

Declaration of Adoption
National Incident Management System

BE IT RESOLVED by the Town of Christiansburg Department of Emergency Services as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the Commonwealth of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Town of Christiansburg Department of Emergency Services currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Town of Christiansburg Department of Emergency Services recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the Town of Christiansburg adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Adopted by the Christiansburg Town Council and effective on the date of adoption.

D. Michael Barber, Mayor
Town of Christiansburg, VA

ATTEST:

Michele M. Stipes, Clerk of Council

Adopted this _____ day of _____, 2014.

Consent to Director of Emergency Management's
DECLARATION OF EMERGENCY

WHEREAS, the Town Council of the Town of Christiansburg does hereby find:

1. That due to a winter storm, Town of Christiansburg is facing dangerous conditions;
2. That due to twenty-four inches of snow, conditions of extreme peril to life and property necessitates the proclamation of the existence of an emergency;
3. The Director of Emergency Services has declared a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that the Town Council of the Town of Christiansburg consents to the declaration of emergency by the Director of Emergency Services and the emergency now exists throughout Town of Christiansburg; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Town of Christiansburg Emergency Operations Plan is now in effect.

Upon a call for an aye or nay vote on the foregoing resolution at a regular meeting of the Town Council of the Town of Christiansburg, Virginia held February 25, 2014, members of Council stood as indicated opposite their names as follows:

	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
Samuel M. Bishop			
R. Cord Hall			
Steve Huppert			
Henry D. Showalter			
Bradford J. Stipes			
James W. Vanhoozier			
D. Michael Barber, Mayor*			

*Votes only in the event of a tie.

Michele M. Stipes, Clerk of Council

D. Michael Barber, Mayor

Memo



TO: Christiansburg Town Council
FROM: Town Manager Barry Helms and *MSD*
Director of HR Becky Wilburn *BW*
DATE: February 25, 2014
RE: Proposed Paid Time Off (PTO) Policy for VRS Hybrid-Plan
Employees/Associated Changes to the Personnel Handbook

Effective January 1, 2014, all new full-time employees who do not have creditable service with the Virginia Retirement System (VRS) will be enrolled in the VRS Hybrid Retirement Plan. Existing employees are also eligible to irrevocably opt-in to the Hybrid Plan by April 30, 2014.

While VRS Plan 1 and Plan 2 are defined benefit plans, the Hybrid Plan is a combination defined benefit/defined contribution plan. Plan 1 and Plan 2 employees are also eligible for disability retirement, whereas disability retirement is not available to Hybrid Plan members. Instead, the Hybrid Plan stipulates that the employer will cover the employee under both short-term and long-term disability policies.

The Town does not currently offer short-term term or long-term disability coverage for existing employees. Instead, the existing sick leave policy that allows for unlimited accrual of hours is intended to act as a short-term policy. Employees who suffer long-term or permanent disability are eligible for retirement disability through VRS.

In order to comply with Hybrid Plan requirements, employees enrolled in the Hybrid Plan will now be covered by formal short-term and long-term disability policies. Both the Town's short-term and long-term disability policies will be managed through VaCorp/Standard Insurance Company, with short-term disability being a self-insured program (i.e. the Town will directly

pay any claims), while long-term disability coverage is insured by Standard (i.e. the Town pays a set annual rate based on number of covered employees and Standard pays out any claims).

In evaluating how these new disability policies impact existing Town benefits, and in consultation with VaCorp, it is recommended that the Town change the benefits offered to Hybrid Plan-covered employees as a means to continue to best manage how paid time off is accumulated and used, as well as control for costs. If approved, these policy changes will only apply to Hybrid Plan-covered employees. All VRS Plan 1 and Plan 2 employees will continue to be covered by existing Annual Leave and Sick Leave policies.

Highlights of the Recommended Changes:

- Hybrid Plan-covered employees will accrue Paid Time Off (PTO), instead of separate accruals for Annual leave and Sick leave.
- Compared to existing accrual rates for Annual and Sick leave, PTO accrual rates are reduced to account for all paid leave accruing in a single bank of time. The comparison is as follows:

Years of Service	Current Accruals	Proposed Accruals for PTO Employees
0-4 years	27 days total/year (8 hours annual & 10 hours sick/month)	24 days PTO/year (16 hours/month)
5-9 years	30 days total/year (10 hours annual & 10 hours sick/month)	27 days PTO/year (18 hours/month)
10+ years	33 days total/year (12 hours annual & 10 hours sick/month)	30 days PTO/year (20 hours/month)

- The maximum annual carryover of PTO hours (480 hours) has been aligned with the maximum amount of leave available under the Family Medical Leave Act (FMLA). This will allow an employee to potentially carry enough PTO leave to be paid for the entire duration of

their leave for an FMLA-qualifying reason. Short-term disability is only available for your own illness, thus it is very likely that an employee may need FMLA coverage and not qualify for short-term disability coverage. Having available paid leave for the duration of their required absence will likely prove critical to the employee's financial well-being.

-Maximum payouts for PTO upon termination of employment are capped based on years of service. Currently, employees who leave in good standing get full payout for accrued annual leave. Employees are not paid out for accrued sick leave unless they retire from the Town with at least five years of service, when they are then eligible for the Sick Leave Divestiture program.

-The Retirement-Sick Leave Divestiture program is not available for Hybrid-Plan employees. As currently-eligible employees retire over the course of time, this program will ultimately phase out of existence.

-Clarifications and additional language have also been added to the Bereavement Leave, Military Leave, and Terminal Leave and Pay policies. This includes amending the Bereavement Leave policy to allow paid leave up to three days per occurrence/40 hours per calendar year for the death of a close family member without charging it to sick leave or PTO. This policy change puts us in alignment with other localities and prevents an employee from having to make the choice between attending a funeral and getting paid if they do not have paid time off to cover their absence.

It is recommended these changes to the Personnel Handbook be approved as presented prior to the end of February 2014.

Paid Time Off (PTO)

The Paid Time Off (PTO) plan is only available to employees covered under the VRS Hybrid Retirement Plan (i.e. those employees hired on or after January 1, 2014 with no prior creditable service in the Virginia Retirement System or employees who opted into the Hybrid plan.) All other employees are covered under VRS Retirement Plan 1 or Plan 2 and should refer to the sections on Annual Leave and Sick Leave for their applicable leave policies.

The Paid Time Off (PTO) plan is a comprehensive program that recognizes the many diverse needs of employees for time off from work, including vacation, personal time, illness or time off to care for dependents.

Questions about PTO earned and used should be referred to your supervisor.

1. Enrollment

Employees hired on and after January 1, 2014 will automatically enroll in the Paid Time Off (PTO) plan at the time of hire if they are covered under the Hybrid Retirement Plan of the Virginia Retirement System (VRS). Existing employees who opt-in to the Hybrid Retirement Plan will also enroll in the PTO plan. Currently, only employees covered under the VRS Hybrid Retirement Plan are eligible to participate in PTO.

2. Paid Time Off (PTO) Accruals

A. Full-time employees receive PTO accruals based on their years of continuous service as an employee with the Town. Leave shall accrue at the following rate over the applicable pay periods in the calendar year:

Years of Service	Accrual Days Per Year
0 – 4	24 (16 hours/month)
5 – 9	27 (18 hours/month)
10+	30 (20 hours/month)

B. Hours are accrued on the last working day of each month and cannot be taken until the day after they are accrued (e.g. the first working day of the month after they are accrued.)

C. Employees shall not be eligible to receive pay for more days of leave than they have accrued as of the immediately preceding month. Leave without pay must be approved as outlined in Leave Without Pay/Excused Leave of Absence (p. 17).

- D. Employees will be credited with partial accrual of hours if they begin working after the first day of the month. When employment ends, no partial accrual of hours will be granted if the employee is not employed on the last working day of the month.
- E. Any scheduled holiday that falls during the employee's PTO leave will not be charged as PTO but as Holiday Pay.
- F. Time off taken in accordance with bereavement leave; jury duty; and/or military leave policies as defined in the Personnel Handbook will not be charged as PTO.
- G. Accrued PTO hours may be taken in increments as low as 15 minutes (.25 hours).
- H. Requests for leave must be scheduled and approved in advance per each department's policy, except in cases of emergency or illness.
- I. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request the employee provide a statement from his or her healthcare provider at any time concerning the justification for an unscheduled absence. PTO hours may not be used for missed time because an employee reports late to work, except during inclement weather.
- J. New employees shall not be eligible to take scheduled PTO hours until the completion of six (6) months continuous employment, except that unpaid days off may be granted or approved by the department head during the initial probationary period. Accrued PTO hours may be used in cases of emergency or illness within the first six (6) months of employment, though documentation of the need and/or a statement from the employee's health care provider may be required at the discretion of the department head.
- K. Time off taken by employees under this policy shall be considered time worked in accruing leave under the PTO, as well as in the calculation of overtime pay.
- L. The maximum amount of accrued PTO hours that can be carried over annually at the beginning of each fiscal year shall be 480 hours (60 working days).

Cross-referenced Sections of the Personnel Handbook also requiring changes:

Note: Wording highlighted in yellow indicates the proposed changes to the existing sections of the Personnel Handbook

Amendment to Retirement – Sick Leave Divestiture (p. 11):

Retirement – Sick Leave Divestiture

****The Retirement-Sick Leave Divestiture program is only available for employees covered under Plan 1 or Plan 2 of the Virginia Retirement System (VRS) who retire with a minimum of five years of service to the Town. Payout of accrued Paid Time Off (PTO) hours at retirement follows the payout guidelines found under Terminal Leave and Pay (p. 18).****

(All other wording under “Option A” and “Option B” remains unchanged)

Amendment to Annual Leave (p. 11):

Annual Leave

****The Annual Leave policy is only available to employees covered under VRS Retirement Plan 1 or Plan 2. All other employees covered under the VRS Hybrid Retirement Plan should refer to the Paid Time Off (PTO) plan for their applicable leave policy.****

(All other wording under Annual Leave remains unchanged)

Amendment to Sick Leave (p. 12):

Sick Leave

****The Sick Leave policy is only available to employees covered under VRS Retirement Plan 1 or Plan 2. All other employees covered under the VRS Hybrid Retirement Plan should refer to the Paid Time Off (PTO) plan for their applicable leave policy.****

(All other wording under Sick Leave remains unchanged)

Amendment to Bereavement Leave (p. 13):

Bereavement Leave

Bereavement leave may be used in the event of the death of an immediate family member (spouse, children (including foster- and step-), grandparents, parents, including mother and father-in-law and/or step-parents, brother, and sister. Bereavement leave is not to exceed three (3) days per occurrence and cannot exceed 40 hours total per calendar year.

For employees covered under VRS Retirement Plan 1 or Plan 2, bereavement leave in excess of three (3) days per occurrence/40 hours total per calendar year will be charged against accrued sick leave. For VRS Hybrid Retirement Plan/Paid Time Off (PTO)-covered employees, bereavement leave in excess of three (3) days per occurrence/40 hours total per calendar year will be charged against accrued PTO hours.

Amendment to Military Leave (p. 17):

Military Leave

In compliance with Article 10, Section 44-93 of the Code of Virginia, an employee engaged in military duty shall be entitled to a leave of absence with full pay by the Town for a period not to exceed 15 working days per federal fiscal year, without charging against Annual Leave or Paid Time Off (PTO) hours, as applicable.

An employee requesting leave under this policy must furnish a copy of their military orders when submitting their request for leave. If written orders are not available when the request for leave is submitted, the employee must provide a copy of their military orders immediately upon return to work.

Amendment to Terminal Leave and Pay (p. 18):

Terminal Leave and Pay

Regardless of which retirement plan an employee is covered under, payment for accrued compensatory time upon termination of employment shall be calculated at the final regular rate of pay received by the employee.

VRS Retirement Plan 1 or Plan 2-covered employees:

Upon termination of employment, an employee in good standing is entitled to payment for unused Annual Leave, less any deduction for Annual Leave or Sick Leave used but not earned.

All accrued Sick Leave shall be forfeited upon termination of employment with the exception of retirement after having been employed for at least five (5) years.

Payment for accrued sick leave upon retirement from employment shall be paid using the Average Final Compensation ("AFC") rate established by VRS.

VRS Hybrid Retirement Plan/Paid Time Off (PTO)-covered employees:

Upon termination of employment, an employee in good standing is entitled to payment for unused accrued leave as noted below:

<u>Length of Employment</u>	<u>Percentage Of Unused Leave</u>	<u>Maximum Payout</u>
< 1 Year	0%	0 Hours
1 – 9 Years	25%	120 Hours
10 – 19 Years	50%	240 Hours
20 + Years	75%	360 Hours

The Town shall not make payment for unused annual leave or accrued PTO hours, as applicable, to employees who are not in good standing at termination of employment. In order to be in good standing, the employee shall not have been terminated for a violation of Town rules and/or policies (see Personnel Handbook); resigned in lieu of termination for violating Town rules and/or policies; and/or resigned without appropriate notice as described under Resignation Courtesies (p. 24). Exceptions to this policy shall only be granted at the discretion of the town manager.

New River Valley Passenger Rail Committee
December 13, 2013

Meeting Minutes

Members Present: Bill Aden, Diane Akers, Richard Alvarez, Mike Barber, Bruce Brown, Dan Brugh, Kevin Byrd, Joe Carpenter, Sandy Davis, Basil Edwards, Barry Helms, Larry Hincker, Jim Hurt, Ed Lawhorn, Craig Meadows, Wally Nelson, John Phillips, Ron Rordam, Ray Smoot, Kevin Sullivan, Marc Verniel, Charles Warren, John White, Joseph Yost

I. Welcome and Introductions

Ray Smoot and Wally Nelson welcomed the group and introductions were made.

II. Purpose of Meeting and Committee

The group agreed the purpose of the meeting and the ongoing work of the committee was to have a unified voice in support of the extension of passenger rail to the New River Valley.

III. History and Background Information

Amtrak's Northeast Corridor service has greatly exceeded expectations. The line is financially self- supporting and funding is in place to extend service to Roanoke in the next two to three years. Secretary Drake's advice is to view the expansion plans incrementally, with Roanoke first and New River Valley to follow at a later date. The question is not about whether passenger rail can be expanded – it's already happening – but about the need for funding. Ms. Drake's advice was to get it to Roanoke first and then to the NRV. In the most recent Transportation Plan, future expansion to Bristol is shown for the first time.

Dr. Charles Warren retired and living in Blacksburg, and former President of Lynchburg College, is our local representative to the Trans Dominion Express committee. Per Charles, there are two ways of getting passenger rail service to the area:

- extension of Amtrak service
- dedicated state rail services, such as what's available in North Carolina (not Amtrak)

The Trans Dominion Express committee began in 1999, as a Lynchburg Chamber of Commerce initiative. At that time, the Chamber was awarded a \$10 million grant. The money was eventually used to develop the Lynchburg to Washington line. Their initial goal was to enhance transportation to Bristol/Lynchburg/Richmond and Bristol/Lynchburg/Washington. They continue to work on this initiative and are also now working with folks in Bristol to link to the Tennessee legislature to help fund a Chattanooga to Knoxville/ Knoxville to Bristol line. On December 17th, the Tennessee legislature adopted a resolution in support of passenger rail.

IV. Our Vision

V. Need for Ongoing Support and Feedback

Per Ray Smoot, in the mid 1960's there were six passenger trains in each direction serving the New River Valley.

For the expansion to the NRV, there are no eminent domain issues and Amtrak can turn a train around in Radford. The obstacles are not as big as you might think.

Will a station need to be built? There are options in Christiansburg-Cambria and Radford, but no one has looked at the feasibility. The station would need to be a local initiative/responsibility. Should the group look at forming a rail station authority?

It's importation to be able to document ridership. How do we document our travels to Lynchburg or Roanoke to catch the train? Secretary Drake advised riders to use the SmartWay bus since the ticketing is tied into Amtrak's ticketing service. Can the Planning District Commission help document this? We need to demonstrate riders are there and most importantly, need a voice of consensus from the NRV.

Lynchburg received a grant with the help of Senator Wampler and took a trip to the Pacific Northwest to look at their commuter train service. They found the key was a local emphasis. We can probably document ridership on Amtrak by tracking zip codes. There are a number Colleges/Universities along the Amtrak route (Dr. Warren will get early studies they used in Lynchburg.)

Another reason for promoting passenger rail service is the I-81 capacity and safety concerns. Could this be a project for university marketing students? Courtney Boswell at Radford University may be able to have his students assist with a project.

Lots of studies have been done, but none in the NRV. Can we get State money for a study? If not we still need to do it. The group suggested that Kevin Byrd provide a cost estimate for a study. Do we need involvement from Norfolk Southern? It was the consensus of the group that maybe not yet, but certainly at a future date.

Rex Hammond, President of the Lynchburg Chamber helped start their initiative. He could meet with us to share his experiences. Senator John Edwards is very supportive as well. He had a conflict and couldn't be here today. A bipartisan approach will be very helpful.

There are two other issues relating to the expansion of passenger rail to the NRV:

- Scheduling - There would be an early morning departure from Roanoke and the NRV and it could be in the middle of the night as you get towards Bristol.
- After a certain length, it may not be a regional train.

VI. Next Steps

What about a business model? How will the train pay for itself? What are the operational and capital needs?

It was suggested that we get Rex Hammond to the next meeting. Additionally, once the new Director of Rail and Public Transportation is known, members of this group should get a meeting with that person.

The group will meet again around the first of February.

- Invite Rex Hammond/ new director.
- Get blueprint for North Carolina model and look at other success models
- Get an estimate from Kevin Byrd for a study