

RESOLUTION NO. 2023-58

REMOVING SECTION 644.14 PROFESSIONAL SOCIETY MEMBERSHIP FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY, AS A DUPLICATE OF PERSONNEL POLICY 400.14, AND AMENDING PERSONNEL POLICY 400.14

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Section 644.14 Professional Society Membership should be removed because it duplicates Section 400.14 of the Personnel Policies; and

WHEREAS, the Authority last updated the policy on professional society memberships in 2013 and staff has recognized the need to update Personnel Policy 400.14.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Section 644.14 Professional Society Membership is hereby removed from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority and retained as Section 400.14 of the Personnel Policies.

Section 2. That Section 400.14 of the Personnel Policies is hereby amended to read as specified in Attachment A hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachment A: Personnel Policy 400.14

Adopted: July 25, 2023



President

Attest:



Secretary-Treasurer

Attachment A to Resolution

400.14 PROFESSIONAL LICENSES AND MEMBERSHIPS

This policy shall apply to those employees whose job descriptions require them to be licensed or registered by the State of Ohio as well as those employees whose membership in professional organizations is work-related and in the best interests of the Authority, as determined by the Deputy General Manager of Human Resources and the General Manager, Chief Executive Officer.

Professional Licenses

To the extent that the Authority is legally permitted to do so, the Authority will pay directly or reimburse the employee's payment of license or registration fees for employees whose job descriptions require them to be licensed or registered by the State of Ohio.

Individual Professional Memberships

The Authority encourages those employees who are employed in a professional capacity and who provide professional services to the Authority to become members of and participate in professional organizations. To the extent that the Authority is legally permitted to do so, the Authority will pay directly or reimburse the employee's payment of professional dues or membership fees for individual staff members. Such payments shall not exceed One Thousand Dollars (\$1,000.00) per employee annually. Reimbursement will be made to the employee upon approval by the employee's Deputy General Manager/Executive Director and submission of proof of payment by the employee.

Group Professional Memberships

At the discretion of the Deputy General Manager/Executive Director, a Department or Division may subscribe to a professional group that benefits the employees of that Department or Division or the organization as a whole. Payment will be made from that Department or Division's operating budget.



TITLE/DESCRIPTION: REMOVING SECTION 644.14 PROFESSIONAL SOCIETY MEMBERSHIP FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY, AS A DUPLICATE OF PERSONNEL POLICY 400.14, AND AMENDING PERSONNEL POLICY 400.14	Resolution No.: 2023-58
	Date: July 20, 2023
	Initiator: Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will remove Section 644.14 Professional Society Membership from the Codified Rules and Regulations (“Code Book”) of the Greater Cleveland Regional Transit Authority (“Authority”), as duplicative of Personnel Policy 400.14 Professional Society Membership, and amend Personnel Policy 400.14.

- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.

Human Resources governing provisions are located in three places: (1) the Code Book, which provides the broad, overarching guidance for the Authority enacted by the Board of Trustees; (2) the Personnel Policies, which govern day-to-day operations and are approved by the Board of Trustees and (3) the Personnel Procedures, which contain detailed procedures that are not required to be approved by the Board of Trustees. The proposed action will remove a provision from the Code Book that is duplicative of a policy in the Personnel Policies and also amend Personnel Policy 400.14.

- 3.0 PROCUREMENT BACKGROUND: Does not apply.

- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

- 5.0 POLICY IMPACT: Adoption of the resolution will eliminate the duplication of a provision that is contained in both the Code Book and the Personnel Policies.

- 6.0 ECONOMIC IMPACT: Does not apply.

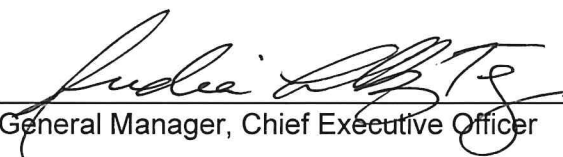
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would leave the same provision in both the Code Book and the Personnel Policies and would prevent amendment of the Policy.

- 8.0 RECOMMENDATION: This resolution was discussed at the July 18, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS:

- A. Red-line of proposed amendment to Code Book Section 644.14
- B. Red-line of proposed amendments to Personnel Policy 400.14

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer

Attachment A to Staff Summary

~~644.14 — PROFESSIONAL SOCIETY MEMBERSHIP.~~

~~(a) The Authority encourages those employees who are employed in a professional capacity and who provide professional services to the Authority to become members of and participate in professional societies. To the extent that the Authority is legally permitted to do so, the Authority will reimburse payment of dues, licensure, registration, and/or membership fees in professional organizations for individual staff members upon prior approval by the employee's Deputy General Manager.~~

~~(b) Payment for professional dues, licensure, registration and/or memberships shall not exceed five hundred dollars (\$500.00) per employee annually and shall be reimbursed to the employee upon submission of proof of payment by the employee.~~

~~(c) This policy shall be applicable to those employees whose job descriptions require that they are licensed or registered by the State of Ohio or others whose membership in such organizations is work-related and in the best interests of the Authority, as determined by the Deputy General Manager of Human Resources and the CEO/General Manager.~~

~~(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

Attachment B to Staff Summary

400.14 PROFESSIONAL ~~SOCIETY~~ LICENSES AND MEMBERSHIPS

This policy shall apply to those employees whose job descriptions require them to be licensed or registered by the State of Ohio as well as those employees whose membership in professional organizations is work-related and in the best interests of the Authority, as determined by the Deputy General Manager of Human Resources and the General Manager, Chief Executive Officer.

Professional Licenses

To the extent that the Authority is legally permitted to do so, the Authority will pay directly or reimburse the employee's payment of license or registration fees for employees whose job descriptions require them to be licensed or registered by the State of Ohio.

Individual Professional Memberships

The Authority encourages those employees who are employed in a professional capacity and who provide professional services to the Authority to become members of and participate in professional ~~societies~~ organizations. To the extent that the Authority is legally permitted to do so, the Authority will pay directly or reimburse the employee's payment of professional dues, licensure, registration, and/ or membership fees in professional organizations for individual staff members, upon prior approval by the employee's Deputy General Manager.

Payment for professional dues, licensure, registration and/or memberships Such payments shall not exceed Five Hundred One Thousand Dollars (\$5001,000.00) per employee annually, and shall be reimbursed Reimbursement will be made to the employee upon approval by the employee's Deputy General Manager/Executive Director and submission of proof of payment by the employee.

~~This policy shall be applicable to those employees whose job descriptions require that they are licensed or registered by the State of Ohio or others whose membership in such organizations is work-related and in the best interests of the Authority, as determined by the Deputy General Manager of Human Resources and the CEO/General Manager.~~

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