



Proposed Revisions to the Finance and Human Resources Parts of the Codified Rules and Regulations

Committee of the Whole

June 14, 2022



Background

- Codified in 1989 (Resolution 1989-176)
- Review and update to bring policies in line with current operations
- Subject to review and revision every 3 years

Procurement Policies

- Extend contracts that are expiring using General Manager change order authority
- May extend beyond term authorized by resolution
- Recommend amending 410.01 to authorize General Manager to extend terms of contracts within the General Manager's dollar authority

Employee Responsibility for GCRTA Property

- 640.04 (Personnel Policy 100.04) prohibits taking, using or disposing of GCRTA property
- Recommend adding notification that violation of this policy may also violate criminal statutes

Service Recognition Program

- 628.06 is obsolete (1978) – GCRTA does not provide bronze-, silver- or gold-plated plaques
- 644.15 is exact duplicate of Personnel Policy 400.15 and reflects current practice of providing lapel pins
- Recommend repealing 628.06 and removing 644.15

Disclaimer

- 640.01 is an introductory provision for the Personnel Policies that does not belong in the code book
- Recommend removing 640.01

Employee Communications with the Media

- 640.05 (Personnel Policy 100.05) provides that media requests should be directed to the “Office of Media Relations”
- Recommend updating “Office of Media Relations” to current term “Public Information Officer”

Recommendation

Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.

Questions

