



New Orleans Regional Transit Authority

2817 Canal Street
New Orleans, LA 70119

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 ☐ Review Comment ☐ Information Only ☐ 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.

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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 MONTH, 2021.



FLOZELL DANIELS, JR.

CHAIRMAN
RTA BOARD OF COMMISSIONERS