



Proposed Revisions to Personnel Policy 400.04 – Payroll Deductions

Committee of the Whole

August 5, 2025

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Background

- Human Resources and Legal continuously review the personnel policies and procedures manual (“PPPM”) for updates and sound business practice
- The PPPM is subject to review and revision annually
- All personnel policy revisions must be approved by the Board of Trustees (“Board”)

Background

- Personnel Policies & Procedures Manual
 - Covers policies and procedures primarily related to personnel management; not intended to replace other operating policies and procedures
 - All employees of the GCRTA are expected to abide by these policies and procedures

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Background

- Personnel Policies
 - Policies approved by resolution of the Board
- Personnel Procedures
 - Issued by the General Manager/CEO
 - Implement the Personnel Policies

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Policy 400.04: Payroll Deductions

- Human Resources, in consultation with Legal, reviewed and revised Personnel Policy 400.04: Payroll Deductions to align with federal, state, and local law as well as current GCRTA operations
- The revisions explicitly outline mandatory and voluntary deductions permitted from employee paychecks

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Mandatory Payroll Deductions

- Made for federal, state, and local tax withholding.
- Ohio Public Employees Retirement System (OPERS) contributions
- Court mandated deductions (i.e. Child support, wage garnishment, etc.)

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Voluntary Payroll Deductions

- Healthcare (medical, dental, vision) insurance, life insurance, flexible spending accounts, agency fees/union dues, and deferred compensation
- Deductions for lost, stolen, or damaged equipment/property.
- Unauthorized P-Card purchases
- GCRTA must gain prior authorization/consent from employees to make voluntary deductions

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Partial Day Deductions: Salaried Employees

- GCRTA may deduct wages from a salaried employee's salary for partial day absences if, all of the following circumstances are met:
 - 1) The employee is absent for personal or sick reasons; and
 - 2) The employee did not use vacation, personal, sick, or FMLA leave to cover the absence; and
 - 3) One or more of the following apply:
 - a) The employee did not seek permission for the partial day absence;
 - b) The employee did seek permission for the partial day absence and the permission was denied; or
 - c) The employee's paid leave has been exhausted

Policy 400.04: Payroll Deductions

- The deductions listed in the revised policy are not an exhaustive list
- Human Resources, Finance, and Legal review permissible payroll deductions on a continuous basis
- GCRTA reserves the right to make other mandatory or voluntary payroll deductions as permitted by federal, state and local law

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Policy 400.04: Payroll Deductions

- Summary of revisions
 - Added overpayment of previous wages to mandatory deductions
 - Added additional voluntary deduction types as needed for our current operations
 - Added language that the GCRTA must gain prior authorization/consent from employees for voluntary deductions
 - Added partial day deduction exception for salaried employees

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Recommendation

Staff requests that the Committee of the Whole recommend the revisions to Personnel Policy 400.04: Payroll Deductions to the full Board of Trustees for approval.

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Questions?

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