



Board Report and Staff Summary

File#: 21-001

Board of Commissioners

Agency Wide Work Policies

DESCRIPTION: Adopt agency-wide policies to establish operational guidelines and standard practices for staff to follow .	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other <input type="checkbox"/>	

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

A.W.

Alex Wiggins
Chief Executive Officer

12/9/2020

Date



RESOLUTION NO. 21..007 _____

STATE OF LOUISIANA
PARISH OF ORLEANS

AUTHORIZATION TO ADOPT INTERIM AGENCY-WIDE POLICIES

Introduced by Commissioner Neal , seconded by Commissioner Walton

A RESOLUTION of the Board of the Regional Transit Authority (RTA) adopting interim 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 interim agency-wide policies, December 2020, establishes 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, 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:	<u>8</u>
NAYS:	<u>0</u>
ABSTAIN:	<u>0</u>
ABSENT:	<u>0</u>

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



FLCD ELL DANIELS, JR.
CHAIRMAN
RTA BOARD OF COMMISSIONERS