



**READING MUNICIPAL
LIGHT DEPARTMENT**

BOARD OF COMMISSIONERS MEETING

REGULAR SESSION

Wednesday, January 19, 2022



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

RMLD Board of Commissioners

Date: 2022-01-19

Time: 6:30 PM

Building:

Location:

Address:

Agenda:

Purpose: General Business

Meeting Called By: Robert Coulter, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

PER GOVERNOR BAKER'S MARCH 10, 2020, ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW, G.L. c. 30A, §20 AND THE JUNE 16, 2021, ACT EXTENDING CERTAIN COVID-19 MEASURES, THIS MEETING WILL BE HELD REMOTELY VIA ZOOM.

Public participation at this meeting:

This meeting will be held remotely on Zoom and streamed live on RCTV and YouTube.
<https://www.youtube.com/c/RCTVStudios/videos?view=57>.

For public participation on Zoom please email emorse@rmlld.com. Please include your full name and address. Comments and questions will be monitored during the meeting.

1. Call Meeting to Order – Chair Coulter

Code of Conduct: The RMLD Board of Commissioners recognizes the importance of hearing public comment, at the discretion of the Chair, on items on the official agenda. We ask that all questions or comments from the public be directed to the Chair and that all parties, including members of the RMLD Board, act in a professional and courteous manner when addressing the Board or responding to comments. Once recognized by the Chair, all persons addressing the Board shall state their name and address prior to speaking. It is the role of the Chair to maintain order in all public comment or ensuing discussion.

2. Public Comment – Chair Coulter

- Citizens' Advisory Board
- Liaisons to RMLD Board
- Public Comment

3. Approval of Board Minutes - (Attachment 1) – **ACTION ITEM** – Chair Coulter

Suggested Motion: Move that the Board of Commissioners approve the meeting minutes of the November 17, 2021 meeting on the recommendation of the General Manager.

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



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4. General Manager's Report – **ACTION ITEM** - Ms. O'Brien, General Manager

Adopt-An-Island Update

Suggested Motion: Move that the Board of Commissioners vote to include 580 Main Street in the "Adopt-An-Island" Town of Reading Program, in addition to the existing 550 Ash Street, for vegetation beautification, utilizing below the line funds.

5. Policy Review – (Attachment 2) – **ACTION ITEM** - Ms. O'Brien, General Manager
Policy 1

Suggested Motion: Move that the Board of Commissioners approve Policy 1: Community Relations as presented, with no changes, on the recommendation of the General Manager.

Policy 5

Suggested Motion: Move that the Board of Commissioners approve Policy 5: Overnight Travel, as presented, on the recommendation of the General Manager.

Policy 17

Suggested Motion: Move that the Board of Commissioners approve Policy 17: Tuition Reimbursement, as presented, on the recommendation of the General Manager.

Policy 22

Suggested Motion: Move that the Board of Commissioners dissolve Policy 22: Pension Trust, as presented, on the recommendation of the General Manager.

6. Integrated Resources Report (Attachment 3) - Mr. Phipps, Director of Integrated Resources

Rates – Status of 2022 rates

Power supply – Status of new supply contracts

Hydro Quebec I/II Rights Extension

7. Engineering and Operations Report (Attachment 4) – Mr. Jaffari Mr. Jaffari, Director of Engineering & Operations

8. Procurement Report (Attachment 5) – Paula O'Leary, Materials Manager

9. Procurement Requests Requiring Board Approval – (Attachment 6) – **ACTION ITEM** - Mr. Jaffari, Director of Engineering & Operations

IFB 2021-37 Electric Utility Excavation Including Emergency and Construction Services

Suggested Motion: Move that bid 2021-37 Electrical Utility Excavation including Emergency Excavation and Construction Services for hourly rates be awarded to E.B. Rotondi & Sons, Inc., pursuant to M.G.L., c. 30 § 39M, as the lowest responsible and



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eligible bidder, on the recommendation of the General Manager.¹ This is a three-year contract.

10. Scheduling – Chair Coulter

Subsequent RMLD Board Meetings
Next Board Meeting: February 17, 2021, meeting
Joint Meeting on Economic Development
Goals and Culture meeting

CAB Meeting Coverage: February Chair Coulter
AP: Mr. Talbot; Payroll: Mr. Stempeck

11. Executive Session – Chair Coulter Suggested Motion: Move that the Board of Commissioners go into Executive Session pursuant to Massachusetts G.L. c.164 section 47D, exemption from public records and open meeting requirements in certain instances, to discuss competitively sensitive issues regarding G.L. c.30A, sec 21 (a)(1) and to consider the purchase, exchange, lease or value of real property, and return to regular session for the sole purpose of adjournment.

12. Adjournment – Chair Coulter (Board of Commissioners) **ACTION ITEM**
Suggested Motion: Move that the Board of Commissioners adjourn regular session.

BOARD MATERIALS AVAILABLE BUT NOT DISCUSSED

- Accounts Payable / Payroll Questions through pay date 1/10/2021
- Financial Update through November 2021
- Surplus and Scrap Material Report December 2021

POLICY 1: COMMUNITY RELATIONS

B. General Manager

1. Overall implementation of this policy.
2. Oversight and approval authority as set forth in this policy.
3. Make presentation of programs to the RMLB.
4. Make reports to the RMLB regarding activities under this policy as may be requested by the RMLB from time to time.

C. Communications Manager

1. Under the direction of the Director of Integrated Resources, the Communications Manager will assist the General Manager in implementing this policy and associated activities.
2. Provide specific communications and activities between the communities within the RMLD's service territory.
3. Evaluate and oversee the work performed by outside community relations firms and individual contractors in the communications field.
4. Develop and implement a communications plan that meets the needs of the RMLD within a changing electric utility industry.
5. Prepare a proposed program and advertising budget and ensure that expenses comply with limits set forth in the approved budget or this policy.

III. CHARITABLE CONTRIBUTIONS AND GIFTS

A. Purpose

The RMLD will follow the policies and guidelines of the Department of Public Utilities (DPU) regarding charitable contributions and gift giving. The DPU policy is as follows:

Department [DPU] policy is to exclude charitable contributions from the cost of service in the absence of compelling evidence that a utility's charitable giving is reasonable and provides a clear benefit to ratepayers that is essential to serving them.

See, e.g., Fitchburg Gas & Electric Light Company, DTE 98-51 at 37 (1998).

B. Prohibitions on Charitable Contributions

As a general rule, charitable contributions and gift giving will not provide a clear benefit to ratepayers that are essential in providing electric service to them. Accordingly, charitable contributions and gift giving are prohibited.

C. Exceptions

This policy does not prohibit RMLD from contributing funds to the towns that it serves in accordance with the 20-year agreement or DPU principles.

IV. ADVERTISING

A. Purpose and Intent

It is the intent of this policy that RMLD will follow the same advertising rules and regulations applicable to investor-owned utilities as set forth in G.L. c. 164, §33A and as may be interpreted by the DPU. Accordingly, RMLD's advertising shall be only for informational and educational purposes relating to RMLD's services or the use of electricity. RMLD shall not engage in promotional or political advertising proscribed by G.L. c. 164, §33A, nor shall RMLD endorse or subsidize any individuals, groups or organizations engaged in promotional or image advertising.

B. Definitions

For purposes of this policy, the following definitions shall apply:

1. Advertising

“Advertising”, the commercial use by RMLD of any media, including newspaper, printed matter, radio, and television, in order to transmit a message to a substantial number of members of the public or to RMLD's customers.

2. Political Advertising

“Political advertising”, any advertising for the purpose of influencing public opinion with respect to legislative, administrative, or electoral matters (whether federal, state, or local), or with respect to any controversial issue of public importance.

3. Promotional Advertising

“Promotional advertising”, any advertising for the purpose of encouraging any person to select or use the service or additional service

of RMLD or the selection or installation of any appliance or equipment designed to electrical service.

C. Permitted Informational and Educational Advertising

RMLD may engage in advertising to convey the following information:

1. RMLD contact information and hours of operation;
2. RMLD's Rate Schedules and Terms and Conditions of Service;
3. Location of local pay stations;
4. RMLD services or products, which may be subject to direct competition;
5. Electrical safety and safety measures;
6. Energy conservation and or other information about how to use RMLD's services in a cost-efficient manner;
7. Service interruptions, repair and maintenance activities, and emergency conditions;
8. Peak load reduction information;
9. Information that is required by federal or state laws or regulations to be provided to the public through a media source (*e.g.*, bids, meeting notices, rate changes); and
10. Employment opportunities at RMLD.

All other advertising shall be subject to the express approval of the General Manager, which shall be in accordance with this policy.

D. Permitted Advertising Sources

1. RMLD's newsletters;
2. RMLD's website;
3. Local community newspapers;
4. Local community television;
5. Central Register;

6. Local community maps;
7. Trade magazines or journals or online sources as may be required by RMLD's disposal policies;
8. Any specific source that is expressly required by law, regulation or directive of an administrative agency (e.g., a newspaper of general circulation to comply with notice requirements in an administrative agency proceeding);
9. Annual directories and brochures of local civic or community organizations provided that: (a) advertising or sponsorship is not being offered as part of a fundraising campaign or program by the organization or group, and (b) subject to the limitations set forth in Section IV(E)(2); and
10. The use of any other media sources for permitted advertising shall require the prior approval of the General Manager.

E. Budget and Expenses

1. The Communications Manager shall prepare an annual advertising budget. The budget shall be subject to the approval of the General Manager and the RMLB.
2. All permitted advertising placed in civic or community organization brochures within the RMLD's service communities shall be capped at \$100 per organization, \$2,000 per year in the aggregate. All such advertisements shall be subject to the prior approval by the General Manager.

V. SERVICE TO TOWNS WITHIN RMLD'S SERVICE TERRITORY

RMLD may provide services at no charge or at a reduced charge to the municipalities within its service territory only to the extent permitted pursuant to applicable regulatory, ratemaking and accounting principles. At all times, the provision of any such services to the municipalities shall be subordinate to RMLD's obligation to provide reliable electric service to its ratepayers. In addition, the following requirements shall apply:

- A. The municipality shall make a written request to RMLD for the services, which shall be subject to the General Manager's approval. In approving the services, the General Manager shall consider the needs of RMLD and the burdens on RMLD's resources or operations. RMLD's provision of the services at all times shall be contingent upon the availability of resources and personnel, and shall be subordinate to RMLD's obligation to provide reliable electric services to its ratepayers. RMLD shall not assume any legal obligation to provide the services

and the services may be delayed or canceled at any time, without liability, if RMLD determines that it lacks the requisite resources to provide the services.

- B. The municipality shall agree in writing indemnify RMLD for personal injuries and/or property damages arising out of the provision of the services.
- C. The municipality shall reimburse RMLD for the cost of all consumable supplies and materials.
- D. All compensation to employees and other expenses associated with the services shall be paid by RMLD's below-the-line earnings, unless such costs may be deemed to be operating expenses in accordance with applicable DPU accounting and ratemaking principles.

VI. BUSINESS AND CIVIC ORGANIZATIONS

- A. RMLD will hold membership in the Rotary Internationals and Chambers of Commerce located in the communities within RMLD's service territory in an effort to be responsive to the local communities and maintain a communication link between the RMLD and its customers. Membership in other local business or civic organizations shall be subject to the General Manager's prior approval.
- B. Only dues, attendance fees to pre-approved functions, and permitted advertising in civic membership directories and brochures will be funded by the RMLD.
- C. RMLD employee-members may attend pre-approved functions that are considered a mandatory part of membership and which benefits RMLD's services to its customers. Any clarification on whether attendance is permitted under this policy shall be directed to the General Manager for a final decision.
- D. Duties performed as part of RMLD's membership in the respective organization will be considered a part of the employee's employment responsibilities. When such duties occur outside of the employee's normal working hours, such employee will receive compensation pay in accordance with prevailing collective bargaining/employment contracts and personnel policies, and upon review and approval by the General Manager. Prior to performing any duties as part of such membership(s), the employee shall obtain pre-approval from the General Manager or his/her designee for the amount of time that may be spent on such duties and the compensation that such employee will receive for the pre-approved amount of time.

VII. COMMUNITY RELATIONS PROGRAMS

- A. The Integrated Resources Division shall be responsible for developing and implementing various educational and informational programs targeted to members of the communities within RMLD's service territory, including but not limited to, customers, senior citizens, schools, youth organizations, real estate brokers, etc.

- B. Permitted Community Relations Programs shall be limited to the topics set forth in Section IV (C) relating to Informational and Educational Advertising, unless the General Manager provides his/her prior approval and the program meets all other requirements of this policy. Paragraph D of this Section VII includes a listing of specific Community Relations Programs that are permitted under this policy. Depending on customer needs, all programs may not be done each and every year, and programs may be added, discontinued or periodically redesigned to meet the changing needs of the RMLD.
- C. The Community Relations Programs will be included in the annual budget of the Community Relations Department to be approved by both the General Manager and the RMLB.
- D. The following is a listing of approved Community Relations programs and a brief description of each. A more in-depth explanation of each program may be obtained through the Integrated Resource Division. Programs listed are subject to annual budget approval and time availability within each fiscal year. Community relations programs shall use the RMLD website as the preferred source of information in order to reduce paper use.
1. Real Estate Brokers
Provide RMLD information such as rate schedules, conservation brochures, RMLD's Terms & Conditions, and RMLD program listing to local real estate brokers for distribution to new residents.
 2. RMLD In The Neighborhood
Free energy efficient light bulb and information packet filled with pertinent information relevant to the RMLD and the local communities. New customers must come to the RMLD to receive their packet.
 3. RMLD's Library
Instructional videotapes, books, and CDs on electrical and conservation issues will be available at the RMLD for customers to sign out.
 4. Senior Citizens
Open houses and/or visits to local senior citizens centers offering safety and educational information to the elderly.
 5. Kids & Electrical Safety
RMLD will hold an annual *Electrical Safety Art* contest for elementary grade students as part of the "Community Power Week" program.

6. Schools and Electrical Safety

RMLD will provide electrical safety and conservation activity books to an early elementary grade at our local schools.

7. Students and Basic Electricity

The RMLD will provide a representative to work with an elementary grade and potentially with a high school grade to help educate the students on basic electricity.

8. Scouts Program or similar program

The RMLD's Girl/Boy Scouts or similar program offers leaders the opportunity to bring the scout troops to the RMLD for a tour and electrical educational presentation.

9. Informational Booths

RMLD may lease a booth at local events, such as business expos, to provide information regarding RMLD's services, and education on electricity and electrical safety matters.

10. Cable Television

RMLD may make use of the free access to the local cable stations to promote electrical safety and education and storm readiness.

11. Town Days

RMLD may participate in community-served Town days, such as Truck Day and other community-served sponsored outings in which electrical safety equipment or technology will be demonstrated.

12. American Public Power Association Open House

RMLD may hold an open house to provide opportunities to learn about RMLD operations, programs and electric safety.

POLICY 5: TRAINING AND TRAVEL

RMLD Policy No. 5

OVERNIGHT TRAINING / TRAVEL

Revision No. ~~9~~ 8

Commission Vote Date _____

General Manager

Next Review Date

I. Purpose

~~This policy To~~ establishes overall administrative controls for authorizing RMLD business-related training and overnight/day travel and for approving reporting of employee expenses ~~and obtaining approval for overnight/day travel. This policy does not govern travel expenses related to the provision of mutual aid.~~

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel expenses. The ~~Accounting Manager~~ Director of Business & Finance (or designee) will refer reimbursement requests in which expenses ~~that~~ exceed Section III guidelines to the General Manager for final approval. The ~~Accounting manager~~ Director of Business & Finance ~~is encouraged to may~~ meet directly with employees whose expenses exceed these guidelines in an effort ~~and to~~ ascertain a reasonable and equitable reimbursement amount based on the circumstances ~~resolve on the side of reasonableness and fairness to the employee~~. Should the ~~Accounting Manager~~ Director of Business & Finance have questions on an employee's expense report that have not been addressed ~~is not answered~~ to his/her satisfaction, he/she then shall report those concerns to the General Manager ~~shall report any unresolved policy abnormalities by the Accounting Manager to the Reading Municipal Light Board of Commissioners at the next scheduled meeting.~~

II. Responsibilities

A. ~~Accounting Manager~~ Director of Business & Finance

1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with RMLD's requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for making ~~decisions~~ recommendations on reimbursements requests under this policy, subject to review and final approval by the General Manager.
3. Responsible for making reports of reimbursements s to the General Manager as may be requested by the General Manager from time to time.

B. Supervisor of Employee Seeking Reimbursement

1. Determines the need and/or business justification for the employee's training and/or travel.
2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses subject to this policy is aware of this policy and its provisions.
3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to the Director of Business & Finance Accounting in a timely manner as required in Section III.-R "Expense Report Processing."

C. General Manager

1. Retains final authority ~~decision-making authority concerning justification for approving training and travel for~~ subordinate employees.
2. Responsible for reviewing decisions made by ~~Accounting Manager~~ the Director of Business & Finance on reimbursements requests. If the General Manager ~~overrules—overrides a decision—recommendation made by~~ of the Accounting Manager Director of Business & Finance, the General Manager shall document the reasons in writing ~~make a report to the Reading Municipal Light Board at the next scheduled meeting.~~
- 2.3. Responsible for making periodic reports to the Light Board upon the Light Board's request. The General Manager shall report to the Light Board if authorized training and travel expenses exceed, or are expected to exceed budgeted amounts.

D. Reading Municipal Light Board

1. Responsible for authorizing the General Manager's training, travel and expense reimbursement requests ~~determining the justification for any General Manager travel authorization.~~
1. ~~Responsible for approving the budget for RMLD-related training and travel expenses.~~
2. ~~Responsible for reviewing any discrepancies and decisions made by the Accounting Manager concerning reimbursements involving the General Manager.~~

III. General Guidelines

III.

A. Overnight Training and Travel

A.

1. Employees shall seek prior written authorization for RMLD-related training, travel and reimbursement or payment of training and/or travel-related expenses. Training and Travel-related expenses will be paid by

RMLD only if training and/or travel is ~~may request travel~~ for authorized RMLD-related business purposes and/or for ~~of~~ meeting ~~their~~ the employee's Career Development Plan ~~or~~ as determined by ~~their~~ such employee's supervisor. Provided however, training and travel requests shall be subject to the prior approval of the General Manager.

2. All requests initially must be submitted to the Division Manager by completing ~~via~~ the top section of the Travel Authorization Form [Attachment A] for consideration in the budget process for the appropriate ~~fiscal~~ year of training and/or travel.
3. Employees will be notified if their request has been tentatively authorized as part of the budget process. Budget approval, however, ~~this~~ does not guarantee that ~~their~~ the employee's Training/Travel Authorization Form will receive final approval. Circumstances such as funding, staffing, etc., could impact final approval. ~~The eEmployee, RMLD Board member, or CAB member~~ requests will be considered for final approval following ~~should process their final request post~~ budget authorization process, for final approval signatures.
4. No travel arrangements or expenditures should be made by or for any employee, RMLD Board ~~of Commissioner~~ member, or Citizens Advisory Board member, until the Training/Travel Authorization Form has been approved. A computerized form is located in the RMLD SharePoint. Forms are also available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Training/Travel Authorization Form. The employee is responsible for completing the necessary Purchase Requisition. In the case of ~~the an~~ RMLD Board Member or CAB member, the Executive Assistant will complete ~~is responsible for completing~~ the necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Training/Travel Authorization Form attached.
5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Training/Travel Authorization Form has been completed correctly, and to make all air/train and hotel reservations and, if appropriate, car rental reservations. The Training/Travel Authorization form follows this process: initial approval is via the Supervisor and then the General Manager has final approval. Once the Training/Travel Authorization Form has been approved, a copy should be given to the Executive Assistant.

B. Air/Train/Bus Travel

~~B.~~

1. Air, train, or bus travel only will be permitted when distance, weather conditions, or other circumstances make it impractical for the employee to drive.
2. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed. Non-

refundable tickets should be purchased with insurance in the event the airline cancels the flight(s).

3. ~~Employees are responsible for obtaining transportation, at their expense, to and from their home or office to the airport, station, or terminal.~~

C. Car Rentals

~~C.~~

1. ~~Car rentals require the General Manager's approval will determine whether an employee requires a car rental. In general, if an employee will be is staying at a hotel where a conference is being held, a car rental will not be allowed unless the employee can justify to the General Manager's satisfaction. An employee can elect to justify in written form why a car rental is necessary. The facts and circumstances supporting the need for a car rental shall be documented in writing.~~
2. Car rentals shall be the lowest rate and mid-size available consistent with the travel schedule and needs. ~~Rental of Luxury, sport, or specialized vehicles are not permitted unless the rental agency provides an upgrade due to availability at no additional cost are not allowed.~~
3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make it clear when renting that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be ~~faxed sent~~ to them.

D. Cash Advances

~~RMLD will not provide C~~cash advances ~~are not available.~~

E. Personal Car

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle ~~from home~~ to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar. Examples of this is as follows:
 - a. If the employee's normal round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is twenty (20) mile round-trip from his or her home, the employee would not be reimbursed any mileage.
 - b. If the employee's round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is forty (40) miles from his or her home, the employee would be reimbursed for ten (10) miles of mileage (40 miles – 30 miles).

- c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
- d. When reporting mileage, the total mileage driven, less the commuting mileage must be indicated.

F. Meals

1. Overnight Travel Meals

All employees will be provided a per diem allowance in accordance with the United States General Services Administration (www.gsa.gov) for all their meals (includes meal, tax, and gratuities without providing receipts).

2. Local Travel/Business Meals

Local Travel/Business meals will be reimbursed up to the amount specified by the United States General Services Administration (www.gsa.gov) for lunch only. Where receipts are required, they must be detailed and complete. If lunch is provided as part of a seminar, no reimbursement will be made.

G. Entertainment Expenses

Entertainment expenses are not ~~permitted~~ reimbursable.

H. Phone

In the event of no cell phone service, employees are authorized one personal call to home up to thirty (30) minutes per day of travel. Employees are encouraged to refrain from using direct hotel lines due to excessive charges.

I. Laundry/cleaning

Reimbursement for laundry service is allowed if the trip is three days or longer.

J. Tips

Reasonable tips (non-meal related) are reimbursable.

K. Lodging

Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

All such expenses are reimbursable provided receipts are ~~provided~~submitted.

M. Taxis / Personal Delivery Services (e.g., Uber)

Actual cost of taxis or other automobile transportation services is reimbursable based on documentation supplied by the employee.

N. Non-Reimbursable Expenses

The following costs are not reimbursable under this policy:

1. Personal expenditures that are not related to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.
3. Medical costs.
4. All associated travel expenses of a spouse, dependent(s), or personal guest(s).
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts, or remembrances.
8. Alcoholic drinks of any type, including beer and wine ordered with meals.

O. Receipts Required for Travel Expenses

1. Transportation fares (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.

~~7. RMLD car expenditures, e.g. repairs, wiper blades, oil).~~

8.7. Registration fees for previously approved courses and seminars.

9.8. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

P. Expense Report Approval Requirements

Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the ~~Accounting Manager~~ Director of Business & Finance or designee. Expense reports will only be approved by the ~~Accounting Manager~~ Director of Business & Finance or designee if they comply with the provisions of this policy.

Q. Combined Business and Personal Travel

If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility, including hotel, meals, flight surcharge, parking, etc.

R. Expense Report Processing

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

IV. Attachment

A. Travel Authorization Form

TRAINING/TRAVEL AUTHORIZATION FORM

Calendar Year _____

Authorization Type Day Overnight Conference Training Virtual Other

| | | |
|----------|----------|-----------|
| Employee | Division | Meets CDP |
| | | |

Name of Training/Conference _____

Reason for Request _____

Location _____

Travel Dates _____

Length of Stay (Number of Nights) _____

Transportation / Travel Mode _____

Did you receive an overnight travel authorization last year? _____

Budget Approved _____

| | REQUEST | REVISED | ACTUAL |
|-----------------------|---------|---------|--------|
| TRANSPORTATION | \$ - | \$ - | \$ - |
| HOTEL | \$ - | \$ - | \$ - |
| FEES/TUITION | \$ - | \$ - | \$ - |
| MEALS | \$ - | \$ - | \$ - |
| OTHER | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ - | \$ - |

**Request Approval:
Projected Budget**

**Revised Approval:
Based on Increases**

**Actual Approval:
Actual Expenses**

Employee

Employee

Employee

Supervisor

Supervisor

Supervisor

General Manager

General Manager

General Manager

Date

Date

Date

Revised Approval is required if Request total increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.

Revised January 2022

RMLD Policy No. 5 TRAINING / TRAVEL

Revision No. 9

Commission Vote Date _____

General Manager

Next Review Date

I. Purpose

This policy establishes overall administrative controls for authorizing RMLD business-related training and overnight/day travel and for approving reporting of employee expenses. This policy does not govern travel expenses related to the provision of mutual aid.

Only "reasonable" expenses will be reimbursed. Section III of this policy provides guidelines for "reasonable" travel expenses. The Director of Business & Finance (or designee) will refer reimbursement requests in which expenses exceed Section III guidelines to the General Manager for final approval. The Director of Business & Finance may meet directly with employees whose expenses exceed these guidelines in an effort to ascertain a reasonable and equitable reimbursement amount based on the circumstances. Should the Director of Business & Finance have questions on an employee's expense report that have not been addressed to his/her satisfaction, he/she then shall report those concerns to the General Manager.

II. Responsibilities

A. Director of Business & Finance

1. Responsible for periodic review of this policy and attachments to ensure continuing compliance with RMLD's requirements as well as applicable state and federal laws. Recommendations are to be made to the General Manager.
2. Responsible for reviewing all expense account reports to ensure compliance with this policy. Responsible for making recommendations on reimbursement requests under this policy, subject to review and final approval by the General Manager.
3. Responsible for making reports of reimbursements to the General Manager as may be requested by the General Manager from time to time.

B. Supervisor of Employee Seeking Reimbursement

1. Determines the need and/or business justification for the employee's training and/or travel.

2. Responsible for implementing processes to ensure that any RMLD employee who may incur expenses subject to this policy is aware of this policy and its provisions.
3. Follow up with employee to make sure signed expense report and appropriate receipts have been forwarded to the Director of Business & Finance in a timely manner as required in Section III.R "Expense Report Processing."

C. General Manager

1. Retains final authority for approving training and travel for subordinate employees.
2. Responsible for reviewing decisions made by the Director of Business & Finance on reimbursement requests. If the General Manager overrides a recommendation made by the Director of Business & Finance, the General Manager shall document the reasons in writing.
3. Responsible for making periodic reports to the Light Board upon the Light Board's request. The General Manager shall report to the Light Board if authorized training and travel expenses exceed or are expected to exceed budgeted amounts.

D. Reading Municipal Light Board

1. Responsible for authorizing the General Manager's training, travel and expense reimbursement requests.
2. Responsible for approving the budget for RMLD-related training and travel expenses.

III. General Guidelines

A. Training and Travel

1. Employees shall seek prior written authorization for RMLD-related training, travel and reimbursement or payment of training and/or travel-related expenses. Training and Travel-related expenses will be paid by RMLD only if training and/or travel is for authorized RMLD-related business purposes and/or for meeting the employee's Career Development Plan as determined by such employee's supervisor. Provided however, training and travel requests shall be subject to the prior approval of the General Manager.
2. All requests initially must be submitted to the Division Manager by completing the top section of the Travel Authorization Form (Attachment A) for consideration in the budget process for the appropriate year of training and/or travel.

3. Employees will be notified if their request has been tentatively authorized as part of the budget process. Budget approval, however, does not guarantee that the employee's Training/Travel Authorization Form will receive final approval. Circumstances such as funding, staffing, etc., could impact final approval. Employee requests will be considered for final approval following budget authorization.
4. No travel arrangements or expenditures should be made by or for any employee, RMLD Board member, or Citizens Advisory Board member until the Training/Travel Authorization Form has been approved. A computerized form is located in the RMLD SharePoint. Forms are also available from the Executive Assistant. All travel arrangements will be made in accordance with the approved Training/Travel Authorization Form. The employee is responsible for completing the necessary Purchase Requisition. In the case of an RMLD Board Member or CAB member, the Executive Assistant will complete the necessary Purchase Requisition. The applicable Purchase Order will not be approved without an approved Training/Travel Authorization Form attached.
5. The Executive Assistant is designated by the General Manager to make all RMLD travel arrangements, to ensure that the Training/Travel Authorization Form has been completed correctly, and to make all air/train and hotel reservations and, if appropriate, car rental reservations. The Training/Travel Authorization form follows this process: initial approval is via the Supervisor and then the General Manager has final approval. Once the Training/Travel Authorization Form has been approved, a copy should be given to the Executive Assistant.

B. Air/Train/Bus Travel

1. Air, train, or bus travel only will be permitted when distance, weather conditions, or other circumstances make it impractical for the employee to drive.
2. All travel should be arranged to obtain the lowest fare consistent with the required travel schedule. First class travel is not allowed. Non-refundable tickets should be purchased with insurance in the event the airline cancels the flight(s).
3. Employees are responsible for obtaining transportation, at their expense, to and from their home or office to the airport, station, or terminal.

C. Car Rentals

1. Car rentals require the General Manager's approval. In general, if an employee will be staying at a hotel where a conference is being held, a car rental will not be allowed unless the employee can justify to the General Manager's satisfaction why a car rental is necessary. The facts and circumstances supporting the need for a car rental shall be documented in writing.

2. Car rentals shall be the lowest rate and mid-size available consistent with the travel schedule and needs. Rental of luxury, sport, or specialized vehicles are not permitted unless the rental agency provides an upgrade due to availability at no additional cost.
3. Employees shall decline the coverage for Collision Damage Waiver Insurance offered by rental car companies. Please make it clear when renting that it is a company rental. If the rental firm requires a certificate of insurance, please contact RMLD and the certificate will be sent to them.

D. Cash Advances

RMLD will not provide cash advances.

E. Personal Car

1. Employees will be reimbursed for the use of their personal car at the rate used by the Town of Reading.
2. All employees who use their own vehicle to attend a seminar (or similar company business) will deduct their normal commuting mileage to and from the RMLD from the total mileage to attend the seminar. Examples of this is as follows:
 - a. If the employee's normal round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is twenty (20) mile round-trip from his or her home, the employee would not be reimbursed any mileage.
 - b. If the employee's round-trip commute to the RMLD is thirty (30) miles and the employee attends a seminar that is forty (40) miles from his or her home, the employee would be reimbursed for ten (10) miles of mileage (40 miles – 30 miles).
 - c. If you are attending a seminar on a holiday or a weekend, you would be reimbursed the total amount of your mileage, since you would not be commuting normally to work on any of these days.
 - d. When reporting mileage, the total mileage driven, less the commuting mileage must be indicated.

F. Meals

1. Overnight Travel Meals

All employees will be provided a per diem allowance in accordance with the United States General Services Administration (www.gsa.gov) for all their meals (includes meal, tax, and gratuities without providing receipts).

2. Local Travel/Business Meals

Local Travel/Business meals will be reimbursed up to the amount specified by the United States General Services Administration (www.gsa.gov) for lunch only. Where receipts are required, they must be detailed and complete. If lunch is provided as part of a seminar, no reimbursement will be made.

G. Entertainment Expenses

Entertainment expenses are not reimbursable.

H. Phone

In the event of no cell phone service, employees are authorized one personal call to home up to thirty (30) minutes per day of travel. Employees are encouraged to refrain from using direct hotel lines due to excessive charges.

I. Laundry/cleaning

Reimbursement for laundry service is allowed if the trip is three days or longer.

J. Tips

Reasonable tips (non-meal related) are reimbursable.

K. Lodging

Standard double-occupancy rooms are authorized (one room per employee).

L. Parking/Tolls/Gas

All such expenses are reimbursable provided receipts are submitted.

M. Taxis / Personal Delivery Services (e.g., Uber)

Actual cost of taxis or other automobile transportation services is reimbursable based on documentation supplied by the employee.

N. Non-Reimbursable Expenses

The following costs are not reimbursable under this policy:

1. Personal expenditures that are not related to RMLD business and are of a type that an employee would make whether at home or away.
2. Personal travel and accident insurance.

3. Medical costs.
4. All associated travel expenses of a spouse, dependent(s), or personal guest(s).
5. Expense for care of dependents or pets.
6. Extra expenses at home while you travel (example: caretaker service).
7. Cost of personally given flowers, gifts, or remembrances.
8. Alcoholic drinks of any type, including beer and wine ordered with meals.

O. Receipts Required for Travel Expenses

1. Transportation fares (Note: for all air/train travel, the passenger receipt portion of the ticket must be submitted).
2. The entire detailed hotel bill must be submitted (not just the credit card total).
3. Laundry and cleaning.
4. All parking fees and tolls.
5. Car rentals and related expenditures, e.g. gas, oil, etc.
6. Postage fees.
7. Registration fees for previously approved courses and seminars.
8. Unusual expenditures. If a receipt is lost or otherwise not available, do not delay submitting expense reports for expenditures for which receipts are available or are not required, i.e., submit expenses you can document and catch up on submitting the rest when you get the receipts. The employee is responsible for obtaining the missing receipt or an acceptable duplicate.

P. Expense Report Approval Requirements

Expense reports must be signed by the employee and the immediate supervisor and forwarded (along with the required documentation) to the Director of Business & Finance or designee. Expense reports will only be approved by the Director of Business & Finance or designee if they comply with the provisions of this policy.

Q. Combined Business and Personal Travel

If an employee takes a business trip and the trip is extended in time to include personal matters or vacation, all extra expenses incurred will be the employee's responsibility, including hotel, meals, flight surcharge, parking, etc.

R. Expense Report Processing

1. Upon return from a trip or completion of RMLD business, the employee must complete an expense report as soon as possible, but in no case later than five (5) working days following the trip.
2. Employees will be reimbursed through the weekly Accounts Payable cycle.

IV. **Attachment**

A. Travel Authorization Form

TRAINING/TRAVEL AUTHORIZATION FORM

Calendar Year _____

Authorization Type Day Overnight Conference Training Virtual Other

| | | |
|----------|----------|-----------|
| Employee | Division | Meets CDP |
| | | |

Name of Training/Conference _____

Reason for Request _____

Location _____

Travel Dates _____

Length of Stay (Number of Nights) _____

Transportation / Travel Mode _____

Did you receive an overnight travel authorization last year? _____

Budget Approved _____

| | REQUEST | REVISED | ACTUAL |
|-----------------------|---------|---------|--------|
| TRANSPORTATION | \$ - | \$ - | \$ - |
| HOTEL | \$ - | \$ - | \$ - |
| FEES/TUITION | \$ - | \$ - | \$ - |
| MEALS | \$ - | \$ - | \$ - |
| OTHER | \$ - | \$ - | \$ - |
| TOTAL | \$ - | \$ - | \$ - |

**Request Approval:
Projected Budget**

**Revised Approval:
Based on Increases**

**Actual Approval:
Actual Expenses**

Employee

Employee

Employee

Supervisor

Supervisor

Supervisor

General Manager

General Manager

General Manager

Date

Date

Date

Revised Approval is required if Request total increases prior to travel. Other reimbursable expenses are according to RMLD's Travel Policy 5. All forms and expense reports must be processed in accordance with RMLD's Travel Policy 5.

Revised January 2022

POLICY 17: TUITION REIMBURSEMENT

RMLD Policy No. 17

TUITION REIMBURSEMENT

Revision No. 43

Commission Vote Date _____

General Manager/Date

Next Review Date

I. PURPOSE

It is the goal of the Reading Municipal Light Department ("RMLD") Board of Commissioners to encourage RMLD employees to develop and enrich their professional knowledge and abilities to help meet the needs of RMLD through approved coursework and degree programs in order to maintain a leadership position among municipal electric utilities. Accordingly, RMLD's tuition reimbursement policy is designed to help employees further their knowledge, skills and job effectiveness through higher education in fields of interest to RMLD.

II. RESPONSIBILITIES

- A. General Manager. The General Manager is responsible for approving tuition reimbursement and interpreting this policy to ensure the intended purpose is achieved consistent with overall policies of the RMLD Board of Commissioners.
- B. ~~Human Resources Manager~~Director of Human Resources. The ~~Human Resources Manager~~Director of Human Resources is responsible for processing requests, administering tuition reimbursement benefits and verifying that educational institutions meet accreditation requirements.
- C. Supervising Managers. Supervising managers are responsible for informing employees under their supervision of the availability of tuition reimbursement benefits and assisting them with identifying professional and educational goals.

III. ELIGIBILITY REQUIREMENTS

A. Eligible Educational Programs

1. Employees must be enrolled in an accredited college or university. Accreditation must be received from an accreditation agency recognized by the United States Department of Education. The ~~Human Resources Manager~~Director of Human Resources will verify that

the educational institution has received the appropriate accreditation.

2. Employees generally must be matriculated. Matriculation means being accepted to and enrolled in a college or university as a candidate for a degree. The General Manager may waive this requirement for specialized areas of study or in special circumstances.
3. The educational program and/or coursework must relate to the employee's position or RMLD business as determined by the General Manager or her designee. Academic disciplines regarded as relating to RMLD business include, but are not necessarily limited to:
 - Human Resources Management and Development;
 - Electrical Engineering;
 - Mechanical Engineering;
 - Efficiency Engineering;
 - Business Administration and Management;
 - Accounting;
 - Economics;
 - Information Technology; and
 - As set forth in RMLD job descriptions or position requirements.

Electives taken as part of a degree/certification program are eligible for reimbursement.

4. Employees must earn academic credits towards an associate's, bachelor's, or master's degree or qualifying certification program. Doctorate programs are not eligible for reimbursement.
5. Online and other non-traditional continuing education programs are eligible provided that all other requirements of this policy are satisfied.
6. Courses must be taken for a grade. Pass/Fail courses are not eligible unless they only are offered on a Pass/Fail basis.
7. Employees may receive reimbursement for one Personal Education Course (self-enrichment) per year taken at a fully accredited educational institution provided the employee receives college credit for the course and all other grade and eligibility requirements of this policy are met.

B. Eligible Employees

1. All full-time management, union and non-union employees, and part-time employees if regularly scheduled for at least 30 hours per week, are eligible for tuition reimbursement following successful completion of any probationary period. Cooperative work education students, student interns, summer employees, contract employees, temporary

employees, contractors or similar positions are not eligible for tuition reimbursement.

2. Employees must be in good standing. If an employee has been placed on disciplinary or investigatory leave, paid or unpaid, for any length of time, the employee shall not be entitled to reimbursement for any courses taken during the academic period in which the leave occurred.
3. Employees may receive reimbursement for courses taken during an approved leave of absence provided that the employee returns to work following such leave of absence.

IV. **REIMBURSEMENT**

A. Eligible Expenses. The following expenses are eligible for reimbursement, except as otherwise provided below in Section IV.B:

- Tuition and mandatory fees associated with the course of study, except as identified below under Non-reimbursable Expenses;
- Text books, workbooks, and reading materials required or recommended by the instructor; and
- Testing fees, including College Level Examination Program ("CLEP") exam fees.

B. Non-reimbursable Expenses. Non-reimbursable expenses include:

- Student activity fees;
- Medical insurance;
- Room and board;
- Recreational fees;
- Travel and parking;
- Equipment and supplies, including personal computers and peripherals, data or telephone communication lines, notebooks, calculators, and writing instruments;
- College applications and college admissions testing fees, e.g., ACT, SAT GMAT and GRE;
- Tuition deferral/payment fees;
- Non-mandatory fees and charges; and
- Tuition and expenses covered by financial aid.

C. Other Expenses. Employees should contact the ~~Human Resources Manager~~Director of Human Resources for a determination of whether the expenses are reimbursable. All expenses and fees are subject to the approval of the ~~Human Resources Manager~~Director of Human Resources.

D. Amount of Reimbursement.

1. Tuition for Courses and Related Expenses. In accordance with this Policy, RMLD will reimburse employees for up to six (6) courses per calendar year. Reimbursement in excess of the annual six (6) course limitations shall require the approval of the Human Resources Manager~~Director of Human Resources~~ and the General Manager. Employees will be reimbursed for eligible courses at following completion of the course(s) at the following rates:

- 90 percent for an 'A' or a "Pass," when allowed,
- 80 percent for a 'B'; and
- 70 percent for a 'C'.

Tuition and related expenses for courses in which the employee failed or received a grade below a C (i.e., C-, D, or F) are not eligible for reimbursement.

Employees are required to provide an official transcript or grade report and all receipts in order to receive reimbursement.

if the employee is enrolled at a private college or university, the reimbursement amount shall not exceed the tuition rates applicable to comparable programs at a Massachusetts public university or college.

2. Additional Reimbursement Following Completion of Degree/Certification Program. Employees who earn a degree or certificate to meet the educational requirements of his/her job description may be entitled to receive an additional 10% of the tuition and related expenses for each eligible course taken. To be eligible for the additional 10% lump sum reimbursement, the employee must be employed by RMLD in a permanent position on the one-year anniversary of receiving the degree/certificate and shall be in good standing. Reimbursement will be made one year following the successful completion of the degree or certificate program. In no event shall any combination of reimbursements exceed a total of 100% for an 'A', 90% for a 'B', and 80% for a 'C'.
3. Testing Fees. CLEP and DANTE testing expenses which earn credit toward an employee's educational requirement will be reimbursed at 100 percent for a passing grade. No reimbursement will be made for a failing grade

V. PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

- A. Approval Required. All educational programs and/or courses of study for which reimbursement is or will be sought are subject to the prior written approval of the General Manager. The General Manager shall review and pre-approve educational programs and/or courses of study on a semester by semester basis. The General Manager may consider

the RMLD's budget and financial situation, the needs of RMLD and the needs of the RMLD in general in determining whether to approve coursework. Upon the approval of the General Manager, the employee shall submit an estimate of the annual tuition and reimbursable expenses to the ~~Human Resources Manager~~Director of Human Resources prior to enrolling in the course(s). The estimate shall include a list of the proposed courses, number of credit hours, the cost per course/credit hour, estimated related expenses and a description of how the course(s) will help RMLD. The estimate also shall include any financial assistance that the employee has applied for, e.g., financial aid, scholarships, or has been awarded. The estimate shall be subject to the approval of the General Manager or his/her designee. Failure to obtain prior approval of the educational program or estimated educational expenses may result in denial of reimbursement.

- B. Requests for Reimbursement. All requests for reimbursement are to be submitted to the ~~Human Resources Manager~~Director of Human Resources using the tuition reimbursement form attached hereto as Attachment A, which may be changed by the General Manager from time to time, and shall include a copy of the grade report and invoice or proof of payment of eligible expenses as identified in Section IV above. Requests should be submitted within 30 days following completion of the course. The ~~Human Resources Manager~~Director of Human Resources may request such documentation as he/she deems appropriate to verify the employee's eligibility for reimbursement.
- C. Scheduling. Course(s) must be taken outside of the employee's normal working hours. Adjustments to the employee's schedule may be made in special circumstances for testing and special events with the approval of the employee's supervisor and the General Manager. The employee shall not use RMLD time or resources to perform coursework ~~without the express, prior approval of the General Manager.~~

Attachment A
RMLD Tuition Reimbursement Request

Employee Name ("Employee"): _____

Date submitted: _____

Degree or Certificate being sought: _____

Year of graduation: _____

PRE-APPROVAL BEFORE COURSEWORK BEGINS: All educational programs and/or courses of study for which reimbursement is or will be sought by Employee are subject to the prior written approval of the General Manager consistent with Policy No. 17. Attach a copy of the course description, any available documentation showing what texts and materials are required for the course and documentation of the educational institution's accreditation. The General Manager's signature on this form is required for pre-approval.

Name of Educational Institution _____

| Course Name ("Course(s)") (Example: English 101) | Credits | Grade Received | Tuition Cost | Book Cost | Material Cost |
|---|---------|----------------|--------------|-----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

COURSE JUSTIFICATION: (Describe below the justification for the Course(s))

I am requesting pre-approval for tuition reimbursement in accordance with Policy No. 17 "Tuition Reimbursement" and agree to comply with the provisions of that policy. I understand that I must comply with Policy No. 17 requirements in order to receive reimbursement once I have completed the Course(s).

Employee signature: _____

Date: _____

I have reviewed this form and the accompanying documentation and pre-approve the Course(s) in accordance with Policy No. 17.

Supervisor signature: _____

Date: _____

General Manager signature: _____

Date: _____

OBTAINING REIMBURSEMENT: Employee must complete the "Grade Received" column above, attach a copy of the grade report for the Course(s) and provide invoices or receipts and proof of payment by Employee for the Course(s) to the ~~Human Resources Manager~~ Director of Human Resources along with an RMLD Weekly Expense Statement. The ~~Human Resources Manager~~ Director of Human Resources shall review the information submitted by the Employee and determine whether Employee is eligible for reimbursement for the cost of the Course(s) in accordance with Policy No. 17. Final approval for tuition reimbursement for the Course(s) is indicated by signature of the ~~Human Resources Manager~~ Director of Human Resources and General Manager. This completed form and accompanying materials must be sent by Employee to Accounting for processing of the tuition reimbursement.

~~Human Resources Manager~~ Director of Human Resources signature: _____

Date: _____

General Manager signature: _____

Date: _____

Copies of this form should be retained by the Employee, General Manager, ~~Human Resources Manager~~ Director of Human Resources and Accounting.

Director of Human Resources will verify that the educational institution has received the appropriate accreditation.

2. Employees generally must be matriculated. Matriculation means being accepted to and enrolled in a college or university as a candidate for a degree. The General Manager may waive this requirement for specialized areas of study or in special circumstances.
3. The educational program and/or coursework must relate to the employee's position or RMLD business as determined by the General Manager or her designee. Academic disciplines regarded as relating to RMLD business include, but are not necessarily limited to:
 - Human Resources Management and Development;
 - Electrical Engineering;
 - Mechanical Engineering;
 - Efficiency Engineering;
 - Business Administration and Management;
 - Accounting;
 - Economics;
 - Information Technology; and
 - As set forth in RMLD job descriptions or position requirements.

Electives taken as part of a degree/certification program are eligible for reimbursement.

4. Employees must earn academic credits towards an associate's, bachelor's, or master's degree or qualifying certification program. Doctorate programs are not eligible for reimbursement.
5. Online and other non-traditional continuing education programs are eligible provided that all other requirements of this policy are satisfied.
6. Courses must be taken for a grade. Pass/Fail courses are not eligible unless they only are offered on a Pass/Fail basis.
7. Employees may receive reimbursement for one Personal Education Course (self-enrichment) per year taken at a fully accredited educational institution provided the employee receives college credit for the course and all other grade and eligibility requirements of this policy are met.

B. Eligible Employees

1. All full-time management, union and non-union employees, and part-time employees if regularly scheduled for at least 30 hours per week, are eligible for tuition reimbursement following successful completion of any probationary period. Cooperative work education students, student interns, summer employees, contract employees, temporary

employees, contractors or similar positions are not eligible for tuition reimbursement.

2. Employees must be in good standing. If an employee has been placed on disciplinary or investigatory leave, paid or unpaid, for any length of time, the employee shall not be entitled to reimbursement for any courses taken during the academic period in which the leave occurred.
3. Employees may receive reimbursement for courses taken during an approved leave of absence provided that the employee returns to work following such leave of absence.

IV. REIMBURSEMENT

A. Eligible Expenses. The following expenses are eligible for reimbursement, except as otherwise provided below in Section IV.B:

- Tuition and mandatory fees associated with the course of study, except as identified below under Non-reimbursable Expenses;
- Text books, workbooks, and reading materials required or recommended by the instructor; and
- Testing fees, including College Level Examination Program ("CLEP") exam fees.

B. Non-reimbursable Expenses. Non-reimbursable expenses include:

- Student activity fees;
- Medical insurance;
- Room and board;
- Recreational fees;
- Travel and parking;
- Equipment and supplies, including personal computers and peripherals, data or telephone communication lines, notebooks, calculators, and writing instruments;
- College applications and college admissions testing fees, e.g., ACT, SAT GMAT and GRE;
- Tuition deferral/payment fees;
- Non-mandatory fees and charges; and
- Tuition and expenses covered by financial aid.

C. Other Expenses. Employees should contact the Director of Human Resources for a determination of whether the expenses are reimbursable. All expenses and fees are subject to the approval of the Director of Human Resources.

D. Amount of Reimbursement.

1. Tuition for Courses and Related Expenses. In accordance with this Policy, RMLD will reimburse employees for up to six (6) courses per calendar year. Reimbursement in excess of the annual course limitation shall require the approval of the Director of Human Resources and the General Manager. Employees will be reimbursed for eligible courses at following completion of the course(s) at the following rates:
 - 90 percent for an 'A' or a "Pass," when allowed,
 - 80 percent for a 'B'; and
 - 70 percent for a 'C'.

Tuition and related expenses for courses in which the employee failed or received a grade below a C (*i.e.*, C-, D, or F) are not eligible for reimbursement.

Employees are required to provide an official transcript or grade report and all receipts in order to receive reimbursement.

If the employee is enrolled at a private college or university, the reimbursement amount shall not exceed the tuition rates applicable to comparable programs at a Massachusetts public university or college.

2. Additional Reimbursement Following Completion of Degree/Certification Program. Employees who earn a degree or certificate to meet the educational requirements of his/her job description may be entitled to receive an additional 10% of the tuition and related expenses for each eligible course taken. To be eligible for the additional 10% lump sum reimbursement, the employee must be employed by RMLD in a permanent position on the one-year anniversary of receiving the degree/certificate and shall be in good standing. Reimbursement will be made one year following the successful completion of the degree or certificate program. In no event shall any combination of reimbursements exceed a total of 100% for an 'A', 90% for a 'B', and 80% for a 'C'.
3. Testing Fees. CLEP and DANTE testing expenses which earn credit toward an employee's educational requirement will be reimbursed at 100 percent for a passing grade. No reimbursement will be made for a failing grade

V. PROCEDURES AND ADMINISTRATIVE REQUIREMENTS

- A. Approval Required. All educational programs and/or courses of study for which reimbursement is or will be sought are subject to the prior written approval of the General Manager. The General Manager shall review and pre-approve educational programs and/or courses of study on a semester by semester basis. The General Manager may consider the RMLD's budget and financial situation, the needs of RMLD and the

needs of the RMLD in general in determining whether to approve coursework. Upon the approval of the General Manager, the employee shall submit an estimate of the annual tuition and reimbursable expenses to the Director of Human Resources prior to enrolling in the course(s). The estimate shall include a list of the proposed courses, number of credit hours, the cost per course/credit hour, estimated related expenses and a description of how the course(s) will help RMLD. The estimate also shall include any financial assistance that the employee has applied for, e.g., financial aid, scholarships, or has been awarded. The estimate shall be subject to the approval of the General Manager or his/her designee. Failure to obtain prior approval of the educational program or estimated educational expenses may result in denial of reimbursement.

- B. Requests for Reimbursement. All requests for reimbursement are to be submitted to the Director of Human Resources using the tuition reimbursement form attached hereto as Attachment A, which may be changed by the General Manager from time to time, and shall include a copy of the grade report and invoice or proof of payment of eligible expenses as identified in Section IV above. Requests should be submitted within 30 days following completion of the course. The Director of Human Resources may request such documentation as he/she deems appropriate to verify the employee's eligibility for reimbursement.

- C. Scheduling. Course(s) must be taken outside of the employee's normal working hours. Adjustments to the employee's schedule may be made in special circumstances for testing and special events with the approval of the employee's supervisor and the General Manager. The employee shall not use RMLD time or resources to perform coursework.

**Attachment A
RMLD Tuition Reimbursement Request**

Employee Name (“Employee”): _____

Date submitted: _____

Degree or Certificate being sought: _____

Year of graduation: _____

PRE-APPROVAL BEFORE COURSEWORK BEGINS: All educational programs and/or courses of study for which reimbursement is or will be sought by Employee are subject to the prior written approval of the General Manager consistent with Policy No. 17. Attach a copy of the course description, any available documentation showing what texts and materials are required for the course and documentation of the educational institution’s accreditation. The General Manager’s signature on this form is required for pre-approval.

| |
|---------------------------------|
| Name of Educational Institution |
|---------------------------------|

| Course Name (“Course(s)”) (Example: English 101) | Credits | Grade Received | Tuition Cost | Book Cost | Material Cost |
|--|---------|----------------|--------------|-----------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

| |
|---|
| COURSE JUSTIFICATION: (Describe below the justification for the Course(s)) |
| |
| |
| |
| |

I am requesting pre-approval for tuition reimbursement in accordance with Policy No. 17 “Tuition Reimbursement” and agree to comply with the provisions of that policy. I understand that I must comply with Policy No. 17 requirements in order to receive reimbursement once I have completed the Course(s).

Employee signature: _____

Date: _____

I have reviewed this form and the accompanying documentation and pre-approve the Course(s) in accordance with Policy No. 17.

Supervisor signature: _____

Date: _____

General Manager signature: _____

Date: _____

OBTAINING REIMBURSEMENT: Employee must complete the “Grade Received” column above, attach a copy of the grade report for the Course(s) and provide invoices or receipts and proof of payment by Employee for the Course(s) to the Director of Human Resources along with an RMLD Weekly Expense Statement. The Director of Human Resources shall review the information submitted by the Employee and determine whether Employee is eligible for reimbursement for the cost of the Course(s) in accordance with Policy No. 17. Final approval for tuition reimbursement for the Course(s) is indicated by signature of the Director of Human Resources and General Manager. This completed form and accompanying materials must be sent by Employee to Accounting for processing of the tuition reimbursement.

Director of Human Resources signature: _____

Date: _____

General Manager signature: _____

Date: _____ Copies of

this form should be retained by the Employee, General Manager, Director of Human Resources and Accounting.

POLICY 22: PENSION TRUST

READING MUNICIPAL LIGHT DEPARTMENT



REVISION #0

RMLD POLICY NO. 22

EFFECTIVE DATE 7 Feb/99

PENSION TRUST INVESTMENTS

J. B. R...
General Manager/Date Feb/99

Per Board vote, 7 Feb/96
Chairman/Date

I. PURPOSE

- A. To establish a prospective (this policy is not retroactive for any prior investment decisions) process for investment of RMLD Pension Trust Funds. These funds are under control of the RMLD Commissioners acting as Trustees of the RMLD Pension Fund.

II. RESPONSIBILITIES

A. Trustees of the RMLD Pension Trust

1. Responsible for periodically reviewing this policy to ensure its continuing adequacy to meet the purpose of the Pension Trust. Generally, this review should coincide with the annual actuarial study of the Pension Trust.

B. Treasurer of the Town of Reading

1. Responsible, along with RMLD General Manager, for implementing this policy, selection of professional investment advisors and recommending to the Trustees any suggested policy changes.

C. RMLD General Manager

1. Responsible, along with Treasurer of the Town of Reading, for implementing this policy, selection of professional investment advisors and recommending to the Trustees any suggested policy changes.
2. Responsible for informing the Board of Commissioners, at the next available Board meeting, of any investments made under this policy.

III. GENERAL GUIDELINES

B. Investment Philosophy

1. To maintain the principal of the Pension Trust fund.
2. To provide a consistent investment yield.

B. Investment Criteria

1. Pension Trust funds may be invested in high quality stocks and bonds, rated at least "A" or equivalent.
2. Pension Trust funds may be invested in Bank(s) used by the Treasurer of the Town of Reading for town financial purposes in CD's collateralized by government securities held at a third party bank.
3. Bonds purchased shall be medium to short term (not to exceed 10 years) and be held to maturity.
4. Stocks shall comprise no more than 20% of the total Pension Trust fund.
5. Equities shall be purchased primarily for yield.

C. Investment Process

1. The Treasurer of the Town of Reading and the General Manager shall confer, by phone or in person, from time to time as to investments. The Treasurer of the Town of Reading and the RMLD General Manager shall use professional investment advisors for advice, consultation, and purchase and sale. The Treasurer and the General Manager are authorized to decide and transact any purchases to replace securities which mature, to replace bonds which are called or mature, or to make prudent trading of equities to meet market conditions, and any other actions to ensure the investment philosophy and criteria are satisfied.

D. Exceptions

1. Investments which do not clearly meet the investment philosophy and criteria will be brought, by the General Manager, to the attention of the RMLD Board of Commissioners acting as the Trustees of the RMLD Pension Trust, if time permits. If an investment decision is required prior to the next regularly scheduled meeting, the General Manager will consult by phone or in person with the Chairman or Secretary to determine an appropriate course of action.