

RESOLUTION NO. 2025-91

AUTHORIZING REVISIONS TO PERSONNEL POLICY 400.04: PAYROLL
DEDUCTIONS OF THE PERSONNEL POLICIES OF THE GREATER
CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution 1990-027, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") adopted its personnel policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Personnel Policy 400.04: Payroll Deductions should be updated to align certain provisions to current law and the Authority's operations.

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

Section 1. That Personnel Policy 400.04: Payroll Deductions is hereby amended to read as specified in Attachment A hereto.

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

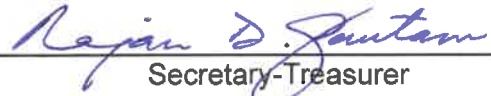
Section 3. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Personnel Policy 400.04: Payroll Deductions

Adopted: August 19, 2025



President

Attest: 

Secretary-Treasurer

400.04 PAYROLL DEDUCTIONS

GCRTA shall be authorized to make multiple types of payroll deductions from employee wages, including from regular payroll cycles, supplemental payroll, final payroll checks, vacation and/or sick time lump-sum payouts, and any other payments for wages made by GCRTA.

(a) Mandatory Payroll Deductions: Mandatory payroll deductions are made for federal, state, and local tax withholding; the Ohio Public Employees Retirement System ("OPERS"); overpayment of previous wages; Medicare; and court-mandated deductions.

(b) Voluntary Payroll Deduction: Employees may authorize wage deductions for such items as healthcare (medical, dental, vision) insurance, life insurance, flexible spending accounts, U.S. Savings Bonds, employee giving campaign contributions, agency fee/union dues, credit union deductions, and deferred compensation contributions. Voluntary wage deductions may also include deductions to address lost, stolen, or damaged property; improper tuition reimbursement repayments; overpayment of uniform or tool allowances; unauthorized P-Card purchases; and recoupment of improper benefit payments made by GCRTA. In most circumstances, employees must provide GCRTA with prior authorization/consent to make voluntary deductions.

(c) Salaried Employee Deductions: Salaried employees who are exempt from overtime generally enjoy the privilege of a guaranteed salary regardless of the number of hours worked or amount of work performed in a given pay period. The following policies are exceptions that permit deductions from these employees' regularly paid wages:

(i) GCRTA may deduct wages from a salaried employee's salary for full day absences not covered by other paid leave, taken for personal reasons, or as otherwise permitted by applicable state and federal law.

(ii) 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.

The deductions listed in this policy are not exhaustive, and GCRTA reserves the right to make other mandatory or voluntary payroll deductions as permitted by federal, state, and local law.

This policy is established pursuant to principles of public accountability and to ensure responsible handling of public tax dollars.



TITLE/DESCRIPTION: AUTHORIZING REVISIONS TO PERSONNEL POLICY 400.04: PAYROLL DEDUCTIONS	Resolution No.: 2025-91
	Date: August 14, 2025
	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 amend Personnel Policy 400.04: Payroll Deductions in the Personnel Policies and Procedures Manual ("PPPM") of the Greater Cleveland Regional Transit Authority ("Authority").

2.0 DESCRIPTION/JUSTIFICATION: The PPPM was adopted by the Board of Trustees in 1990, pursuant to Resolution 1990-027. The PPPM is reviewed annually for applicable updates and revisions to ensure compliance with all applicable laws and the current operations of the Authority.

In the course of reviewing the PPPM, it was determined that the Authority's policy on payroll deductions did not align with current operations of the Authority and needed to be updated to include items that are regularly deducted from employees' paychecks. Additionally, it was determined that the Authority was not utilizing a public employer exception to the federal legal requirements for guaranteed salaries when a salaried, exempt employee only works a partial workday.

The proposed revisions include additional items that the Authority regularly deducts from employees' paychecks and will enable the Authority to utilize the public employer exception for partial day deductions from salaried, exempt employees.

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 align Personnel Policy 400.04: Payroll Deductions with applicable laws and the current operations of the Authority.

6.0 ECONOMIC IMPACT: Does not apply.

7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would prevent the Authority's policy from reflecting current law and operations of the Authority.

8.0 RECOMMENDATION: This resolution was discussed at the August 5, 2025 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 amendments to Personnel Policy 400.04: Payroll Deductions

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

A handwritten signature in blue ink, appearing to read "Jada R. B. F.", is written over a horizontal line.

General Manager, Chief Executive Officer

Attachment A to Staff Summary

400.04 PAYROLL DEDUCTIONS

~~The GCRTA shall be authorized to make There are two multiple types of payroll deductions that the Authority GCRTA shall be authorized to make from employee wages, including from regular payroll cycles, supplemental payroll, final payroll checks, and vacation and/or sick time lump-sum payouts, and any other payments for wages made by GCRTA. The following are descriptions of the types of payroll deductions, applicable authorizations needed, and adherence to local, state, and federal employment laws.~~

(a) Mandatory Payroll Deductions: Mandatory payroll deductions are made for Federal, State and federal, state, and local tax withholding; taxes; the Ohio Public Employees Retirement System ("OPERS"); overpayment of previous wages; for Medicare for employees hired after April 1, 1986; and court-mandated deductions.

~~For those employees subject to withholding payments mandated by a Court order or the Child Support Enforcement Agency ("CSEA"), the GCRTA is mandated by law to notify the Court or CSEA of any lump-sum payment of one hundred fifty dollars (\$150.00) or more. GCRTA is further mandated by law to hold said lump-sum payment for thirty (30) days after the payment date and upon order of the Court or CSEA, to pay any specified amount of the lump-sum payment to the Division of Child Support.~~

(b) Voluntary Payroll Deduction: Employees may authorize wage deductions from wages for such items as hospitalization/healthcare (medical, dental, vision) insurance, life insurance, flexible spending accounts, U.S. Savings Bonds, charity choice/employee giving campaign contributions, agency fee/union dues, credit union deductions, and deferred deductions, and deferred compensation contributions, and tuition reimbursement repayments. Voluntary wage deductions may also include deductions to address lost, stolen, or damaged property; improper tuition reimbursement repayments; overpayment of uniform or tool allowances; unauthorized P-Card purchases; and recoupment of improper benefit payments made by GCRTA. In most circumstances, employees must provide the GCRTA with prior authorization/consent to make voluntary deductions.

(c) Salaried Employee Deductions: ~~(c) Other Permitted Deductions – With Prior Employee Authorization (Lost/Stolen/Damaged Employer Issued Equipment – i.e. Computers, Laptops, Cellphones, Keys, Tools, Overpayment of Wages, Overpayment of Compensated Balances, Overpayment of Allowances):~~ The GCRTA may make wage deductions to employees' pay and/or applicable vacation and/or sick time payouts for lost, stolen, or damaged property that is provided for the employer's legitimate business purpose with prior written authorization/consent from the employee. The GCRTA adheres to and follows the restriction on deductions, not reducing the minimum wage and overtime for nonexempt employees. These same wage deductions for exempt employees are not lawful as they violate the "free and clear" requirement for exempt employees' salaries as defined by applicable local, state, and federal laws.

~~Salaried employees who are exempt from overtime generally enjoy the privilege of a guaranteed salary regardless of the number of hours worked or amount of work performed in a given pay period. The following policies are exceptions that permit deductions from these employees' regularly paid wages. Any wage deductions for lost, stolen, or damaged property provided to an employee as a benefit for personal use is lawful for both nonexempt and exempt employees, provided prior written authorization has been signed by the employee.~~

Attachment A to Staff Summary

~~For those employees subject to withholding payments mandated by the Court or the Child Support Enforcement Agency (CSEA), the Authority is mandated by law to notify the Court or CSEA of any lump sum payment of one hundred fifty dollars (\$150.00) or more. The Authority is further mandated by law to hold said lump sum payment for thirty (30) days after the payment date and upon order of the Court or CSEA, to pay any specified amount of the lump sum payment to the Division of Child Support.~~

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- (i) ~~The GCRTA may otherwise deduct money wages from a salaried exempt employee's salary for full day absences not covered by other paid leave, taken for personal reasons, or as otherwise permitted by applicable federal state and state federal law.~~
- (ii) ~~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 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.~~

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~~The deductions listed in this policy are not exhaustive, and GCRTA reserves the right to make other mandatory or voluntary payroll deductions as permitted by federal, state, and local law.~~

~~This policy is established pursuant to principles of public accountability and to ensure responsible handling of public tax dollars.~~

~~Updated November 30, 2023~~