New Orleans Regional Transit Authority

2817 Canal Street New Orleans, LA 7011 9

RTA >>

Board Report and Staff Summary

File#: 21-001	Board of Commissi	oners
Agency Wide Work Po	licies	
	agency-wide policies to establish and standard practices for staff to	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST:	Approval D Review Comment	D Information Only D Other

RECOMMENDATION:

To approve attached list of policies and authorize the Chief Executive Officer to approve agency-wide policies to promote effectiveness by providing clear and uniform guidelines.

ISSUE/BACKGROUND :

The purpose of policies is to help RTA tie together our mission, vision, values, and culture into clearly written and easily accessible documents for all employees to follow. Policies describe a course of action and create a starting point for change.

DISCUSSION:

Human Capital staff engaged heavily with department chiefs and staff to create a first round of policies in a consistent manner, so they are easy to understand and use, and have an important operational purpose, broad application; and general procedures. RTA establishes protocols to create, amend, and disseminate administrative policies and procedures. A uniform policy format provides clear and concise steps for establishing or revising policies to achieve maximum organizational efficiency and understanding.

The first bundle of policies includes federal and state mandated policies as well as industry practices for human capital, safety, security, communications, and general administration .

FINANCIAL IMPACT:

Adoption of the RTA agency policies has no direct impact upon RTA's expenditures or revenues.

NEXT STEPS:

Upon Board of Commissioners' approval, staff will work to issue an Employee Handbook which will provide policies to all RTA staff to view and follow.

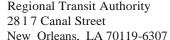
ATTACHMENTS:

5 Mandated policies & 25 policies based on Best Practices .

File#: 21-001	Board of Commissioners	
Prepared By:	Helen Valenzuela, Director, Professional Standards & Training	
Reviewed By:	Darwyn B. Anderson, Chief Human Resources Officer	
CII.MI		
	12/9/2020	

Date

Alex Wiggins Chief Executive Officer





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RESOLUTION NO 210 STATE OF LOUISIANA PARISH OF ORLEANS				
Introduced by Comm Walton	issioner <u>Neal</u> , seconded	by Commissioner		
A RESOLUTION of the Board of agency-wide policies.	of the Regional Transit Authority (RTA) a	dopting interim		
	norized to plan, construct and permaner portation infrastructure and services to r he New Orleans region; and			
	of interim agency-wide policies, Deand policies to be followed by RTA; and	ecember 2020,		
administrative policies and proc	ablishes protocols to create, amend, bedures (policies). A uniform policy forma g or revising policies to achieve maxin and	at provides clear and		

WHEREAS, prudent personnel management requires the updating of agency policies to support the agency's accountability in its use of public funding within current organizational structures and processes; 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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners	of the
Regional Transit Authority hereby approves the attached	

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

YEAS:	8
NAYS:	0
ABSTAIN:	0
ABSENT:	0

AND THE RESOLUTION WAS ADOPTED ON THE 23th DAY OF February, 2021.

FLCD ELL DANIELS,

CHAIRMAN

RTA BOARD OF COMMISSIONERS