papers, and correspondence;
Develops long range plans for communities;
Develops strategies that are consistent with community goals;
Evaluates community problems, issues, and opportunities;
Writes, or assists in writing, a variety of ordinances and regulations;
Responsible for initiating and leading planning studies, publications, and facilitating meetings;
Attends substantial number of evening meetings;
Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Well-developed knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed. Strong project management ability demonstrated.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree with a minimum of two years of relevant experience or a Master's Degree.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Regional Planner I

General Statement of Duties

The Regional Planner I position requires professional planning work. The position is characterized by knowledge of the planning field and involves professional-level duties and judgment. The Planner I is expected to possess knowledge within one or more planning specialties such as economic development, comprehensive planning, transportation planning, housing or environmental planning. This entry-level position requires considerable immediate supervision from more experienced planners.

Essential Functions

Develops planning studies and reports;

Prepares or assists with the preparation of professional plans, reports, and studies;

Presents or assists with the presentation of Commission work to local stakeholder groups and decision-making boards;

Conducts extensive research in specific or general project areas;

Facilitates technical committee and working group meetings;

Attends evening meetings as needed;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree; a Master's Degree is preferred.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

Data Systems Manager

General Statement of Duties

The Data Systems Manager performs complex technical computer data functions by collecting, cataloging and analyzing digital demographic and spatial data using multiple information technologies. Manages the Geographic Information System and the Commission's role as a State Data Center Affiliate. Responsible for maintaining the Commission's computer hardware and software. GIS Technicians at this level exercise greater independence and judgment and receive general supervision.

Essential Functions

Manages multiple work elements from the Commission's work program;

Provides data, maps and other information to citizens, businesses and local officials;

Creates a variety of maps for external data requests, internal projects and reports using ESRI Inc software;

Produces tables and graphs from Census, state, local and other data sources;

Imports and exports databases in MS Excel, MS Access, dBase and ASCII;

Edits existing spatial data;

Downloads spatial data from the Internet and converts to different formats and datum as needed;

Prepares reports, articles and publications;

Makes presentations at meetings or workshops;

Attends applicable conferences relating to GIS technology;

Participates with professional associations;

Organizes, documents and backs up data files, GIS and other digital data in a Windows environment;

Evaluates and procures all software and computer hardware for the Commission;

Oversees the Commission's computer technology including the web page, internet access, email accounts, data backup system, and systems maintenance;

Provides computer training to staff as needed;

Represents the Commission at various meetings in a professional manner;

Represents the Commission at local or state GIS meetings or focus groups;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Extensive Knowledge of Geographic Information System hardware and software components; application of GIS to local and regional projects, basic GIS data analysis functions. Understanding of different projections and datum of spatial data, ability to perform GIS analysis and mapping in AutoCAD, ArcGIS or similar mapping/GIS software. Strong familiarity with Census and similar demographic data. Ability to create and maintain Internet web sites, ability to work with digital data in spreadsheets and database programs. Basic knowledge of computer maintenance and repair; ability to prioritize multiple work tasks and respond promptly to work tasks. Strong written and oral communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives of other agencies and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS in Geography, Computer Science or Information Systems with a minimum of four years of relevant experience, or; Master's Degree in Geography, Computer Science or Information Systems with a minimum of two years' experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

GIS Technician II/I

General Statement of Duties

The GIS Technician supports Commission staff mapping and data needs. Primary duties include: gathering, analyzing, digitizing, and cataloging data to support programs within the Commission, applying technical skills in the geographic information system (GIS) environment, and utilizing mapping resources to illustrate complex information. GIS Technicians at this level receive general supervision.

Essential Functions

Gathers relevant spatial data;

Conducts studies for the region's geographic, economic, and environmental features using GIS software;

Performs GIS-related activities including basic map creation, database management, and spatial analysis;

Imports and exports databases in MS Excel, MS Access, dbase, and ASCII;

Prepares reports and presentations;

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of Geographic Information System (GIS) technologies and techniques. Usage GIS software, such as ArcView, ArcEdit, ArcInfo, and ArcGIS Online. Conducts analysis of spatial data and is familiar with digitizing and data manipulation procedures. Familiar with using Census and similar demographic data, utilizing Photoshop and other software which enhances final mapping products. Strong written and communication skills. The ability to establish and maintain effective and cordial relationships with colleagues, subordinates, representatives of other agencies, and the general public.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS in Geography, Computer Science or Information Systems, with a minimum of two years of relevant experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.

GENERAL PAY PLAN

In general, initial employment is entry level for each position; however, based upon experience and qualifications of the applicant, an employee may be hired at above entry level salary range.

Classification	Grade	Min	Mid	Max
Executive Director	G-10	Commission Discretion		
Deputy Executive Director	G-9	\$79,980	\$105,975	\$131,968
Director of Finance	G-8	\$66,651	\$88,312	\$109,974
Director of Planning & Programs	G-8	\$66,651	\$88,312	\$109,974
Senior Planner/Program Manager	G-7	\$55,542	\$73,593	\$91,645
Planning Engineer	G-7	\$55,542	\$73,593	\$91,645
Data Systems Manager	G-6	\$46,285	\$61,328	\$76,371
Regional Planner II/Designer/Specialist	G-6	\$46,285	\$61,328	\$76,371
Regional Planner I	G-5	\$40,248	\$53,329	\$66,409
Cartographer/GIS Technician II	G-5	\$40,248	\$53,329	\$66,409
Finance Technician	G-5	\$40,248	\$53,329	\$66,409
Office Manager	G-5	\$40,248	\$53,329	\$66,409
Secretary/Administrative	G-4	\$34,211	\$45,329	\$56,448
Graphics/GIS Technician I	G-4	\$34,211	\$45,329	\$56,448
Temporary Employee/Part-time (Hourly)	G-1	\$15.00/hr	\$30.00/hr	\$45.00/hr
Commissioner/Officer	G-0	\$54.50/meeting		

Note: In the event an employee has been assigned to a grade which does not match their present salary, a salary adjustment shall be made to bring the inequity into balance. In no case shall a salary adjustment result in a decrease in salary unless the employee is demoted.

Personnel Manual Receipt/Abide Acknowledgement Form

I acknowledge that I have received a copy of the New River Valley Regional Commission's Personnel Manual.

I understand it is my responsibility to read, familiarize myself with the content, and understand and abide by the matters set forth in this Personnel Manual. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from Commission management.

This manual, approved by the Commission Board of Directors on November 17, 2016, supersedes all prior publications. The Commission reserves the right to modify, amend, or rescind the provisions of this manual.

I understand that no statement contained in this manual creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the New River Valley Regional Commission.

I understand the New River Valley Regional Commission is an "at will" employer and as such employment with the Commission is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.

I understand and acknowledge that the New River Valley Regional Commission has the right, without prior notice, to modify, amend, or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

I understand that if authorized, Commission Employees may earn Compensatory Leave of an hour for all hours worked over 40 hours in a workweek. Section 4.6, Overtime, becomes effective when the US Department of Labor overtime rule is made law.

Please sign and date receipt and return to Benefits Administration office.

Signature: _____ Printed Name: _____

Date: _____



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

N R V R C . O R G

MEMORANDUM

To: NRVRC Board Members
From: Kevin R. Byrd, Executive Director
Date: June 18, 2021
Re: Proposed FY22 Budget

Each spring the Commission staff prepares a proposed budget for the Commission to review and adopt for the upcoming fiscal year. I am pleased to submit the enclosed budget for FY22 with significant contributions from staff. The process was led by Elijah Sharp, Deputy Executive Director and Jessica Barrett, Director of Finance and Personnel. All staff worked with Eli and Jessica to determine anticipated revenue as well as projected expenses. Highlights of the proposed FY22 budget follow.

The overall budget for FY21 is projected to be \$5,425,434 and all expenses are programmed with current year anticipated revenues. More than 90% of the Commission's project revenue is secured with a task order agreement or contract with a funding agency, which is a strong position going into the fiscal year. The FY22 budget represents a \$940,621 increase from the FY21 adopted budget. Of the increase, \$923,340 is attributed to the Workforce Development program with \$17,281 for the Regional Commission. In the proposed budget, the state and federal programs such as VDOT Rural Transportation Planning, US Economic Development Administration (EDA), and Appalachian Regional Commission (ARC) are reflecting level funding, with the exception of EDA CARES Act funds for regional economic recovery, the second year of a two-year program. The Regional Commission unrestricted allocation from the Commonwealth of Virginia increased \$14,000 this year from \$75,971 to \$89,971 which is a reflection of efforts by the Virginia Association of Planning District Commissions.

Key revenue items include funds for the EDA COVID-19 Cares Act regional economic recovery, operating the NRV Business Continuity Team program, Virginia Housing funds for housing implementation, preparing a master plan for the Huckleberry Trail for the NRV Metropolitan Planning Organization (MPO), administration of a construction project for Floyd County Economic Development Authority and several local government technical assistance projects. Our budgeting approach is to remain conservative on revenue without anticipating too many projects while being reasonable with the necessary staffing level given projects in the pipeline. Each year the Commission accepts projects mid-year due to member needs and while a large portion of revenue is secured and programmed for FY22, limited staff time remains available to address member requests.

Strengthening the Region through Collaboration

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

Blacksburg | Christiansburg
Floyd | Narrows | Pearisburg
Pulaski | Rich Creek

Higher Education

Virginia Tech
Radford University
New River Community College

Overall, staffing costs increased from FY21 to FY22 approximately \$450,331 in the total agency budget. Staffing costs increased by \$319,779 for the Commission and increased \$130,552 for the Workforce Development Board. The Commission staffing increase is due to the NRV Business Continuity Team being fully staffed with four positions and adding a full-time Finance Technician position to support financial operations of the agency. The Workforce Development Board staff costs are increasing due to a grant award announced this month for Youthbuilds, a skill training program. The staffing costs include salary adjustments for staff of the Commission informed by the compensation study completed in May. The Workforce Development portion of the budget includes salary adjustments approved by their board.

For FY22 the health insurance costs through The Local Choice decreased 1% while keeping with the same \$500 deductible plan. The previous fiscal year there was a 4.8% increase. Five years ago, the Commission introduced a two-tier dental plan as a cost-savings measure. The Commission covers basic dental and the employee pays the difference for comprehensive coverage.

Lastly, the expense portion of the budget includes funds for replacing one of the two fleet vehicles utilized by staff of the agency for travel. This expense has been budgeted since FY19 but continues to be deferred. FY22 a purchase must be made due to increased maintenance costs for existing vehicles.

A substantial amount of the projects for FY22 are for technical assistance for our members and projects with the New River Valley Metropolitan Planning Organization. Relationships with our members and partner organizations such as the MPO are critical to the financial viability of the Commission. Further, it is important to note, the shift in new revenue for FY22 is in large part coming from state and federal sources which points to the value of program diversity which is important in the organization remaining viable and relevant for the members.

Attached to this memo is the Anticipated Revenue and the Agencywide Budget by program category which contains line item listing of expenditures.

New River Valley Regional Commission
Anticipated Revenue Fiscal Year 2021 - 2022

Member Assessment	FY21 Actual	FY22 Projected
Floyd County	\$19,613.16	\$20,073.69
Town of Floyd	\$566.31	\$566.31
Giles County	\$13,283.13	\$13,347.63
Pearisburg	\$3,424.95	\$3,400.44
Pembroke	\$1,580.25	\$2,518.08
Narrows	\$2,590.32	\$955.89
Rich Creek	\$962.34	\$1,394.49
Pulaski County	\$29,219.79	\$29,410.71
Town of Pulaski	\$11,429.40	\$11,241.06
Montgomery County	\$41,602.50	\$42,398.43
Blacksburg	\$46,024.62	\$45,450.57
Christiansburg	\$29,031.45	\$28,990.17
City of Radford	\$19,467.39	\$19,471.26
New River Community College	\$970.08	\$3,805.50
Radford University	\$3,805.50	\$12,255.00
Virginia Tech	\$12,255.00	\$970.08
Local Assessments Total	\$235,826.19	\$236,249.31
State Grants		
Dept of Housing and Community Development	\$75,971.00	\$89,971.00
Dept of Transportation	\$58,000.00	\$58,000.00
RIDE Solutions NRV	\$63,570.40	\$63,570.40
RIDE Solutions NRV FY20	\$4,233.09	\$0.00
GoVa Round 1	\$100,000.00	\$0.00
GoVA Round 2	\$125,000.00	\$125,000.00
State	\$426,774.49	\$336,541.40
Federal Grants		
EDA	\$70,000.00	\$70,000.00
EDA COVID19 CARES Act	\$197,500.00	\$202,500.00
ARC Jan 20-Dec 20	\$37,418.58	\$34,333.00
ARC Jan 21 - Jun 21 (est)	\$34,333.00	\$34,333.00
POWER 2021 - Water Trail Exapnsion	\$12,600.00	\$20,340.00
Hazard Mitigation Plan Update	\$0.00	\$12,500.00
Workforce Development Area	\$2,657,549.00	\$3,580,889.00
Federal	\$3,009,400.58	\$3,954,895.00
Local Project Revenue		
HOME	\$14,000.00	\$14,000.00
Regional Affordable Housing Resource Guide	\$10,000.00	\$0.00
MPO 2045 Long-Range Plan	\$32,855.91	\$0.00
NRVMPO Website	\$5,224.00	\$0.00
NRVMPO Huckleberry Trail Plan	\$0.00	\$30,000.00
Workforce Fiscal Agent	\$65,000.00	\$70,000.00
Workforce Pathways Fiscal Agent	\$25,000.00	\$25,000.00
Workforce RSVP Finance	\$25,000.00	\$25,000.00
Workforce Pathways ARC POWER	\$12,500.00	\$25,000.00
EDA Floyd Growth Center Building	\$31,500.00	\$40,000.00
DHCD/ARC/EDA James Hardie Sewer Improvements	\$10,000.00	\$7,500.00
CARES Act Montgomery County Neighbors in Need	\$24,300.00	\$36,650.00
POWER Friends of SwVa, Giles River Center	\$8,000.00	\$19,000.00
ARC Commerce Park Grading	\$14,451.99	\$0.00
ARC Christiansburg Downtown Grant Admin	\$0.00	\$15,000.00
ARC Radford Downtown Planning Grant	\$18,409.97	\$10,000.00
DEQ New River Watershed Roundtable 2019	\$14,004.47	\$6,700.00
DEQ Town of Christiansburg Crab Creek Beautification	\$0.00	\$10,000.00
Floyd County Industrial Road Grant Admin	\$7,500.00	\$17,370.71
Floyd CDBG Housing Rehab Grant Admin	\$25,000.00	\$25,000.00
Floyd VHDA Housing Market Analysis	\$20,000.00	\$0.00
VHDA Housing Study Implementation	\$0.00	\$50,000.00
Giles Broadband Grant Admin (VATI)	\$0.00	\$6,000.00
ARC Giles/Pembroke Broadband	\$0.00	\$14,960.00
New River Health District Mapping	\$0.00	\$5,000.00
Narrows CDBG Construction Admin	\$10,000.00	\$9,512.84
Pulaski Town CDBG Construction Admin	\$8,880.05	\$0.00
Town of Pulaski Fire Hazard Audit	\$9,000.00	\$0.00
CDBG Business Continuity Team	\$85,000.00	\$338,000.00
VDOT Rocky Knob Grant Admin	\$70,000.00	\$70,000.00
VOF - Plant SwVA Natives	\$0.00	\$27,500.00
GoVa Round 1 Local Match	\$50,000.00	\$0.00
GoVa Round 2 Local Match	\$125,000.00	\$0.00
Giles Clendenin Waterline Survey	\$1,808.35	\$0.00
NRV Development Corporation	\$10,659.61	\$0.00
Taylor Hollow State HOME Application	\$0.00	\$7,500.00
SWVA Solid Waste Managers Association	\$2,000.00	\$2,000.00
Virginia Recycling Association Admin Support	\$8,166.67	\$14,000.00
Virginia's First Admin Assistance	\$27,500.00	\$13,000.00
ARC Matched Projects		
Floyd Town Revision to Zoning Ordinance	\$3,337.64	\$0.00
Floyd AFID#2 Grant Admin	\$1,000.00	\$0.00
Floyd Subdivision Ordinance Update	\$0.00	\$4,500.00
Montgomery Co Village Planning	\$20,499.57	\$5,000.00
Radford Zoning Ordinance	\$0.00	\$20,000.00
Narrows Comp Plan	\$2,500.00	\$7,000.00
DCI Organization Action Plan	\$3,250.10	\$0.00
Pulaski Town Comp Plan	\$10,250.00	\$4,422.86
Pulaski County Parks Master Planning	\$10,000.00	\$5,000.00
Calfee Community Center	\$500.00	\$1,200.00
Floyd IPlenty	\$0.00	\$1,500.00
ARC Community Development/CYU matched (Total)	\$21,969.37	\$12,543.15
Unprogrammed ARC Jul - Dec 20	\$0.00	\$0.00
Unprogrammed ARC Jan - Jul 21	\$0.00	\$7,500.00
Local + ARC Projects Total	\$822,098.33	\$976,407.75
Total Agency Revenue	\$4,494,099.59	\$5,504,093.46
Total Agency Budget	\$4,413,704.00	\$5,490,906.49
Matching/Cash Obligations Unbudgeted	\$80,395.59	\$13,186.96
Local	\$512,298.13	\$328,872.17
State	\$709,020.97	\$941,584.95
Federal	\$3,272,780.49	\$4,247,045.00
Other (indirect ineligible projects)	\$0.00	-\$13,408.67
Total Anticipated Revenue	\$4,494,099.59	\$5,504,093.45

New River Valley Regional Commission

July 1, 2021 through June 30, 2022

Agencywide Budget

expense code / category		Planning	Programs	Admin	ARC 20-21	NRVRC Direct	Common Indirect	NRVRC	Workforce	Agency
		Total	Total	Total	Total	Total	Total	Total	Total	Total
	Salary	66,065	575,479	217,654	72,050	931,249	221,700	1,152,949	475,083	1,628,032
	Fringe	16,734	141,710	51,602	18,250	228,296	54,622	282,918	142,525	425,443
	Total Salaries & Fringe	82,800	717,189	269,256	90,300	1,159,545	276,322	1,435,867	617,608	2,053,475
						-				
51000	Travel	-	26,750	1,800	-	28,550	6,100	34,650	20,000	54,650
51100	Office Space	-	14,000	-	-	14,000	62,175	76,175	36,000	112,175
51200	Communications	236	9,060	-	-	9,296	10,615	19,911	12,000	31,911
51300	Office Supplies	-	50,921	1,470	-	52,391	13,390	65,781	26,000	91,781
51400	Postage	-	25	-	-	25	2,000	2,025	250	2,275
51500	Printing	-	600	-	-	600	4,500	5,100	1,000	6,100
51600	Copier Usage/Maintenance	-	-	-	-	-	2,000	2,000	-	2,000
51700	Outreach/Media Ad	-	2,450	-	-	2,450	150	2,600	44,800	47,400
51800	Equipment Rent/Copier	-	-	-	-	-	4,219	4,219	1,700	5,919
51900	Fleet Vehicles	-	30,000	-	-	30,000	8,024	38,024	-	38,024
52000	Dues/Publications	-	6,723	-	-	6,723	10,661	17,384	4,700	22,084
52200	Training /Staff Development	-	12,020	95	-	12,115	2,000	14,115	7,000	21,115
52300	Meeting Costs	-	9,450	-	-	9,450	1,500	10,950	5,000	15,950
	Capital Outlay	-	-	-	-	-	-	-	-	-
52210	Insurance	-	-	-	-	-	4,682	4,682	3,000	7,682
52600	Contractual Service	6,000	86,750	65,000	-	157,750	9,544	167,294	2,700,725	2,868,019
52700	Professional Services	-	-	-	-	-	4,540	4,540	10,200	14,740
52800	Miscellaneous/Fees	-	2,300	-	-	2,300	2,400	4,700	90,906	95,606
52850	Workforce Grants Admin	-	-	-	-	-	-	-	-	-
	Total Non-Personnel Costs	6,236	251,049	68,365	-	325,650	148,500	474,150	2,963,281	3,437,431
	Program Costs	89,036	968,238	337,621	90,300	1,485,196	424,822	1,910,017	3,580,889	5,490,906
	Common Costs	30,335	262,756	98,647	33,083	424,822			-	
	Total Program Costs	119,371	1,230,994	436,269	123,383	1,910,017			3,580,889	5,490,906



6580 Valley Center Drive | Suite 124 | Radford, VA 24141 | 540-639-9313

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MEMORANDUM

To: NRVRC Board Members
From: Kevin R. Byrd, Executive Director
Date: June 17, 2021
Re: Slate of Officers for FY22

The Nominating Committee met in April and discussed officer positions for FY22. At the May Commission meeting the Nominating Committee recommended the slate of officers identified below. The Commission will need to vote on the slate at the June meeting.

Chair, Mr. Michael Maslaney, Floyd County
Vice-Chair, Mr. Hil Johnson, Christiansburg
Treasurer, Mr. Leon Law, Giles County
At-Large, Ms. Catherine Potter, Virginia Tech Foundation
At-Large, Mr. Steve Fijalkowski, Montgomery County
At-Large, Ms. Angie Covey, New River Community College
Immediate Past Chair, Mr. Michael Harvey, Montgomery County

The Commission bylaws prescribe annual terms of office; however, officers may serve consecutive terms at the will of the Commission.