

## Board Report and Staff Summary

<b>SUBJECT</b> Agency-Wide Policies	<b>AGENDA NO:</b>
<b>DESCRIPTION:</b> Adopt agency-wide policies to establish operational guidelines and standard practices for staff to follow.	<b>FILE #:</b>
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> 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:**

No.	Line #	Sponsor	Policy Name	Legal Authority
1	COM1	Communications	Social Media Usage	Best Practice
2	GEN2	General Administration	Travel and Business Expense	Best Practice
3	GEN4	General Administration	Prohibited Political Activity	Best Practice
4	GEN9	General Administration	Non-Revenue Passenger Vehicle	Federal
5	HC1	Human Capital	Attendance and Work Schedule	Best Practice
6	HC2	Human Capital	Civil Rights	Federal
7	HC3	Human Capital	Workplace Violence Prevention	Federal and State
8	HC4	Human Capital	Equal Employment Opportunity	Federal
9	HC5	Human Capital	Gender Transition	Federal
10	HC6	Human Capital	Employee Personnel File	Best Practice
11	HC7	Human Capital	Military Leave	Federal
12	HC8	Human Capital	Nepotism	Best Practice
13	HC12	Human Capital	Pregnancy Disability Leave	State
14	HC13	Human Capital	Grievance Process	Best Practice
15	HC15	Human Capital	Appropriate Workplace Attire and Demeanor	Best Practice
16	HC16	Human Capital	Children in the Workplace	Best Practice
17	HC17	Human Capital	Termination of Employment	Best Practice
18	HC18	Human Capital	Ethics	Best Practice
19	HC19	Human Capital	Transportation Passes	Best Practice
20	HC20	Human Capital	PTO Sick Leave Policy	Best Practice
21	HC24	Human Capital	Employee Assistance Program	Best Practice
22	HC25	Human Capital	Progressive Discipline	Best Practice
23	HC26	Human Capital	Family Medical Leave	Federal and State
24	HC29	Human Capital	Bereavement	Best Practice
25	HC30	Human Capital	Jury Duty	Best Practice
26	HC31	Human Capital	Reasonable Accommodations	Federal and State
27	HC32	Human Capital	Probationary Period	Best Practice
28	HC33	Human Capital	Transfer	Best Practice
29	HC34	Human Capital	Employment Status	Best Practice
30	HC38	Human Capital	Internal Complaint Process	Federal and State
31	HC39	Human Capital	Medical Leave	Federal and State
32	HC43	Human Capital	Religious Accommodations	Federal and State

33	HC44	Human Capital	Relationships in the Workplace	Best Practice
34	HC45	Human Capital	Personal Leaves of Absence	Best Practice
35	HC47	Human Capital	Whistleblower Protection	Federal and State
36	SAF1	Safety	Drug and Alcohol Free Workplace	Federal and State
37	SAF2	Safety	Distracted Driving	Best Practice
38	SAF3	Safety	Safety Management	Federal and State
39	SAF4	Safety	General Accident and Injury	Best Practice
40	SEC3	Security	Asset Management	Best Practice

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12/9/2020

Date