



RESOLUTION NO. 22-017 _____

**STATE OF LOUISIANA
PARISH OF ORLEANS**

AUTHORIZATION TO ADOPT RTA WORK POLICIES NEW AND AMENDED

Introduced by Commissioner Wegner, seconded by Commissioner Bryan.

A RESOLUTION of the Board of the Regional Transit Authority (RTA) adopting new and amended agency-wide policies.

WHEREAS, RTA is authorized to plan, construct, and permanently operate a high-capacity system of transportation infrastructure and services to meet regional public transportation needs in the New Orleans region; and

WHEREAS, adoption of these new and amended agency-wide policies continues to establish certain guidelines and policies to be followed by RTA; and

WHEREAS, RTA establishes protocols to create, amend, and disseminate administrative policies and procedures (policies). A uniform policy format provides clear and concise steps for establishing or revising policies to achieve maximum organizational efficiency and understanding; and

WHEREAS, the Board adopts all agency policies including any substantive changes or amendments while the RTA Human Capital Business Unit has the authority to make any non-substantive changes, and the CEO maintains a system, records and reports that are consistent with industry best practices and statutory requirements to align agency resources with the Board's objectives and the agency's mission; and

WHEREAS, RTA is committed to ensuring proper controls and complying with legal regulations and industry best practices for agency-wide policies; and

WHEREAS, RTA staff introduced the policies listed below that were previously approved, needed edits have been incorporated.

HC20 RTA Paid Time Off - edit: deleted 2.1.c stating executives cannot cash out PTO and added at 4.0 Cash Out of PTO executives can cash out PTO after twelve (12) months of employment.

HC14 RTA Employment Status - edit: corrected policy reference by deleting HC 37 to HC 14 - Employment Advertisement - throughout policy HC 34 - Employment Recruitment and Selection - and corrected at HC 34 at 1.2.5 Temporary Services at paragraph two - temporary employee can return to work at the RTA after sixty (60) days after being employed compared to the policy previously stated six (6) months.

HC10 RTA Preventing Sexual Harassment - new introduction required by State of Louisiana.

SEC1 RTA Parking and Driving Personal Vehicles on RTA Premises - new introduction to address RTA facility parking matters.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Regional Transit Authority hereby approves the attached new and amended agency- wide policies.

THE FOREGOING WAS READ IN FULL; THE ROLL WAS CALLED ON THE ADOPTION THEREOF AND RESULTED AS FOLLOWS:

YEAS:	<u>5</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>3</u>

AND THE RESOLUTION WAS ADOPTED ON THE 22nd DAY OF MARCH, 2022.



**FLOZELL DANIELS, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS**