



REVISED MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, May 10, 2022** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon.

In accordance with the Ohio Open Meetings Act and House Bill 51, signed into law on February 17, 2022 and effective immediately through June 30, 2022, this meeting will be live-streamed on RTA's Board Page www.RideRTA.com/board via the meeting date for staff and members of the public. House Bill 51 allows Board members to participate by telephone or video and be considered present as if in person. It also allows Board members to vote and be counted for the purpose of determining a quorum while attending by telephone or video.

Members of the public may attend in-person. Based on Centers for Disease Control ("CDC") guidance to continue to avoid large events and gatherings and Ohio Department of Public Health advice that businesses and other entities may continue to require mitigation measures, as well as RTA's interest in protecting community and employee health and safety, RTA Board Room and Meeting Room 1 capacity is limited to thirty-six (36) people to allow for social distancing. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to maintain a distance of six feet or more from other individuals who are not members of their family or household.

As a result of a federal court order on April 18, 2022, the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. The CDC continues to recommend that people wear masks in indoor public transportation settings at this time. As a result, GCRTA recommends, but will not require, that members of the public wear a mask/face covering. If a person entering the building does not have a mask, one can be provided to them.

The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M. Organizational, Services & Performance Monitoring Committee

- RFP Procurement – A presentation of a competitive negotiated procurement for a firm to provide the Authority with electricity supply services.

Operational Planning & Infrastructure Committee

- Capital Improvement Program - Discussion on proposed FY 2023-2027 Capital Improvement Program.

Public Hearing

- FY 2023 Capital Budget

Committee Of The Whole

- Code Book Updates – A request to amend Chapter 242 CEO, General Manager/Secretary-Treasurer of the Codified Rules and Regulations of the GCRTA and adopt Personnel Policies 100.07 Anti-Bullying and Prevention of Abusive Conduct and 600.12 Lactation Policy.
- Executive Session Requested – to review the negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

India L. Birdsong
General Manager, Chief Executive Officer

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, May 10, 2022

Committee Members: Mayor Anthony D. Biasiotta, Chair
Ms. Karen Gabriel Moss, Vice Chair
Ms. Roberta Duarte
Mayor David E. Weiss

- I. Roll Call
- II. RFP Procurement – A presentation of a competitive negotiated procurement for a firm to provide the Authority with electricity supply services.

Presenters:
 - Natalie Ulrich, Energy Manager
 - Shawn Becker, Program Contract Manager
- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: May 5, 2022

Subject: Summary of Proposed Award – Electricity Supply

This is a RFP procurement for a qualified firm to provide the Authority with electricity to power its facilities and rail operations for a three-year period commencing in May, 2024.

At the May 10, 2022, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process. Attached is the summary for your review. Due to the nature of the electricity market, suppliers can only hold pricing for a few days. Best and Final offers will be received on May 23, 2022. A resolution to award a contract for Electricity Supply services is on the agenda for the May 24, 2022 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB/MD
Attachment

SUMMARY OF PROPOSED AWARD
Electricity Supply

PROJECT OVERVIEW:

The Authority has an on-going requirement for electricity to power its facilities and rail operations. This request is for firm full requirements electricity service for the Authority's 142 accounts (146 customer numbers) served by FirstEnergy's electric distribution company, The Illuminating Company ("CEI"). The Authority is currently entering the second year of a three-year agreement with MP2 Energy LLC for its CEI accounts. We are soliciting now due to the current electricity market and more favorable future pricing.

The following summarizes the services to be performed by the contractor.

GCRTA requests:

- Pricing that reflects a fixed price per kWh for energy with a capacity cost pass through ("Capacity Pass-Through Pricing").
- Ability to meet requirements of Transmission Pilot Program.
- Term: Up to 36 months beginning with the meter read in May 2024.
- Minimum 20 percent annual aggregate deviation (swing) from estimated usage.

PROCUREMENT OVERVIEW:

The Request for Proposal (RFP) to furnish electricity for a period up to three (3) years was issued on February 21, 2022. The necessary legal notice was published in the Plain Dealer and Call & Post newspapers. The RFP was also published on the RTA web site.

Notification of the RFP was sent to eight (8) potential proposers. Twenty (20) interested parties downloaded the solicitation document from the RTA website. Six (6) proposals were received on March 29, 2022. Best and final offers to receive updated pricing will be due May 23, 2022, the day before the May Board of Trustees meeting. This timing is due to the volatility of the energy market, affecting suppliers' ability to hold pricing.

A panel of Authority employees, including representatives from the following departments: Accounting, Legal, Office of Management & Budget, Operations and Procurement, along with the Authority's energy consultant Brakey Energy, Inc., will continue to perform an evaluation of proposals using the following Evaluation Criteria:

- Total Cost of Power
- Terms of Contract
- Financial Viability of Proposer
- Experience & Reputation

This process is in accordance with established Procurement Department Policies and Procedures.

The Office of Business Development set the DBE goal for this procurement at 0%.

RECOMMENDATION:

Staff plans to bring a recommendation to the Board of Trustees at their May 24, 2022 meeting.

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, May 10, 2022

Committee Members: Ms. Roberta Duarte, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mr. Terence P. Joyce
 Ms. Luz N. Pellot

- I. Roll Call
- II. Capital Improvement Program – Discussion on proposed FY 2023-2027 Capital Improvement Program

 Presenters:
 - Carolyn Young, Manager of Budget
 - Joseph Shaffer, Director – Engineering & Project Development
- III. Public Hearing
 - FY 2023 Capital Budget
- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: May 5, 2022

Subject: Proposed FY 2023-2027 Capital Improvement Program

OMB and Engineering will make a second presentation of the proposed 2023-2027 Capital Improvement Program (CIP) to the Operational Planning and Infrastructure Committee on May 10, 2022. It will include the pertinent fund statements, distribution of additional IJJA funds, unfunded projects tabulation and projects ongoing for remainder of 2022 and proposed for 2023.

Similar to recent years, the presentation of the proposed 2023-2027 CIP has been advanced in the calendar year to allow sufficient time to include projects and/or changes in the Transportation Improvement Plan (TIP) and State Transportation Improvement Plan (STIP) prior to the end of the Federal and State current fiscal years.

To provide an opportunity for the public to comment, a formal hearing will also be held in the Board Room of the Authority on May 10, 2022. We are requesting that the Operational Planning & Infrastructure Committee recommend the proposed 2023-2027 CIP to the full Board for discussion and approval at the May 24, 2022 RTA Board Meeting.

Attachments:

IB/KS/MJS/CY

ATTACHMENT A

2023 - 2027 COMBINED CAPITAL IMPROVEMENT PLAN
Combined Budget Authority

PROJECT CATEGORY	2023 Budget	2024 Plan	2025 Plan	2026 Plan	2027 Plan	2023-2027
Bus Garages	\$3,525,000	\$3,900,000	\$0	\$2,150,000	\$500,000	\$10,075,000
Bus Improvement Program	\$37,066,750	\$23,066,750	\$23,066,750	\$23,066,750	\$23,066,750	\$129,333,750
Equipment & Vehicles	\$9,144,354	\$5,205,541	\$15,114,144	\$15,966,353	\$13,504,893	\$58,935,285
Facilities Improvements	\$21,990,000	\$24,358,786	\$13,635,000	\$15,725,000	\$12,405,728	\$88,114,514
Other Projects	\$2,643,750	\$4,643,750	\$23,143,750	\$26,143,750	\$2,643,750	\$59,218,750
Preventive Maint./Oper. Reimb.	\$2,076,041	\$1,801,041	\$1,120,282	\$8,452,021	\$12,109,100	\$25,558,485
Rail Car Program	\$30,550,000	\$39,400,000	\$34,000,000	\$21,700,000	\$11,500,000	\$137,150,000
Rail Projects	\$24,982,500	\$44,192,500	\$34,630,759	\$31,944,241	\$19,575,050	\$155,325,050
Transit Centers	\$1,300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,500,000
TOTALS	\$133,278,394	\$146,868,368	\$145,010,685	\$145,448,115	\$95,605,271	\$666,210,834

ATTACHMENT B

**2023 - 2027 RTA DEVELOPMENT FUND CAPITAL IMPROVEMENT PLAN
RTA DEVELOPMENT FUND BUDGET AUTHORITY**

PROJECT CATEGORY	2023 Budget	2024 Plan	2025 Plan	2026 Plan	2027 Plan	2023-2027
Bus Garages	\$3,525,000	\$3,900,000	\$0	\$2,150,000	\$500,000	\$10,075,000
Bus Improvement Program	\$37,066,750	\$23,066,750	\$23,066,750	\$23,066,750	\$23,066,750	\$129,333,750
Equipment & Vehicles	\$7,506,620	\$3,506,620	\$13,506,620	\$14,350,000	\$11,671,163	\$50,541,023
Facilities Improvements	\$19,580,000	\$22,048,786	\$11,225,000	\$13,415,000	\$9,995,728	\$76,264,514
Other Projects	\$2,643,750	\$4,643,750	\$23,143,750	\$26,143,750	\$2,643,750	\$59,218,750
Preventive Maint./Oper. Reimb.	\$2,076,041	\$1,801,041	\$1,120,282	\$8,452,021	\$12,109,100	\$25,558,485
Rail Car Program	\$30,550,000	\$39,400,000	\$34,000,000	\$21,700,000	\$11,500,000	\$137,150,000
Rail Projects	\$24,982,500	\$44,192,500	\$34,630,759	\$31,944,241	\$19,575,050	\$155,325,050
Transit Centers	\$1,300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,500,000
TOTALS	\$129,230,660	\$142,859,447	\$140,993,161	\$141,521,762	\$91,361,541	\$645,966,571

ATTACHMENT C

**2023 - 2027 RTA CAPITAL FUND CAPITAL IMPROVEMENT PLAN
RTA CAPITAL FUND BUDGET AUTHORITY**

PROJECT CATEGORY	2023 Budget	2024 Plan	2025 Plan	2026 Plan	2027 Plan	2023-2027
Bus Garages	\$0	\$0	\$0	\$0	\$0	\$0
Bus Improvement Program	\$0	\$0	\$0	\$0	\$0	\$0
Equipment & Vehicles	\$1,637,734	\$1,698,921	\$1,607,524	\$1,616,353	\$1,833,730	\$8,394,262
Facilities Improvements	\$2,410,000	\$2,310,000	\$2,410,000	\$2,310,000	\$2,410,000	\$11,850,000
Other Projects	\$0	\$0	\$0	\$0	\$0	\$0
Preventive Maint./Oper. Reimb.	\$0	\$0	\$0	\$0	\$0	\$0
Rail Projects	\$0	\$0	\$0	\$0	\$0	\$0
Transit Centers	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS	\$4,047,734	\$4,008,921	\$4,017,524	\$3,926,353	\$4,243,730	\$20,244,262



Greater Cleveland
Regional Transit Authority

Interoffice Memo

rdg

From: Rajan D. Gautam, Deputy General Manager Finance & Administration

Subject: Public Hearing Notice – FY 2023 Capital Improvement Plan Budget

Date: April 25, 2022

Notice is hereby given that a public hearing on the Fiscal Year (FY) 2023 Capital Improvement Plan Budget of the Greater Cleveland Regional Transit Authority will be held immediately following the 2023 – 2027 Capital Improvement Plan presentation to the Operational Planning and Infrastructure Committee, at 9:00 A.M. Eastern Daylight Time on Tuesday, May 10, 2022. The public hearing will be held in the Board Room of the Authority, 1st Floor, Main Office Building, 1240 West Sixth Street, Cleveland, Ohio.

The Board Committee meetings and public hearing will be live streamed on RTA's website at (www.riderta.com/board) and (www.riderta.com/events) via YouTube by selecting the meeting day. Public comments for the Public Hearing can be submitted by email at (Public-Comment@gccta.org). All public comments received by Friday, May 6, 2022 will be submitted to the Operational Planning and Infrastructure Committee and Board members. All comments received after Friday, May 6, 2022 will be submitted to the Committee after the Public Hearing. A summary of the submitted comments will be read at the Public Hearing.

REVISED AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, May 10, 2022

Committee Members: President Charles P. Lucas (Chair)
 Ms. Karen Gabriel Moss (Vice Chair)
 Mayor Anthony D. Biasiotta
 Ms. Roberta Duarte
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Ms. Luz N. Pellot
 Mayor David E. Weiss

- I. Roll Call
- II. Code Book Updates - A request to amend Chapter 242 CEO, General Manager/Secretary-Treasurer of the Codified Rules and Regulations of the GCRTA and adopt Personnel Policies 100.07 Anti-Bullying and Prevention of Abusive Conduct and 600.12 Lactation Policy.

Presenter:

- Dawn Tarka, Associate Counsel

- III. Executive Session Requested – to review the negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- IV. Adjourn



To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: May 5, 2022

Subject: Administration Code Update and Proposed New Personnel Policies

At the May 10, 2022 Committee of the Whole meeting, staff will present proposed revisions to Chapter 242 of the Codified Rules and Regulations as well as two proposed new personnel policies.

The proposed revisions to Chapter 242 include:

1. Updating the title of the chapter to read "General Manager, Chief Executive Officer" and changing the title "CEO, General Manager/Secretary-Treasurer" to "General Manager, Chief Executive Officer" throughout the chapter.
2. Adding a new Section 242.01 to define the duties and responsibilities of the General Manager, Chief Executive Officer.
3. In newly-numbered Section 242.02, identifying both the General Manager and the Secretary-Treasurer as responsible for providing certain reports to the Board of Trustees.
4. In newly-numbered Section 242.05, updating the General Manager's pilot program authority to provide that they are to be procured in accordance with the Authority's procurement policies and procedures if they fall within the scope of those policies and procedures.
5. In newly-numbered Section 242.07, providing that the General Manager may delegate their authority to use funds generated from employee use of vending machines to a designee.

The proposed personnel policies include:

1. Personnel Policy 100.07 Anti-bullying and Prevention of Abusive Conduct
2. Personnel Policy 600.12 Lactation Policy

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: Red-line of Chapter 242
Proposed Personnel Policy 100.07
Proposed Personnel Policy 600.12

IB/dmt

CHAPTER 242

CEO, General Manager/Secretary-Treasurer, Chief Executive Officer

242.01 Duties and Responsibilities.

- ~~242.01~~242.02 Issuance of reports to Board of Trustees.
~~242.02~~242.03 Orientation package for new Board members.
~~242.03~~242.04 Incidental expenses.
~~242.04~~242.05 Authority regarding Pilot Programs.
~~242.05~~242.06 Travel expenses for non- employees.
~~242.06~~242.07 Expenditures for employees' activities and programs.

CROSS REFERENCES

- ~~Secretary-Treasurer—see Ohio R.C. 306.33~~
~~Duties of Secretary; bond, deposit and disbursement of funds—see Ohio R.C. 306.42~~
~~CEO, General Manager/Secretary-Treasurer, CEO generally - see Bylaws Art. HVIII, Sec. 8~~
~~Absence at Board meetings—see Bylaws Art. III, Sec. 8~~
Authority re administration and employment - see Bylaws Art. ~~VIII, Sec. 4IX~~
As member of Executive Management Team - see ADM. 240.01
Procurement Policy - see ADM. Ch. 410
Authority re appointments and promotions - see PERS. 622.01
~~Authority re reward program—see VEH. & OP. 852.01~~

242.01 DUTIES AND RESPONSIBILITIES

The General Manager shall be the Chief Executive Officer of the Authority and shall have those duties and responsibilities as set forth in Articles VIII and IX of the Bylaws of the Greater Cleveland Regional Transit Authority. These duties and responsibilities include, but are not limited to, employing temporary employees, employing and discharging with cause persons for positions established by the Board of Trustees, prescribing the authority and duties of personnel, administering the merit system rules in accordance with the collective bargaining agreement, fixing salaries of all personnel within the salary ranges prescribed by the Board of Trustees and establishing fringe benefits.

~~242.01~~242.02 ISSUANCE OF REPORTS TO BOARD OF TRUSTEES.

(a) ~~The CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ shall prepare and provide to the Board of Trustees a quarterly report reflecting the performance of the system as measured against performance goals. This report may contain financial analyses, success factors, DBE participation and performance

of the capital program. Such report shall be delivered to the Board not later than sixty business days after the close of each fiscal quarter.

(b) ~~The CEO, General Manager/~~ Chief Executive Officer and the Secretary-Treasurer shall prepare and provide to the Board monthly reports on the Authority's performance. Such reports ~~shall~~ may contain information reflecting management activities in furtherance of Board initiatives and policies on key issues facing the Authority. Such reports may also include revenues, sales tax, investments and debt service. Such reports shall be delivered to the Board not later than thirty business days after the end of each month. (Res. 1988-44. Passed 2-16-88; Res. 2017-55. Passed 7-18-17.)

~~242.02~~242.03 ORIENTATION PACKAGE FOR NEW BOARD MEMBERS.

The ~~CEO, General Manager/Secretary-Treasurer~~ General Manager, Chief Executive Officer shall assemble, compose and supply an orientation package to newly-appointed members of the Board of Trustees. (Res. 1988-45. Passed 2-16-88; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

~~242.03~~242.04 INCIDENTAL EXPENSES.

(a) Incidental expenses incurred by the ~~CEO, General Manager/ Secretary-Treasurer~~ General Manager, Chief Executive Officer in accordance with the Rules and Guidelines Governing Incidental Expenses adopted by the Board of Trustees, in the course of transacting official business, are expenditures necessary to further the public purpose of operating a regional transit system.

(b) All expenditures made pursuant to this section and the Rules and Guidelines set forth below shall be made from the General Fund of the Authority.

(c) ~~The CEO, General Manager/Secretary-Treasurer will develop guidelines to administer the policy.~~ Any changes to the Rules and Guidelines set forth below shall be subject to the review and approval of the Board of Trustees.

(d) Rules and Guidelines Governing Incidental Expenses for the CEO, General Manager/Secretary-Treasurer ~~General Manager, Chief Executive Officer.~~ These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the ~~CEO, General Manager/Secretary-Treasurer~~ General Manager, Chief Executive Officer while conducting official business.

(e) General Rules.

(1) Spending authority. The authority to incur expenses is expressly limited to the ~~CEO, General Manager/Secretary-Treasurer~~ General Manager, Chief Executive Officer, and/or an employee or Board member authorized and designated by the General Manager, Chief Executive Officer ~~CEO, General Manager/Secretary-Treasurer~~ to

incur said expenses on his/herttheir behalf.

- (2) Obligation. The General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.
- (3) Eligible expenses. Expenses are confined to those expenses essential to the transacting of official business. ~~These expenses can be incurred within, or outside, Cuyahoga County.~~ The expenses can include expenses for meetings with Authority employees and employee activities.
- (4) Maximum allowance. The maximum allowable expenses are limited to twenty thousand dollars (\$20,000), or the amount approved by the Board of Trustees in the annual budget, on a calendar year basis.

(f) Allowable Expenses.

- (1) Meals. Cost of any meals or meeting refreshments for the General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~'s business guests. This may include Authority employees and/or Board members.
- (2) Taxicabs~~Ground transportation~~.
- (3) Parking and tolls.
- (4) Telephone calls and postage.
- (5) Rental of equipment. Rental of temporary meeting area or rental of a temporary office facility necessary to conduct official business.
- (6) Supplies.
- (7) Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business and employee activities.
- (8) Gratuities. The prevailing hospitality rate (excluding tax).

(g) Nonallowable Expenses.

- (1) Alcoholic beverages, entertainment.
- (2) Costs incurred ~~under these guidelines relating to~~ by or on behalf of relatives, spouses or any other individuals not engaged in official business.

(h) Delegation of Authority. The General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~ may delegate authority to incur incidental expenses to an employee or Board member designated by the General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~ to act on his or her~~their~~ behalf.

(i) Interpretation. This incidental expense policy is not intended to supersede current guidelines for travel expenses. All travel by the General Manager, Chief Executive Officer~~CEO, General Manager/Secretary-Treasurer~~ is to continue to be submitted on the proper travel and expense report.

(Res. 1997-129. Passed 7-15-97; Res. 1999-147. Passed 10-26-99; Res. 2001-31. Passed 2-27-01; Res. 2013-65. Passed 7-16-13; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.04242.05 AUTHORITY REGARDING PILOT PROGRAMS.

(a) The General Manager, Chief Executive Officer~~CEO, General Manager/Secretary Treasurer~~ may ~~enter into~~conduct pilot programs that encourage new and innovative activities and ancillary services; that enhance the image of the Authority; that improve the financial health of the Authority and that focus on the convenience of the customers thereby helping retain and promote ridership.

(b) The ~~CEO, General Manager/Secretary Treasurer,~~ Chief Executive Officer is hereby authorized to enter into contracts in furtherance of ~~the a Pilot Program~~pilot program, which contracts shall not exceed twelve months in duration, or the small purchase limit described in the Procurement Policy. If a pilot program falls within the scope of the Authority's procurement policies and procedures, it shall be procured in accordance with those policies and procedures and applicable state and federal law. If the ~~Pilot Program~~pilot program deliverable is determined to be both useful and needed, it shall be procured through the appropriate procurement process. (Res. 2001-110. Passed 7-24-01; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.05242.06 TRAVEL EXPENSES FOR NON-EMPLOYEES.

The General Manager, Chief Executive Officer ~~CEO, General Manager/Secretary Treasurer~~ is authorized to expend up to ten thousand dollars (\$10,000) annually for travel expenses incurred by individuals who are not employees nor under contract with the Authority, consistent with expenses allowable under the GCRTA Travel Policy and Procedures, to conduct official business for the GCRTA. (Res. 2013-127. Passed 12-17-13; ~~Ord~~Res. 2017-55. Passed 7-18-17. Res. 2021-XXX. Passed XX-XX-21.)

242.06242.07 EXPENDITURES FOR EMPLOYEE ACTIVITIES AND PROGRAMS.

(a) Expending revenue generated by employee use of vending machines for District Council activities, and other employee activities, including but not limited to, employee appreciation and recognition programs, serves a public purpose by advancing the mission and operation of the Authority.

(b) The ~~CEO, General Manager, Chief Executive Officer and/ the Secretary-Treasurer or their designee~~ is ~~are~~ authorized to use funds generated from employee use of vending machines for employee activities and programs, including the District Councils or any successor program, and other employee activities including, but not limited to, employee recognition and appreciation programs.

(c) The total expenditures for employee activities authorized by this section shall not exceed the funds received from sales generated by employee use of the vending machines.

(d) The General Manager, Chief Executive Officer CEO, General Manager/Secretary-Treasurer is authorized to issue administrative procedures to implement this policy.

(Res. 2013-066. Passed 7-16-13; Res. 2017-55. Passed 7-18-17. Res. 2021-XXX.
Passed XX-XX-21.)

Personnel Policy 100.07: Anti-Bullying and Prevention of Abusive Conduct

Purpose

The Greater Cleveland Regional Transit Authority ("GCRTA") believes that its employees should enjoy a workplace that supports each employee's growth and professional development. GCRTA is committed to providing a workplace that is free of bullying and abusive conduct. We must treat employees, customers and others with whom we deal with civility, dignity and respect. Bullying and abusive conduct are unacceptable behaviors that can cause psychological and physical harm and can increase absenteeism, employee turnover and increased medical and workers' compensation costs.

Definition

GCRTA defines bullying as repeated mistreatment of one or more people by one or more individuals. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Depending on the circumstances, a single act that is especially severe and egregious may be considered bullying.

Policy

GCRTA employees at all levels must behave in a professional and civil manner towards each other, customers and members of the public. Everyone has the right to work in an environment free from bullying and abusive conduct. Bullying or abusive conduct will not be tolerated.

It is the responsibility of all employees to ensure that their work behavior and performance are consistent with this policy. Managers have an additional responsibility to create a safe working environment free from bullying and abusive conduct. Managers must take steps to prevent such unacceptable behavior and to take prompt action when such behavior has occurred.

All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow GCRTA to take appropriate action. Any employee who believes they have been bullied in violation of this policy should report the conduct immediately to their supervisor; or, if that person is responsible for the behavior, to the Human Resources Division. The employee always has the option of reporting the conduct directly to the Human Resources Division if they prefer.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardizing the thoroughness of the investigation. Any employee of GCRTA who has been found, after investigation, to have bullied another employee in violation of this policy will be subject to a required apology, counseling, training and/or disciplinary action up to and including termination. Retaliation against the individual reporting the bullying behavior is expressly prohibited.

Examples

GCRTA considers the following types of behavior examples of bullying

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks; lying.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages. Slashing motion across the throat or pointing a hand symbolizing a gun to a person are considered gesture bullying.

Examples of bullying and abusive conduct include, but are not limited to:

- verbal abuse, insults, threats
- teasing or regularly making someone the brunt of pranks/practical jokes
- sarcasm and other demeaning language
- exclusion of a person from workplace activities
- work sabotage and tampering with someone's personal effects
- gossip and false malicious rumors
- coercion, intimidation and misuse of power
- demeaning, intimidating, threatening or physically or emotionally violent behaviors

Personnel Policy Section 600.12:

Lactation Policy

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Authority provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by the Human Resources Occupational Health Section.

The General Manager, Chief Executive Officer may establish procedures to implement this policy.