



Greater Cleveland Regional Transit Authority

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Personnel Policies Presentation
to the
RTA Board of Trustees
September 3, 2013



Reasons for Changes

- Policies have not been updated in its entirety since August 2001.
- Amendments have been made periodically.



Reasons for Changes

- Provide employees with a complete and updated policy which incorporates all updates made since 2001.
- Changes in laws.



Personnel Policies & Procedures Committee

- Human Resources
- Legal
- Executive
- Operations

- Outside Counsel



Highlights of the Recommended Changes



SECTION 400 COMPENSATION & BENEFITS

- **400.10 – Ohio Public Employees Retirement System (OPERS)**

Updated language to reflect OPERS, Medicare and OPERS pick-up requirement as well as Federal law on qualified pension plans.



SECTION 400 COMPENSATION & BENEFITS

- **400.14 – Professional Society Membership**

To increase reimbursement to \$500.00. Included license and registration fees as covered under policy.



SECTION 500

PAID & UNPAID LEAVES OF ABSENCE

- **500.09 – Family and Medical Leave**
Updated language to better align with legal requirements.



SECTION 600 MEDICAL AND SAFETY

- **600.01 – Smoke-Free Workplace**

To add HealthLine stations, GCRTA bus loops, equipment and vehicles as smoke-free areas.



ADDITIONAL RECOMMENDED CHANGES

- **300.05 – Relocation Assistance**
- **400.17 – Housing Allowance**

Flexibility to approve relocation assistance and a housing allowance for highly qualified prospective employees in a grade classification lower than 28.



ADDITIONAL RECOMMENDED CHANGES

- **500.02 - Vacation**

Flexibility to negotiate higher vacation terms for highly qualified candidates.



RECOMMENDATION

We recommend that the Committee recommend to the full Board of Trustees the adoption of the Personnel Policies at its September 17, 2013 meeting.



Questions