2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority

Executive

Virtual Meeting Agenda

Thursday, February 4, 2021 **11:00 AM** **Zoom**

Call To Order

Roll Call

Consideration of Minutes

Executive Committee Minutes from August 13, 2020 **21-004**

Attachments: 08.13.2020 Executive Committee Minutes

Executive Committee Minutes from December 11, 2020 **21-005**

Committee Report

Presentation of the RTA's Board Policies

Agency Wide Work Policies **21-001**

Attachments:

Appropriate Workplace Attire and Demeanor - HC15
Asset Management - SEC3
Attendance and Work Schedule - HC1
Bereavement - HC29
Children in the Workplace - HC16
Civil Rights - HC2
Distracted Driving - SAF2
Drug and Alcohol Free Workplace - SAF1
Employee Assistance Program - HC24
Employee Personnel File - HC6
Employment Status - HC34
Equal Employment Opportunity - HC4
Ethics - HC18
Family Medical Leave - HC26
Gender Transition - HC5
General Accident and Injury - SAF4
Greivance Process - HC133
Internal Complaint Process - HC38
Jury Duty - HC30
Medical Leave - HC39
Military Leave - HC7
Nepotism - HC8
Non-Revenue Passenger Vehicles - GEN 9
Personal Leaves of Absence - HC45
Pregnancy Disability Leave - HC12
Probationary Period - HC32
Progressive Discipline - HC25
Prohibited Political Activity - GEN 4
Relationships in the Workplace - HC44
Religious Accommodation - HC43
Resonable Accommodation - HC31
RTA Paid Time Off - HC20
Safety Management - SAF3
Social Media Usage - COM1
Termination of Employment - HC17
Transfer - HC33
Transportation Passes - HC19
Travel and Business Expense - GEN2
Whistleblower Protection - HC47

Workplace Violence Prevention - HC3
Work Policy Resolution Draft
Work Policy Board Report Signed

New Business

Audience Questions & Comments

Adjournment

2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority

Board Report and Staff Summary

File #: 21-004 **Executive**

Executive Committee Minutes from August 13, 2020

DESCRIPTION: Click or tap here to enter text.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: ☐ Approval ☐ Review Comment ☐ Information Only ☐ Other	

RECOMMENDATION:

Click or tap here to enter text.

ISSUE/BACKGROUND:

Click or tap here to enter text.

DISCUSSION:

Click or tap here to enter text.

FINANCIAL IMPACT:

Click or tap here to enter text.

NEXT STEPS:

Click or tap here to enter text.

ATTACHMENTS:

Click or tap here to enter text.

Prepared By: Click or tap here to enter text.

Reviewed By: Click or tap here to enter text.

Click or tap to enter a date.

Alex Wiggins
Chief Executive Officer

Date

2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority

Board Report and Staff Summary

File #: 21-005 **Executive**

Executive Committee Minutes from December 11, 2020

DESCRIPTION: Click or tap here to enter text.	AGENDA NO: Click or tap here to enter text.
ACTION REQUEST: ☒ Approval ☐ Review Comment ☐ Information Only ☐ Other	

RECOMMENDATION:

Click or tap here to enter text.

ISSUE/BACKGROUND:

Click or tap here to enter text.

DISCUSSION:

Click or tap here to enter text.

FINANCIAL IMPACT:

Click or tap here to enter text.

NEXT STEPS:

Click or tap here to enter text.

ATTACHMENTS:

Click or tap here to enter text.

Prepared By: Click or tap here to enter text.

Reviewed By: Click or tap here to enter text.

Click or tap to enter a date.

Alex Wiggins
Chief Executive Officer

Date

2817 Canal Street
New Orleans, LA 70119

New Orleans Regional Transit Authority

Board Report and Staff Summary

File #: 21-001 **Executive**

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.

Prepared By: Helen Valenzuela, Director, Professional Standards & Training

Reviewed By: Darwyn B. Anderson, Chief Human Resources Officer

12/9/2020

Alex Wiggins
Chief Executive Officer

Date

RTA

Regional Transit Authority

Appropriate Workplace Attire and Demeanor

(HC15)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) requires all employees to wear appropriate attire and maintain a professional image commensurate with their job classifications, and to ensure compliance with safety rules. Discretion in style of dress is essential to the efficient operation of RTA and to the public perception of RTA as a professional organization. The company recognizes that personal appearance is an important element of self-expression and strives not to control or dictate appropriate employee appearance, specifically with regard to jewelry or tattoos worn as a matter of personal choice.

PURPOSE

The purpose of this policy is to provide employees the required guidelines for presenting a professional image and wearing attire appropriate for a professional and safe work environment.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement, the (CBA) will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Employees are required to dress in appropriate business attire. RTA observes casual dress on Fridays. This type of dress includes jeans, tennis shoes, etc. Please consult with your supervisor for additional information. No political, religious or personal messages or symbols should be worn. Employees are also required to keep their work environment clean and orderly. Employees failing to adhere to proper RTA'S standards with respect to appearance and demeanor are subject to disciplinary action. Employees are required to maintain good hygiene; and dress neatly, cleanly, and appropriately for a professional business environment and commensurate with their job classification.

RTA permits employees to wear jewelry or to display tattoos at the workplace within the following guidelines. Factors that management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others, or damage to company property.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
4. Corporate or societal norms.
5. Customer complaints.

If management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.

An environment of mutual cooperation, respect, and fair and consistent treatment for all employees is the company's goal. Nonetheless, the company is legally responsible for ensuring that no employees are subject to harassment or a hostile work environment. As an initial step toward resolution of any complaint or offense under this policy, supervisors and managers will be responsible for explaining the policy and answering employee questions. If an agreeable solution cannot be reached at that stage, the Chief Human Resources Officer will follow company procedures to resolve the issue.

Department Heads have the discretion to modify the standards of dress for their employees when necessary to effectively carry out department functions as long as a professional image is maintained. Casual attire for field or manual work is at the discretion of the employee's supervisor or manager. Upon prior supervisor approval employees may dress down (e.g. jeans, polo shirt, tennis shoes, etc.) in the event they are packing/unpacking their work materials when moving from one location to another, or engaged in similar, temporary activities when relaxed dress would be proper.

Employees should direct any questions regarding appropriate workplace attire to their supervisor, prior to reporting to work in the questionable attire.

1.1 Accommodations

RTA makes reasonable accommodations for workplace attire based on religious beliefs (see Religious Accommodation (HC31) policy), or disability. The Chief Human Resources Officer will review all requests on a case by case basis.

1.2 Uniforms

Employees issued uniforms are required to wear them while on duty, and maintain them in good condition. Represented employees should consult their respective collective bargaining agreement for further information.

1.3 Emergency Response

Employees may be called upon to assist in any emergency that occurs in their workplace. An employee's clothing should never interfere with safety or normal work activities.

1.4 Safety -Sensitive Positions

Employees working in safety sensitive areas, e.g., construction sites or maintenance yards, must wear appropriate protective gear/attire required by safety rules, regulations and as directed by their supervisor.

1.5 Body Art

Body art (tattoos, branding, etc.) that may reasonably be considered vulgar, obscene, racist, sexually explicit, or gang related must be covered during working time; or otherwise representing RTA.

1.5.1 Body Art Review - Represented Employees

If a represented employee contests whether or not their body art violates the prohibitions in Section 1:5, employee may request a panel hearing to determine whether the body art does violate the prohibitions. The panel will consist of the following, and its ruling will be final.

One representative from the employee's respective Union; One representative from Management; One neutral party, to be agreed upon by both the respective Union and Management.

1.6 Casual Fridays

Employees may wear business casual attire, including denim, every Friday. Denim jeans must be in compliance with all safety rules, and be of conservative cut and color.

Employees who must meet with public officials, external clients, or provide in-person customer service must maintain their standard professional appearance; and those in any job classification in which a uniform is required to perform regular duties must follow the normal dress code, per their respective collective bargaining agreement. Upon approval by the CEO, exceptions may be granted to all employees to wear denim jeans on other occasions (e.g. Denim Day).

2.0 COMPLIANCE

If an employee's supervisor determines that their employee is not in compliance with applicable safety rules, regulations and RTA policies, employee may direct that employee to make immediate modifications to be in compliance with policy. The employee is delayed from work, whether staying on or going off premises to change, employee may be considered in violation of the Attendance and Work Schedule (HC1) policy.

3.0 DEFINITION OF TERMS

Attire must be neat, clean, in good condition, and of moderate style, design and color. Employees may not reduce their standard of dress without prior approval and notification from management of Professional Business Attire - Approved uniforms, button-down shirts, ties, pantsuits, skirts, blouses, dresses, and slacks, and similar. Business Casual Attire - All of the aforementioned items, plus polo shirts, khaki pants, button-down shirts with no tie, and similar. Prohibited. Attire. - Shorts, tee shirts, tank tops, flip-flops, and similar.

Good Hygiene - Personal habits that include wearing clean clothes, regular bathing, brushing teeth, and similar body care. Examples of poor personal hygiene include excessive body odor, bad breath, and coming into work with lice, communicable diseases or anything else that may affect the health and safety of co-workers. Employees are expected to avoid using strongly scented products.

4.0 RESPONSIBILITIES

Chief Executive Officer may modify appropriate workplace attire standards for certain occasions.

Employees are responsible for complying with this policy and reporting for work in appropriate attire commensurate with their RTA position.

Managers, in conjunction with Human Capital, are responsible for administering this policy.

Supervisors are responsible for ensuring that their employees follow appropriate attire guidelines for the job duties they perform.

5.0 FLOWCHART
N/A

6.0 REFERENCES
- Attendance and Work Schedule (HC1)
- Religious Accommodation Policy (HC43)

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Asset Management

(SEC3)

POLICY STATEMENT

The purpose of this policy is to ensure that all property maintained by the New Orleans Regional Transit Authority (RTA) is kept in the best possible working condition and to ensure proper use of such property and RTA networks.

PURPOSE

No RTA employee should expect any privacy on RTA premises or when using RTA property or networks, except that which is required by law.

APPLICATION

All RTA employees are responsible for the care and safekeeping of all equipment that is issued in the course of their job.

APPROVED:

ADOPTED: Board Chair	Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Definitions

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of RTA or any person acting as its agent.

General Guidelines on the Use of Agency Property

All RTA employees must maintain their work environment in an orderly fashion and follow all RTA rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused RTA property will be subject to disciplinary action up to and including termination. If an employee's misuse of RTA property damages the property, RTA reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of RTA property is grounds for immediate termination and possible criminal action.

Employees are also responsible for knowing and adhering to Agency requirements for Security Sensitive Information (SSI) as defined by the Transportation Security Administration (TSA), as applicable to any RTA property or networks which they access, handle, store, or manipulate.

RTA property (including computers, pagers, telephones, cellphones, copiers, fax machines, Internet services and printers) is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. RTA reserves the right to discipline employees for excessive personal use of agency property.

CELL PHONES

It is the policy of the agency to consider the issuance of a cellular device when the responsibilities of an employee require:

- The employee to be reachable immediately.
- The employee is required to be on call outside of normal business hours.
- The employee is required to be away from a fixed workstation where timely communication is difficult to transact.
- Essential workers that have to communicate during inclement weather, emergencies and disaster.

The final decision on whether an employee will be issued a cellular device rests with the management of the agency.

However, cellular devices will not be issued to student workers, contract employees, temporary personnel, consultants, or other workers that do not have a compelling use for a cell phone.

It is imperative that cellular devices owned by the agency used to conduct agency business be used appropriately, responsibly, and ethically. The following must be observed:

1. Agency-owned cellular devices are property of the agency and must be treated, used, and safeguarded as such. If an employee damages or loses an agency issued cellular phone, the employee must notify their supervisor immediately.
2. No employee is to use an agency-owned cellular phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
3. All costs associated with issued cellular telephones will be allocated to the appropriate department.
4. Using a cell phone while operating a motorized vehicle is strongly discouraged. Employees should plan to allow placement of calls prior to driving. When an employee must use their cell phone, while driving, they should keep conversations brief, avoid unnecessary calls, and no calls should be made if driving conditions are hazardous. If it is necessary for the employee to read or write while taking the call, the employee should pull off the road.
5. Should you receive a call, text, email, etc. that you must take or respond to immediately please go to a private area to answer and/or view the call, text, email, etc.
6. Cell phones are not to be used in any way in the presence of potential customers. Only essential personnel should have a cell phone. If you are deemed essential personnel under this policy and must therefore carry a cell phone on your person at all time this phone should be kept in a pocket, and should be turned to vibrate/silent mode so that it is never a distraction to any customer/employee in the facility.

Use of Agency Vehicles

Any employee for whom driving is an essential job duty must be authorized and approved by the Deputy CEO or Chief of the employee's department to drive RTA vehicles. Additionally, for the operation of certain revenue and non-revenue vehicles assigned to Operations or Maintenance, any employee who operates one or more types (e.g., bus,

paratransit vehicle, streetcar, maintenance service truck, ferry, supervisor vehicle) must: be authorized and approved by their respective department, and receive agency training on each type as necessary. It is the responsibility of any employee driver of a RTA vehicle, regardless of department, to ensure that the vehicle is in a fully operational and safe condition before each use to extent practicable.

Employees authorized to operate a revenue vehicle must follow all safe driving policies and procedures for their respective department, to include conducting pre-trip and post-trip vehicle inspections and reporting vehicle defects or breakdowns to the Communications Control Center.

Employees authorized to operate a non-revenue vehicle must conduct a pre –trip "walk-around" inspection noting any problems with, or damage to the vehicle before each use. Non-revenue vehicle controlled and managed by the Communications Control Center must be signed out by the employee on the Vehicle Sign Out Log Sheet. The employee must complete the following: vehicle number, date, time out mileage, reason used, date in time in and supervisor name.

Should the employee return the vehicle to the agency with damage to the vehicle, the vehicle log report and Communications Control Center records will be used to determine whether the damage occurred before or during the employee's approved use.

A limited number of non-revenue vehicles are included in a shared motor pool. Departments or employees may be temporarily assigned to one or more pool vehicles. These vehicles are excluded from the sign out procedures for the period in which they are classified as such.

Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

Agency-Issued Identification Badges and Keys

Identification Badge – Photographic personal identification card used for identification, facility access, and Access Control for RTA – operated transportation services. When access control is not authorized, a badge will be issued for identification and possibly fare purposes only. They are for the sole use of the person to who they are issued; may not be sold; and are otherwise non-transferrable.

Proxy Card – A facility access card, separate from an ID Badge.

Transportation Pass – Transportation Access Control added to an ID badge.

For use on RTA- operated bus and rail. They are for the sole use of the person to whom they are issued; may not be sold; and are otherwise non-transferable.

2.0 RESPONSIBLILITIES

Employees are responsible for the proper use of their ID Badges and Transportation Passes; and that the ID Badges/Transportation Passes are neither sold nor otherwise transferred to any individual not expressly authorized to use them.

Employees understand that when separations from RTA occur, employees must return any property/equipment issued during the course of employment, and that failure to do so will result in the value of the property/equipment being deducted from my final pay earnings.

3.0 FLOWCHART
N/A

4.0 REFERENCES
N/A

5.0 ATTACHMENTS
1. Technology Service Request Form

6.0 PROCEDURE HISTORY
N/A

7.0 SPONSOR DEPARTMENT
Security

RTA
Regional Transit Authority

Technology Service Request

Forward completed form to

Submitted By: Date of Request: Phone:

Email: GL String:

Division: Section: Office Location:

Employee Name: **Employee ID:**

Email: **City Cell Phone Number:**

New Hire ☐ RTA Employee ☐ Contract Employee ☐

Transfer ☐ Transferring from

Desktop Computer ☐

Laptop Computer ☐

Tablet ☐

Monitor ☐

Printer ☐

Cell Phone ☐

Other_____ ☐

Full Description of Service Requested:
(Describe as completely as possible)

Full Description of Business Need:
(Describe job, customer, legal\security, media, council, systems\software requirements)

Full Description of Justification:
(Describe cost savings, time savings, customer\employee benefits)

Chief:

Printed

Signature **Date:**

Printed

Signature **Date:**

Technology Manager

Service Request Ticket#

RTA

Regional Transit Authority

Attendance and Work Schedule

(HC1)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) considers punctual and regular attendance an essential responsibility for all employees. RTA requires that employees work in accordance with their approved work schedule: showing upon time; being ready for work; and completing the workday as scheduled. Those who are regularly or excessively absent, tardy, extend breaks or leave early may be subject to progressive discipline, up to and including termination. This policy provides a viable, flexible work option when both the employee and the job are suited to such an arrangement. This policy is intended to address attendance, regular and occasional telecommuting arrangements, alternative work schedules, flexible work schedules, and alternative worksites. Work schedule Policies allows employees to work from home, on the road, at an alternative worksite or in a satellite location for all or part of their workweek.

PURPOSE

This policy may be appropriate for some employees and jobs but not for others. This policy is not an entitlement, it is not an agency-wide benefit, and it in no way changes the terms and conditions of employment with RTA. This policy will only be permitted with approval of the Department Head (Chief or Deputy CEO), in concurrence with the Chief Human Resources Officer and the CEO.

APPLICATION

This policy applies to all RTA employees, vendors, and contractors while on RTA property, or when performing business with, or providing service for RTA. If a conflict occurs between this policy and a collective bargaining agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

SCOPE AND PROCEDURES

The Work Schedule Policy could potentially assist with recruiting where there is a talent shortage in some locations, improve employee effectiveness, productivity, and morale, reduces absenteeism, and improves air quality and reduces traffic congestion.

In addition, RTA encourages all managers and supervisors to think creatively about how to support their employees in caring for their health and well-being and reducing the risk of exposure to a widespread occurrence of an infectious disease or any incident that may cause harm to an employee or natural disaster.

The definition of the Attendance and Work Schedule Policy does not include any work done while on official travel or work that is approved on a case-by-case basis (i.e. for inclement weather or doctor's appointments). An employee's salary, benefits, and job responsibilities will not change when participating in the Attendance and Work Schedule Policy. All RTA policies and procedures will continue to apply to anyone participating in the Attendance and Work Schedule Policy.

All employees participating in this policy will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the employee or RTA. Every effort will be made to provide a two-week notice of such arrangements to accommodate commuting, childcare and other issues that may arise from the termination of the work schedule arrangement. There may be instances, however, when no notice is possible.

The provisions of this rule apply to regularly appointed employees.
For regularly appointed employees who are represented under the terms of a collective bargaining agreement, this rule prevails except where it conflicts with the collective bargaining agreement, any memoranda of agreement or understanding signed pursuant to the collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.

This rule does not apply to individuals who are employed under the terms of a grant that includes employment provisions that conflict with this rule. This rule does not apply to individuals hired on a temporary, intermittent, or seasonal basis, or for a work schedule of fewer than 20 hours per week, nor does it apply to individuals hired under contract.

RTA divides absences into two categories: excused and unexcused.

Excused Absences or Tardiness

RTA will not penalize employees for tardiness or leaving early due to an emergency. Employees who are unexpectedly affected by illness, emergency, or a sudden and urgent situation should notify their supervisor at least one half hour before their scheduled workday, or as soon as possible. Those who have scheduled an upcoming absence, or know they will be absent should notify their supervisor as soon as possible, obtaining approval when necessary.

- Excused absences consist of the following:
- Approved RTA-related training, seminars, or conferences;
- Approved Paid Time Off (PTO);
- Approved Paid Sick Time (PST)
- Approved Family Medical Leave and Pregnancy Disability Leave;
- Approved Personal Leave;
- Approved Bereavement Leave;
- Jury duty and witness service;
- Absence resulting from an accident or industrial illness at work;
- Military training leave or other military "active duty" requirements; and
- Approved time off due to a religious observance.

Regularly Scheduled Absences/Appointments

If an employee requires a regularly scheduled absence or appointment for on-going medical treatment (e.g., prenatal care, chemotherapy, etc.), he/she must work with his/her supervisor to schedule appointments so as to minimize disruption of work. If an employee cannot schedule an appointment outside of work hours, he/she should schedule them at the beginning or end of the workday. The supervisor has the right to request that the employee reschedule appointments due to work needs. If these appointments interfere with work productivity, the supervisor may work with Human Capital to adjust the employee's assignment or work schedule.

Note: a supervisor may request that the employee provide a doctor's note or other proof of these scheduled appointments.

Unexcused Absences or Tardiness

Employees must notify their supervisor each day they are unable to report to work, as described above, if possible, unless they have provided a doctor's note about the anticipated length of illness. Supervisors may request a doctor's verification if an employee's unscheduled absence extends beyond three (3) working days; or for a period of less than three (3) days if the employee has had frequent incidents of illness.

If the tardiness extends beyond one half of the scheduled workday, it is considered an absence. However, any employee whose tardiness or leaving early is frequent, excessive, or unsubstantiated may be subject to disciplinary action up to and including termination. Employees may have their paychecks docked for tardy time.

Failure to Report an Absence

If an employee fails to notify his/her supervisor of an absence for three (3) consecutive working days, the employee will be considered to have abandoned his/her position and voluntarily resigned from RTA. (See the Termination of Employment (HC17)

Prior to termination of employment due to a failure to report an absence, the employee's supervisor will make reasonable attempts to contact the employee, and/or the employee's emergency contact. If unsuccessful in making contact, the supervisor will contact Human Capital for further instructions. This will allow the supervisor to determine whether an employee was incapacitated at the time of absence, and unable to call in due to a medical emergency.

Excessive Absences

RTA considers six (6) separate incidents of unexcused absences within any rolling 12-month period excessive. Supervisors must communicate clearly the standards for discipline to employees and apply them consistently.

If a supervisor believes that an employee's absences or tardiness may be caused by personal problems or substance abuse, he/she may refer the employee to the Employee Assistance Program. For more information, see the Drug and Alcohol Free Work Environment and/or the Employee Assistance Program policy, or contact Human Capital.

2.0 DEFINITIONS

Absence - The failure of an employee to report for work according to his/her regular schedule.

- Excused - Approved time off using: RTA's "Leave" policies; Louisiana and federal leave statutes detailed in this policy's attachments, or similar; compensatory time off;
  Paid Time Off, or at the supervisor's discretion: unpaid time off (the employee must have depleted his/her PTO); or when an employee has any injury or sickness in or caused by the workplace. Prior notification, a

doctor's note, or documentation of extenuating circumstances may be required.

- Unexcused - Any unapproved days off; or tardiness or early departure (if more than half the scheduled workday).

Incident - An unscheduled absence of four or more consecutive scheduled work hours.

Tardiness - Being late for work, or returning late from lunch or break so that it interferes with the job to be performed.

Telecommuting:
Working at a location other than the employee's customary work location, which may include the employee's home or at a site other than the employee unit's primary worksite.

Eligibility & Determination:
The determination of whether an employee is eligible to participate and will be approved for telecommuting, will be made in accordance with this policy and the department's business needs. The Department Head (Chief or Deputy CEO), in concurrence with the Chief Human Resources Officer and the CEO, is ultimately responsible for any decision to start or discontinue a telecommuting arrangement. Final approval and arrangements for situations covered by this policy are at the discretion of RTA.

Job Criteria:
Not all positions are suitable for telecommuting. Following a discussion with management and the employee, Human Resources will review the position description with the Department Head to determine the suitability of the position for telecommuting. Other factors that may be considered include, without limitation: potential impact on co-workers; whether the employee works with restricted data; financial, technological or other possible burdens to the department; and consistency with other telecommuting requests. More specifically, possible positions that would be considered are analysts, technical expertise positions, stand-alone performers, and positions that do not require departmental support or daily interactions with management and/or co-workers.

Telecommuting is not to be used as a substitute for leave for personal needs or dependent care including, but not limited to, childcare or elder care.

Schedules:
The Department Head or designee will determine the workload and approve the work schedule the employee will maintain. Telecommuters are expected to

establish work practices that make working remotely as seamless as possible to co-workers and RTA management and vendors. Generally, employees who are telecommuting are expected to maintain the same schedule as if they were working in the office, and are expected to remain available by phone, email, and applicable appropriate technology to management and co-workers while they are telecommuting.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. It is the responsibility of the supervisor to avoid contacting, or allowing co-workers or customers to contact the employee outside of his or her scheduled work hours. Work-related contact with the employee is compensable time whenever it occurs. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Work Area:
The employee must establish an appropriate and safe work environment consistent with the guidelines outlined in the telecommuting agreement. RTA assumes no responsibility for the telecommuter's expenses related to heating, electricity, water, security, and insurance. In addition, RTA is not responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

Equipment:
Employees may choose to use their own equipment and software in order to perform work at home. RTA Information Technology (IT) department reserves the right to inspect the employee's home equipment for security purposes. Employees shall not be reimbursed for the use of their own equipment. If the employee chooses to use RTA's equipment, RTA's IT department will define and provide the specific tools required by the employee to perform their expected duties. This may include computer hardware and software, email, telephony, secure connectivity to RTA's applications and any other equipment deemed appropriate by IT.

The use of hardware, software, supplies and any other equipment provided by RTA for use at the remote location is limited to authorized persons for purposes related to RTA business. RTA will be responsible for the service and maintenance of RTA-owned equipment only.

The telecommuter must sign off on an inventory of all RTA property received and agree to take appropriate action to protect the items from damage or theft. The telecommuter must immediately notify RTA of any problems with any RTA

property, including malfunction, damage, theft, etc. Upon termination of employment, all agency property will be returned to RTA, unless other arrangements have been made.

RTA will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. RTA will also reimburse the employee for approved business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job.

Security:
Telecommuters are expected to ensure that the expectations for information security are met in compliance with RTA's Information and Data Security Policy and that property is secured the way it is for employees working at the office. Equipment containing RTA's data should always be secured, never left in an unlocked vehicle or home office. Unnecessary printing of RTA's data should be avoided. Any printed data should be filed in locked cabinets, or shredded as necessary.

Safety:
Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by workers' compensation. Telecommuting employees are responsible for notifying the employer of any injuries that occur in their home office in connection with his or her regular work duties as soon as practicable. The employee is liable for any injuries sustained by personal visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate child care needs upon approval of HR and management, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Taxes:
Home office tax deductions are the ultimate responsibility of the employee to pay appropriate taxes as necessary related to their telecommuting employment. The employee shall be responsible for all home office deduction rules, transportation expenses, and other telecommuting-related expenses which have federal or state tax implications. RTA makes no representation about the employee's eligibility for tax deductions and strongly urges the telecommuter to seek the advice of a professional tax consultant. The employee shall also promptly notify RTA of any changes to the employee's home address.

Alternative Worksite:
Similar to telecommuting in all items above except the alternative worksite applies when employees cannot work at one of RTA's facilities because of damage to one of the facilities which causes that facility to be inoperable. These reasons can be a natural disaster such as a hurricane, tornado, or fire, etc. Some employees will be able to work from home because of the reasons above. Other employees cannot and will be reassigned to an alternative worksite.

In regards to the alternative worksite, the employee must permit his or her supervisor, or a management representative access to the alternative worksite in order to perform routine inspections to ensure adequate health and safety conditions and a proper work environment are maintained.

The appointing authority shall determine and communicate the standards for safe and healthful working conditions required for the work being performed by the employee. The employee shall be responsible for establishing and maintaining these safe and healthful working conditions at the alternative worksite.

The appointing authority shall determine the frequency with which the alternative worksite may be inspected and shall provide a minimum of 24 hours' notice before such inspections. The appointing authority may perform a safety assessment that ensures that the alternative worksite meets Occupational Safety and Health Administration guidelines as well as provides adequate lighting and physical space requirements, fire protection, and reasonable security for city equipment and/or data.

Flexible Work Schedules:
Flex time allow employees to begin and end work at nonstandard times within limits set by management.

Examples (may be modified according to the needs of the department)

- Staggered hours within a fixed schedule: Employee and Manager establish start and end times that differ from the department's norm, but keep the same schedule each day (e.g., Monday-Friday, (9:30a - 6p) or (7a - 3:30p).

- Core hours within a variable schedule: Employees must be present during specified core hours determined by the supervisor/manager, but may adjust their arrival and departure times each day (e.g., set coverage 10a-2p every day, but the other four and a half hours per day vary). It is expected that the employee will work a set number of hours each week.

- Variable day: Employees may work a consistent schedule of a different number of hours each day as long as they achieve the expected number of

hours within the week (e.g., Monday, Wednesday ten hours; Tuesday, Friday eight hours; Thursday six and a half hours).

- Mid-Day Flextime: Employees may take a longer scheduled break than usual if they make up the extra time by starting work earlier or staying later (e.g., work 8a-12p; break 12p-2p; work 2p - 6:30p)

Flexible schedule proposals need to address:

- How customer service will be maintained
- How effective channels of communication will be established
- How work hours will be tracked
- How will success be measured?

Alternative Work Schedules or Compressed workweek: Any schedule which allows a full-time employee to work a 40-hour workweek in less than five days.

Examples (may be modified according to the needs of the department)

Five-Forty (5/40)
Employees on a 5/40 schedule work five days at eight hours a day in a workweek. The workweek commences at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday.

Four-Forty (4/40)
Employees on a 4/40 schedule work four days at ten hours per day in a workweek. The workweek commences at 12:01 am. Sunday and ends at 12:00 midnight Saturday.

Nine-Eighty (9/80)
Employees on a 9/80 schedule will work eight days at nine hours per day, and one day at eight hours per day, equaling 80 hours each pay period.

Below are examples of 9/80 work schedule start and end times.

Start Time	End Time
6:00 am	3:30 pm
7:00 am	4:30 pm
8:00 am	5:30 pm
9:00 am	6:30 pm

Day-to-day flexibility in arrival and departure time is at the discretion of the department management, and will be based on business necessity.

Supervisors whose departments operate 7 days a week, 24 hours a day may assign employees to specific work days and hours. All employees working in such departments must: work the hours assigned subject to operational needs of RTA; and work additional hours as RTA may reasonably request.

Flex Days

Employees on a 4/40 work schedule, will have three consecutive days off per week. Employees on a 9/80 work schedule may flex one day per pay period. Employees may choose either a Monday or Friday as their flex day. Any changes to this schedule require management approval.

Flex days may not be accumulated or carried over to another pay period.

A flex day may be canceled at any time to meet a business necessity. Employees must report to work as needed.

Compressed work week proposals need to address:

- How customer service will be maintained
- How to coordinate schedules
- How effective channels of communication will be established
- For non-exempt staff, the need to be careful not to incur overtime
- How will success be measured?

Management and Supervision:
Managers are responsible for managing the Work Schedule Policy arrangement and work product with the employee. Management must ensure that departmental needs are met and all work is accomplished at or above existing levels absent the Work Schedule Policy arrangement. Managers shall maintain regular and necessary communications with the employee, and include the employee as appropriate in meetings and other interactions.

Evaluation and Discontinuation:
Evaluation of the Work Schedule Policy during the trial period will include regular interaction by phone, e-mail, and/or appropriate technology between the employee and the manager, and routine face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. This evaluation will be sent to Human Resources for filing in the employee's personnel file. The Manager will continue to evaluate the arrangement. Evaluation of the employee's performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but, if appropriate, will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the employee and manager will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Going forward, all Work Schedule Policy arrangements will be periodically assessed for their effectiveness. They will be reviewed for renewal on an annual basis. RTA has the right to terminate the arrangement at any time at the discretion of RTA management.
Where practicable, employees will be given a two-week notice regarding the termination of the agreement, so all arrangements may be appropriately concluded.

ENFORCEMENT
Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

RESPONSIBILITIES

Employees are responsible for their own good attendance and punctuality. If it is necessary for an employee to be tardy or absent, he/she must comply with the guidelines established for this policy.

Supervisors are responsible for setting all standards of punctuality for the department, and applying them consistently to all employees, setting work schedules with employees in accordance with RTA standards for flexible work weeks and/or flexible starting times; working with employees to address problems of attendance or punctuality.

EXECUTIVE SPONSOR
Darwyn B. Anderson

FLOWCHART
N/A

REFERENCES
- Employee Code of Conduct
- Family Medical Leave (HC26)
- Bereavement (HC29)
- Jury Duty (HC30)
- Military Leave (HC7)
- Pregnancy Disability Leave (HC12)

- Progressive Discipline (HC25)
- Termination of Employment (HC17)
- Drug and Alcohol Free Workplace (SAF1)
- Employee Assistance Program (HC24)
- Reasonable Accommodation (HC25)
- PTO Sick Leave (HC20)

3.0 ATTACHMENTS
N/A

4.0 PROCEDURE HISTORY
N/A

5.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Bereavement

(HC29)

POLICY STATEMENT

Upon the death of a person in an employee's immediate and relative family, the New Orleans Regional Transit Authority (RTA) will grant the employee up to three (3) work days off at his/her regular straight time pay rate. If an employee must travel out of state, the RTA will grant up to five (5) work days off. Employees must be in regular pay status or on paid leave to be eligible for bereavement leave. Bereavement leave will not accrue.

PURPOSE

To provide employees time off to attend the funeral or memorial service or bereave the death of a member of the employee's immediate family.

APPLICATION

This policy applies to all regular at-will non-represented employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURE

The employee must notify his/her manager/supervisor of the death as soon as possible. Managers/supervisors may require proof of the death of the family member, such as a funeral card, an obituary notice, a copy of a death certificate, or other independent documentation.

Employees must record bereavement leave on the timesheet in the pay period in which the leave was taken. The RTA will compensate employees for days taken within the guidelines of this policy.

Managers/supervisors will work with employees to coordinate additional time off as necessary to accommodate geographically distant funerals or unusual circumstances. Such additional time off, when approved by the manager/supervisor and agreed to by the employee, may be taken in accordance with the PTO Sick Leave Policy (HC20) or through an unpaid personal leave of absence.

2.0 DEFINITION OF TERMS

Domestic Partners - Two adults, at least one of which is a RTA employee, who are in a committed relationship and have signed and filed an "Affidavit of Domestic Partnership" with the RTA's Pension and Benefits Department, and 1) share a common residence; 2) neither is married to someone else or is a member of another domestic partnership; 3) are not related by blood which would prevent them from being married to each other in a legal Louisiana marriage; 4) are both at least 18 years old; and 5) are both capable of consenting to the domestic partnership.

Immediate Family - The immediate family consists of the employee's spouse/domestic partner and the following relatives of the employee or the employee's spouse/domestic partner: children (natural, adopted, foster, and step), parents (natural, adoptive, foster, and step), siblings, grandparents and grandchildren.

Relative shall mean the employee's uncle, aunt, cousin, niece or nephew, or the spouse/domestic partner of the employee's sibling, child or grandchild. It also means the uncle, aunt, cousin, niece or nephew of the employee's spouse/domestic partner, or the spouse/domestic partner of the sibling of the employee's spouse/domestic partner.

Work Day - constitutes eight (8) hours per day.

3.0 RESPONSIBILITIES

Employees must notify managers/supervisors as soon as possible that bereavement leave is needed.

Managers/Supervisors are responsible for ensuring that bereavement practices are consistent with this policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Employment Status (HC34)
- PTO Sick Leave (HC20)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA

Regional Transit Authority

Children in the Workplace

(HC16)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) respects and supports a safe and conducive work environment for all employees, free of unnecessary distractions that may be caused by the presence of children in the workplace; as such, it does not encourage employees to bring children to work. However, in the event an emergency arises, employees may bring their child/children to work with prior approval from their supervisor(s).

PURPOSE

To inform employees of their responsibilities, and address RTA's expectations when they bring a child/children into the workplace.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Employees may bring a child/children to the workplace only in rare and unusual circumstances, and must comply with the procedures outlined below.

1.1 Obtaining Approval to Bring Children to Work

It is the responsibility of employees with children to make arrangements for childcare during the workday. When childcare arrangements break down, an employee must seek alternatives to bringing the child to the workplace. Human Capital policies provide for various paid and unpaid options, and flexibility and scheduling. RTA acknowledges that unexpected events may disrupt the employee's normal routine, leaving an employee with no other alternative other than bringing a child/children to work.

In emergencies, when the employee cannot be absent from the workplace and has exhausted all other alternatives, employees may submit a request to his/her immediate supervisor to bring their child/children into work. Employees must receive prior supervisory approval before bringing a child/children into work. This is not an employee right, and supervisors have full discretion to approve or disapprove an employee's request. An employee must not bring a sick child/children with reasonably determined infectious illnesses into the workplace at any time.

1.2 Responsibilities of Employee When a Child is in the Workplace

The employee must provide supervision of his/her child/children in the workplace at all times. Supervision should ensure that the child does not interfere with the workplace activities of both the employee and co-workers. Employees may not bring in a child/children to work if their work involves riding/operating either a revenue or non-revenue vehicle; they work in other safety-sensitive positions; or their position requires them to be away from their work area. The employee is responsible for all aspects of the child's behavior; the child's safety; and is financially responsible for any damages caused by the child. Should a child be disruptive or become ill, the supervisor may require the employee to immediately remove the child from the workplace.

Children are not allowed in high-risk areas such as:

Bus, Rail Yards, and Ferries any areas indoors or outdoors containing power tools or machinery with exposed moving parts, such as Maintenance Shops. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

1.3 Acceptable Activities

RTA recognizes that children of employees will have an interest in seeing where their parents work, learning more about the RTA, and potential careers. Parents are encouraged to bring their children to work when allowed by special programs.

2.0 DEFINITIONS

Child - An individual under 18 years of age who is not an employee of the RTA.

Infectious Illness - Any illness (e.g. cold, flu, pink eye, chicken pox, etc.) that a parent knows or should know may infect others.

3.0 RESPONSIBILITIES

Employees are responsible for making arrangements for childcare, and in the event of an emergency which necessitates bringing a child/children to work, must request permission and receive approval from their supervisor before bringing their child/children to work. Employees are also responsible for supervising their child/children at all times when they are in the workplace.

Supervisors are responsible for reviewing employee requests to bring a child/children to work, approving or disapproving as appropriate; and for monitoring the work environment.

4.0 FLOWCHART
N/A

5.0 REFERENCES
- Family Medical Leave (HC26)
- PTO Sick Leave (HC20)

6.0 ATTACHMENTS
N/A

7.0 PROCEDURE HISTORY
N/A

8.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Civil Rights

(HC2)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its service on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964. In addition to Title VI of the Civil Rights Act of 1964, RTA also prohibits discrimination based on religious creed, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.

PURPOSE

This policy ensures that RTA programs (including fares, routing, scheduling, and quality of transportation services) are operated without regard to race, color, national origin, religious creed, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. Frequency of service, age and quality of RTA vehicles assigned to routes, quality of RTA stations and location of routes will be determined solely on the basis of operational requirements. This policy will be updated annually.

APPLICATION

This policy applies to all RTA employees, applicants, contractors, vendors, and customers.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

RTA is committed to ensuring that no person is excluded from participation in its services, or subject to denial of RTA benefits on the basis of race, color, national origin, religious creed, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes (protected classes). RTA is also committed to promoting environmental justice.

RTA will accomplish its goals by:

- ensuring that the level and quality of transportation service is provided without regard to a patron's belonging to a protected class(es);
- promoting full and fair participation by all potentially affected populations in transportation decision making;
- preventing denial, reduction or delay in the benefits of RTA programs and activities on the basis of an individual's a protected class.
- preventing denial, reduction, or delay of benefits related to programs and activities affecting minority and low-income populations; and
- providing meaningful access to RTA services, programs, and activities by persons with **Limited English Proficiency (LEP).**

2.0 PROCEDURES

Any person who believes they may have been discriminated against on the basis of their belonging to a protected class may file a written complaint with RTA's Human Capital Office or the Louisiana Commission on Human Rights. Persons with Limited English Proficiency, or who need assistance writing a complaint, may contact the RTA Human Capital Office, located on the Second Floor, at 2817 Canal Street, New Orleans, LA 70119.

2.1 Reporting

The complaint must be filed in writing within 180 days from the date of the alleged discrimination and include complainant's name and signature. Written complaints may be sent to RTA, Regional Transportation Authority, Louisiana Commission on Human Rights 1001 N. 23rd St., Suite 262 Baton Rouge, LA 70802, (225) 342-6969; or an online Civil Rights Complaint Form (Attachment 1) may be accessed at RTA's website at https://media.rta.net/about us/title vi/images/civil rights complaint for m.pdf. Once completed, the complaint should be forwarded to RTA Office of Civil Rights (OCR)/HC.

Any RTA employee who becomes aware of a discrimination complaint should immediately contact the OCR/HC for handling. In addition to, or in lieu of utilizing the civil rights complaint process at RTA, a Complainant may file a complaint pertaining to race, color or national origin with the Federal Transit Administration (FTA), Louisiana Commission on Human Rights 1001 N. 23rd St., Suite 262, Baton Rouge, Louisiana 70802. Phone: (225) 342- 6969.

2.2 Reviewing

The OCR/ HC will review all written complaints to determine whether the matter is within its jurisdiction, based on the following: whether Complainant has alleged discriminatory treatment or harassment based on their belonging to a protected class.

If the OCR/HC determines it has jurisdiction, an investigator will be assigned to conduct an investigation within 48 hours of the review. The Complainant will receive an acknowledgement letter informing him/her that the complaint will be investigated by the OCR/HC. All complaints will be investigated promptly and handled in a confidential manner. However, information learned in the course of investigations may be disclosed on a need-to-know basis.

If jurisdiction is found not to exist in the OCR/HC, but does exist in another department, the complaint will be forwarded to the appropriate department for resolution. The OCR/HC will be notified of the steps taken to resolve the complaint.

2.3 Investigation Process

The investigator will take the followings steps to investigate the alleged discriminatory act:

• Identifying, requesting and reviewing all relevant documents, practices and procedures to determine appropriate resolution.
• Identifying and interviewing persons with knowledge of the alleged discrimination, such as the Complainant; witnesses; others identified by the Complainant; people who may have been subject to similar activity; and others with relevant information.

The investigation process and final investigative report is generally completed within 120 days. If no policy violation is found and the Complainant wants to appeal the decision, they may appeal directly to RTA, Chief HC Officer, 2817 Canal Street, New Orleans, LA 70119

2.4 Subsequent Complaints and Amended Charges

Any subsequent complaint or amended charge should be filed utilizing the Civil Rights Complaint Form. Amended charges can also be submitted via email or other written format. The Civil Rights Coordinator will review each subsequent complaint or amendment to determine whether the subsequent complaint should stand on its own, or be incorporated into the original complaint and investigation.

2.5 Completion of Investigation

Upon completion of the investigation, the Investigator prepares a final investigative report for the Chief Human Capital Officer/OCR, and EEO & Civil Rights All principal parties receive written notification of the investigative findings.

2.6 Implementation of Remedial Actions

If a policy violation exists, appropriate remedial steps will be taken immediately.

3.0 DEFINITION OF TERMS

Title VI —Title VI of the 1964 Civil Rights Act prohibits discrimination on the basis of race, color, or national origin by recipients of federal financial assistance.

Equal Access —Requirement of non-discrimination in transit services with regard to race, color, or national origin in accordance with Title VI of the 1964 Civil Rights Act, as amended. RTA also prohibits discrimination based on religious creed, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.

Discrimination —Any act or failure to act, whether intentional or unintentional, which has the purpose or effect of limiting, excluding, or denying a person transit services or benefits because of race, color, national origin, religious creed, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes.

Environmental Justice —Efforts made to prevent minority communities and low income communities from being subject to disproportionately high and adverse environmental effects.

4.0 RESPONSIBILITIES

The Human Capital Civil Rights Coordinator maintains a log of all complaints received. The log includes the date the complaint was filed; a summary of the allegations; the status of the complaint; and actions taken by RTA to resolve the complaint.

5.0 FLOWCHART

N/A

6.0 REFERENCES

- Title VI of the 1964 Civil Rights Act
- FTA Circular 40702.1 B
- Unruh Civil Rights Act of 1959

7.0 SPONSOR DEPARTMENT

Human Capital

RTA

Regional Transit Authority

8.0 ATTACHMENTS

Civil Rights Complaint Form

Title VI of the 1964 Civil Rights Act and related nondiscrimination statutes and regulations require that no person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. In addition to Title VI, RTA also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

The following information is necessary to assist us in processing your complaint. Should you require assistance in completing this form, please let us know.

Complete and return this form to RTA Human Resource Department, Regional Transportation Authority 2817 Canal Street, New Orleans, LA 70119.

1. **Complainant's Name:** _____
2. **Address:** _____
3. **City:** _____ **State:** _____ **Zip Code:** _____
4. **Telephone No.: (home/cell) (other)** _____
5. **Person discriminated against (if someone other than the complainant):**

   Name: _____

   Address: _____

   City: _____ **State:** _____ **Zip Code:** _____
6. **Which of the following best describes the reason you believe the discrimination took place? Was it because of your:**

   a. **Race** _____

   b. **Color** _____

   c. **National Origin** _____

   d. **Sex** _____

   e. **Age** _____

   f. **Disability** _____

   g. **Religion** _____

   h. **Medical Condition** _____

RTA

Regional Transit Authority

_____

i. **Marital Status** _____

j. **Sexual Orientation** _____

7. **What date did the alleged discrimination take place?** _____

8. **In your own words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.**

_____

_____

_____

9. **Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes ☐ No ☐**

If yes, check each box that applies:

Federal agency	☐	**Federal court**	☐
State agency	☐	**State court**	☐
Local agency	☐		

10. **Please provide information about a contact person at the agency/court where the complaint was filed.**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

11. **Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.**

Complainant's Signature _____ **Date** _____

RTA
Regional Transit Authority

Distracted Driving

(SAF2)

POLICY STATEMENT

At the New Orleans Regional Transit Authority (RTA), we deeply value the safety and wellbeing of all employees and are committed to ensuring a safe working environment. With the proliferation of electronic device and in-vehicle infotainment system use while driving, coupled with the myths surrounding a person's ability to multitask, we enforce the following distracted driving policy.

Hands-free is not risk free. The science is crystal clear on this fact and numerous studies have demonstrated that the use of handheld and hands-free devices while driving pose a significant safety risk to motorists, their passengers and others on the road.

PURPOSE

To assist employees in making responsible decisions when driving company vehicles, we have established these guidelines.

APPLICATION

This policy applies to all RTA employees and to all situations involving operation of company vehicles. If a conflict occurs between this policy and a collective bargaining agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____
ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA

Regional Transit Authority

1.0 GENERAL

These guidelines apply to any situation involving operation of a company vehicle while on company time, including during meal or rest periods. "Bluetooth" or other hands-free devices constitute as mobile devices, and are strictly prohibited.

When seated at the wheel of any company vehicle, the RTA employees shall:

- Turn on the "Do Not Disturb" feature on smartphones and other mobile devices. If the feature is not available, turn off or silence mobile devices to prevent distraction. Bus, streetcar, and paratransit operators are required to have mobile devices turned off while operating. Mobile devices may be turned on at the end of the line to check messages, provided all other guidelines are met.
- Pull over to a safe place out of traffic lanes and put the vehicle in "Park" if a call or text must be made.
- Inform associates and business partners of this company policy to explain why calls, texts or emails may not be returned immediately.
- Program any global positioning system (GPS), music device, or dashboard/voice infotainment system prior to departing. If adjustments are needed while driving, pull over to a safe place out of traffic lanes and put the vehicle in "Park" to make the appropriate adjustment.

The only exceptions to the above guidelines are as follows:

Paratransit and other On-Demand Transportation Service Operators:

- Company-provided mobile devices may not be used for any purpose other than for work-related purposes while seated at the wheel of any vehicle, regardless of whether the vehicle is powered on or off, and then only to the minimum extent necessary.
- As much as practical, company-provided mobile devices may only be used when the vehicle is not in motion.
- Whenever the use of a mobile device presents a hazard, use of the device is not permitted.

Managers, Operations Supervisors, and Transit Police:

- Company-provided mobile devices may not be used for any purpose other than for work-related purposes, and then only to the minimum extent necessary.
- As much as practical, company-provided mobile devices may only be used when the vehicle is not in motion.
- Whenever the use of a mobile device presents a hazard, use of the device is not permitted.

- Managers or Operations Supervisors are prohibited from the use of a mobile device when operating a revenue service vehicle at <u>any</u> time, in or out of revenue service.

Electronic distractions are only one type of distraction. Drivers should also refrain from eating, drinking, reading and other activities that may divert attention away from the task of driving.

RTA is committed to keeping our workers safe and holding our employees to the highest standard of safety. This is so important that violations of this policy may result in disciplinary action, up to and including termination.

2.0 PROCEDURES
N/A

3.0 DEFINITION OF TERMS
N/A

4.0 RESPONSIBILITIES
N/A

5.0 FLOWCHART
N/A

6.0 REFERENCES
N/A

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Safety

RTA

Regional Transit Authority

Drug and Alcohol Free Workplace

(SAF1)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is dedicated to providing a safe working environment. This is a zero tolerance policy covering the (RTA) transit system and applicable to all New Orleans Regional Transit employees who are incumbents in safety- sensitive positions, to all applicants or employees who may apply for or who may transfer to a safety-sensitive position and to contractors who perform safety-sensitive job functions. This program was initially installed by this RTA October 1, 2020.

Refer to the Phone List for the Drug and Alcohol Program Manager/ Designated Employer Representative for RTA.

In meeting this goal and expectation it is our policy to:

- Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace free from the adverse effects of drug abuse and alcohol misuse;
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
- Encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

This Drug and Alcohol Free Workplace Policy strengthens and reaffirms our commitment to the safety of our customers and employees. In addition, it confirms our dedication to maintaining a drug and alcohol free workplace by enforcing a drug and alcohol free workplace policy that is consistent with safety, accountability and high expectations.

PURPOSE

The purpose of this policy is to share RTA's philosophy and procedures for maintaining a drug and alcohol free workplace. It provides a process for conducting screening of job applicants and employees for illegal drugs, improper use of prescription drugs, and alcohol. In addition, it is intended to ensure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. A positive drug screening result is a termination offense. An employee who receives a positive drug screening test result may lead to disciplinary action up to and including termination. A pre-termination hearing will also be provided. **Refer to employee handbook.**

This policy is also intended to comply with the Regional Transit Authority (RTA) testing authority and all applicable United States Department of Transportation (USDOT) regulations 49 CFR Parts 382, 655, and 40. Part 382 requires employers to test for illegal use of controlled substances and misuse of alcohol for drivers who are required to obtain or maintain a commercial driver's license (CDL). Part 655 requires that transit employees who maintain, operate, or control the movement of transit vehicles be tested for controlled substances and alcohol. Part 40 sets standards for collection and testing of urine and breath specimen. In addition, 49 CFR Part 29 requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the USDOT.

Moreover, in relation to the third party operation of RTA's ferry service, this policy is also intended at providing oversight over the operation's contractual obligations and compliance with the Chemical Testing Program regulations (46 CFR Parts $ and 16:33 CFR PART 95; and 49; CFR Part 40). As published by the U.S. Coast Guard ('USCG") and the USDOT, and as interpreted by the USCG'S "Marine Employee Drug Testing Guidance".

This policy ensures that all testing is conducted in a manner that protects the rights of employees and applicants subject to testing.

RTA takes all necessary steps to safeguard the dignity of those being tested and ensures adherence to all procedures pertaining to the implementation of this policy. RTA adheres strictly to all standards of confidentiality and ensures that testing records and results are released only to those authorized to receive such information.

The Regional Transit Authority contracts the services of a Substance Abuse Professional (SAP) through its Employee Assistance Program (EAP). Employees should ask human resources to speak with a Care Coordinator who will make an assessment and refer the employee to a qualified SAP as mandated by the USDOT, when applicable.

The employee should complete the attached "Employee Notification and Acknowledgement" form upon receipt of a copy of this policy. Employees who are under the age of 18 must provide a parent/guardian signature for participation in RTA's Drug and Alcohol Free Workplace Program as a condition of employment.

Please contact the designated Drug and Alcohol Administrator (DAA) should you have questions about this policy.

All employees, volunteers, interns and candidates seeking employment with the Regional Transit Authority shall comply with the mandates set forth in this drug and alcohol free workplace policy.

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APPLICATION

This policy applies to Regional Transit Authority employees and candidates for employment. Some job functions within the organization are considered USDOT-covered safety sensitive. Employees serving in designated positions that host covered safety-sensitive functions are also required to meet guidelines set by the USDOT, Federal Transit Administration (FTA), the Federal Motor Carrier Safety Administration (FMCSA), and RTA.

APPROVED:

Board of Commissioners	Department Head	ADOPTED: CEO

Effective Date: _____

Date of Last Review: _____

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Under FTA, a Regional Transit Authority employee is performing a safety-sensitive function if:

- *Operating a revenue service vehicle, whether or not such vehicle is in revenue service.*
- *Controlling dispatch or movement of a revenue service vehicle.*
- *Maintaining a revenue service vehicle or equipment used in revenue service. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment.*
- *Operating a non-revenue service vehicle when required to be operated by a holder of a CDL.*
- *Carrying a firearm for security purposes.*
- *Supervising, where the supervisor performs any functions listed above.*

Under FMCSA, an employee is performing a safety-sensitive function if they are:

- *Driving a commercial motor vehicle which requires the driver to have a CDL.*
- *Inspecting, servicing, or repairing any commercial motor vehicle.*
- *Waiting to be dispatched to operate a commercial motor vehicle.*
- *Performing all other functions in or upon a commercial motor vehicle.*
- *Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments being loaded or unloaded.*
- *Performing driver requirements associated with an accident.*
- *Repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.*

In addition to being subject to all other elements of this policy, employees who perform "safety-sensitive functions" for (RTA), as that term is defined in 49 CFR 655.4, are subject to random drug and alcohol testing and other special requirements set forth in this policy. Generally, a safety-sensitive function occurs when an employee is performing, ready to perform, or immediately available to perform such function.

Under the RTA's direction, an employee is performing a safety-sensitive function if:

- RTA has a compelling need on the basis of safety to ascertain on the job impairment on the part of employees who hold the position.
- Such a compelling need may arise where the duties of a position creates or are accompanied by such a great risk of injury of such magnitude to self, other persons or to property that even a momentary lapse of attention, judgment, or dexterity could have disastrous consequences.

The Regional Transit Authority has evaluated the actual duties performed by employees in all job classifications and determined which employees perform covered safety-sensitive functions. A list of identified safety-sensitive positions is included in this policy. Any new job classification will be assessed to determine if the new position is to be considered safety sensitive under the RTA or USDOT authority. Regional Transit Authority will review job classifications from a safety-sensitive perspective triennially.

1. PROHIBTED SUBSTANCES

Prohibited substances addressed by this policy include the following:

4.1 ILLEGALLY-USED CONTROLLED SUBSTANCES OR DRUGS

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration (DEA) or the U.S. Food and Drug Administration (FDA). Illegal use includes use of any illegal drug, misuse of legally-prescribed drugs not prescribed to the employee, and use of illegally-obtained prescription drugs. Covered employees may be tested for these prohibited drugs anytime they are on duty.

Under 49 CFR 655.21, all safety-sensitive employees will be tested for prohibited drugs and drug metabolites in the following circumstances: pre-employment, post-accident, reasonable suspicion, random and return-to-duty/follow-up. The following drugs must be tested for in each urine specimen: marijuana; cocaine; amphetamines, including ecstasy; opioids; and phencyclidine. **Illegal consumption of these products is prohibited at all times.**

Regional Transit Authority employees must be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine. Regional Transit Authority safety-sensitive employees under the RTA's direction must be tested for cocaine, amphetamines, barbiturates, benzodiazepine, marijuana, opioids, phencyclidine, propoxyphene and methadone.

4.2 LEGAL DRUGS

The appropriate use of legally-prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected **must be reported to supervisory personnel** before performing safety-sensitive

work-related duties. An employee using over-the-counter drugs that may adversely affect his/her ability to perform safety-sensitive duties is strongly urged to seek and obtain medical advice prior to using.

A legally-prescribed drug means that an employee has an individual prescription or other written approval from a physician for the use of a drug in the course of medical treatment. The misuse or abuse of legal drugs to include drugs prescribed to someone else while performing Regional Transit Authority business is prohibited. For USDOT drug testing, if the Medical Review Officer (MRO) determines that an employee has a legitimate medical reason for the presence of a prohibited drug in their urine specimen, the (MRO) will report the test result as negative to RTA. However, the MRO may also medically disqualify an employee from performing safety-sensitive duties because of medication use. For further information, see 49 CFR 40.135(d).

The use of medical marijuana or legalized marijuana from another state is considered a violation of this policy.

4.3 ALCOHOL

The consumption/use of beverages containing alcohol or alcohol-infused substances including any medication, food, candy, or any other product such that alcohol is present in the body while performing any duty or any RTA business, regardless of safety-sensitive function is prohibited. **Employees who hold Safety-sensitive positions must not consume alcohol eight hours prior to the beginning of their shift, while on call, and while performing safety-sensitive functions.**

2. PROHIBITED CONDUCT

5.1 MANUFACTURE, TRAFFICKING, POSSESSION, AND USE

Pursuant to the **Drug-Free Workplace Act of 1988**, all RTA -covered employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances at all times. An employee who violates this provision will be subject to discipline up to and including termination. A pre-termination hearing will also be provided. Law enforcement will be notified, as appropriate, where criminal activity is suspected.

5.2 INTOXICATION

Any RTA employee covered under this policy who is reasonably suspected of being intoxicated, impaired, or not fit for duty shall be immediately removed from safety-

sensitive duties pending an investigation and verification of condition. **An employee who violates an illegal drug provision will be disciplined up to and including termination. A pre-termination hearing will also be provided.**

An employee who violates an alcohol provision may be subject to discipline up to and including termination. In the event termination is recommended, a pre-termination hearing will be provided. Law enforcement will be notified, as appropriate, where criminal activity is suspected. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

5.3 ALCOHOL AND DRUG USE

Under 49 CFR 655.31, covered FTA-designated safety-sensitive employees will be tested for drugs and/or alcohol in the following circumstances: **pre-employment, post-accident, reasonable suspicion, random, and return-to-duty/follow-up.** All safety-sensitive applicants and transfers into safety-sensitive positions will also be pre-employment tested for drugs. In addition, RTA non-safety-sensitive employees subject to a non–USDOT post-accident or reasonable suspicion test will be tested.

No employee shall report for work or remain on duty while having an alcohol concentration of 0.04 or greater. For covered USDOT safety-sensitive employees, a breath alcohol concentration of 0.04 or greater shall be prohibited to perform any safety-sensitive function.

Section 655.31(b) "Each employer shall prohibit a covered employee, while having an alcohol concentration of 0.04 or greater, from performing or continuing to perform a safety-sensitive function."

RTA employees, to include designated USDOT safety-sensitive employees, are prohibited from alcohol consumption while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No covered safety-sensitive employee shall consume alcohol within eight (8) hours of reporting for duty, or during the hours they are on call.

All employees, to include USDOT (FTA and FMCSA) safety-sensitive employees, are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. The employee must acknowledge the use of alcohol and the inability to perform his/her safety sensitive function anytime they are called to duty to perform a safety-sensitive function. Any covered safety-sensitive employee who acknowledges the consumption of alcohol but indicates that they are fit to perform

their safety-sensitive function must first take an alcohol test showing an alcohol concentration of less than 0.02.

Any RTA employee, to include designated FTA safety-sensitive employees, with a confirmatory breath alcohol test result of 0.02 or greater but less than 0.04 will be relieved from performing safety-sensitive functions for eight (8) hours or until retesting below 0.02, whichever occurs first. The employee will be subject to discipline. A confirmatory breath alcohol test result of 0.04 or greater will be considered a positive alcohol test result and in violation of this policy and the requirements in 49 CFR Part 655 for safety-sensitive employees.

Any RTA employee designated FMCSA safety-sensitive with a confirmatory breath alcohol test result of 0.02 or greater but less than 0.04 will be relieved from performing safety-sensitive functions for at least 24 hours and **subject to disciplinary action**.

5.4 COMPLIANCE WITH TESTING REQUIREMENTS

All RTA safety-sensitive employees will be subject to urine drug testing as a condition of employment. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty immediately and subject to termination. *Observed collections will be conducted as outlined under Section 6.1 of this policy and in compliance with 49 CFR 40.67.* A medical review officer (MRO)-verified adulterated or substituted drug test result will result in termination and the covered employee shall be provided contact information for a qualified SAP.

All employees and applicants must follow the collection procedures outlined below for specimen identification.

A. At the collection site and prior to providing a specimen, the applicant/employee must provide a photo identification (such as a valid driver's license, work ID, passport, or other)

B. Applicant/employee must present to the collection site representative:

   1. An appointment form (Drug Test Authorization Form); and
   2. The chain of custody form. The collection site representative must complete the chain of custody form.

C. Applicant/employee must initial the seals on the specimen containers after the seals have been applied to the specimen containers.

D. ***All employees are required to go for a drug/alcohol testing immediately upon notification.*** *Any employee, who fails to go to the testing center (except for pre-employment testing) within a reasonable time, as determined by*

Regional Transit Authority, will be subject to termination. **All employees who refuse to go for a drug test will be disciplined up to and including termination. A pre-termination hearing will also be provided.** *Employees cited for alcohol use are subject to termination pending a pre-termination hearing.*

The following additional circumstances constitute a test refusal and verified positive by an applicant/employee:

- Failing to remain at the testing site until the testing process is complete (for pre-employment testing, the testing process does not begin until the donor receives the specimen collection cup for the drug test;
- Failing to provide a urine and/or breath specimen for any USDOT required drug and/or alcohol test (for pre-employment testing, the testing process does not begin until the donor receives the specimen collection cup for the drug test or the mouthpiece is selected for the breath alcohol test);
- Failing to sign the certification at Step 2 of the Alcohol Test Form;
- Failing to allow a directly observed or monitored collection in a drug test, failing to permit the observation or monitoring of the employee provision of a specimen; Failing to follow instructions under direct observation related to raising cloths above waist, lowering clothing and under garments, turning around or related actions;
- Failing to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Failing to take a second test that RTA or the collector has directed the employee to take;
- Failing to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process of "shy bladder";
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process);
- Possessing or wearing a prosthetic or other device that could be used to interfere with a collection process
- Admitting adulteration/substitution to the collector or MRO and/or a MRO-verified adulterated or substituted drug test result.
- For pre-employment, **NOT** a refusal: Failure to remain at site prior to start of test, aborting collection before test commences.

Testing Criteria:

- Drug testing can be performed any time a safety-sensitive employee is on duty.

- Reasonable suspicion, random and follow-up alcohol testing can only be performed when a safety-sensitive employee is actually performing a safety-sensitive duty, just before, or just after the performance of a safety-sensitive duty.
- Under Regional Transit Authority and USDOT, reasonable suspicion testing can only be performed by authorized officials when articulable behaviors and characteristics are documented and suggest probable drug and/or alcohol use.

5.5 VOLUNTARY TREATMENT OPPORTUNITY

All RTA employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under the RTA's policy, any employee who voluntarily discloses a substance abuse problem before a disciplinary matter develops and/or before notification for a required test, will be subject to return-to-duty and follow-up testing under RTA direction (using non-USDOT testing paperwork). The purpose of the return-to-duty testing is to provide a degree of assurance that the employee is drug and alcohol free, i.e., the employee is able to return to work without undue concern of continued drug abuse or alcohol misuse.

The employee must be referred to the RTA's EAP and evaluated by a Substance Abuse Counselor and pass a return-to-duty test. A return-to-duty test will include both drug and alcohol testing as well as meet other return-to-duty requirements. The employee must have a verified negative drug test result and a breath alcohol test result of less than 0.02 before returning to his/her safety-sensitive functions. Once returned and as a condition of ongoing employment, the employee must follow the recommended frequency and duration of follow-up testing from the EAP/substance abuse counselor.

Any RTA employee who refuses or fails to comply with requirements for treatment, after care, or return-to-duty testing will be subject to termination pending the outcome of a pre-termination hearing. The cost of any treatment or rehabilitation services will be paid for by the employee directly or by their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program. Any follow-up testing will be apart and in addition to participation in the random testing program.

5.6 NOTIFYING RTA OF CRIMINAL DRUG CONVICTIONS

Under the Drug Free Workplace Act, all employees are required to notify the RTA of any criminal drug statute conviction, for a violation occurring in the workplace, within five (5) days after such conviction. Failure to comply with this provision may result in termination. The RTA will notify USDOT of any covered employee criminal drug statute conviction within ten (10) days of notification of the conviction.

5.7 PROPER APPLICATION OF THE POLICY

RTA is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. **Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination of employment.**

5.8 CONFIDENTIALITY

RTA affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential file that will be kept under the control of the **DAA**. The reports or test results may only be disclosed without the employee's consent when:

- The information is compelled by law or by judicial or administrative process arising from the results of a drug or alcohol test under CFR 49 Part 655; and/or
- The results have been placed at issue in a formal dispute between the employee and employer.

In all other cases the employee must sign a separate release every time substance testing information is to be disclosed. The employee must sign releases anytime information is to be released to the employee, subsequent employers, and to any other third party designated by the employee.

All records will be maintained in accordance with 49 CFR Parts 40 and 655.

3. TESTING PROCEDURES

The RTA contracts with an outside vendor to provide certified U.S. Department of Health and Human Services (DHHS) collection sites and to monitor each site for compliance with USDOT standards. The vendor provides services relative to the Maintenance of a Drug and Alcohol-Free Workplace Policy including the provision of the MRO services. The vendor names the MRO, who shall be a certified medical doctor.

Urine drug testing and breath testing for alcohol may be conducted under the RTA's authorization, using non-Federal forms, or as required by federal regulations.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the DHHS. All testing will be conducted consistent with the procedures in 49 CFR Part 40, as amended. Copies of 49 CFR Part 40 is available for review by employees by

contacting the DER. An electronic version of 49 CFR Part 40 is also available for download at the Office of Drug and Alcohol Policy and Compliance website (http://www.USDOT.gov/odapc/part40).

The collection procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result. USDOT regulations only permit urine testing for the following five (5) drugs: marijuana, cocaine, opiates, amphetamines, and phencyclidine. Urine specimens will be collected using the split specimen collection method as described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a Federal Drug Testing Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. An initial drug screen will be conducted on the primary urine specimen.

For those specimens with non-negative initial drug screen results, confirmatory Gas Chromatography/ Mass Spectrometry (GC/MS) testing will be performed. The test will be considered positive if the amounts present are above the minimum threshold established in 49 CFR 40.87.

All drug testing laboratory results will only be reported to a MRO. A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test. Before verifying that an employee has a positive test result, the MRO is responsible for contacting any such employee, on a direct and confidential basis, to determine whether the employee wishes to discuss the test or present a legitimate medical explanation for the positive test result.

An employee who has a MRO-verified positive for an illegal drug use will be subject to discipline up to and including termination. An RTA covered USDOT safety-sensitive employee who test positive for alcohol or who refuses a drug or alcohol test will be removed from any safety-sensitive function, placed on administrative leave without pay and recommended for termination. A pre-termination hearing will also be provided and the employee will be referred to a SAP. Additionally, positive test results will be submitted to the Louisiana Office of Motor Vehicles, or appropriate licensing entity of the jurisdiction in which the employee is licensed, in accordance with State and Federal laws. **Additionally, positive test results will be submitted to the Louisiana Office of Motor Vehicles, of appropriate licensing entity of the jurisdiction in which the employee is licensed, in accordance with State and Federal laws.**

The MRO will subsequently review the employee's medical history/medical records and conduct a verification interview to determine whether there is a legitimate medical explanation for a positive, substituted or adulterated laboratory result. If no legitimate medical explanation exists to explain the test result, the test will be verified positive, and/or

refusal to test because of adulterated or substitution and reported to the designated employer representative (DER).

If the MRO determines that an employee has a legitimate explanation for a positive test result, the MRO will report the test result as negative. The MRO's designee may make the initial contact with the employee to set-up an appointment to speak with the MRO, but only the MRO is permitted to discuss the test result with the employee. If, after reasonable efforts, the MRO or MRO representative and RTA are unable to reach the employee directly, the MRO may render a final determination of positive without review.

An employee terminated based on a confirmed positive/split specimen may appeal his/her termination directly to the Chief Human Resources Officer. The appeal must be in writing and submitted within ten (10) days from the date of termination or the date the employee is aware of the termination. (Note: Since the MRO will have determined a test positive, adulterated, or substituted, the Human Resources Department will not typically be in the position of disputing the findings of the MRO).

Employees terminated based on a finding of obstruction will not be considered for future employment with the RTA prior to two (2) years.

6.1 **OBSERVED COLLECTIONS**

Consistent with the requirements in 49 CFR 40.67, an immediate urine specimen collection under direct observation (by a person of the same gender) with no advance notice will be conducted if any of the following situations occur:

- The DHHS-certified laboratory reports to the MRO that a specimen is invalid and the MRO reports to RTA that there was no adequate medical explanation for the results;
- The MRO reports to RTA that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- RTA shall direct an employee to provide a urine specimen under direct observation for USDOT return-to-duty and follow-up drug tests;
- The collector must immediately conduct a collection under direct observation if they are directed by RTA to do so; or
- The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
- The temperature of the original specimen provided was outside the acceptable temperature range of 90-100 degrees; or
- The original specimen appeared to have been tampered with; or
- The MRO directs RTA to conduct a second specimen collection under direct observation because the creatinine concentration of an applicant/employee

initial specimen provided was equal to or greater than 2 mg/dL, but less than or equal to 5mg/dL.

6.2 BREATH-ALCOHOL TESTING

Breath-alcohol testing will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath-testing device (EBT) operated by a trained breath-alcohol technician (BAT). All breath-alcohol test results will be reported only by a MRO or BAT. If the initial test indicates a breath-alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

A covered safety-sensitive employee who has a confirmatory breath alcohol test result of 0.02 or greater will be immediately removed from safety-sensitive duties until the breath-alcohol concentration measures less than 0.02. Under RTA jurisdiction, a safety-sensitive employee with a confirmatory breath alcohol test result with a concentration of 0.02 or greater, but less than 0.04 may also be suspended for five (5) days without pay, placed on six (6) month probation, and given a mandatory EAP referral.

A confirmatory breath alcohol test result of 0.04 or greater will be considered a positive alcohol test result and a violation of this policy and federal requirements in 49 CFR Part 655 (FTA-covered).

Any safety-sensitive employee with a confirmed positive drug test result, confirmatory breath alcohol test result of 0.04 or greater, or refusal to submit to a drug or alcohol test, will be immediately removed from their safety-sensitive position, placed on administrative leave without pay, recommended for termination, and referred to a SAP for assessment and referral in accordance with 49 CFR Part 40. A pre-termination hearing will also be provided.

Non-safety-sensitive employees are exempt from USDOT regulations included in this policy but are governed under the RTA's own policy and testing authority.

6.3 EMPLOYEE REQUESTED TESTING

Any employee, including USDOT (FTA and FMCSA) safety-sensitive employees, who question a positive adulterated or substituted test result of a required drug test identified in this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. If an employee requests split sample testing, the split sample test will occur regardless of up-front payment, but the RTA reserves the right to seek reimbursement

from the employee unless the result of the split sample testing invalidates the result of the original test.

The employee's request for a split sample test must be made to the MRO within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. Non-safety-sensitive employees are exempt under USDOT regulations, but the RTA's own policy authority regulates adherence.

6.4 PRE-EMPLOYMENT TESTING

All applicants to include candidates for USDOT (FTA and FMCSA) safety-sensitive positions or transfers from non-safety sensitive to safety-sensitive positions shall undergo urine drug testing (following procedures set forth in 49 CFR 655.41 and 49 CFR Part 40, Subparts C-I). A negative result must be received by RTA prior to the applicant /employee beginning covered duty. If the pre-employment test is canceled for any reason, it must be retaken until a negative result is received. Under the RTA's own authority, receipt by the RTA of a verified negative drug test is required as part of a pre-employment drug test prior to hire and before performance of a non-safety-sensitive function or safety sensitive function not regulated by USDOT.

A verified positive pre-employment drug test will disqualify an applicant for employment and they will be referred to a SAP. Any safety-sensitive applicant who undergoes a pre-employment test, but is not actually assigned safety-sensitive duties, and is not in the random selection pool, within 90 days from the date of the test, will have to retest with negative test results prior to the applicant's first performance of safety-sensitive duties.

Under RTA's authority, a non-USDOT pre-employment/pre-transfer test will also be performed any time an employee's status changes from an inactive status in a safety-sensitive position to an active status in a safety-sensitive position. All safety-sensitive employees who have not performed a safety-sensitive function for 90 or more consecutive calendar days, regardless of the reason, and have been out of the random testing pool during that time period, must successfully pass a pre-employment drug test prior to performance of any safety-sensitive function.

An applicant who does not pass the drug test as required will not be considered for employment for a two-year (2) period following the date of the test. Additionally, an applicant/employee who has previously failed or refused a USDOT test must show RTA evidence of having completed the referral and treatment/education process set forth by the USDOT at 49 CFR Part 40, Subpart O. USDOT return-to-duty and follow-up testing will then be carried out as discussed in section 6.8 of this policy (return-to-duty and follow-up testing).

Results of split specimen testing:

a. Reconfirmed. Reconfirmed positive is reported as such. Reconfirmed substituted or adulterated is reported as a final result "refusal to test," which is treated as a reconfirmed positive.
b. Failed to reconfirm: Drug(s)/drug metabolite(s) not detected. Both tests canceled.
c. Failed to reconfirm: Adulteration or Substitution Criteria not met. Both tests canceled.
d. Failed to reconfirm: Specimen not Available for Testing. Both tests canceled and employee is directed to give another, immediate collection under direct observation, with no notice given to the employee.

Note: Any safety-sensitive employee or non-safety-sensitive candidate/employee that has a confirmed positive pre-employment drug test will not be hired. **A positive drug test will result in a recommendation for termination. A pre-termination hearing will also be provided.**

6.5 Reasonable **Suspicion Testing**

All covered employees shall be subject to a drug and/or alcohol test when RTA has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained Agency official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

6.6 POST-ACCIDENT TESTING

All FTA safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an FTA accident with a public transportation vehicle (regardless of whether or not the vehicle is in revenue service). An accident defined by the FTA is an occurrence associated with the operation of a vehicle, and

- An individual dies (fatality);

- An individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; OR
- Public transportation vehicle involved is a bus, electric bus, van or automobile; one or more vehicles including non-FTA-funded vehicles incurs disabling damage as a result of the accident and the vehicle or vehicles are towed from the scene by a tow truck or other vehicle; OR
- Public transportation vehicle involved is a rail car, trolley car, trolley bus, or vessel, and the Public transportation vehicle is removed from operations.

The FMCSA mandates that drug and alcohol tests must be conducted on any surviving drivers or other employee whose performance could have contributed to the accident if:

- The accident involved a fatality; OR
- The driver receives a citation under State or local law for a moving traffic violation arising from the accident; AND
- Any involved vehicle requires towing from the scene; OR
- Any person involved requires medical treatment away from the scene of the accident.

In addition to the thresholds, listed, under RTA's authority, any employee, to include safety sensitive supervisors and non-safety sensitive employees, involved in a vehicular or non-vehicular incident may be required to take a non-USDOT post-accident drug and alcohol test following an accident/incident. In this case, the accident or incident does not need to meet FTA or FMCSA defined thresholds.

If any one or more thresholds listed above is met, or otherwise if RTA deems appropriate under its authority, employees operating the vehicle at the time of the accident will be tested unless it is determined the employee's performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive employee whose performance could have contributed to the accident will also be tested. The decision regarding being "completely discounted" will be made by the supervisor on the scene based upon the best information available at the time of the incident.

Non-fatal accidents involving a bus, electric bus, van, or automobile must meet the definition of an accident for these types of vehicles to be considered an accident. For these types of vehicles, "removal from operation" is not a criterion for a post-accident test. Thus, employers that take a vehicle out of service without meeting the other criteria (i.e., disabling damage or bodily injury that requires immediate medical treatment away from the scene) may not conduct a post –accident test under FTA authority. The portion of the definition that addresses "removal from operation" is the portion that deals only with

vehicles on fixed guideways (i.e., rail car, trolley car, trolley bus) or vessels. The definition for these vehicles does not include disabling damage.

An "occurrence associated with the operation of a vehicle" means that the accident or incident must be directly related to the manner in which the driver applies the brake, accelerates, or steers the vehicle. Operation of a vehicle does not include operation of the lift. An accident could be the result of a collision with another vehicle or pedestrian or could be associated with an incident that occurs on the vehicle without any contact with another vehicle (i.e., a passenger falls on the bus due to the manner in which the vehicle was operated).

Vehicles covered under FTA authority include a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel that is used for mass transportation or for ancillary services. Ancillary services include non-revenue service commercial motor vehicles and vehicles used by armed security personnel. Thus, accidents involving supervisor or general manager vehicles that are not used to transport passengers do not meet this definition and do not justify an FTA post-accident test.

Following a covered accident, the safety-sensitive employee will be tested as soon as possible. If the alcohol test is not administered within two (2) hours of the accident, the supervisor must prepare and maintain on file a "Post Accident" form stating the reason the test was not promptly administered. If an alcohol test was not administered within eight (8) hours following the accident, all attempts to administer the test must cease and the supervisor must document the reason on the "Post Accident" form.

All employees, to include USDOT (FTA and FMCSA) safety-sensitive employees, must be tested within 32 hours of the accident for drug testing.

Any employee, to include USDOT safety-sensitive employees involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee, to include a designated safety-sensitive employee, who does not remain available for testing or leaves the scene of the accident without a justifiable explanation prior to submission to drug and alcohol testing, will be considered to have refused the test and the employee will be terminated. A pre-termination hearing will also be provided. Employees tested under this provision will include not only the operator, but also any other covered employee whose performance could have contributed to the accident.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a safety-sensitive employee from leaving the scene of an accident for a period necessary to obtain assistance in responding to the accident or to obtain the necessary emergency medical care. However, any employee under the above circumstance who fails to remain readily available for drug or alcohol testing (including notifying a supervisor of his/her location)

or who otherwise leaves the scene of the accident without appropriate authorization prior to drug and alcohol testing, will be considered to have refused the test.

If RTA is unable to perform a USDOT or non-USDOT drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency,) may use drug and alcohol post-accident test results administered by State and local law enforcement officials (49 CFR Part 40). The State and local law enforcement officials must have independent authority for the test and RTA must obtain the results in conformance with State and local law.

6.6 RANDOM TESTING

The USDOT, FTA regulation (49 CFR 655.45) and RTA require random unannounced testing for drugs and alcohol for all safety-sensitive employees. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced, unpredictable and spread throughout the year. Based upon RTA's operations, random testing is conducted on all days and hours during which safety-sensitive functions are performed.

All USDOT (FTA and FMCSA), as well as RTA safety-sensitive employees, can be tested at any time for drugs during an employee's shift (i.e. beginning, middle, and end). Random alcohol testing may only be performed just before, during, or just after the actual performance of safety-sensitive functions. Supervisors are required to proceed and transport employees immediately and directly to the collection site upon notification of their random selection. **The failure to proceed immediately for testing or taking unreasonable time to report for testing may result in disciplinary action, up to and including termination.**

All USDOT-regulated safety-sensitive employees with a MRO-verified positive or non-negative on a drug or alcohol test will be immediately removed from their safety-sensitive position, **placed under administrative leave without pay, and recommended for termination** and referred to a SAP, in accordance with 49 CFR 655.

6.7 RETURN TO DUTY AND FOLLOW-UP TESTING

An employee returning- to- duty after a positive drug and/or alcohol test result or refusal shall be required to undergo and pass a return to duty test. All return-to-duty tests shall be conducted under direct observation. Before allowing an applicant or covered employee who has tested positive for drugs to resume safety sensitive functions, RTA will ensure that the individual has completed a qualified Substance Abuse Professional's treatment/education requirements.

A return –to- duty breath alcohol test result of 0.02 or greater will be considered the second alcohol violation test within a five-year period. The employee will be recommended for termination. A pre-termination hearing will also be provided.

An employee who refuses a return-to-duty or follow-up test **will be subject to discipline up to and including termination. A pre-termination hearing will also be provided.** Once an employee who is subject to the return-to-duty requirements above resumes the performance of safety-sensitive functions, RTA will ensure that they are subject to frequent unannounced follow-up drug and/or alcohol testing, as prescribed by the SAP.

Follow-up testing will include at least six (6) follow-up test conducted during the employee's first twelve (12) months of resumed duty, and may extend for up to a total of 60 months. The type (drug and/or alcohol), frequency and duration of testing will be set at the sole discretion of the SAP. This testing is in addition to any required random, reasonable suspicion, post-accident and pre-employment testing. Any follow-up breath-alcohol test result of 0.02 or greater will result in discipline up and including termination. A pre-termination hearing will also be provided.

For any USDOT (FTA) safety-sensitive employee, a confirmatory breath alcohol test result of 0.04 or greater will be considered a positive alcohol test result and in violation of this policy and the requirements in 49 CFR Part 655 for safety-sensitive employees, which includes a mandatory SAP referrals are not permitted for results for less than 0.02, or for results of 0.02 to less than 0.04. SAP referrals.

Note: Reasonable suspicion, random, and follow-up alcohol testing shall be conducted while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

6.8 REASONABLE ACCOMODATION TESTING (ADA)

A covered non-USDOT safety-sensitive employee subject to drug testing under RTA authority may have access to a reasonable accommodation drug test based on a disability under the Americans Disabilities Act (ADA), as amended by the ADA Amendments Acts of 2008 (ADAAA).

The determination of whether someone has a disability requires an individualized assessment. The ADA defines "disability" as:

1. a physical or mental impairment that substantially limits one or more major life activities (sometimes referred to in the regulations as an "actual disability"); or
2. a record of a physical or mental impairment that substantially limits a major life activity ("record of"); or
3. when a covered entity takes an action prohibited by the ADA because of an actual or perceived impairment that is not both transitory and minor ("regarded as"). "Regarded as" definition of disability only is not entitled to a reasonable accommodation.

An RTA designated safety-sensitive employee requiring a reasonable accommodation may be tested by oral fluid as an alternative. Oral fluid testing is prohibited for USDOT-designated (FTA and FMCSA) safety-sensitive employees. The shy bladder protocol remains applicable to USDOT-designated safety-sensitive employees and those that do not meet the disability standard.

7.0 PRESCRIPTION AND OVER-THE-COUNTER MEDICATION

In the interest of protecting employees and the general public, any RTA employee designated USDOT safety-sensitive must make sure that any prescribed drug or any combination of drugs being taken will not adversely impact their job performance. It is the employee's responsibility to consult with medical professionals to ensure that the employee's job duties will not be adversely impacted by prescribed medication. Any employee under the influence of prescribed medication that may impact safety-sensitive duties must notify their immediate supervisor in advance of performing safety-sensitive duties.

It is the responsibility of the safety-sensitive employee, when selecting an over-the-counter medication, to read all warning labels before selecting it for use while in a working status. Medications whose labels indicate they may affect mental functioning; motor skills or judgment should require significant consideration before use.

The advice of a pharmacist, if available at the purchase site, may be helpful in making a selection appropriate to the employee's job duties. If no alternate medication is available for the condition, employees should seek professional assistance from their pharmacist or physician. Ultimately, the employee may be the best judge of how a substance is impacting him/her. As such, the employee has the responsibility to refrain from using any over-the-counter medication that causes performance-altering side effects, whether or not the label warns of them.

7.1 SIDE EFFECTS

Employees who experience medication side effects or do not feel fit for duty, regardless of medications or previous approvals, must consult their personal physician and immediately refrain from performing hazardous activities, including all safety-sensitive functions. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request change of duty, notify supervisor, etc.) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of our drug-free workplace policy to intentionally misuse and/or abuse prescription medications, including taken a medicine prescribed to another person, such as a family member. Appropriate disciplinary action up to and including termination will be taken if an employee tests positive for a prescription drug for which the employee does not have a current, valid prescription.

7.3 HOW TO REPORT MEDICATION

To report a medication as an option, the employee's licensed medical practitioner may read and sign the Medication Approval Form. Employees may take a medication approval form with them when they visit their doctor. This form may be returned to the DER prior to resuming safety-sensitive functions.

Employees have the responsibility to explain their job duties to their medical practitioner and ensure that the use of prescribed medication will not pose a safety risk to themselves, co-workers, or the general public. It is recommended that the employee provide the medical professional with a copy of their current job description.

If the employee's use of a prescription or over-the-counter drug endangers the employee, co-workers or the public, or has contributed to an accident, the employee may be subject to discipline, up to and including termination, under RTA policy.

7.4 CONFIDENTIALITY OF RECORDS AND VERIFICATION

Medication approval forms will be kept in a confidential medical file under the control of the DER. If an employee's personal physician and the MRO differ regarding use of a medication, the DER will work with the employee's medical practitioner and the MRO to resolve the disagreement.

8. EMPLOYEE ASSISTANCE PROGRAM

8.1 GENERAL

RTA's EAP offers help for employees to improve or maintain job performance by assisting with support to resolve personal problems. A component of the program is to help employees who may be experiencing some type of personal problem related to drug and/or alcohol addiction.

9. INFORMATION DISCLOSURE

9.1 PRE-EMPLOYMENT

To be considered for employment, transfer or promotion, all applicants who previously failed a pre- employment drug test are required to give consent to RTA for a background check of their previous USDOT-covered employer(s) over the past two (2) years as defined by 49 CFR 40.25. Information requested will include:

- Alcohol test results of 0.04 or higher alcohol concentration;
- Verified positive drug tests;
- Refusals to be tested (including verified adulterated or substituted drug test results);
- Other violations of USDOT agency drug and alcohol testing regulations;
- Information obtained from previous employers of a drug and alcohol rule violation; and
- With respect to any employee who violated a USDOT drug and alcohol regulation, documentation of the employee's successful completion of USDOT return-to-duty requirements (including follow-up tests, treatment plans)

Hiring manager(s) are responsible for posting and processing employees for safety-sensitive positions must ensure form PDER-9 is completed and part of the new hire packet. Applicants or current employees for USDOT positions must be asked if they failed or refused a USDOT pre-employment test in the previous two (2) years.

9.2 RETENTION AND RELEASE

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

- To a third party, only as directed by specific and written instruction of the employee;

- To the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee tested;
- To a subsequent employer upon receipt of a written request from the employee;
- Information obtained from previous employers of a drug and alcohol rule violation;
- To the National Transportation Safety Board (NTSB) during an accident investigation;
- To the USDOT or any USDOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail fixed-guideway systems;
- To the employee, upon written request;
- Records will be released if requested by a Federal, State or local safety agency with regulatory authority over RTA transportation systems(s).

If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, necessary legal steps will be taken by RTA to contest the issuance of the order.

Drug testing records shall be kept using the following guide:

Five Year Records:

- Records of alcohol test results indicating an alcohol concentration of 0.02 or greater;
- Records of verified positive drug test results;
- Documentation of refusals to take required alcohol and/or drug tests (including substituted or adulterated drug test results);
- SAP reports; and
- All follow-up tests and schedules for follow-up tests.

Three Year Records:

- Information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees.

Two Year Records:

- Records of the inspection, maintenance, and calibration of EBTs.

One Year Records:

- Negative and cancelled drug test results and alcohol test results with a concentration
  of less than 0.02.

10. EMPLOYEE AND SUPERVISOR TRAINING

10.1 GENERAL

All safety-sensitive employees will undergo a minimum of one (1) hour of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training must also include manifestations and behavioral cues that may indicate prohibited drug use.

10.2 SUPERVISORS

Supervisors will receive an additional 1 hour of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and one hour of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Information on the signs, symptoms, health effects and consequences of alcohol misuse is present in the appendix section of this policy.

11. MINIMUM THRESHOLDS

The DHHS establishes the minimum threshold levels for each of the five drugs tested for under USDOT testing programs including the FTA. Minimum levels are established for both the initial screening test and for the confirmatory test. A sample of urine provided by the employee/applicant is used to test for the presence of any of the drugs or drug metabolites. Federal government regulations and the USDOT testing guidelines mandate cutoffs for a minimum quantity of drug or alcohol that must be detected in the initial test and also in the confirmation test. When the initial test results reach the minimum cutoff limit, a confirmation test is conducted using the cutoff limits established for the confirmation test.

12. DILUTED TESTS

If a test is issued as positive dilute, the test is treated as a verified positive test. If a negative drug test result is issued as dilute, the employee must take another drug test immediately. This second test is not under direct observation unless there is a reason other than the test was deemed/verified positive dilute and requires direct observation testing.

13. DISCIPLINE AND CONSEQUENCES

A. An employee who tests for alcohol will receive a mandatory referral to a substance abuse counselor (0.02 to 0.039 result). An employee subject to DOT testing will be referred to a SAP (0.04 result or above).

B. For drug and alcohol testing, an employee who refuses (outlined in section 5.4) to submit to a drug or alcohol test when required by this policy will be considered to have *and will be subject to discipline up to and including termination. A pre-termination hearing will also be provided, along with a referral to a SAP.* An employee who is subject to post-accident testing who unnecessarily leaves the scene of an accident before a required test is administered, fails to remain readily available for testing, including notifying the employer of his or her location prior to submission to the test, will be considered to have refused the test and will be consider the same as a positive test result. The employee *will be disciplined up to and including termination. A pre-termination hearing will also be provided, along with a referral to a SAP.*

C. If an employee alleges that, because of medical reasons, he or she is unable to provide a sufficient amount of breath to permit a valid breath test, the BAT shall instruct the employee a second time to attempt to provide an adequate amount of breath. If the employee continues to allege an inability to provide a sufficient amount of breath for the test, RTA shall be notified that the employee has refused to be tested. The employee will be directed to obtain an evaluation within 72 hours from a licensed physician acceptable to RTA to address the employee's medical ability to provide the adequate amount of breath. If there is not a medical reason acceptable to the RTA for the employee's inability to provide the breath, the employee will be considered to have refused to submit to the alcohol test and *will be subject to discipline up to and including terminated.* A pre-termination hearing will also be provided, along with a referral to a SAP.

D. If the employee claims to be unable to provide a urine specimen, the employee shall remain at the designated collection site until the specimen is provided or three hours have passed, whichever occurs first. If the employee is unable to provide such a quantity of urine, the employee will be urged to drink up to 40 ounces of fluids distributed reasonably through a period of up to three (3) hours, or until the individual has provided a sufficient urine specimen, whichever occurs first. If the employee is still unable to provide an adequate specimen after three (3), testing shall be discontinued and DER shall be notified. The employee will be directed to obtain, within five (5) working days, an evaluation from a licensed physician acceptable to the MRO, or from the MRO, if appropriate. If there is not a medical reason acceptable to the MRO for the employee's inability to provide the urine, the employee will be considered to have refused to submit to the drug test and *will be terminated. A pre-termination hearing will also be provided, along with a referral to a SAP. Exception: those non-USDOT-designated RTA employees requiring a reasonable accommodation may attach an oral test.*

E. Employees returning to the workforce following completion of a drug and/or alcohol rehabilitation program, or employees who are subject to the return-to-duty provisions as outlined in the policy, will be required to undergo a return-to-duty test, and will also

be tested on an unannounced and periodic basis for drugs and/or alcohol up to 60 months following their return to work. Employees will be required to submit to a minimum of six (6) follow-up tests within the first 12 months of resumed duty. Should an employee have a result of 0.02 to less than 0.04 on a follow-up test, there is no DOT violation and thus a SAP referral is not permitted. Any follow-up breath-alcohol test result of 0.02 or greater *will result in the employee being recommended for termination. A pre-termination hearing will be provided.* ***(For more information see 49 CFR.191)***

RTA
Regional Transit Authority

APPENDIX #1

POLICY DEFINITIONS

Accident Means:

Under RTA Policy:

A non-vehicular occurrence which results:

a. In a fatality; OR

A vehicular occurrence, including non-revenue service vehicles and personal vehicles used for RTA business, which results:

a. In a fatality; OR
b. Any person involved requires immediate medical treatment away from the scene of the accident; OR
c. The driver receives a citation from a law enforcement official; OR
d. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Under RTA's authority, any employee involved in a vehicular or non-vehicular accident/incident may be required to take a non-USDOT post-accident drug and alcohol test. In this case, the accident or incident does not need to meet FTA or FMCSA defined thresholds.

Under FMCSA:

An accident is defined (§382.303) as an occurrence associated with the operation of a vehicle in which:

a. An individual die; OR
b. Any person involved requires immediate medical treatment away from the scene of the accident: OR
c. The driver receives a citation from a law enforcement official; OR

d. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Under FTA:

An accident is defined (§655.4) as an occurrence associated with the operation of a vehicle in which:

a. An individual dies; OR
b. Any person involved requires immediate medical treatment away from the scene of the accident: OR
c. One or more motor vehicles incur disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle; OR
d. The mass transit vehicle involved is a railcar, trolley car, trolley bus (on a fixed guideway or overhead wire), or vessel and is removed from operation; AND
e. When the Regional Transit Authority cannot completely discount the employee's
Conduct as a contributing factor to the accident.

Alcohol Test means a test for the presence of alcohol in the body as determined through the use of a breath-alcohol test, evidential Breathalyzer test, saliva test, or blood screening. Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Canceled Test with respect to the results of a drug test means a test result that the MRO declares invalid. A canceled test is neither a positive, nor a negative test. A sample that has been rejected for testing by a laboratory is treated the same as a canceled test. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or un-testable, the MRO shall cancel the test and report the cancellation and the reason for it to the USDOT, the employer, and the employee/applicant.

In alcohol testing, a test that is deemed to be invalid is neither a positive nor a negative test.

Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

a. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
b. Has a gross vehicle weight rating of 26,001 or more pounds; or
c. Is designed to transport 16 or more passengers, including the driver; or
d. Is of any size and is used in the transportation of materials found to be hazardous as defined by the Hazardous Materials Transportation Act and requires the motor vehicle to be placarded under the Hazardous Materials Regulations.

Confirmed Illegal Involvement/Activity means an admission to, or conviction of, being involved or participating in activity that is illegal according to federal, state, and local laws. The involvement/activity includes, but is not limited to, possessing, selling, buying, making, dispensing, distributing, or using illicit drugs.

Confirmation Test for Alcohol means a second test, following a screening test with a result of 0.02 or greater which provides quantitative data of alcohol concentration.

Confirmation Test for Controlled Substances means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for the five (5) Substance Abuse and Mental Health Services Administration (SAMHSA) drugs.

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

Criminal Drug Statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.

Direct Observation means observations that are performed by a collection site employee

Drug means a controlled substance as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812), or NC GS 90-87(5), or a metabolite thereof.

Medical Review Officer (MRO) is a licensed physician or Doctor of Osteopathy with specific training in the area of substance abuse. The MRO not only has knowledge of substance abuse disorders, but also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. A MRO verifies a positive drug test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.

Negative, with respect to the results of a drug test, means a test result that does not show presence of drugs at a level specified to be a positive test.

Negative, with respect to the results of an alcohol test, means a test result which indicates a breath alcohol concentration of less than 0.02.

Obstruction means conduct that obstructs the testing process that includes providing a urine specimen that has been adulterated, substituted, and/or any other action that results in a urine specimen that cannot be properly tested for illicit drugs.

On Call means being subject to a call to immediately report to work for RTA.

On Duty means when an employee is at his or her workplace, when an employee is performing job duties, when an employee is on call, and during any other period of time for which an employee is entitled to receive pay from RTA.

Other Substance means any substance that has the potential to impair appreciably the mental or physical function of a person who does not have an unusual or extraordinary reaction to such substance.

Pass an Alcohol Test is a negative alcohol test. The test showed no evidence or insufficient evidence of a prohibited level of alcohol.

Pass a Drug Test means that the result of a drug test is negative. The test either:

- Showed no evidence or insufficient evidence of a prohibited drug or drug metabolite; or
- Showed evidence of a prohibited drug or drug metabolite but there was a legitimate medical explanation for the result as determined by a certified MRO.

Positive, with respect to the results of a drug test, means a laboratory finding of the presence of a drug or a drug metabolite in the urine or blood (if applicable) of an employee at the levels identified by SAMHSA, or for drugs not subject to SAMHSA guidelines, at the levels identified by RTA; all "positive" tests will be confirmed using a different technology than the first test, such as the gas chromatography mass spectrometry (GC/MS) process.

Positive, with respect to the results of an alcohol test, means the presence of alcohol in an employee's system at the 0.04 level or greater.

Pre-placement Testing is testing conducted on an applicant prior to his being hired. It is also conducted on a current RTA employee prior to his being promoted, transferred or demoted into a safety-sensitive position as defined by USDOT guidelines or City policy guidelines.

Qualified Negative, with respect to the results of a drug test, means a test in which the lab result is consistent with legal drug use.

Random Testing is conducted on an employee assigned to RTA "safety sensitive" position, chosen by a method that provides an equal probability that any employee from a group of employees will be selected. RTA administers random testing unannounced, spread reasonably throughout the year, on all days and during hours of operation.

Reasonable Suspicion Section 655.43(b) states "An employer's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee."

A supervisor, who has received the required training in detecting the signs and symptoms of probable drug and/or alcohol use, can substantiate specific current articulable observations concerning appearance, behavior, speech, or body odor or other physical indicators of probable drug or alcohol use. Bad behavior or performance issues by themselves do not constitute reasonable suspicion. Being moody, having a bad attitude, or fighting, for example, does not constitute reasonable suspicion alone. Only when these actions happen in concert with a supervisor's observations of facts are they attributable to drug use or alcohol misuse and relevant to a reasonable suspicion determination.

By way of example, but not limited to any one or a combination of the following may constitute reasonable suspicion:

- Slurred speech
- The odor of marijuana or alcohol about the person
- Inability to walk a straight line
- Behavior which is so unusual that it warrants summoning a supervisor or anyone else in authority; (i.e., confusion, disorientation, lack of coordination, marked personality changes, irrational behavior, physical or verbal altercations)
- Possession of drugs
- Verifiable information obtained from other employees based on their observations
- Arrests, citations and deferred prosecutions associated with drugs or alcohol

An employee subject to the post-accident testing requirements of the USDOT who unnecessarily leaves the scene of an accident before a required test is administered or fails to remain readily available for testing may be deemed to have refused to submit to testing.

Safety-Sensitive Position means:

Under RTA, Authority

Under FMCSA

An employee is performing a safety-sensitive function if they are:

- Driving a commercial motor vehicle which requires the driver to have a commercial driver's license (CDL)
- Inspecting, servicing, or repairing any commercial motor vehicle
- Waiting to be dispatched to operate a commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments being loaded or unloaded
- Performing driver requirements associated with an accident
- Repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle

Under FTA an employee is performing a safety sensitive function if he/she is:

a. Operating a revenue service vehicle, such as a para transit van or/bus, including when not in revenue service
b. Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License (CDL)
c. Controlling dispatch or movement of equipment used in revenue service
d. Maintaining a revenue service vehicle or equipment used in revenue service
e. Carrying a firearm for security reasons

Note: Determination as to which positions are safety-sensitive will be based on USDOT guidelines and approval by the Human Resources Department.

Supervisor, in general, means any employee who has the authority to direct the job activities of one or more employees. With respect to a particular employee, the term means such employee's immediate supervisor and all persons having indirect supervisory authority over such employee.

Substance Abuse Counselor

Substance Abuse Professional (SAP) means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee

assistance professional, licensed marriage and family counselor, addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of, and clinical experience in, the diagnosis and treatment of both drug and alcohol-related disorders.

RTA contracts its SAPs through its EAP. **The contact number is listed in the RTA phone log. Employees should ask to speak with a Care Coordinator who will make an assessment and refer the employee to a qualified SAP as mandated by the USDOT.**

Unannounced Follow-up Testing is testing conducted on an employee on a periodic, unannounced basis, following his or her return to work from an approved drug or alcohol rehabilitation program.

Workplace means the location or facility where an employee may be expected to perform any task related to the requirements of his job. This includes break rooms and restrooms, outdoor worksites, RTA or personal vehicles (while personal vehicle is being used for RTA business), computer work stations, conference rooms, hallways, private offices, open/partitioned work areas, public contact/customer service/medical services areas, and parking lots with the exception of "storage only" in vehicles which are not used for RTA business.

RTA

Regional Transit Authority

APPENDIX #2:

DRUG AND ALCOHOL AND FACT SHEET

ALCOHOL

Alcohol is a socially-acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

SIGNS AND SYMPTOMS OF USE

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor-like condition
- Slowed reaction time
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

HEALTH EFFECTS

The chronic consumption of alcohol (average of three (3) servings per day of beer [12 ounces/serving], whiskey [1 ounce/serving] or wine [6 ounces/serving]) over time may result in the following health hazards:

- Decreased sexual function
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

SOCIAL ISSUES

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.

- The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

WORKPLACE ISSUES

- It takes one (1) hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two (2) drinks in the body.
- A person who is legally intoxicated is six (6) times more likely to have an accident than a sober person.

AMPHETAMINES

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

DESCRIPTION

- Methamphetamine is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.
- Trade/street names include Biphetamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritalin, Speed, Meth, Crank, Crystal, Monster, Black Beauties, and Rits.
- Amphetamine is sold in counterfeit capsules or as white, flat, doubled-scored "minibennies." It is usually taken by mouth.

SIGNS AND SYMPTOMS OF USE

- Hyper excitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration

- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Heightened aggressive behavior

HEALTH EFFECTS

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.

WORKPLACE ISSUES

Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual demands or failure to get rest. Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

CANNABINOIDS (MARIJUANA)

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood/perception altering affects its produces.

DESCRIPTION

Usually sold in plastic and sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tar like substance ranging in color from pale yellow to black. It may also be sold in an oily liquid. Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense. Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found and associated with marijuana use. Smoking "bongs" (large bore pipes for inhaling large volume of smoke) can easily be made from soft drink cans and toilet paper rolls. Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.

SIGN AND SYMPTOMS OF USE

- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat
- Reddened eyes (often masked by eye drops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical "I don't care" attitude

HEALTH EFFECTS

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana is commonly contaminated with the fungus Aspergillus, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body's immune system response, making users more susceptible to infection. The U.S. government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive immunodeficiency virus (HIV) carriers.

PREGNANCY PROBLEMS AND BIRTH DEFECTS

The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes. Chronic smoking of marijuana in males causes a decrease in the sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users. Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone. Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and a higher infant mortality rate during the first few days of life. In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver, and water on the brain and spine. Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects in infant's feet and hands. One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies. Fetal exposure may decrease visual functioning and causes other ophthalmic problems.

MENTAL FUNCTION

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signals detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function as "acute brain syndromes," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical conditions.

ACUTE EFFECTS

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortions in body image

WORKPLACE ISSUES

The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance. A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978. Combining alcohol or other depressant drugs with marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

HEMP PRODUCTS

HEMP WARNING

Food products containing hemp may have sufficient THC to cause impairment and produce positive marijuana drug test results. The Hemp plant, from which marijuana is derived, also produce edible seeds which can be legally imported into the United States after they are "sterilized," a process which is intended to render the seed incapable of

being sprouted and to remove "all traces of THC." Virtually all hemp food packaging is labeled that it "CONTAINS NO THC".

This is apparently inaccurate. One major manufacturer advertises that they have the lowest levels of THC at only 33 parts per million. Others say residual THC in their products is under 50 parts per million and claim competitive products may contain as much as 1,300 parts per million.

Because of the concern for workplace safety, which could be jeopardized by THC from any source, employees are encouraged to refrain from using hemp-containing food products until the effectiveness of seed sterilization in removing THC can be documented through independent testing.

Job applicants or employees testing positive for marijuana, claiming use of hemp-containing food products will be considered positive. **All employees verified with positive drug-test results will be recommended for discipline up to and including termination, pending a pre-termination hearing.**

COCAINE

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger, and the body burns more energy. The brain experiences exhilaration caused by a large release of neuro-hormones associated with mood elevation.

DESCRIPTION

The source of cocaine is the coca bush, grown almost exclusively in the mountainous region of northern South America. Cocaine Hydrochloride "snorting coke," is a white to creamy granular or lumpy powder that is chopped into a fine powder before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per "line" (about 60 to 90 milligrams). Common paraphernalia include a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine. Cocaine Base is a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90 percent pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven (7) seconds. Common paraphernalia includes a "crack pipe" (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp or small butane torch for heating. Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke, and Blow.

SIGNS AND SYMPTOMS OF USE

- Financial problems
- Frequent and extended absences from meetings or work assignment

- Unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent non-business visitors, delivered packages, phone calls
- Difficulty in concentration
- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High-blood pressure, heart palpitations, and irregular heart rhythm
- Hallucinations
- Hyper excitability and overreaction to stimulus
- Insomnia
- Paranoia and hallucinations
- Profuse sweating and dry mouth
- Talkativeness

HEALTH EFFECTS

Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of system illness, such as Parkinson's disease, could also occur. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.

Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days when using crack or within several months when snorting cocaine. Cocaine causes the strongest mental dependency of any known drug. Treatment success rates for cocaine are lower than for other chemical dependencies. Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled since 1996. Cocaine overdose is one of the most common drug emergencies.

WORKPLACE ISSUES

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.
- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.
- The high cost of cocaine frequently leads to workplace theft and/or dealing.

- Paranoia onset and withdrawal create unpredictable and sometimes violent behavior.
- Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments

OPIATES (NARCOTICS)
Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and cause a strong euphoric feeling when taken in large doses.

DESCRIPTION
Varieties of opiates include natural and natural derivatives - opium, morphine, codeine, and heroin as well as synthetics, such as Meperidine (Demerol), Oxymorphone (Numorphan), and Oxycodone (Percodan). Opiates may be taken in pill form, smoked, or injected, depending upon the type of narcotic used. Trade/street names include Smack, Horse, Emma, Big D, Dollies, Juice, Syrup, and China White.

SIGNS AND SYMPTOMS OF USE
- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting, and constipation
- Impaired respiration

HEALTH EFFECTS
Intravenous (IV) needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles. Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity. Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

SOCIAL ISSUES
There are over 500,000 heroin users in the U.S., most of whom are IV needle users. An even greater number of medical narcotic-dependent persons obtain their narcotics through prescriptions. Because of tolerance, there is an ever-increasing need for more of the narcotic to produce the same effect resulting in strong mental and physical dependency.

The combination of tolerance and dependency and the resulting need to acquire greater quantities of the drug creates an increasing financial burden for the users. Costs for heroin can reach hundreds of dollars a day.

WORKPLACE ISSUES
Narcotics have a legitimate medical use in alleviating pain. Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

PHENCYCLIDINE (PCP)
Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical shocks may cause a "freak out" in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

DESCRIPTION
PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper "packets." It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine. Trade/street names include Angel Dust, Dust, and Hog.

SIGN AND SYMPTOMS OF USE
- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat increase
- Dizziness

HEALTH EFFECTS
The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body. Other depressant drugs, including alcohol, increase the effects of PCP and could increase the likelihood of an

overdose reaction. Misdiagnosing the hallucinations as LCD induced and treating with Thorazine can cause a fatal reaction. Use can cause irreversible memory loss, personality changes, and thought disorders. There are four (4) phases of PCP abuse.

- The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape and perception are common.
- The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation.
- The third phase is a drug-induced schizophrenia that may last a month or longer.
- The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

WORKPLACE ISSUES

PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting because of the severe disorientation that occurs. However, use in the workplace can expose the user and others to extreme safety hazards.

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APPENDIX #3
Regional Transit Authority
Designated Safety Sensitive Positions Covered under USDOT
Federal Transit Administration (FTA) Regulations

This safety-sensitive list is inclusive but not limited to the positions noted. Testing is conducted using FTA Regulations.

Maintenance Manager	Supervisor Maintenance of Way
Assistant Manager Maintenance	Supervisor Traction Power
Supervisor Bus Maintenance	Supervisor SIS
Mechanic	Railway Worker
Apprentice Tech	Metal Worker
Mechanic Supervisor	Switch Repair Technician
Hostler	Traction Power Technician
Lead Hostler	Apprentice Traction Power
Supervisor Hostler	Manager of Operations Rail
Supervisor Body Repair	Transit Supervisor
Body Repair Technician	Streetcar Operator
Manager of Maintenance Rail Shop	Manager of Operations Bus
Supervisor Shop	Bus Operator
Lead Technician	Paratransit Operator
Rail Maintenance Technician	Dispatch Supervisor
Electrician	Dispatcher
Carpenter	Manager of Operations Control
Rail Shop Supervisor	Supervisor of Operations Control
Manager of Rail Maintenance MOW	Operations/Maintenance Training Instructor

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APPENDIX #4
Regional Transit Authority Designated Safety Sensitive
Non-USDOT Positions

Safety Specialist
Director Occupational Safety & Health
Director Operations Safety
Manager of Physical Security
Senior Security Coordinator
Manager of Operations Training
Inventory Control Clerks (depends on job description)
Manager of Inventory Control (depends on job description)
MOW Grounds Keeper
Custodian
Manager of Operations Support
Lead Depot Clerk
Depot Clerk
Chief Marine Officer
Director of Marine Operations

FLOWCHART
N/A

6.0 REFERENCES

- APPENDIX #1, APPENDIX #2 APPENDIX #3, APPENDIX #4, USDOT (FTA and FMCSA)
- Drug – Free Workplace Act of 1988, Drug and Alcohol Fact Sheet
- Designated Safety Sensitive Position covered by USDOT,
- Designated Safety Sensitive Position non-covered by USDOT

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Safety

RTA

Regional Transit Authority

Employee Assistance Program

(HC24)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to maintaining a safe and healthy work environment, and supporting employees who experience personal or work-related problems. Recognizing that problems can be resolved more readily if they are properly identified and treated in a timely manner. RTA provides information, advisory and counseling services for employees and their immediate family through a professional, confidential Employee Assistance Program (EAP). Participation in the EAP may be self-initiated or by supervisor referral program utilization will be kept confidential, and no information will be released without a signed, written authorization from the employee, except as mandated by law.

PURPOSE

To help employees and their immediate family members cope with problems on the job, at school, and in the home and to promote job effectiveness and productivity. Such problems can include:

- substance abuse and co-dependency;
- family and marital conflicts;
- difficulties at work;
- emotional and behavioral problems;
- financial and legal difficulties; and
- child and elder care issues.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA prevails.

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APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

N/A

2.0 PROCEDURES

2.1 EAP Referral

A. EAP services are provided to employees by an independent, external organization under contract with the RTA.

B. EAP services are provided at no cost to the employee. Services include up to three (3) visits per problem for employees and/or immediate family members. The costs of additional visits or services provided as part of a referral by the EAP are the personal responsibility of the employee.

C. The EAP provides services at locations convenient to an employee's home and worksite as well as other locations by request.

D. When appropriate, the EAP will make referrals to individual healthcare providers and facilities through the employee's medical insurance plan. The EAP will coordinate with these providers to ensure continuity and treatment effectiveness.

E. Use of the EAP and all information shared will be kept in strict confidence. Only collective statistical data will be provided to RTA. Personal information will not be released to anyone without a written, signed release, except as mandated by state or federal law or when a clear and present danger exists as determined by the EAP provider.

F. Employees are expected to use EAP services on their own time. Time off from work to attend counseling is treated the same as absences due to personal illness or medical appointments.

2.1.1 Self-Referral

Any RTA employee or immediate family member may access EAP services by placing a direct call to the toll-free telephone number at 1-866-342-6892 provided in both the EAP brochure and this policy. The calling party should disclose their RTA affiliation, inform the EAP provider whether or not they are represented by a union group, and describe the present problem.

Employee Assistance Program Carrier
United Healthcare Optum Behavioral Health
1-866-673-6315
Monday-Friday 7am-5-pm

2.2 Management Referral

Supervisors and managers may refer employees to the EAP based on:

- a request by the employee for assistance with a personal issue;
- a pattern of decline in the employee's work performance or attendance; or
- a particular on-the-job incident that indicates the possible presence of personal problems.
- Employee Assistance Program
  Optum Emotional Support Help line:
  24 hrs./7days a week
  1-866-343-6892

If a supervisor refers an employee to the EAP for a job performance or behavior problem, the supervisor should document each referral made by using an EAP Management Referral Form (Attachment 1).

If the employee signs the release of information authorization included as a part of the form, the EAP will notify the supervisor of the employee's compliance with the EAP referral and with any treatment recommendations made by the EAP. Since the EAP is a confidential and voluntary program, the employee may choose to acknowledge receiving the referral but refuse to allow information about their compliance to be released to RTA.

2.3 Relationship between Management Referral and Discipline

- A management referral is not a substitute for discipline, but they may be combined with discipline.
- Participation in the EAP neither implies nor will result in any special privileges or exemptions from satisfactory job performance requirements.
- EAP participation does not guarantee continued employment.
- An EAP referral may be offered to the employee at each step of the disciplinary process.

2.4 Substance Abuse Professional Services

The EAP also provides RTA with Substance Abuse Professional Services to comply with the Return-to-Duty process mandated by the Department of Transportation (DOT) regulations and RTA's Drug and Alcohol Free Workplace Policy (SAF1).

2.5 Crisis Intervention Services

The EAP provides specialized crisis counseling to employees on an individual or group basis following traumatic events.

Traumatic Incident Counseling Program (TICP). The EAP responds to notification by department chiefs of a serious accident. Services are offered to all impacted employees and are completely independent from Workers' Compensation claims. For TICP cases, the EAP provides RTA management with a status report of the employee and the services provided to grief groups: Trained grief counselors are available through the EAP to meet with workgroups following the death of a co-worker. These services can be requested through Human Capital.

3.0 DEFINITION OF TERMS

Domestic Partners - two adults, at least one of which is an RTA employee, who are in a committed relationship and have signed and filed an "Affidavit of Domestic Partnership" 1) share a common residence; 2) neither is married to someone else or is a member of another domestic partnership; 3) are not related to blood which would prevent them from being married to each other in a legal Louisiana marriage; 4) are both at least 18 years old; and 5) are both capable of consenting to the domestic partnership.

Immediate Family - consists of legal spouse or domestic partner and dependent children (adopted, natural, and step).

4.0 RESPONSIBILITIES

Employees are responsible for resolving personal problems that may adversely affect job performance. If job performance does not improve, and an employee becomes subject to termination, the employee may not use the EAP to postpone termination.

Human Capital is responsible for informing employees of the availability of the EAP; and manages the contract with the EAP provider.

Managers/Supervisors are responsible for documenting an employee referral to EAP.

5.0 FLOWCHART
N/A

6.0 REFERENCES

- Employment Status (HC34)
- Progressive Discipline (HC25)
- Drug and Alcohol Free Workplace (SAF1)

7.0 ATTACHMENTS

1. EAP Management Referral Form

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Attachment 1

EMPLOYEE ASSISTANCE PROGRAM MANAGEMENT REFERRAL FORM

Employee _____ Badge# _____ Division# _____
Is referred to the Employee Assistance Program (EAP) for a performance problem. This problem involves:

_____

_____

The employee and I have discussed this problem, and the employee has accepted my recommendation to contact the EAP Hotline at 1-866-342-6892 within 24 hours. The employee will obtain a referral to a local counselor in order to schedule an appointment.

Signature of Supervisor _____ Phone Number _____

Print Name _____ Date of Referral _____

Signature of employee Acknowledging Referral _____

The EAP Coordinator will inform the supervisor if the employee contacted the EAP, date of appointment, and if the appointment was kept. No further details will be released to the supervisor unless employee also signs Release of Information Authorization below.

RELEASE OF INFORMATION AUTHORIZATION

I, the undersigned, hereby authorize EAP Management Referral Coordinator to release to the supervisor named above (and if necessary, RTA's EAP administrator) the following information contained in the clinical record maintained by EAP:

- Were treatment recommendations made?
- Am I complying with recommended treatment?
- Did I successfully complete the recommended treatment?

My authorization for the release of the above information is effective on the date I sign this form and will remain effective for a period of one (1) year from such date. The purpose of the disclosure by EAP to the recipient is: **To report my compliance/non-compliance with the management referral process**.

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I understand that EAP will not condition treatment or payment or the eligibility of my receiving service on the basis of my providing authorization for the requested use or disclosure, and that I may refuse to sign this authorization. To the extent that I do sign this authorization, I do so voluntarily. I understand that I have the right to inspect and copy the information that I have authorized to be used or disclosed as provided for under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations found at 45 C.F.R. § 164.254. I understand that the information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by law.

I understand that this authorization is valid until it expires, unless revoked by me before then by sending a written notice to Com Psych. I understand that if I revoke this authorization such revocation will not be effective to the extent EAP has already relied on it to disclose the information.

Signed _____ Date _____

Witness _____ Date _____

Employee Name (print) _____ Date _____

RTA

Regional Transit Authority

Employee Personnel File

(HC6)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) maintains personnel files on each employee.

PURPOSE

Documentation regarding all aspects of the employee's tenure with RTA, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, supervisor documents and letters of commendation. If you are interested in reviewing your file, contact a member of the Human Capital Department to schedule an appointment. A Human Capital Representative may take 48 hours to schedule an appointment. A Human Capital Representative or designee will be present for all viewings. Employees and managers must sign in and out when viewing a file.

APPLICATION

Full-time and regular, part-time employees are eligible to see their file.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA

Regional Transit Authority

1.0 GENERAL

RESPONSIBILITY

To ensure that your personnel file is up-to-date at all times, notify human capital of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

Definitions

- "Human Capital Representative" shall mean the head of an employing unit authorized by the agency to employ others on behalf of RTA, or a designated management representative. The term includes and can be used interchangeably with department designee, department director, or chief.

- "Confidential file" shall mean any files created and maintained for the purpose of holding as appropriate
  - protected class information
  - I-9 forms
  - medical information such as workers' compensation claims and related materials, medical certifications to substantiate absences from work, physician evaluations of fitness for duty, information related to drug/alcohol testing, requests for accommodation, and applications for medical leaves of absence.

- "Employment file" shall mean files that include employment related information. Employment information shall include, but may not be limited to, except as herein provided, the following items: application for employment or resume; related background information and skills test results, if applicable; job offer/acceptance correspondence, employee name, address and emergency information; payroll deduction and benefit selection records, domestic partner affidavit, beneficiary designations for final paycheck, retirement, and benefit payment; classification and salary change information; training information; commendations; disciplinary action; non-medical leave requests and performance evaluations.

- "Internal applicant" shall mean a regularly appointed RTA employee who applies for another position of RTA employment.

- "Personnel file" shall mean the compilation of records regarding employees that consists of three separate composite components designated as employment, confidential, and supervisor files.

- "Regularly appointed employee" shall mean an individual with a probationary, regular or exempt appointment to a position of RTA employment.

- "Supervisor file" shall mean files maintained by the employee's supervisor which may include, but are not limited to, documents reflecting workplace or performance expectations, the employee's performance or conduct, communications between employee and supervisors, counseling efforts and discipline. A supervisor file shall not contain any documents containing confidential employee medical information.

Application of this Policy

- The provisions of this policy apply to regularly appointed employees.

- For regularly appointed employees who are represented under the terms of a collective bargaining agreement, this policy prevails except where it conflicts with the collective bargaining agreement, any memoranda of agreement or understanding signed pursuant to the collective bargaining agreement, or any recognized and established practice relative to the members of the bargaining unit.

- This policy does not apply to individuals who are employed under the terms of a grant that includes employment provisions that conflict with this policy.

- This policy does not apply to individuals hired by the RTA on a temporary, intermittent or seasonal basis, or for a work schedule of fewer than 20 hours per week, nor does it apply to individuals hired under contract to the RTA.

- Human Capital Department may establish written policies and procedures for the implementation and administration of this policy to facilitate the management of the personnel system within their employing units, provided that such policies and procedures do not conflict with the provisions of this policy.

Development of Files

Employment and confidential personnel files for each employee shall be established by the Human Capital Representative upon initial employment with the RTA and shall be maintained in a secure and central location.

Maintenance of File

- Each employee is responsible for providing their Human Capital Representative or designated management representative with current home address and emergency contact information in a timely fashion when changes occur.

- If, upon review of the employee's personnel file, an employee finds a document that the employee believes is incorrect, the employee may request it be removed. The Human Capital Representative shall determine whether the relevant document is erroneous and may direct its removal. Removal of documents from personnel files is at the sole discretion of the Human Capital Representative. An employee shall not personally remove any documents from the employee's personnel file. If the employee's request for the removal of a document from the employee's personnel file is rejected by the Human Capital Representative, the employee may insert a written response to the record in question into the employees file.

- The Human Capital Representative shall maintain the employment and confidential personnel files in a secure and central location until the employee moves to another department or separates from RTA service.

Access to File

- Employees shall have access to their personnel files including any and all records filed in the employment, confidential, and supervisor file components at a frequency determined by the department but at least annually.
    - An employee wishing to review their personnel file must be prepared to show photo identification to the human capital representative responsible for managing the files.
    - A management representative shall remain with the employee while they review any or all of the components of their personnel file to ensure that the employee does not remove or alter any file documents.
    - An employee may request a copy of any document in their personnel file. The first copy of any document shall be made available to the employee free of charge.

- A hiring supervisor considering an internal applicant in a selection process shall be permitted to review the employment file component of the internal applicant's personnel file if that employee is in the final consideration process.

- In compliance with federal Department of Transportation regulations, confidential personnel file records regarding drug and alcohol testing for holders of commercial driver's licenses shall be released to a prospective employer, as directed by the employee's specific written consent.

- An employee's current first-line supervisor or higher-level manager may review the employee's employment file at any time.

- Management and safety staff may be informed of an employee's medical restrictions to the extent necessary to effect an accommodation. Only Americans

with Disabilities Act Coordinators or human capital staff acting in that capacity may review the employee's medical documentation.

Retention of File

- In the event an employee transfers to another department, the former department shall transfer all components of the employee's personnel file to the hiring department.

- When an employee leaves RTA service, all components of the employee's personnel file shall be transferred for retention and disposal according to RTA's Record Retention Schedule Policy.

2.0 FLOWCHART
N/A

3.0 REFERENCES
N/A

4.0 ATTACHMENTS
N/A

5.0 PROCEDURE HISTORY
N/A

6.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Employment Status

(HC34)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) establishes and maintains employee status categories to classify non-represented employees.

PURPOSE

To provide appropriate identification and classification of employees in order to assist departments in meeting business needs and determine applicability of rules, benefits and other conditions of employment.

APPLICATION

This policy applies to all RTA non-represented employees.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

The following procedures describe the conditions of employment for each employee status.

Note: All employees must provide and maintain valid proof of eligibility to work in the United States, throughout their employment at RTA.

1.1 At-Will Employees

At-Will Employees serve at the pleasure of the hiring authority and, therefore, the employment relationship may be terminated by the employee or the employer at any time, with or without cause or advance notice. RTA confers At-Will status to the following:

- All At-Will Full-Time and Part-Time Employee positions
- All At-Will Full-Time and Part-Time Employee positions in the Board Secretary's Office;
- All At-Will Full-Time and Part-Time Employee positions reporting directly to the RTA Board of Commissioners;
- All Interns; and
- All Contracted, Intermittent, Emergency, and Temporary Employees.

1.2 Categories of Employment

1.2.1 At-Will Full-Time and Part-time Employees

Status

An At-Will Full-Time Employee may apply for any position and will be considered if he or she meets the minimum qualifications of that position.

Recruitment

At-Will Full-Time Employees are recruited per the Recruitment and Selection (HC37) policy.

Release

At-Will, Full-Time Employees may be released at any time at the discretion of the hiring authority subject to the Termination of Employment (HC17) policy.

Hours

At-Will, Full-Time Employees are scheduled to work a minimum of 40 hours per work week.

Benefits

Full-Time Employees are eligible to enroll/receive the following benefits:

- Medical insurance
- Dental/vision/life insurance
- Flex spending
- 457 plan
- Paid holidays
- Paid Time Off
- Fare media

1.2.2 Project Employees

Status

Project Employees occupy a budgeted position and are hired through a competitive process to fill positions for projects that have a specific time frame of at least one year and up to five years. They are Non-Represented Employees who may be used to carry out special project work or staff programs of limited duration. Employment in a Project position does not lead to regular status. Project Employees are RTA employees.

A current Project Employee may apply for any RTA position and will be considered if he or she meets the minimum qualifications of that position.

Term

A Project Employee will be hired for a term up to five years (six if RTA has sponsored the employee for an H-1B visa). Human Capital will notify the employee's supervisor and Department Chief 90, 60, 30, and 14 days prior to the expiration of the term.

The employment term may not be renewed or extended beyond five years, with exceptions considered only for those employees working on a "Mega Project" valued at $500 million or more. These exceptions will be reviewed on a year-to-year basis for the life of the project, up to ten years, upon written justification by the department and with the approval of the Chief Executive Officer or their designee. Requests for extension do not guarantee approval. Per federal law, an H-1B sponsored employee may not be extended beyond six years (even if on a Mega Project).

A Project Employee cannot be transferred to another project. Assignment to another project requires hiring through a competitive recruitment for a different Project Employee position.

If a Project Employee resigns or is terminated prior to the end of the assignment, the length of the Project Employee position term remains as it was originally established

and may not be extended. Any new hire to the same Project Employee assignment will serve the remainder of the term of the assignment.

Recruitment

Project Employees are recruited per the Recruitment and Selection (HC37) policy. The job bulletin will note the position is for a limited term and At-Will, if applicable to that job classification, and explain the limited-term nature of the employment.

Any At-Will, Full-Time Employee who accepts a limited term position will be subject to the policies surrounding Project Employees, including separation once the Project Employee assignment is complete.

Release

All Project Employees will be released upon the completion of the project (including contract close-out) or expiration of their term, whichever is sooner. At-Will Project Employees may be released at any time at the discretion of the hiring authority.

In the event of a Reduction in Force (RIF) pursuant to Reduction in Force (HC40), Project Employees will be considered for RIF before Employees.

Hours

Project Employees are to work a minimum of 40 hours per work week.

Benefits

Project Employees are eligible to enroll/receive the following benefits:

- Medical insurance
- Dental/vision/life insurance
- Flex spending
- 457 plan
- Paid holidays
- Paid Time Off
- Fare media

1.2.3 Intermittent Employees

Status

Intermittent Employees are hired for seasonal or ongoing special projects or extra help work, such as the elimination of a backlog. They are At-Will Employees who may be released at any time at the discretion of the hiring authority.

Intermittent Employees are not permitted to supervise other employees and may not be hired into supervisory or management level job classifications.

A current Intermittent Employee may apply for any Project Employee or At-Will Full-Time Employee position during their current term or after it expires. A current Intermittent Employee must take a six month break in service before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee.

Term

An Intermittent Employee may only be hired for work of a limited duration and may remain in their position only for the duration of the work, up to three years. An Intermittent Employee will be hired for an initial term of 12 months, extendable in 12 month increments, up to three years. Human Capital will notify the employee's Department Chief and supervisor 90, 60, 30, and 14 days prior to the expiration of each 12 month term.

Recruitment

Intermittent Employees are recruited per the Recruitment and Selection (HC37) policy. The job bulletin will note the position is Intermittent, explain the intermittent nature of the employment, and note the position is At-Will.

Release

Intermittent Employees will be released upon the expiration of their intermittent work, when their term expires and is not extended, or in response to department needs. Intermittent Employees are At-Will Employees and may be released at any time at the discretion of the hiring authority.

Hours

Intermittent Employees may work up to 40 hours per work week, up to 2080 hours per fiscal year. They are not eligible to work overtime.

1.2.4 Transportation Interns

Status

Transportation Interns is a one to two year program that creates a "career ladder" position classification at an entry-level to best fit RTA's business needs, and provides participants titled Transportation Interns a starting point for their career development and career growth. The program is available to recent college graduates and veterans who have graduated with a bachelor's degree or higher from a regionally accredited university or the Council for Higher Education Accreditation (CHEA) and provided they

received their degree within the last two years of applying to the program. The Program is administered by Human Capital. Transportation Interns are RTA employees.

A current Transportation Intern may apply for any Project Employee or At-Will Full-Time Employee position prior to the expiration of their current term, or at the expiration of their current term. A current Transportation Intern must take a six month break in service upon completion of a two-year time period before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee. They may not exceed two consecutive years of employment when working in one or more RTA limited-term positions.

Term

Transportation Interns will be hired for an initial term of 12 months, extendable in 12 month increments, up to two years. Human Capital will notify the employee's Department Chief and supervisor 90, 60, 30, and 14 days prior to the expiration of each 12 month term.

Recruitment and Selection

A department desiring a Transportation Intern must budget accordingly as part of the department's annual budget preparation process. Once approved, the department can request to hire a Transportation Intern by completing a request form and submitting supporting documents (see Attachment 1), which Human Capital will review to ensure the candidate meets all eligibility requirements.

Human Capital will work with requesting departments to select candidates for the Transportation Intern.

Work Assessment

Upon completing the program, Transportation Interns and their supervisors will submit a completed, signed work plan to the Human Capital department's Project Managers.

Release

Transportation Interns will be released upon the expiration of their work, when their term expires and is not extended, or in response to department needs. Transportation Interns are At-Will Employees and may be released at any time at the discretion of the hiring authority. A supervisor must notify the Program Coordinator in writing prior to releasing a Transportation Intern prior to the expiration of their term.

Hours

Transportation Interns may work up to 40 hours per work week. They are neither eligible to work a flex schedule, nor work overtime.

Benefits

Transportation Interns are eligible to enroll/receive the following benefits:

- Medical/Dental Insurance
- 457 plan
- Flex spending
- PTO Sick Leave (HC20)
- Fare media

1.2.5 Temporary Employees

Status

Temporary Employees are hired to fill positions for special projects that have a specific time frame of up to two years; one-time high priority tasks; or temporary vacancies. Temporary Employees are RTA employees.

Temporary Employees may not supervise other employees. Temporary Employees are not permitted to supervise other employees.

A current Temporary Employee may apply for any Project Employee or Full-Time Employee position during their current term or after it expires. A current Temporary Employee must take a six month break in service upon completion of a two-year time period before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee. They may not exceed two consecutive years of employment when working in one or more RTA limited-term positions.

Term

A Temporary Employee will be given an initial term of up to 6months. Upon the approval of the Chief Human Resources Officer or their designee, the initial term may be extended an additional 6 months, up to a 1 year time limit. Human Capital will notify the employee's supervisor and Department Chief 90, 60, 30, and 14 days prior to term expiration. The employment term may not be extended beyond two years.

Recruitment

Temporary Employees are recruited per the Recruitment and Selection (HC37) policy. The job bulletin will note the position is Temporary, explain the temporary nature of the

employment, and note the position is At-Will. Temporary Employees may also be directly appointed pursuant to the Recruitment and Selection (HC37) policy.

Release

Temporary Employees will be released upon the expiration of their term or in response to department needs. Temporary Employees are At-Will Employees and may be released at any time at the discretion of the hiring authority.

Hours

Temporary Employees may work 20 to 40 hours per work week. They are neither eligible to work a flex schedule nor work overtime.

Benefits

Temporary Employees are eligible to enroll/receive the following benefits:

- Medical/Dental Insurance
- 457 plan
- Flex spending
- PTO Sick Leave (HC20)
- Fare media

1.2.6 Student Interns

Status

RTA offers the RTA Internship Program for college students currently enrolled in an accredited institution of higher learning; or United States military veterans who are recently, honorably discharged and their spouses or current members of a United States military reserve (Veterans). The guidelines for Veteran internships under this section do not apply to the Veteran/MSSA internship.

The program offers Student Interns an opportunity to gain practical work experience through a temporary job assignment, where they can learn and explore careers in the transportation industry. Human Capital administers the program. Program guidelines do not apply to student internship programs funded by organizations other than RTA.

Student Internships must be tailored to meet the RTA hiring departments' business needs, and provide interns with first-hand experience about RTA's business environment. Internships are designed to provide planned work experiences and an understanding of RTA's business environment, mission and goals. The following Student Internships are available:

- Administrative Interns - College students currently studying at an accredited institution of higher learning. Administrative Internships may not exceed two academic years.
- Summer Interns - High School Juniors and Seniors currently matriculating at selected New Orleans parish high schools. Summer Internships may not exceed the summer.

Student Interns are RTA employees.

A current Administrative Intern may apply for any Transportation Intern, Project Employee, or Full-Time Employee position during their current term or after it expires. A current Student Intern must take a six month break in service upon completion of a two-year time period before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee. They may not exceed two consecutive years of employment when working in one or more RTA limited-term positions.

Term

Student Internships are not to exceed two academic years. Administrative Interns who graduate while employed as an intern may continue their RTA internship for no more than six (6) months beyond their graduation date.

Recruitment and Selection

Each Chief or their designee must determine the number of interns needed to assist their respective departments and request intern funding during RTA's annual budget process.

A department can request to hire an intern by completing an Intern Authorization Form and supporting documents (see Attachment 2).

Eligibility

The program is available to college students currently enrolled in Associate's, Bachelor's, Master's or Doctoral degree programs at a Council for Higher Education Accreditation (CHEA) or regionally accredited university; Veterans; vocational students; or high school Juniors and Seniors in a selected New Orleans parish High school.

All Student Interns must pass the Human Capital pre-employment screening process and meet all Department of Homeland Security (DHS) requirements.

Administrative Interns

RTA requires each potential Administrative Intern to submit a current and official college transcript (electronic copy acceptable) stating the student's degree objective (if declared), class level, academic standing, and cumulative GPA.

Each potential Administrative Intern must meet the following criteria:

- Undergraduate students: maintain a minimum, cumulative 2.5 GPA, and be enrolled in at least 12 semester or quarter units.
- Graduate students: maintain a minimum 2.5 GPA, and be enrolled in at least 6 semester or 8 quarter units.
- All students: pursue a course of study relevant and complementary to the agency's goals and objectives.
- All students: U.S. citizen or permanent resident, or have legal authorization to work in the United States.

RTA requires each potential Veteran (as defined in this policy) Administrative Intern to submit an Honorable Discharge certificate, or paperwork indicating his/her status as a current member of a United States military reserve. Veteran Administrative Interns must enroll in college within three months of hire, and meet all other Administrative Intern criteria to maintain eligibility for employment.

Summer Interns

Summer internships are offered to full-time Juniors and Seniors who are in good standing at a selected New Orleans parish high school. The candidates must meet the following RTA Human Capital requirements:

- Be at least 16 years of age and a current, full-time student;
- Maintain a cumulative 2.5 GPA; and
- Must fulfill their high school's attendance requirements.

International Students

RTA does not sponsor international students requiring DHS authorization to work. International students must have valid work authorization from DHS to work as interns (paid or unpaid), and those without valid DHS authorization to work are not eligible to work as part of the program.

Release

Student Interns will be released upon the expiration of their assignment or in response to department needs. They are At-Will Employees and may be released at any time at the discretion of the hiring authority.

A supervisor must notify the Program Coordinator in writing prior to releasing a Student Intern prior to the expiration of their assignment. The following guidelines should be considered prior to terminating an intern before the scheduled end date:

- An intern may request a transfer to another assignment or hiring department; and
- An internship may be terminated at any time.

Hours

Student Interns may not work more than eight hours in a day or more than 29 hours in a work week, and they are not eligible to work overtime.

Benefits

Administrative Interns and Special Programs Interns are eligible to enroll/receive the following benefits:

- 457 plan
- PTO Sick Leave (HC20)
- Fare media

Summer Interns are eligible to enroll/receive the following benefits:

- 457
- PTO Sick Leave (HC20)
- Fare media

Non-Revenue Vehicles

On an as-needed basis only, a Student Intern may use a RTA non-revenue vehicle (NRV) only to carry out supervisor-directed RTA business. Interns must comply with RTA's Non-Revenue Passenger Vehicle Policy; be at least 21 years old; and licensed to drive in Louisiana to drive RTA non-revenue vehicles. Student Interns may not keep a NRV overnight or drive non-RTA passengers.

1.2.7 Veteran/Microsoft Software & Systems Academy (MSSA) Interns

Status

This section applies only to the Veteran/MSSA internship. All other internships for veterans are covered under Section 1.2.6.

The Veteran/MSSA internship is a one to two- year program that creates a "career ladder" position classification at an entry-level to best fit RTA's business needs, and provides Veteran/MSSA Interns a starting point for their career development and career growth. The program is available to veterans who are currently undertaking or have completed MSSA training, provided they received completed their training within the last two years of applying for a Veteran/MSSA internship. It is administered by the Veterans Programs. Veteran/MSSA Interns are RTA employees.

A current Veteran/MSSA Intern may apply for any Project Employee or Full-Time Employee position prior to the expiration of their current term, or at the expiration of their current term. A current Veteran/MSSA Intern must take a six month break in service upon completion of a two-year time period before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee. They may not exceed two consecutive years of employment when working in one or more RTA limited-term positions. (For applicable employment status categories, reference §1.1 Hiring Authorities).

Term

Veteran/MSSA Interns will be hired for an initial term of 12 months, extendable in 12-month increments, up to two years. Veteran Programs will notify the employee's Department Chief and supervisor 90, 60, 30, and 14 days prior to the expiration of each 12-month term.

Recruitment and Selection

Recruitment and selection will follow Veteran/MSSA Intern hiring guidelines in Attachment 7.

Release

Veteran/MSSA Interns will be released upon the expiration of their work, when their term expires and is not extended, or in response to department needs. They are At-Will Employees and may be released at any time at the discretion of the hiring authority. A supervisor must notify the Program Coordinator in writing prior to releasing a Veteran/MSSA Intern prior to the expiration of their term.

Hours

Veteran/MSSA Interns may work up to 40 hours per work week. They are neither eligible to work a flex schedule, nor work overtime.
Benefits

Veteran/MSSA Interns are eligible to enroll/receive the following benefits:

- Medical/Dental Insurance
- 457 plan
- Flex spending
- PTO Sick Leave (HC20)
- Fare media

1.2.8 Emergencey Employees
Status

An Emergency Employee may be appointed without examination as necessary to prevent stoppage of public business, loss of life, or damage to persons or property, or when qualified personnel cannot be readily obtained due to emergency conditions such as a natural disaster. An Emergency Employee may be hired as an alternative to conducting an emergency procurement for certain services. Emergency Employees are RTA employees.

A current Emergency Employee may apply for any Project Employee or Full-Time Employee position during their current term or after it expires. A current Emergency Employee must take a six month break in service upon completion of a two-year time period before being eligible for employment in the same or another RTA limited-term position; but does not have to take a six month break to be eligible for employment as a RTA limited-term employee. They may not exceed two consecutive years of employment when working in one or more RTA limited-term positions.

Term

An Emergency Employee may be hired for up to 12 months, which may not extend beyond this limit. Annual reoccurring use for this same or similar body of work is not permitted. Human Capital will notify the employee's supervisor and Department Chief 90, 60, 30, and 14 days prior to the expiration of the 12-month term.

Recruitment

Emergency Employees are hired per the Recruitment and Selection department's standard operating procedures, although an Emergency Employee does not need to meet the minimum qualifications required for the position.

Release

Emergency Employees are At-Will Employees and may be released at any time at the discretion of the hiring authority.

Hours

Emergency Employees may work up to 29 hours per work week. They are not eligible to work overtime.

Benefits

Emergency Employees are eligible to enroll/receive the following benefits:

- Medical/Dental Insurance
- 457 plan
- Flex spending
- PTO Sick Leave (HC20)
- Fare media

1.4 Probationary Status

Initial Probation

The first six months of continuous service from the date of hire in the position.

Secondary Probation

The first six months of continuous service from the date that an employee has been promoted, demoted or transferred from one position or job classification to another position or job classification.

1.5 Interim Status

Interim status is a temporary assignment of a employee to a position when:

- The incumbent of the higher-level position will be away for more than 30 calendar days and the performance of the duties of the position is critical.
- The position is vacant and there is a critical need to perform the duties of the position.

Interim appointments are made per the Recruitment and Selection (HC37) policy.

1.6 Benefits

See Appendix: Employment Status Benefit Eligibility for the benefits offered to each Employment Status.

2.0 DEFINITION OF TERMS

Hours of service – Hours that count towards an employee's eligibility for health benefits are: (1) those hours for which the employee is paid to work, and (2) the hours for which the employee is paid for vacation, holiday, illness, incapacity (including disability), jury duty, military duty, or RTA-approved leave of absence.

Full-Time Employees - Employees who are scheduled to work a minimum of 40 hours per work week.

Limited-Term Employees – Any job category other than Project Employee that has a defined maximum time of employment in a given category. They are as follows:

- RTA: Temporary Employees, Transportation Interns, Veteran/MSSA Interns, and Emergency Employees;
- RTA: Student Interns and Intermittent Employees.

Part-Time Employees - Employees who are scheduled to work less than 25 hours per week.

United States Military Veterans – Honorably discharged veterans of the United States Army, Navy, Air Force, Marines and Coast Guard, and their spouses;

- Guard/Reserves – Members of the Army, Navy, Air Force, Marine & Coast Guard reserves; and Army & Air Force National Guard who must report for annual training and may be called up to active duty by their respective branches.

3.0 RESPONSIBILITIES

The Human Capital Department administers this policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Termination of Employment (HC17)
- Probationary Period (HC32)
- Compensation (HC35)
- Individual Performance Plan (HC36)
- Attendance and Work Schedule (HC1)
- Progressive Discipline (HC25)
- Medical/Dental Benefits (HC41)

- PTO Sick Leave (HC20)

6.0 ATTACHMENTS

1. Transportation Intern Request Form
2. Transition from Level I to Level II Form
3. RTA Internship Program Authorization Form
4. Work Assessment Form
5. Intern Evaluation Form
6. Supervisor's Evaluation Form
7. Veteran/MSSA Intern Hiring

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

HUMAN CAPITAL
TRANSPORTATION INTERN
WORK ASSESMENT FORM

Attachment 5

Intern's Name: _____ **Department Manager:** _____

Department: _____ **Dates of Internship:** _____

Critical Thinking/Problem Solving	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Shows a sincere interest in understanding the organization, their role and their assigned tasks					
2. Practices sound judgment based on an analysis of available data and information					
3. Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
4. Seeks out resources and/or asks for help when unsure about how to proceed on tasks					
Overall Rating					

Communication/Leadership	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. Clearly and efficiently conveys ideas orally to persons inside and outside the organization					
2. Communicates ideas clearly in writing in a manner suited to the intended audience					
3. Manages their own emotions and works to understand and empathize with others					
4. Takes initiative and seeks opportunities to contribute					
Overall Rating					

Comments:

_____

_____

_____

_____

Attachment 1
Overview

RTA Internship Program

New Requests

The attached Authorization Form (Attachment 3) must be signed by the requesting supervisor and department chief. The following documents must be attached and forwarded to Human Capital for verification and processing:

- Intern Authorization Form (Attachment 2);
- Justification memo describing the job duties, main projects and skills required;
- Budget Report showing approved funding for the Intern position;
- Official college transcript (electronic copy acceptable) with the student's degree objective (if declared), class level, academic standing, and cumulative grade point average (GPA);
- Copy of the student's current class schedule; and
- Copy of the student's college identification card.

Human Capital will forward intern candidates' information, and if available, resumes and applications, from a minimum of three students to hiring departments for consideration and review. Human Capita will schedule potential interns for interviews, with the interview and selection process based on RTA's Human Capital policy requirements.

Maintaining Eligibility

All Student Interns must submit updated academic and student documentation every six months to ensure they are in good academic standing. Documents required for submission are:

- Copy of the class schedule and/or class registration; and
- Originals or copies of the official school transcript.

An intern's supervisor must complete and submit a Work Assessment Form (Attachment 4) to the Human Capital Coordinator at least 15 days prior to the end of each six-month period.

Release

An Intern Evaluation Form (Attachment 5) must be submitted to the Human Capital Coordinator on their last day as an intern. An intern's supervisor must complete and submit the Supervisor's Evaluation Form (Attachment 6) to Human Capital at the internship's conclusion; and collect any RTA issued employee badge, proximity card and/or departmental keys from the intern at that time. The hiring department must submit a completed, final time record to the Payroll department.

RTA
Regional Transit Authority

Attachment 1

TRANSPORTATION INTERN REQUEST FORM

□NEW HIRE □EXTENSION Original Hire Date:_____

Supervisor Name:	_____	Supervisor Phone:	_____
Dept. Name:	_____	Cost Center:	_____
Transp. Intern:	_____	College:	_____
Major:		Degree/ Date of Grad.	

Account: **Budget Line Item Report (attached)**
Amount Budgeted: Total Hours Budgeted:

Level (Check One)	□Transportation Intern I (all new interns) $xx.xx/Hour	□ Transportation Intern II (if decided by the hiring department) $xx.xx/Hour

Proposed Start Date: **Proposed End Date:** _____
OF WORK HOURS PER WEEK: **40.00** (interns are not eligible to flex or work overtime)

SCOPE OF WORKPLAN

Project Description (Please be specific as to the objective and scope of the project)

_____
_____
_____

Special Skills/Academic Background Required for the Position

_____
_____

Will the Transportation Intern be filling a position authorized in your department's budget? □YES □NO

Will the Transportation Intern be required to drive a RTA non-revenue vehicle? □YES □NO

Department Head (Hiring Department):

Print Name **Signature** **Date**

Approved by (Human Capital):

Print Name **Signature** **Date**

RTA
Regional Transit Authority

Attachment 2

TRANSITION FROM LEVEL 1 TO LEVEL 2 AUTHORIZATION FORM

□TRANSITION TO TRANSPORTATION INTERN II Original Hire Date:_____

Supervisor Name:	Supervisor Phone:
Dept. Name:	Cost Center:
Transp. Intern:	College:
Major:	Degree/ Date of Grad.

Account:	Budget Line Item Report (attached)
Amount Budgeted:	Total Hours Budgeted:

□Transportation Intern II ($xx.xx/Hour)

Effective Date:

Proposed End Date:

OF WORK HOURS PER WEEK: 40.00 (interns are not eligible to flex or work overtime)

SCOPE OF WORKPLAN

Project Description (Please be specific as to the objective and scope of the project.)

Special Skills/Academic Background Required for the Position

Will the Transportation Intern II be filling a position authorized in your department's budget? □ YES □NO

Will the Transportation Intern II be required to drive a RTA non-revenue vehicle? □YES □NO

Department Head (Hiring Dept.):

Print Name Si2nature Date

Approved by (Human Capital Dept.):

Print Name Signature Date

RTA
Regional Transit Authority

Attachment 3

RTA Internship Program Authorization Form

□ NEWHIRE □ EXTENSION **Original Hire Date:**

Supervisor Name: Supervisor Phone:

Dept. Name: Cost Center:

Intern: College:

Major: Academic Level.

Budget Line Item Report (attached)

Amount Budgeted: Total Hours Budgeted:

Academic Level (Check One) □ College Freshmen Sophomores. Juniors Seniors **$17.00/Hour Program)** □ Graduate Students (only) **$19.50/Hour** (**Students** in **Master's or PhD**

Proposed Start Date

Proposed End Date

OF WORK HOURS PER WEEK: (Interns are not eligible to work over 29 hours)'

SCOPE OF WORK

Project Description (Please be specific as to the objective and scope of the project.)

Special Skills/Background Required for the Position

Will Intern be filling an internship positon authorized in your department's budget? □ YES □ NO

Will the Intern be required to drive a RTA non-revenue vehicle? □ YES □ NO

Hiring Department Head:

Print Name Signature Date

Approved by (for Talent Development):

Print Name **Signature** **Date**

RTA
Regional Transit Authority

Attachment 5

Intern Evaluation Form

(To be completed at the end of internship)

Intern's Name: _____ Department: _____

Start Date: _____ End Date: _____

Supervisor's Name: _____

College: _____ Major: _____

Please complete the following questions.

1. What aspects of your internship were most beneficial to your field of study?

_____

_____

_____

2. What was the most significant contribution you made to your department?

_____

_____

_____

3. Describe some of the responsibilities/tasks you were involved in.

_____

_____

_____

4. What skills or knowledge have you acquired over the course of your internship?

_____

_____

_____

5. Please rate the following:

A. HC recruitment/selection process □Excellent □Very good □Good □Fair □Poor

B. RTA Internship Program □Excellent □Very good □Good □F air □Poor

6. Please provide any recommendations which you feel will improve the Transportation Intern Program.

_____

RTA
Regional Transit Authority

Attachment 6

Supervisor Evaluation Form
(To be completed at the end of internship)

Supervisor's Name:_____ Department:_____

Start Date:_____ End Date: _____

Intern's Name: ----------

College:_____ Major:_____

Please complete the following questions.

1. What academic knowledge or skill did the intern have which contributed most to your department?

_____
_____
_____
_____

2. What is the most significant contribution the intern made to your department?

_____
_____
_____
_____

3. Would you recommend the intern for a regular position at RTA? If yes, what position(s)?

_____
_____
_____
_____

4. Please rate the following:

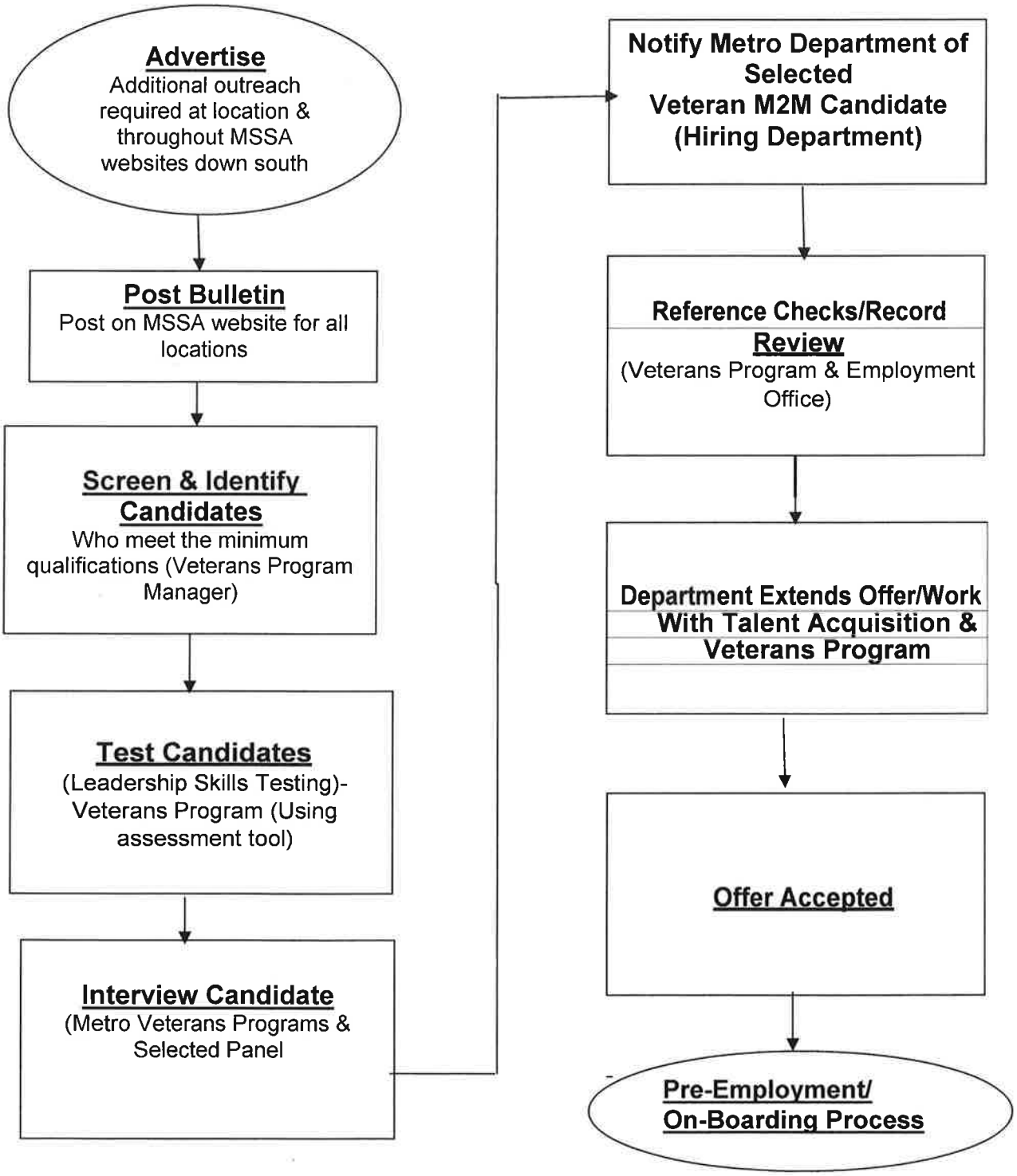
A. HR recruitment/selection process □Excellent □Very good □Good □Fair □Poor
B. RTA Internship Program □Excellent □Very good □Good □Fair □Poor

5. Please provide any recommendations which you feel will improve the Transportation Intern Program.

_____
_____
_____
_____

Attachment 7

VETERAN/MSSA HIRING



RTA

Regional Transit Authority

Equal Employment Opportunity

(HC4)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to maintaining an environment that values diversity, in which all its employees and applicants are free from discrimination, harassment and retaliation in accordance with Title VII of the Civil Rights Act of 1964, as amended, and other applicable Federal and State legislation.

PURPOSE

The purpose of this policy is to ensure that decisions affecting all RTA employment practices, including: recruitment, selection, promotions, terminations, transfers, layoffs, compensation, training, benefits, and other terms and conditions of employment, are made without regard to race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes. This policy will be updated biannually.

This policy also protects employees exercising their rights under the Family and Medical Leave Act, the Pregnancy Discrimination Act and related statutes.

APPLICATION

This policy applies to all RTA employees, transportation contractors, and sub- recipients who employs 100 or more transit-related employees and request or receive federal transit funding in excess of $1 million in the previous Federal fiscal year, or request or receive federal planning assistance in excess of $250,000 in the previous Federal fiscal year.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

RTA is committed to an Equal Employment Opportunity (EEO) Program, including goals and timetables, to overcome the effects of past discrimination of minorities and females. EEO principles govern all aspects of RTA's personnel policies, program practices, and operations. The Chief of Human Resources Officer and/or Louisiana Commission on Human Rights updates and revises the EEO Program in accordance with state and federal law.

RTA's commitment to EEO extends to all job applicants and employees, and to all aspects of employment, including: recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, tuition assistance and termination.

RTA is committed to provide reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

The successful achievement of EEO goals will provide benefits to RTA through fuller utilization and development of previously underutilized human resources. The achievement of EEO goals will ensure that the diversity of the RTA workforce will reflect the community it serves.

2.0 PROCEDURES

Any person who believes that they may have been discriminated against on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes, should contact the Chief Human Resources Officer at (504) 827-8409, within 365 days of the alleged violation.

In addition, or in lieu of utilizing the Office of Civil Rights complaint process at RTA, a Complainant may file a complaint of discrimination with the New Orleans Field Office of Equal Employment Opportunity Commission (EEOC) Hale Boggs Federal Building 500 Poydras Street, Suite 809, New Orleans, LA 70130. United States, the State of Louisiana Commission on Human Rights (LCHR), The Federal Transit Administration (FTA), or the Federal Department of Transportation (DOT).

Retaliation against any individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in a protected activity is strictly prohibited and will not be

tolerated. If a violation is found, disciplinary action will be taken up to and including termination.

2.1 INVESTIGATIVE PROCESS

Once a complaint is received, it is reviewed for jurisdiction. A complaint may be rejected if it is not filed within the time specified above, or, if after review of the allegations, it is determined that EEO policies have not been violated. When a complaint is rejected, EEO will notify the complainant.

If it appears that the alleged action(s) violates RTA's EEO policies, an investigation will be conducted. An investigation will include a review of the following: the circumstances under which the alleged discrimination occurred; relevant policies and practices related to the complaint; statements relevant to the allegation; and pertinent legal guidance/precedents.

All documents and information acquired during the investigation are confidential.

EEO will notify all appropriate parties regarding the disposition of the complaint. If a violation of RTA's EEO policies is determined, appropriate disciplinary action will be sought against the respondent and corrective action taken to prevent recurrence.

- The respondent may appeal a "substantiated" finding to RTA, Chief Human Resources Officer and or/ New Orleans Field Office of Equal Employment Opportunity Commission (EEOC), 500 Poydras Federal Building New Orleans LA 70130 United States within 10 business days of the closing letter's date. If no policy violation is found and the complainant wants to appeal the decision, they may appeal directly to RTA, Chief Human Resources Officer and or/, New Orleans Field Office of Equal Employment Opportunity Commission (EEOC), 500 Poydras Federal Building New Orleans LA 70130 United States, within 20 business days of the closing letter's date. The Chief Human Resources Officer decision will be final.

The EEO Unit investigates every case in a fair, consistent and timely manner. If at any time during the course of the investigation, a complainant fails to respond to communications from the EEO Unit after two written requests, the complaint may be closed for failure to cooperate.

At any time during the process, the complainant should promptly notify the EEO Unit in writing if employee:

- decides to withdraw the complaint;
- files a lawsuit against RTA or its employees
- changes an address, telephone number or other contact information

3.0 DEFINITION OF TERMS

Discrimination - any intentional or unintentional action which limits or denies a person any condition of employment because of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender identity, veteran status, or any other basis protected by federal or state statutes.

Equal Employment Opportunity - the prohibition of discrimination in recruitment, selection, termination, promotion, transfer, layoff, compensation, training, benefits, and any other term or condition of employment.

RESPONSIBILITIES

The Office of Civil Rights monitors goals for effectiveness and the need for revision to overcome any underutilization or concentration of minorities or females. It maintains a database of all civil rights complaints received. The data includes the date the complaint was filed, summary of the allegations, status of the complaint and actions taken to resolve the complaint.

Chief Human Resources Officer and New Orleans Field Office of Equal Employment Opportunity Commission (EEOC), 500 Poydras Federal Building New Orleans LA 70130 united States is the designated EEO Officer, who reports directly to the CEO and is responsible for the EEO Program; updating RTA EEO policies; monitoring compliance with the EEO Program goals; providing training; and implementing programs that support RTA's policy of promoting diversity, equal employment opportunity, and affirmative action.

All RTA Managers and supervisors are responsible for ensuring that implementation and compliance is achieved through understanding, communicating, and active involvement in support of this policy. All supervisors and managers are responsible for implementing their unit's EEO goals. Goals are monitored by the Chief Human Resources Officer and New Orleans Field Office of Equal Employment Opportunity Commission (EEOC), 500 Poydras Federal Building New Orleans LA 70130 United States for effectiveness and need for revision to overcome any underutilization or concentration of minorities or females. Performance evaluations of managers and supervisors will include evaluating the success of the EEO program in the same manner as performance on other goals.

Applicants and employees have the right to file complaints alleging discrimination with the Chief, Office of Civil Rights, the United States Equal Employment Opportunity Commission (EEOC), the State of Louisiana Commission on Human Right (LCHR), The Federal Transit Administration (ETA), or the Federal Department of Transportation (DOT). The EEO Program is available for inspection by any employee or applicant for employment upon request.

RTA

Regional Transit Authority

Ethics

(HC18)

POLICY STATEMENT

The New Orleans Regional Transit Authority's (RTA) goal is to make employment decisions that are fair, equitable and transparent. When relatives work together, conflicts of interest and perceived or real unfairness may result. Likewise, a RTA employee participating in a hiring process is responsible for ensuring a fair hiring process. If an employee's relationship with a candidate impacts his or her ability to be fair in a hiring process or may result in a perception of an unfair hiring process, that employee must either recuse him or herself from the process or discuss the issue with the employee's Chief Human Resources Officer or supervisor. To that end, no RTA employee may make, participate in, or attempt to influence employment-related decisions involving a relative. Additionally, anyone involved in the hiring process must disclose to Human Capital when they have a current or prior relationship with an applicant that is a conflict of interest or may reasonably be perceived to create a conflict of interest. Human Capital will determine how to handle such instances on a case-by-case basis.

PURPOSE

RTA welcomes the opportunity to hire and retain qualified employees who are related to one another. However, when relatives work together it may create the appearance of or actual conflicts of interest or favoritism. Certain employment situations involving relatives are prohibited by the RTA's conflicts of interest rules. This policy sets out guidelines for the hiring process, as well as how to manage situations in which relatives may work together. This policy also addresses hiring situations where the hiring manager or others involved in the hiring process have a current or previous relationship with the applicant, whether or not these employees are related to the applicant.

APPLICATION

This policy applies to all RTA employees, vendors, contractors and visitors while on RTA property, or when performing business with, or providing service for RTA. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA prevails.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

1.1 General Rule It is permissible for two relatives to work in the same department, agency or division, as long as there are no business or job-related conflicts of interest. It is not permissible for one relative to supervise or make employment-related decisions about the other relative.

1.2 If a situation arises in which one employee is temporarily in the chain of command of a relative, both employees shall immediately disclose the situation to their respective supervisor or Chief Human Resources Officer and a mitigation plan shall be developed in conjunction with the Chief Human Resources Officer, and with notice to the unions(s) by the Chief Human Resources Officer if one or both employees is represented. Similarly, if two employees become related and one is in a position to make employment-related decisions about the other, both employees shall immediately disclose the situation to their agency's Chief Human Resources Officer and a mitigation plan shall be developed in conjunction with the Chief Human Resources Officer. Employees who marry one another or become related during their employment will be allowed to remain with the RTA, unless they are in a supervisor-subordinate relationship and there is no open position to which one of them may be moved. Other exceptions will be handled on a case-by-case basis by the department and agency human resources management. Mitigation plans shall be developed to address actual or perceived conflicts. The RTA will not hire a job applicant who is a relative of a current employee if the applicant would be in a supervisory or subordinate position to the existing employee.

1.3 Mitigation Plans for the Ongoing Employment of Relatives. The goal of a mitigation plan is to resolve the conflict of interest or the appearance of a conflict of interest and/or harm to the work environment created by relatives working together. A mitigation plan should address issues like reporting relationships, supervision, and evaluation. If a mitigation plan cannot be developed or maintained, the RTA may require one of the two employees to seek a job outside the RTA.

1.4 The Chief Human Resources Officer will be consulted when staff cannot reach agreement on a mitigation plan and will work with the department to resolve the conflict.

1.5 Conflict of Interest in the Hiring Process An employee participating in a hiring process, (including a promotional process), either as a subject matter expert reviewing applications or on an interview panel, is expected to disclose to the hiring manager and human resources professional responsible for the recruitment any relationships with candidates that may impact the employee's ability to be fair and unbiased in the hiring process, or be perceived to be fair and unbiased in the hiring process. Depending on the nature of the relationship, the hiring manager and human resources professional may require the employee to recuse him or herself from the

hiring process. If the hiring manager or the human resources recruiter has a current or previous relationship with an applicant, the individual must disclose this relationship to his or her supervisor and human resources representative and a mitigation plan may need to be developed for the hiring process. Additionally, an employee may not share information with an applicant for a position that would give that applicant an advantage over other applicants.

1.6 Violations - Violations of this policy may result in discipline, up to and including, termination of employment.

Refer questions or comments to the Human Capital Department.

2.0 PUBLIC SERVANTS

All RTA employees and board commissioners are considered public servants, and therefore must comply with the Code of Governmental Ethics as set forth in the La. R.S. 42:1101, et seq.

Each RTA employee must acknowledge compliance with this Ethics Policy by annually signing the RTAS' Ethics Statement. For existing employees, the Ethics Statement shall be signed in January of each year. New employees are required to sign this statement upon being hired.

In accordance with La. R.S. 42:1170A, all RTA employees are responsible for knowing their obligations under the statute and must receive a minimum of 1 hour of education and training on the Code of Government Ethics during each year of employment. Upon completion of the required training, each employee and board member will forward a copy of the training certificate to the Human Capital Department Director. The training website is www.ethics.la.gov.

Failure to participate in the 1 hour of mandatory annual ethics training will be reported to the Board of Ethics at the end of each year by the Human Capital Department Director.

In accordance with La. R.S. 42:1169, the Ethics Code provides statutory protection to an employee who reports information which the employee reasonably believes indicates a violation of the Ethics Code or other law related to their public employment. An employee shall be free from discipline, reprisal, or threats of discipline or reprisal for reporting such information. The RTA's Chief Human Resources Officer is the RTA employee to whom alleged violations should be reported. All complaints will be fully investigated and appropriate action taken.

The Human Capital Department is responsible for distributing and maintaining a signed Ethics Statement from each RTA employees annually. The Human Capital Department is charged with maintaining appropriate evidence confirming individual and overall

compliance with the required annual 1 hour of education and training on the Code of Government Ethics that is currently required and any/all additional requirements that may be imposed by applicable law. Failure to comply with this policy may result in disciplinary action and/or other legal sanctions.

3.0 Definitions

Relative – As set forth this policy, relative is defined as a parent, child, sibling, spouse or domestic partner, aunt or uncle, niece or nephew, grandparent, grandchild, in-laws, children or relatives of a domestic partner to the same extent such relatives would be included in this definition if the employee and domestic partner were married.

Employee – All employees, volunteers, interns, veteran fellows, and contract workers in the Executive Branch.

Employment-Related Decision – The full spectrum of employment-related decisions, including but not limited to, recruitment, appointment, hiring, transfer, promotion, supervision, evaluation, compensation, audit, classification or reclassification, demotion, discipline, termination, and reduction in force.

Conflict of Interest – Conflict of interest means a conflict between a person's private interests and their responsibilities as a RTA employee. When used in this policy, conflict of interest means an actual conflict, a potential conflict or an appearance of a conflict.

4.0 FLOWCHART
N/A

5.0 REFERENCES
N/A

6.0 ATTACHMENTS
N/A

7.0 PROCEDURE HISTORY
N/A

8.0 SPONSOR DEPARTMENT
Human Capital

RTA
Regional Transit Authority

Family Medical Leave

(HC26)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The agency posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Louisiana.

PURPOSE

The function of this policy is to provide employees with a general description of their FMLA rights.

APPLICATION

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA

Regional Transit Authority

FAMILY AND MEDICAL LEAVES OF ABSENCE

PART A. Employees Who Qualify for a Leave under the Family and Medical Leave Act (FMLA) of 1993.

The RTA will grant a leave of absence to regular full-time and regular part-time employees, who have completed at least one full year of service with RTA and have worked a minimum of 1,250 hours in the twelve months preceding the requested leave, for the following reasons:

- Twelve workweeks of leave in a 12- month period for:

- The birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

RTA will provide up to twelve weeks of unpaid, job-protected leave to "eligible" employees. Employees must use the twelve weeks within a twelve-month period, and the leave can be used intermittently. Employees will be required to provide documentation for leave approval. Documentation required may include physician statements, custody documents, etc.

Employees can utilize available sick, vacation, and/or personal leave while out on FMLA. An employee can also take FMLA without using their available leave.

All RTA benefits based upon hours worked (e.g. vacation, sick, and personal days) will cease to accrue during any period of unpaid FMLA leave. If employees are using vacation and sick leave in conjunction with FMLA, they will continue to earn leave during their absence. Employees will accrue seniority during the period.

Employees will be required to use all unused vacation and personal days during the leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits will continue during the leave period provided the employee continues to make regular employee contributions to the plan. If an employee fails to repay the health premiums that RTA paid on his or her behalf, the employee shall be referred to the Louisiana Attorney General for further collection activity.

You will be required to use all unused sick, vacation, and personal days during your leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

All group health benefits will continue during the leave provided the employee continues to make regular employee contributions to the plan. For example, if the employee normally pays 40% of his health insurance premium, his health insurance will continue, provided he pays this amount to RTA. Other benefits, such as pension and life insurance, will be governed by the terms of those plans.

Reinstatement Rights

Eligible employees are entitled on return from leave to be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (e.g., if the employee's position is no longer available due to job elimination). Exceptions may also apply for "key" employees who are highly compensated.

In addition, employees who have requested and been granted an extension of their leave after commencement of their FMLA coverage are not guaranteed reinstatement.

Forms for requesting Family and Medical Leaves of Absence are kept in human resources.

PART B. Leaves for Employees Who Do Not Meet the Minimum Service Requirements for FMLA

Full-time regular and part-time regular employees who have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave may request leaves of absence for the reasons set forth above in Part A, subject to the following terms and conditions:

1. Leave requests must be made at least thirty days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using RTA'S official Leave-of Absence Request Form. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.)

2. The certification requirements and the conditions for required use of accrued time off,

benefits, and continuation of group health insurance during leave set forth in Part A apply to all leave requests.

3. Unless applicable state or local law requires otherwise, leaves will be limited to a thirty-day maximum duration, except leaves for the employee's own serious health condition, which may be granted for up to an eight-week period and which may be taken intermittently.

4. Unless applicable state or local law requires otherwise, reinstatement will not be guaranteed to any employee requesting a leave under this Part B. However, RTA will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and RTA's need to fill vacancies and/or its ability to find qualified temporary replacements.

All questions regarding leaves of absence should be directed to Human Resources.

Designation notice (RTA FMLA Program) Request Forms are in human resources entitled "Designation Notice Form."

MATERNITY AND CHILDBIRTH LEAVES OF ABSENCE

Employees who are expecting and qualify for leave under the Family and Medical Leave Act (FMLA) may take up to 12 weeks leave upon meeting the criteria described in Part A.

Employees who do not qualify for FMLA Leave may still qualify for maternity leave under RTA policy. RTA will provide a female employee with twelve weeks' unpaid disability leave for normal pregnancy, childbirth or related medical conditions.

For abnormal pregnancies or abnormal childbirth or related medical conditions, which cause the employee to become temporarily disabled, RTA will provide up to four months of disability leave. Appropriate medical certification of the employee's continued disability and inability to work will be required. The employee will be required to provide reasonable notice when she intends to begin the leave and the estimated duration.

Employees will be required to report periodically to their supervisor regarding the employee's status and intention to return to work.

Employees taking pregnancy and childbirth leave will be required to use all unused vacation, sick, and personal days during the pregnancy and childbirth leave period. Once such benefits are exhausted, the balance of the leave will be without pay.

Employees who qualify for leave under the Family and Medical Leave Act and are disabled for longer than the 12-week leave period permitted under that act, may be eligible to extend their leave for a reasonable period of time, generally not to exceed a total leave

time of 16 weeks (4 months) and medical certification will be required. FMLA leave will run concurrently with maternity leave.

Reinstatement rights provided under the FMLA will also be provided to employees extending their leave to 16 weeks. Please see a member of Human Resources for additional information.

LEAVE FOR BONE MARROW DONORS

Louisiana law provides that RTA must provide paid annual leaves of absence for any employee undergoing a procedure to become a bone marrow donor. The combined length of the leaves shall not exceed 40 work hours, unless RTA agrees in advance. RTA may require medical verification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow.

1.0 FLOWCHART
N/A

2.0 REFERENCES

- Employment Status (HC34)
- Progressive Discipline (HC25)
- Drug and Alcohol Free Workplace (SAF1)

3.0 ATTACHMENTS

1. Designation notice (RTA FMLA Program)

4.0 PROCEDURE HISTORY
N/A

5.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Attachment 1

DESIGNATION NOTICE
RTA Family and Medical Leave Program

Instructions: This entire form should be completed by the Human Capital Manager or his/her designee. Check all that apply and complete relevant dates and other information.

Employee's Name: _____

Date: _____

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided and decided (check determination that applies):

_____ **Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date; we are providing the following information about the amount of time that will be counted against your leave entitlement:

_____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

_____ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised:

_____ You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ___ **is**___ **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

- If you are released to return to work before your Family and Medical Leave expires, you must notify the appointing authority to schedule a return date.

_____ **Additional information is needed to determine if your FMLA leave request can be approved:**

_____The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____ (at least seven

calendar days from date of this form), unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

Please provide the following:

_____

_____

_____ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

_____ **Your FMLA Leave request is Not Approved.**
_____The FMLA does not apply to your leave request.
_____You have exhausted your FMLA leave entitlement in the applicable 12-month

NOTIFICATION OF ELIGIBILITY, RIGHTS AND RESPONSIBILITIES

RTA Family and Medical Leave Program

Instructions: This entire form should be completed by the Human Capital Director or his/her designee. Check all that apply and complete relevant dates and other information.

Employee's Name: _____

On _____, you informed us that you needed Family and Medical Leave Act (FMLA) coverage beginning on _____ for:

____Your pregnancy related disability, or the care of your newborn child or child placed with you for adoption or foster care.

____Your own serious health condition.

____Because you are needed to care for your ____spouse/domestic partner; ____child; ____parent due to his or her serious health condition.

____Because of a qualifying exigency arising out of the fact that your ____spouse/domestic partner; ____son or daughter; ____parent is a member of a regular component of the Armed Forces and is on (or has been notified of an impending call to) active duty to a foreign country.

____Because of a qualifying exigency arising out of the fact that your ____spouse/domestic partner; ____son or daughter; ____parent is a member of a reserve component of the

Armed Forces and is on (or has been notified of an impending call to) active duty to a foreign country in a contingency operation.

____Because you are the ____spouse/domestic partner; ____son or daughter; ____parent; ____next of kin of a covered service member with a serious injury or illness.

This notice is to inform you that you are:

____Eligible for FMLA leave (see below for Rights and Responsibilities)

____Not eligible for FMLA leave due to _____
_____

If you have questions, contact _____ or view the Family and Medical Leave poster at _____

CERTIFICATION
As explained above, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12 month period. However, in order for us to determine whether your absence qualifies as FMLA leave, **you must return the following information to us by** _____(at least 15 days from the date the employee gave notification of need for FMLA leave). If sufficient information is not provided in a timely manner, your leave may be denied.

In order to approve your leave, the following is required:

_____Sufficient certification to support your request for FMLA leave. A certification form containing the information necessary to support your request _____is _____is not enclosed
_____Sufficient documentation to establish the required relationship between you and your family member
_____Other information needed _____
_____No additional information is required

RIGHTS AND RESPONSIBILITIES

If you do qualify for FMLA leave, you will have the following **rights** while out on FMLA leave:

- You have a right for up to

  _____90 days or the equivalent to 520 hours (pro-rated for part-time employees) using a "rolling" 12-month period of unpaid leave measured backward from the date of your FMLA usage

_____26 workweeks of unpaid leave in a single 12-month period to care for a covered service member with a serious injury or illness. This single 12-month period commenced on _____.

- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.

- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)

- You may choose between having sick, vacation, compensatory time, or executive leave run concurrently with or outside of your unpaid leave entitlement. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave. Please see the Personnel Rules on the InWeb for qualifying conditions for taking paid leave.

If you do qualify for FMLA leave, you will have the following **responsibilities** while on FMLA leave.

- You are responsible for arranging your payment of the employee's share of monthly premiums for health insurance while you are on leave. Please contact _____ at _____ to make such arrangements. Health insurance premiums are due on the 15th day of the month prior to the month for which coverage is sought. You have a 30 day grace period from the due date in which to make premium payments. If payment is not made on or before the grace period expires, your health insurance will be cancelled, provided we notify you in writing at least 15 days before the termination date that your health coverage will lapse.

- Optional insurance plans such as group term life, accidental death & dismemberment and long term disability are not covered by FMLA. If you want to continue your coverage in these plans you will be required to pay the employee and RTA's portion of the monthly premium. Premiums are due by the 15th of the month for the following month. If you do not elect to continue the optional insurances, coverage can be reinstated upon your return to work provided you work at least 80 hours per month.

- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered service member's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse RTA for its share of health insurance premiums paid on your behalf during your FMLA leave.

- Your appointing authority has determined that you are_____ are not _____ responsible for completing medical recertification of FMLA every _____ (frequency shall not be any sooner than every 30 days).

- You must notify your human Capital Department if you are released to return to work prior to expiration of your leave to schedule a return date.

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact: _____at _____.

RTA

Regional Transit Authority

RTA Family and Medical Leave Program
Employee Request for Leave

Name: _____ Department: _____

Current Address: _____

Start Date of Anticipated Leave: _____

Expected Date of Return to Work: _____

Reason for Leave:

- ☐ Pregnancy related disability or childbirth.
- ☐ Care of your newborn child or child placed with you for adoption or foster care.
- ☐ Medical leave for your own "serious health condition." [1]
- ☐ Care of your spouse/domestic partner, parent or child, or the parent or child of your spouse/domestic partner, with a "serious health condition."[1]
- ☐ Care of your spouse/domestic partner, parent, son, daughter or next of kin who is a covered servicemember.[1]
- ☐ Qualifying exigency[1] resulting from a spouse/domestic partner, child, or parent being on or called to active military duty.

[1] *"Serious health condition," "covered service member" and "qualifying exigency" are defined on the back of this form. Please read the back of this form to determine whether your need for leave may qualify under these definitions.*

NOTE: A leave request based on an employee's serious health condition or the serious health condition of an immediate family member must be supported by medical certification from a health care provider. Failure to provide medical certification to support your Family and Medical Leave request, when it is based on a serious health condition, may result in a rejection of your leave request. In the event that the medical certification provided by your health care provider is inadequate to verify that the condition qualifies under Family and Medical Leave, a human resources manager or his or her designee may seek clarification or authentication from your health care provider, or a health care provider retained by the RTA may seek clarification or authentication from your health care provider or conduct an examination necessary to determine whether medical certification is appropriate. .

I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by the head of the RTA department (or their designee) where I am employed.

Signature: _____ Date: _____

I hereby authorize a health care provider representing the RTA or a human resources manager or his or her designee to contact my health care provider for authentication or clarification of my medical certification.

RTA

Regional Transit Authority

Signature: _____ Date: _____

Date rec'd by Supervisor: _____ *Supervisor's Initials:* _____

RTA

Regional Transit Authority

RTA Family and Medical Leave Program
Employee Request for Leave, Side 2

"Serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either:

- **Hospital Care**
  Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or resulting from such inpatient care.

OR

- **Continuing Treatment**: For a condition that either prevents the employee from performing the functions of his/her job, or prevents the qualified family member from participating in school or other activities. These include the following:

- Absence Plus Treatment
  A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
  - Treatment two or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider, or by a provider of health services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
  - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of a health care provider.

- Pregnancy
  Any period of incapacity due to pregnancy, or for prenatal care.

- Chronic Conditions Requiring Treatments
  A chronic condition which:
  - Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under the direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

- Permanent/Long-term Conditions Requiring Supervision
  A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

- Multiple Treatments (Non-Chronic Conditions)
  Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under the orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Military Family Leave Definitions:

"Covered Service member" is 1) A member of the Armed Forces, including the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or 2) A veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces and who was a member of the Armed Forces any time during the period of 5 years preceding the date on which the veteran undergoes the medical treatment, recuperation or therapy.

"Qualifying Exigency" leave shall be for the following, provided they are directly related to the service member's call to or being on active duty: 1) Attending to issues arising from short notice deployment (up to seven days leave), 2) Attending military events and related activities, 3) Arranging for childcare or attending school meetings, 4) Making or updating financial or legal arrangements (example: preparing a will or obtaining military benefits), 5) Attending counseling provided by a non-healthcare provider, 6) Accompanying the service member while on rest and recuperation leave during deployment (up to five days leave), and 7) Attending post-deployment military sponsored events and ceremonies

Certification of Health Care Provider for Employee's Serious Health Condition (Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division

WHD

OMB Control Number: 1215-0181
Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

_____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

Page 1 CONTINUED ON NEXT PAGE Form WH-380-E Revised January 2009

RTA

Regional Transit Authority

Gender Transition

(HC5)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is an equal opportunity employer and does not discriminate on the basis of gender, gender identity, gender expression or any other federally or state protected class. It is RTA's policy to treat its employees with dignity and respect; and to strive to educate employees, foster dialogue, and help achieve a safe, supportive, productive and inclusive environment.

PURPOSE

This policy provides workplace requirements for dealing with issues that may arise when an employee goes through a gender transition.

APPLICATION

This policy applies to all RTA employees.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Gender identity can be male, female, a blend of both or neither. One's gender identity can be the same or different from their sex assigned at birth. When their gender identity is different from their assigned sex at birth, individuals may elect to go through a gender transition process.

Transitioning employees have the right to express themselves in the manner in which they self-identify and may express their gender identity without fear of consequence. This includes using the restroom that corresponds with their gender identity; dressing in accordance with their gender identity; and being addressed by their preferred name and pronoun.

Transitioning employees, supervisors/managers, and co-workers are encouraged to contact the EEO & Civil Rights with any questions or concerns regarding gender transition in the workplace.

2.0 PROCEDURES

All information regarding an employee's transition will be held in the strictest confidence, until the transitioning employee approves the release of the information.

Due to the unique nature of each gender transition, all occurrences and workplace transition plans will be handled, and developed on a case-by-case basis.

2.1 Transitioning Employees

Regardless of the stage of transition, transitioning employees must:
Maintain a professional image commensurate with their job classification, and in accordance with RTA's Appropriate Workplace Attire and Demeanor (HC15) policy. Notify Human Capital and fill out the Temporary Name Change Affidavit (Attachment 1) if they wish to make an administrative name change (e.g., stationery, name plate, email, etc.). Provide Human Capital with proof of legal name change prior to RTA changing their name on legal documents (e.g., payroll, insurance, etc.).

Transitioning employees are encouraged to:

- Contact their supervisor/manager, Office of Civil Rights OCR/HC, and Human Capital (HC) when beginning the transition process.
- Work with OCR/HC and their supervisor and manager in developing a workplace transition plan.

2.2 Supervisor and Managers

Once notified of an employee's transition, a supervisor/manager must:

- •Contact OCR/HC, naming the employee only if employee has consented, and request guidance on how to work with the employee on their gender transition plan.
- •Guided by OCR/HC, work with the transitioning employee on their workplace transition plan and become part of the transition team.
- •Direct all inquiries made by coworkers to OCR/HC.
- •Ensure that there are no denials of or reduction in employment opportunities for transitioning employee. For example, working with outside vendors or consultants is not a reason to deny a transitioning employee the right to dress in their reassigned gender role or remove the employee from their work assignment.

2.3 Coworkers

OCR/HC will provide relevant resources, such as employee training, upon request. Supervisors should direct inquiries by coworkers to OCR/HC. Discriminatory or harassing behavior, including starting and/or engaging in rumors about the transitioning employee will not be tolerated, and may result in disciplinary action, up to and including termination of employment.

3.0 DEFINITION OF TERMS

- Cisgender-The term used to describe people whose gender identity or expression aligns with those typically associated with the sex assigned to them at birth.
- Transgender — An umbrella term for people whose gender identity or gender expression is different from those typically associated with the sex assigned to them at birth. Although Transgender and sexual orientation are often conflated, they are distinct from one another.
- Sex Stereotype — An assumption about someone's appearance or behavior — or about the ability or inability to perform certain types of work based on a myth, social expectation or generalization about the person's sex.
- Gender Nonconforming —refers to people who do not follow other people's ideas or stereotypes about how they should look or act based on the female or male sex they were assigned at birth.
- Gender Questioning —refers to people who are questioning their gender identity and might be wondering whether they identify as a male, a female or another gender. They might also be experimenting with different genders.
- Non-binary Gender —refers to people whose gender identity does not fit within the binary of male and female. Note: Non-binary people may wish to transition so that their gender expression more closely reflects their internal identity. Many non-binary people wish to appear androgynous and adopt unisex names, gender-neutral titles such as Mr., and/or gender-neutral pronouns such as "they", "their"

and/or "them". Others may prefer to express themselves in ways which are traditionally seen as masculine or feminine, or mixed aspects of the two.

- Gender Fluid —refers to people whose gender varies over time. A gender fluid person may at any time identify as male, female, neutrois, or any other non-binary identity or some combination of identities. Their gender can also vary at random or in response to different circumstances.
- Gender Expression —Refers to all external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, mannerism, and speech patterns.
- Gender Identity —Refers to a person's innate, deeply felt psychological identification as male, female, both or neither, which may or may not correspond to the person's body or designated sex at birth (meaning what sex was listed on a person's birth certificate).
- Gender Transition (Transitioning) —The process that some transgender individuals go through in changing from one gender to another. The process can include beginning to go by a new first name, using a new pronoun (e.g., "she" instead of "he" and vice versa), and changing one's appearance to conform to expectations for the new gender. For some people, transition includes medical treatment such as hormone therapy and or surgeries.
- MTF: "Male to Female" —Individual who is born and perceived to be male, and then transitions to publicly and privately live as female, ex: transsexual woman or transgendered woman. FTM: "Female to Male" —Individual who is born and perceived to be female, and then transitions to publicly and privately live as male, ex: transsexual man or transgendered man.
- Gender Transition Plan — A document to outline workplace guidelines and address needs and issues that may arise when a transgender individual transitions in the workplace. The Gender Transition Plan is a flexible document that will be unique to the employee undergoing a gender transition in the workplace.

4.0 RESPONSIBILITIES

The (OCR) will provide guidance to supervisors/managers in developing the transition plan and process with the transitioning employee; will provide support for the employee and management during time of gender transition; provide educational resources for RTA employees; and investigate allegations of discrimination and harassment.

Supervisors/Managers will maintain a workplace environment that is free from discrimination and harassment; and work with a transitioning employee to determine specific work-related needs.

RTA

Regional Transit Authority

Attachment 1

Date: _____

Temporary Name Change Affidavit

I, _____ (Name) am requesting for my personnel records to be updated to reflect my pending legal name change. I am in the process of legally changing my name to _____ (New Name). I expect to complete the process within the next _____ months. At completion of the_____ months, I will provide RTA with legal documentation verifying my name change. Such legal documentation will include driver's license/identification card and social security card. I understand legal documents such as payroll, pension, and health care benefits cannot be updated to reflect my name change until I provide legal verification of my name change.

Signature: _____

Printed Name: _____

Badge Number: _____

To be completed by the Talent Acuisition Director:

Received by: _____

Signature: _____

Job Title: _____

Badge Number: _____

RTA

Regional Transit Authority

(Attachment2)

Transgender Rights in the Workplace	
Transgender What is? An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People who identify as transgender are protected in the City of New Orleans and Shreveport from discrimination in employment on private and governmental jobs, housing and public accommodations on the basis of sexual orientation and gender identity. In Jefferson Parish they are protected on governmental jobs.	Transitions Social Transition A process of socially aligning one's gender with the internal sense of self (e.g. changes in name and pronoun, bathroom and locker facility usages). Physical Transition Refers to Medical treatments and individual undergoes to physically align their body with their internal sense of self (e.g. hormone therapies or surgical procedures).
What is an employer allowed to ask? RTA may ask about an employee's employment history, and may still ask for personal references, in addition to other nondiscriminatory questions. An interviewer should not ask questions designed to detect a person's sexual orientation or gender identity, including asking about employee/marital status, spouse's name or relation of household members to one another. RTA should not ask questions about a person's body or whether they plan to have surgery because this information is generally protected by the Health Insurance Portability and Accountability Act (HIPAA).	What are the obligations of employers when it comes to bathrooms, showers, and locker rooms? All employees have the right to safe and appropriate restrooms and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's assigned sex at birth. In addition, where possible, RTA will endeavor to provide an easily accessible unisex single stall bathroom for use by any employee who desires increased privacy, regardless of the underlying reason. A private restroom of this type can also be used by an employee who does not want to share a restroom with a transgender coworker. However, use of a unisex single stall restroom should always be a matter of choice. No employees should be forced to use one either as a matter of policy or

	due to continuing harassment in a gender-appropriate facility.
How do employers still implement dress codes and grooming standards? Louisiana law explicitly prohibits a governmental employer from denying an employee the right to dress in a manner suitable for that employee's gender identity. Therefore, RTA enforces our dress code in a nondiscriminatory manner. This means, for instance that transgender women must be allowed to dress in the same manner as non-transgender women, and that their compliance with such a dress code cannot be judged more harshly than non- transgender women.	

Transitioning employees are encouraged to work with management and other employees to ensure their needs are understood; and must comply with their expected job duties.

FLOWCHART

N/A

REFERENCES

- Equal Employment Opportunity (HC4)
- Workplace Violence Prevention (HC3)
- Internal Complaint Process (HC38)
- Appropriate Workplace Attire and Demeanor (HC15)
- Employee Assistance Program (HC24)
- Reasonable Accommodations (HC31)
- Progressive Discipline (HC25)

7.0 ATTACHMENTS

1. Temporary Name Change Affidavit
2. Transgender Rights in the Workplace Information Sheet

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

General Accident and Injury

(SAF4)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) conducts prompt, accurate and thorough investigations of all accidents, incidents, illnesses, and identified hazards.

PURPOSE

The goal of this policy is to promote safety and prevent reoccurrences of accidents and incidents that can cause injury or illness. Accidents and incidents, collectively referred to as safety events, are thoroughly investigated to determine the cause or causes of the event, as well as the contributing factors that led to the event. Investigations are conducted in accordance with departmental Standard Operating Procedures (SOPs) and RTA's Agency Safety Plan. Investigations of workplace injuries, illnesses, and other occurrences not otherwise classified as safety events, are conducted at the discretion of the Chief Safety Officer (CSO).

APPLICATION

This policy applies to all RTA employees and Board members. If a conflict occurs between the policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

APPROVED:

_____ _____
ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

Upon notification of a work-related injury or illness, the appropriate supervisor or manager will arrange for first aid or medical services, as necessary, and promptly conduct a thorough investigation into the safety event that led to the injury or illness, in accordance with departmental SOPs. The supervisor or manager will determine if the injury or illness is work-related in accordance with U.S. Department of Labor guidelines, in coordination with the CSO or designee.

Supervisors or managers must report work-related injuries to the CSO immediately, and in all cases no later than 24 hours after the incident occurs and ensure that the appropriate State Worker's Compensation Report is received. Supervisors/managers will comply with state claims reporting and filing procedures. Management will be involved with discipline for all injuries determined to have been preventable by the Safety Department, as determined by department SOPs.

2.0 DEFINITION OF TERMS

Accident - when any part of a vehicle other than the bottom surface of the tires come in contact with anything other than the top surface of the roadway resulting in death, bodily injury, property damage, or physical damage or impact, regardless of the nature, extent, or dollar amount of injury or damage.

Preventable collision - a motor vehicle collision, regardless of department or vehicle type, in which the employee did not do everything reasonable to avoid a collision, committed an error, or failed to react to the errors of others. Note: Accidents not cited by law enforcement authorities may still be determined preventable based on RTA safety standards herein.

Non-preventable collision - a motor vehicle collision, regardless of department or vehicle type, in which the employee committed no driving error and reacted reasonably to the errors of others.

Preventable passenger injury - a passenger injury in which the operator failed to do everything reasonable to prevent the injury including committing an error or failing to react to the errors of others. Passenger injuries are preventable when they are caused by faulty operation of the vehicle or its safety features (e.g., wheelchair tie downs). Emergency action by the operator to avoid a collision that results in a passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.

Work-related injury or illness - is defined as a personal injury or illness sustained by an employee through his/her role as an employee. The injury or illness must arise out of the employee's job duties or out of a relationship with his/her work.

Preventable employee injury - when the employee failed to do everything possible to prevent the injury.

3.0 RESPONSIBILITIES

Employees are required to report any injury or accident, regardless of severity, immediately after its occurrence.

Employees that do not report an accident, as defined herein, immediately, will be subject to disciplinary action up to and including termination.

Employees are subject to their individual department's SOPs related to: accident preventability, investigation of causal and contributing factors, and mandatory post-accident training as necessary.

Department Heads are responsible to ensure completion of all Occupational Safety and Health Administration (OSHA) logs and reports as related to any injuries or illnesses in their respective department(s), in consultation with the Chief Safety Officer.

Disciplinary schedules may be established in each department in regard to preventable accidents. Employees should refer to their department's manuals or SOPs.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Drug and Alcohol Free Workplace Policy (SAF1)
- Distracted Driving Policy (SAF2)
- Safety Management Policy (SAF3)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Safety

RTA

Regional Transit Authority

Grievance Process

(HC13)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) seeks to facilitate the resolution of employee grievances, complaints, and disputes and discipline issues arising from employment with the RTA. Employees are encouraged to utilize the chain of command process through informal discussions with their management/supervisory leadership, without the assistance of a third party, agency or court, prior to filing a formal grievance.

PURPOSE

The purpose of this policy is to establish RTA procedures for a consistent, fair and objective dispute resolution process.

APPLICATION

This policy applies to all regular full time, non-represented employees who have completed their initial probationary period as well as project employees. At-will employees and employees on initial probation are not covered by this policy. Represented employees are directed to utilize their respective collective bargaining agreements for the applicable grievance procedure.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

The grievance procedure is designed to address and resolve complaints and disputes involving interpretation or application of RTA policies, procedures, and rules and regulations, harassment, and formal discipline which includes written reprimands, suspensions, demotions, transfers; and discharge.

This policy should not be construed as preventing, limiting, or delaying the RTA from assessing appropriate disciplinary action of any employee, up to and including discharge, where the RTA, in its sole discretion, deems such action appropriate.

When an employee is unable to resolve a dispute through the chain of command, employee may file formal grievance(s) in an attempt to resolve the dispute.
All material relating to the grievance process, including subsequent responses, will be retained in a departmental grievance file maintained by the Human Capital Department, separate from the employee's personnel file maintained by the Human Capital Department.

A discharged employee who wishes to appeal employee discharge may begin at Step Three of the process (Section 1.2.3 below).

1.1 Informal Grievance Process

Employees are encouraged to discuss and attempt to resolve a dispute internally, in a timely manner with their immediate manager/supervisor, or at the lowest level possible. During the informal meeting(s), the manager/supervisor and employee will review and discuss the issue(s), making a good faith effort to resolve the matter.

When employees cannot discuss issues with their immediate manager/ supervisor, employees are encouraged to request a meeting with the next highest level of management. If the dispute cannot be resolved through informal discussion, the employee may pursue the formal grievance process.

1.2 Formal Grievance Process

Employees who file a formal grievance may represent themselves, or have another RTA employee assist in preparing or presenting a grievance at the initial and subsequent levels of review. Management/supervisory or Confidential Employees (see §2.0) may not represent an employee.

Extension of time limits at each step in the formal grievance process may only be granted upon authorization by the Chief Executive Officer, Chief Human Capital Officer, Employee and Labor Relations Coordinator or designee.

1.2.1 Step One

Employees must file an RTA Grievance Form (Attachment 1) within ten (10) working days from the date of the grieved incident or from the date of the informal discussion with the manager/supervisor or department head, whichever is later. The employee (grievant) must provide a copy of the Grievance Form to employee immediate manager/supervisor and the Employee and Labor Relations Coordinator with the following information:

a) the specific act(s) to be reviewed;

b) how the grievant was adversely affected;

c) any individual with knowledge of the alleged adverse action;

d) the remedy requested; and

e) date(s) of informal resolution attempts, and the name of the persons contacted.

The Employee and Labor Relations Coordinator will notify the managed supervisor when they have received a copy of the Grievance Form.

Upon receiving the Grievance Form, the immediate manager/supervisor presents a memo documenting employee decision to the grievant within twenty (20) working days from receipt of the grievance.

1.2.2 Step Two

If the grievance is not resolved at Step One, the grievant may appeal to the appropriate Department Head in writing (Attachment 2) within ten (10) working days of the date of the manager/ supervisor's Step One response. If the Department Head is also the immediate manager/supervisor, the grievance shall be presented to the next higher level of authority in the chain of command.

The Department Head shall respond to the grievant's appeal in writing within twenty (20) working days after the date the formal grievance is provided to the Department Head and the H/C Employee and Labor Relations Department for processing.

1.2.3 Step Three

A grievance that is not resolved at Step Two may be appealed in writing (Attachment 3) to the Employee and Labor Relations Coordinator. Only grievances involving discharge will be arbitrated.

The Step Three appeal must be received by the Employee and Labor Relations Coordinator within ten (10) working days of the date on which the written response to Step Two was issued. The Employee and Labor Relations Coordinator will provide a written decision to the grievant within twenty (20) working days following receipt of the Step Three. appeal.

Only issues accepted for review in the initial formal grievance may be introduced. The decision of the Employee and Labor Relations Coordinator will be final, with no other levels of appeal.

1.2.4 Step Four

A grievance involving discharge that is not satisfactorily resolved at Step Three may be appealed to arbitration. The appeal must be submitted in writing to the Employee and Labor Relations Coordinator within ten (10) working days of the date of the Step Three decision.

1.3 Arbitration

The arbitrator will convene a hearing in which each party will have the opportunity to present evidence, verbal or written, and cross-examine witnesses. The arbitrator will have broad discretion regarding the admissibility and weight of evidence, guided by generally accepted standards regarding admissibility and weight of evidence. Grievance settlement offers or statements made in the course of settlement discussions will be inadmissible as evidence.

Upon request, each party will provide the other with copies of all material to be introduced at the hearing, including the names of witnesses who will test' on the party's behalf. To the extent possible, such materials and names of witnesses will be exchanged no later than ten (10) calendar days prior to the hearing.

The hearing will be closed, unless both parties agree in writing to an open hearing. In the absence of such an agreement, the hearing will be closed to all persons other than the principal parties to the grievance (i.e. the manager, supervisor or Department Head, the grievant and one RTA representative and one employee representative). A representative from the Employee and Labor Relations Coordinator may be present to facilitate the process.

Guidelines for a formal hearing are as follows:

1.3.1 Selection of Arbitrator
The arbitrator will be selected from a panel of external, neutral arbitrators (minimum of four). The terminated employee and RTA must mutually agree upon the selected arbitrator. The arbitrator selected under this section will serve as the arbitration proceeding's Chairperson.

1.3.2 Arbitrator's Decision
The arbitrator will provide a written decision to the parties within thirty (30) calendar days of the close of the hearing. The arbitrator will not add to, delete from, or otherwise modify the provisions of RTA Human Capital Policies or legislative/regulatory mandates. The hearing representative will have the authority to issue subpoenas. The decision of the arbitrator will be advisory only. The Chief Executive Officer (CEO) reserves the right to adopt or reject the arbitrator's recommendation.

1.3.3 Cost of arbitration
RTA will pay the arbitrator's fee and all fees incurred in obtaining a list of arbitrators, as well as court reporter costs. If the employee requests a copy of the transcript, employee must pay the cost of the copy.

1.4 Pay status

Upon advance request, the grievant who filed the formal grievance, and the grievant's representative, if any, will be granted leave without loss of straight time pay to attend hearings and meetings convened by the RTA to consider grievances. Such leave with pay shall be considered time worked.

Time spent by RTA employee witnesses in meetings and hearings convened by RTA, within or outside the witnesses' regularly scheduled hours, will be classified as leave with pay and considered as time worked.

1.5 Remedy

If the grievance is sustained in whole or part, the remedy will not exceed restoring the following to the employee: pay, benefits or rights lost as a result of the violation of the policy(s), less compensation from outside employment or other sources of income (e.g. Worker's Comp, disability or retirement).

Workers' Compensation payments for permanent disability is not considered compensation when determining the amount of the grievance remedy. Interest will not be earned or paid on any amount restored to the employee. Compensation will not be granted for any period of Ume resulting from an extension of time requested by, or on behalf of the employee.

2.0 DEFINITION OF TERMS

Grievance - A real or imagined wrong or other cause for complaint or protest, especially unfair treatment.

At-Will Employees - intermittent employees; temporary employees; interns; or emergency employees.

Confidential Employees - Persons responsible for negotiating, processing, handling and reviewing the grievance process, or who assist. and act in a confidential capacity to those who formulate, determine, and effectuate labor/management relations policies. For the purposes of this policy, Confidential Employees include employees from the Employee and Labor Relations Department.

3.0 RESPONSIBILITIES

Department Heads receive, review and decide grievances at Step Two of the formal grievance process and respond within specified time frames.

Employee (Grievant) seeks the resolution of employee complaint or dispute with employee immediate manager/supervisor, or the lowest level possible, first, then files a formal grievance (if necessary) within specified time frames.

Employee & Labor Relations Coordinator assists and advises employees (upon request) regarding grievance procedures.

Employee & Labor Relations Manager receives, reviews and decides grievances at Step Three of the formal grievance process.

Chief Human Capital Officer and Employee and Labor Relations, or designee will approve all requests for time extension, as appropriate.

4.0 REFERENCES

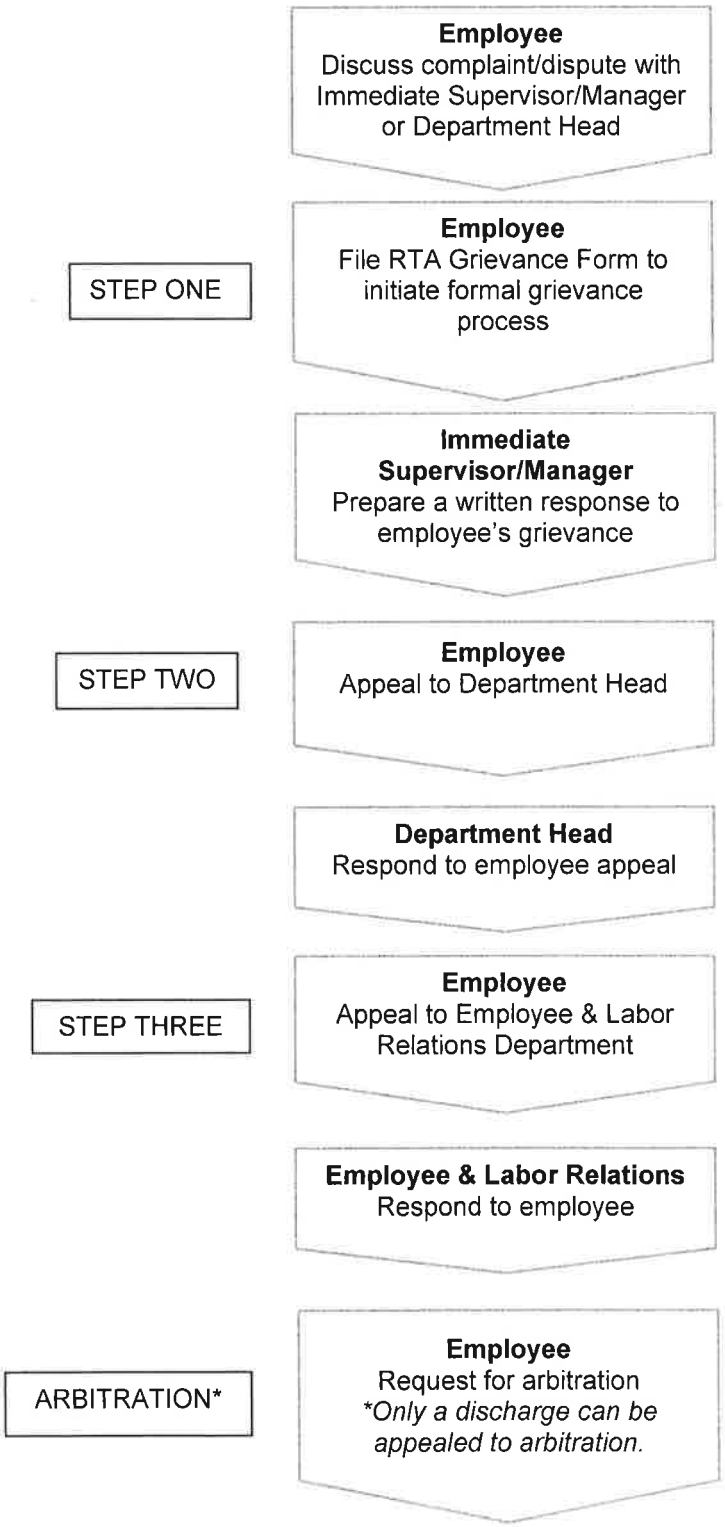
- Progressive Discipline (HC25)

5.0 ATTACHMENT(S)

1. RTA Grievance Form - Step I
2. RTA Grievance Appeal Form - Step II
3. RTA Grievance Appeal Form - Step III

RTA
Regional Transit Authority

6.0 FLOW CHART



RTA
Regional Transit Authority

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA

Regional Transit Authority

Attachment 1

RTA Grievance Form - Step I

Name of Grievant (Print): _____ Badge #: _____

Job Title: _____ Dept./Div.: _____

Hire Date: _____

Summary of Complaint. (State what occurred when and all relevant parties involved.)

_____

_____

_____

_____

_____

Remedy/Resolution Requested:

_____

_____

_____

_____

_____

Grievant Signature: _____ Date: _____

Date of informal meeting with Manager/Supervisor: _____

Step I – Formal Appeal to Manager/Supervisor

Date Completed Grievance Form was received by Manager/Supervisor: _____

Manager/Supervisor Response:

_____

_____

_____

_____

_____

Manager/Supervisor Signature _____ Date: _____

RTA
Regional Transit Authority

Attachment 2

RTA Grievance Appeal Form: Step II

Name of Grievant (Print): _____ Badge #: _____

Job Title: _____ Dept./Div.: _____

Hire Date: _____

Summary of Complaint. (State what occurred when and all relevant parties involved.)

_____

_____

_____

_____

_____

Remedy/Resolution Requested:

_____

_____

_____

_____

_____

Grievant Signature: _____ Date: _____

Date of informal meeting with Manager/Supervisor: _____

Step II – Formal Appeal to Department Head:

Date Received by Department Head: _____

Manager/Supervisor Response:

_____

_____

_____

_____

Manager/Supervisor Signature _____ Date: _____

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Regional Transit Authority

Attachment 3

RTA Grievance Appeal Form: Step III

Name of Grievant (Print): _____ Badge #: _____

Job Title: _____ Dept./Div.: _____

Hire Date: _____

Summary of Complaint. (State what occurred when and all relevant parties involved.)

_____

_____

_____

_____

_____

Remedy/Resolution Requested:

_____

_____

_____

_____

_____

Grievant Signature: _____ Date: _____

Date of informal meeting with Manager/Supervisor: _____

Step III – Formal Appeal to the Office of Employee & Labor Relations:

Grievant Address:

_____

_____

Acknowledgement of Receipt by _____

Date _____

Employee & Labor Relations Department

The response by the Employee & Labor Relations Department will be mailed to the grievant within twenty (20) working days of the date the Employee & Labor Relations Manger received the grievance.

RTA
Regional Transit Authority

Internal Complaint Process

(HC38)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is an Equal Employment Opportunity (EEO) employer committed to equal employment opportunity, and maintains and values diversity in an environment where all employees and applicants are free from discrimination, harassment, and retaliation.

RTA's internal complaint procedure was established to promptly investigate and resolve allegations of discrimination, harassment, or retaliation; and to provide a mechanism through which it can identify, respond to, prevent, and eliminate incidents of discrimination, harassment, and retaliation.

PURPOSE

This policy establishes procedures for filing, investigating and resolving internal complaints of discrimination, harassment, and retaliation.

APPLICATION

This policy applies to all RTA employees.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

RTA prohibits discrimination and harassment in violation of RTA policy on the basis of race, color, religious creed, national origin, sex, age (40 and over), physical disability (including HIV and AIDS), ancestry, mental disability, medical conditions (including cancer), marital status, sexual orientation, gender, gender identity, gender expression, military and veteran status, genetic information or any other basis protected by federal or state statutes, including the Family and Medical Leave Act (FMLA), the Pregnancy Discrimination Act (PDA), and related statutes; and prohibits retaliation in response to a discrimination or harassment complaint.

RTA's Human Capital Department handles Civil Rights and Equal Employment Opportunity Unit matters and investigates allegations of discrimination, harassment, and retaliation. All complaints will be investigated in a fair, consistent and timely manner.

2.0 PROCEDURES

Any employee or applicant believing he/she has been discriminated against or harassed in violation of the Discrimination, Harassment and Retaliation (HC21) policy may file a complaint with the Human Capital Department soon as possible of the alleged discrimination or harassment. Similarly, any employee or applicant believing he/she has been retaliated against for engaging in a protected activity may file a complaint with the Human Capital Department as soon as possible of the alleged retaliation.

2.1 Complaint Process

Any employee or applicant believing he/she has been discriminated against, harassed, or retaliated against, should notify the Chief Human Resources Officer, Human Capital as soon as possible. After being notified of a complaint, an appointment will be scheduled between the employee and an EEO Coordinator within 48 hours.

The employee or applicant who lodged the complaint (complainant) will complete a Discrimination, Harassment or Retaliation Complaint Form (Attachment 1). He/she may file a formal, written complaint with the Human Capital Department, or work with the EEO Coordinator to provide the information necessary to begin an investigation. The complainant may also pursue external options and go directly to entities, such as the State of Louisiana Commission on Human Rights (LCHR), United States Equal Employment Opportunity Commission (EEOC), Federal Transit Administration (FTA), and Department of Transportation (DOT).

A formal complaint should include the following:

- complainant's name, and personal and work contact information;
- a detailed description of the alleged discrimination, harassment, or retaliation, including date(s) and time(s) the action(s) occurred;
- identification of any witnesses who saw, heard, or otherwise have knowledge of the alleged discrimination, harassment, or retaliation; and

- information supporting the allegation(s).

A complainant may submit additional information at any time during the investigation process.

2.2 Subsequent Complaints and Amended Charges

A complainant may submit additional Discrimination, Harassment, or Retaliation Complaint Forms (Attachment 1) for any subsequent complaint(s) or amended charge(s). Amended charges can also be submitted by email or other written format. The Chief Human Resources Officer will review each subsequent complaint or amendment, and determine whether it should be incorporated into the original complaint, or processed as a separate complaint.

2.3 Investigation Process

The EEO investigation process includes:

- notifying the complainant to acknowledge acceptance of the complaint, and providing the assigned case investigator's name;
- notifying the person accused of discrimination, harassment, or retaliation (respondent), providing him/her with an opportunity to respond to the allegation(s);
- notifying the respondent's department head that the EEO Unit will be investigating the complaint; and
- interviewing witnesses and reviewing relevant documentation, so the EEO Investigator can research facts alleged in the complaint.

In some cases, the nature of the allegation may warrant the complainant and the respondent to be separated during the course of the investigation. Under these circumstances, it is the *respondent* that is transferred or put on leave pending the outcome of the investigation.

The EEO Investigator prepares a report of the investigation findings that includes a recommendation regarding a resolution to the complaint. The Chief Human Resources Officer reviews the EEO Investigator's report and recommendation. After final review, closing letters are sent to the complainant, respondent, and the respondent's direct supervisor. For substantiated findings, closing letters will also be sent to the respondent's department head and applicable member of the CEO's Executive Leadership Team. The Human Capital unit retains copies.

In cases where there is sufficient evidence to substantiate the complainant's allegations, the department Chief will consult with the Chief Human Resources Officer, who will offer advice or recommend appropriate disciplinary action to be administered. The department Chief must provide the Chief Human Resources Officer with a written

confirmation of discipline, no later than ten days after the disciplinary action has been taken. If disciplinary action warrants a transfer, it is the *respondent* who is transferred, not the complainant. The complainant may be transferred *only* if he/she requests to be transferred.

An "unsubstantiated" finding will be recorded if the investigation fails to find sufficient evidence to support the complainant's allegation(s). After a final "unsubstantiated" finding review by the Chief Human Resources Officer, the complainant and respondent are notified. If the complainant accepts the findings, the matter is closed. The complainant may appeal the "unsubstantiated" finding within 20 business days of the closing letter's date. The respondent may appeal a "substantiated" finding within 10 business days of the closing letter's date. The appeal should be made to the Chief Human Resources Officer. The Chief's decision will be final.

At any time during the complaint process, the complainant should promptly notify the Chief Human Resources Officer in writing if he/she:

- decides to withdraw the complaint;
- files a lawsuit against RTA or its employees; or
- changes an address, telephone number, or other contact information.

If at any time during the course of the investigation, a complainant fails to respond to communications from the Human Capital Department after two written requests, the investigation may be completed without further input from the complainant.

All RTA employees are required to participate with the EEO investigative process. Failure to do so where there are no mitigating factors may result in discipline.

Regardless of the outcome of the complaint, the complainant has a right to consult or file a complaint with the State of Louisiana Commission on Human Rights (LCHR), the United States Equal Employment Opportunity Commission (EEOC), the Federal Transit Administration (FTA), and the Department of Transportation (DOT). If an employee or applicant files a complaint with an outside agency, a formal conciliation conference may be scheduled with the Human Capital Department and the outside agency.

2.4 Retaliation

RTA prohibits retaliation, as defined in the Discrimination, Harassment and Retaliation (HC21) policy, against any complainant(s) or other person who provides information during the investigation. Any employee or applicant who believes he/she has been retaliated against should immediately contact the Chief Human Resources Officer.

Any RTA employee who retaliates against anyone involved in an EEO matter will be subject to disciplinary action (see the Discipline (HC25) policy), up to and including termination.

2.5 Confidentiality

RTA will make every possible effort to assure the confidentiality of complaints made under this policy. However, complete confidentiality cannot be guaranteed, due to the need to fully investigate the complaint and duty to take effective, remedial action. RTA will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action; take remedial action; defend itself in adversarial proceedings; or comply with the law or a court order.

2.6 False Allegations and Statements

RTA considers false allegations of discrimination or harassment to be a violation of policy, and an abuse of state and federal law. Where there is clear evidence that a complainant has made false allegations of discrimination, harassment, or retaliation; or a complainant or respondent has made false statements to the EEO Investigator, disciplinary action, up to and including termination will follow.

2.7 Non-Jurisdictional Complaints

If a complaint is determined to be non-jurisdictional under EEO criteria, the Human Capital Department will refer the complaint to the appropriate entity within RTA. The Human Capital Department is also available to provide conciliation between the employee and management.

2.8 Informal Resolutions

In some instances, EEO complaints can be addressed and resolved in an informal manner, as it can be counterproductive to implement a formal investigation. For informal resolutions that result in a summary report and/or have a substantiated finding, the Human Capital Department will vet the report through the Department Chief. Once reviewed and approved, applicable managers and members of the CEO's Executive Leadership Team will be notified of the findings of the case and will be included in discussions regarding outcomes.

3.0 DEFINITION OF TERMS

Business Day – Any day RTA is open for business, excluding Saturdays, Sundays and Holidays

Complaint – Written document that states incident(s) of alleged discrimination, harassment, or retaliation, what term or condition of employment was affected, and who is believed to have engaged in discrimination or harassment in violation of RTA's EEO policies

Complainant – Party who filed the complaint

False Allegations/Statements – Any intentional misrepresentation or omission of relevant information pertaining to the complaint and investigation by the complainant, respondent, or witnesses.

Information – Any and all tangible or electronically stored data or documents

Respondent – Party or parties named in the complaint that complainant believes engaged in discrimination or harassment or retaliation in violation of RTA's EEO policies

"Substantiated" Finding – Sufficient evidence found to support the complainant's allegation(s)

"Unsubstantiated" Finding – Insufficient evidence found to support the complainant's allegation(s)

4.0 RESPONSIBILITIES

Managers and Supervisors have an affirmative duty to:

- refer employees or applicants to the Chief Human Resources Officer if an employee or applicant alleges he/she has been a victim of discrimination, harassment, or retaliation;
- contact the Chief Human Resources Officer to investigate any discrimination, harassment, or retaliation complaint as soon as it is received;
- contact the Chief Human Resources Officer when the manager or supervisor observes behavior that appears to be in violation of RTA's EEO policies;
- document relevant discussions regarding an incident or complaint and forward original documents to the Chief Human Resources Officer for complaint file; and
- contact the Chief Human Resources Officer with any questions concerning harassment, discrimination, or retaliation.

Human Capital, Civil Rights and Equal Employment Opportunity (EEO) designs, develops, implements and monitors RTA's EEO policies and procedures; investigates complaints of employment discrimination, harassment, and retaliation; and recommends remedies if violations of EEO policies are found.

Complainant cooperates with the Human Capital Department during all stages of the internal complaint process.

Respondent cooperates with the Human Capital Department during all stages of the internal complaint process.

5.0 FLOWCHART

N/A

6.0 REFERENCES

- State of Louisiana Commission on Human Rights (LCHR)
- Title VII of the Civil Rights Act of 1964
- Employee Code of Conduct
- Discrimination, Harassment and Retaliation (HC21)
- Discipline (HC25)

RTA
Regional Transit Authority

7.0 ATTACHMENTS

1. Discrimination, Harassment, or Retaliation Complaint Form

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

Equal Employment Opportunity (EEO)
Human Capital

Attachment 1

COMPLAINT FORM

(PLEASE PRINT)

Last Name (Complainant) **First Name** **Work Extension** **Dept/Division**

Address **City** **State** **Zip Code** **Cell or Home Phone**

Job Title **Badge Number** **Hire Date** **Union**

Department Supervisor's Name **Supervisor's Extension**

What is the basis of the complaint? Mark all that apply:

- ☐ Disability (mental or physical)
- ☐ Medical Condition (incl. cancer, AIDS, HIV)
- ☐ Gender Identity
- ☐ Sexual Orientation
- ☐ Religious Creed
- ☐ Color
- ☐ National Origin
- ☐ Age (40 & over)
- ☐ Race
- ☐ Sexual Harassment
- ☐ Denial of Family Care Leave
- ☐ Veteran Status
- ☐ Sex/Gender
- ☐ Denial of Pregnancy Disability
- ☐ Retaliation
- ☐ Gender Expression
- ☐ Other (i.e. Marital Status, Genetic Information) _____

Have you filed a complaint with EEO about any prior incident? ☐ Yes ☐ No

What is the status of the prior complaint? _____

Person(s) discriminating against you currently: (Name, title, dept.)

Briefly describe your complaint against the above-named person(s). Specifically, how were you discriminated against or treated differently from others on the basis of race, sex, age, etc. Cite specific examples of other examples of other employees treated differently, and specific incidents, acts, or circumstances, including dates, locations name(s) of witness(es) that support your allegation(s) (Use additional sheet(s) if necessary)

Non-Union Employee? ☐ Yes ☐ No

Have you attempted to resolve the matter by discussing it with your Supervisor/ ☐ Yes ☐ No

Manager?If "yes", what is the status of the matter? _____

_____

Have you filed a report or complaint with your union? ☐ Yes ☐ No **Union Name:** _____

If "yes", what is the status? _____

Have you ever filed with an external agency? ☐ Yes ☐ No **If "yes", name of agency?**

READ BEFORE SIGNING: This complaint will be processed pursuant to RTA's Internal Complaint Process (HC38) policy. Any employee who intentionally files a false discrimination complaint or makes false statements during the investigation will be subject to disciplinary action. Every effort will be made to ensure that all documents and information acquired during the investigation are kept confidential. The complainant's cooperation is required. Retaliation is prohibited.

_____ _____

Signature of Employee (Complainant) **Date**

RTA

Regional Transit Authority

Jury Duty

(HC30)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) encourages employees to perform their civic duty, and allows them to do so without loss of benefits or employment. It will provide jury duty pay for the full duration of a trial on which the employee serves.

PURPOSE

This policy provides guidelines in the event an employee is summoned for jury duty service.

APPLICATION

This policy applies to all RTA employees. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

1.1 Receiving a Jury Summons

Employees should submit a copy of a jury summons to their supervisor upon receipt. The employee's supervisor is to put the copy in the employee's departmental file, or send it to Human Capital to be placed in the employee's personnel records file. RTA is not responsible for any fines imposed by the court for an employee's failure to respond to a jury summons.

1.2 Work Schedule

Employees, regardless of shift or workweek schedule, must coordinate with their supervisor to ensure their responsibilities will be covered during their absence. Those working alternate workweek schedules are encouraged to adjust their schedule to a standard eight-hour day for the duration of their jury duty service.

1.3 Postponement of Jury Duty

To keep their supervisor informed, it is requested that an employee notify their supervisor when postponing jury duty. For business necessities, RTA may request that an employee postpone jury service.

1.4 Jury Duty Service

Upon arrival for the first day of jury service, employees must inform the court that RTA provides jury duty pay to its employees for the full duration of a trial on which they serve. Employees on jury duty are expected to report to work on days when they are not required in court; and report to work for the part of their work day during which they are not required in court. Employees must immediately notify their supervisor if the trial is extended.

1.5 Pay and Benefits While on Jury Duty

Only at-will employees who have passed their initial probation and are on the active payroll are eligible for RTA-provided, jury duty reimbursement.

An employee does not lose benefits while on jury duty. Those summoned to jury duty service will receive regular straight time compensation for any regularly scheduled work hours, in the actual performance of jury services, for the duration of one trial within a 12-month period; and are eligible to be paid for one summons in any 12-month period. In the event additional summon notices within the 12-month period are received; the employee shall notify their manager/supervisor for consideration. Jury service does not count as time worked when computing overtime. Employees are subject to discipline for falsifying jury service when submitting their time sheet.

RTA employees are not eligible to receive the court's juror fee.

1.6 Post-Service Requirements

At the conclusion of jury service, employees must submit a copy of the Proof of Jury Service Certificate to their supervisor who will review it to ensure the jury service is accurately recorded on the employee's timesheet, and place in the employee's departmental personnel file.

2.0 DEFINITION OF TERMS

Jury Summons – A court order requiring a person to attend court at a time and place for potential jury selection.

Proof of Jury Service Certificate – Documentation provided by the Courts noting the days an individual served on jury duty. This Certificate is typically provided to employees at the end of the last day of jury service.

Workday – Constitutes eight (8) hours per day.

3.0 RESPONSIBILITIES

Employees must submit copies of the summons and Proof of Jury Service Certificate to their supervisor; inform the court of RTA's maximum allowable compensable days; and report to work while on jury duty whenever reasonably possible.

Supervisors must put a copy of the employee's jury summons in the employee's departmental file, or send it to Human Capital; review the Jury Service Certificate to ensure jury service is accurately recorded on the employee's timesheet; and place a copy in the employee's departmental personnel file.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Attendance and Work Schedule (HC1)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA

Regional Transit Authority

Medical Leave

(HC39)

POLICY STATEMENT

New Orleans Regional Transit Authority (RTA) employees may be allowed medical leave up to a maximum of 12 weeks in a rolling 12-month period for recuperation from an illness or injury.

PURPOSE

To provide employees with medical leave in order to facilitate their recovery and return to work.

APPLICATION

This policy applies to all at-will RTA employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

A medical leave may be granted to non-represented employees for up to a maximum of 12 weeks within a rolling 12-month period. Medical leave may be granted to represented employees based upon their respective collective bargaining agreement. This leave includes up to 12 weeks of Family Medical Leave (FML) and/or Pregnancy Disability Leave (PDL) of up to 16 weeks, both of which will run concurrent with medical leave. Refer to the Family Medical Leave Act (HC26) and Pregnancy Disability Leave (HC12) policies for further information. Bonding Leave for fathers is 12 weeks.

1.1 Eligibility for Medical Leave

Medical leave is a leave of absence due to an employee's own health/medical condition that is 30 calendar days or longer.

1.2 Initiating a Medical Leave

The employee initiates a medical leave by notifying his/her supervisor, and providing medical documentation from a Health Care Provider (HCP) verifying the illness or injury.

The supervisor will make an initial determination as to whether the leave is for an occupational or non-occupational illness/injury, based upon the information provided by the employee and/or HCP.

The supervisor will prepare an Employee Action Form (EAF) placing the employee on medical leave if the supervisor anticipates the injury or illness will result in the employee being off work for 30 calendar days or longer. The supervisor will designate on the EAF the specific type of leave being taken, and forward it to the Leave of Absence Coordinator.

1.3 Employee's Responsibilities While on Medical leave

Human Capital manages non-occupational illness or injury medical leaves. The employee's respective Department/Division, in conjunction with the Risk Management Department manages occupational medical leaves.

The employee may apply for FML, which will run concurrently with medical leave. RTA will designate the leave as FML for any qualifying event.

An employee on *non-occupational leave* must submit a Statement of Health Care Provider (Attachment 1) form (Statement) from his/her HCP every 30 calendar days, as directed by Human Capital. If the employee fails to submit the required Statement every 30 calendar days, Human Capital will send written notification of non-compliance to the employee and his/her supervisor. Failure to submit a Statement every 30 calendar days may result in disciplinary action, up to and including termination.

An employee on occupational leave is responsible for submitting a work status report from his/her attending physician every 30 calendar days as directed.

1.4 Restrictions While on Medical leave

All RTA employees must be available to work their regular work schedules at all times. As such, employees may not participate in outside activities such as employment, school, volunteer work, etc., which may conflict with their medical recovery or restrictions, regardless of whether they are on active working status, or on inactive status and on medical leave. The employee must request an exemption and receive approval from the department managing their leave prior to his/her engagement in outside activities.

For non-occupational leave cases, a RTA-contracted physician will evaluate the employee's medical status to ensure the activities do not conflict with the employee's work restrictions. If an employee's request to continue his/her outside activities is denied, the employee must comply. Disciplinary action, up to and including termination, may be taken for non-compliance with RTA's denial; or for failure to request permission prior to engaging in outside activities.

1.5 Returning from Leave

1.5.1 Release to Return to Work

An employee returning to a safety-sensitive position from any type of injury/illness may be required to take a drug test which they must pass, prior to returning to work, per the Drug and Alcohol Free Work Environment (SAF1) policy.

Non-occupational injury/illness

Upon obtaining medical release(s) to return to work from his/her HCP(s) with or without restrictions, the employee must notify Human Capital of his/her intent to return to work, and submit Release to Return-to-Work (Attachment 2) and Medication Reporting (Attachment 3) forms if applicable, signed by his/her HCP(s). These notifications must be submitted at least four (4) working days prior to the employee's return-to-work date. Failure to present medical releases from all treating HCPs may prevent the employee from returning to work.

The employee must pass a medical examination by a RTA-contracted physician prior to returning to work.

If the employee is released to return to work with restrictions, Human Capital will engage in the interactive process with the employee per the Reasonable Accommodation (HC31) policy; and will determine, with the employee's department manager, if those restrictions can be accommodated.

If the restrictions are temporary and the department can accommodate, the employee must pass a "return-to-work" medical examination by a RTA-contracted physician. Once the restrictions are lifted, the employee must go back for another return-to-work medical examination with RTA's physician for return to full duty clearance.

If the employee is placed on medical hold during the return-to-work medical examination, the employee needs to continue submitting a Statement every 30 calendar days until cleared by an RTA-contracted physician.

Occupational injury/illness

Upon obtaining medical release(s) to return to work from his/her HCP(s), the employee must notify the Leave of Absence Coordinator.

If the employee is released to return to work with restrictions, the Leave of Absence Coordinator will determine, with the employee's division/department manager, if those restrictions can be accommodated. If the restrictions cannot be accommodated, the Leave of Absence Coordinator will refer the employee to Human Capital to initiate the interactive process in an attempt to find the employee a more accommodating RTA position.

1.5.2 Expiration of Leave

At least 60 calendar days prior to the expiration of non-occupational leave, Human Capital will provide written notification to the employee of his/her leave expiration date.

If the employee is unable to return to his/her previous position, Human Capital will initiate the interactive process in an attempt to accommodate the employee's restrictions; or find him/her a more accommodating RTA position. (Refer to the Reasonable Accommodation (HC31) policy)

1.5.3 Extension of Leave of Absence

Under very limited circumstances, an employee may be able to extend a leave of absence if his/her return is imminent. A request for an extension must be in writing and submitted to one of the following, as applicable:

- **Represented employees** – through their respective union representative to the Employee & Labor Relations Human Capital Department
- **Non-represented employees** – to the Chief Human Resources Officer, Human Capital.

Employees who have requested, and been granted an extension beyond their maximum leave period will remain on leave through the extension date. Leaves are extended without employee benefits. In certain circumstances, they may be able to purchase

medical benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

If the employee is not able to return to work, he/she may be subject to termination for expiration of leave. If the employee is eligible for retirement, he/she should contact the Pension & Benefits Coordinator in the Human Capital Department.

1.6 Pay and Benefits While on Medical Leave

Pay

On the eighth day of injury/illness, the employee's sick hours, frozen sick hours, if applicable, and/or Paid Time Off (PTO) or frozen vacation, will automatically be integrated with his/her State Disability Insurance (SDI). See the PTO Sick Leave (HC20) policy for further information on the use of PTO while on medical leave. Once all PTO as well as any other leave has exhausted you will move into unpaid status and depending on your individual circumstances may be terminated for failure to return from leave.

Benefits

Medical, dental, vision, long term disability, RTA-paid life insurance and Accidental Death and Dismemberment (AD&D) benefits will continue for the duration of the approved leave, as long as the employee continues to submit valid medical verification of his/her illness or injury as provided for in this policy. Employees on unpaid leave will be billed for their authorized payroll deductions for these benefits.

Seniority

All employees will continue to accrue seniority during a medical leave. A period of unpaid medical leave for employees enrolled in the RTA Pension Plans will not be treated as, or counted toward a break in service for purposes of vesting or eligibility to participate in the pension program.

Separation

Employees separating from RTA at the expiration of their leave are offered an option to continue medical and dental coverage in the plans in which they are currently enrolled in accordance with COBRA provisions. The employee is responsible for paying for these benefits, plus a 2% administrative fee.

Worker's Compensation

In accordance with Workers' Compensation regulations, this policy does not affect the rights and obligations of employees who qualify for Workers' Compensation benefits.

2.0 DEFINITION OF TERMS

Rolling 12-month Period – The 12-month period directly preceding the employee's last day worked.

Health Care Provider (HCP) – A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or podiatrists, dentists, clinical psychologists, optometrists, nurse practitioners, nurse-midwives, clinical social workers, and chiropractors.

Non-Occupational Injury/Illness - An injury or illness which is not work-related.

Occupational Injury/Illness - An injury or illness which is work-related.

3.0 RESPONSIBILITIES

The Employee & Labor Relations Department, Human Capital Department, and Employee's Manager together are responsible for evaluating, and approving or denying requests from employees for extensions of medical leaves.

Employees are responsible for providing timely verification of medical leave requested and for complying with all aspects of this policy.

Human Capital is responsible for the overall administration of the non-occupational medical leave program.

Managers/Supervisors are responsible for obtaining the initial verification of injury or illness from the employee, and ensuring that the required documentation is provided. They are also responsible for preparing an Employee Action Form to place the employee on leave; and evaluating, and approving or denying requests from employees for extensions of medical leaves.

Human Capital Coordinators are responsible for managing program and coordinating the activities for employees on occupational leave.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- PTO Sick Leave (HC20)
- Employment Status (HC34)
- Family and Medical Leave (HC26)
- Reasonable Accommodation (HC31)
- Pregnancy Disability Leave (HC12)
- Drug and Alcohol Free Workplace (SAF1)
- Louisiana Commission on Human Rights (LCHR)
- COBRA

6.0 ATTACHMENTS

1. Statement of Health Care Provider form
2. Release to Return-to-Work form
3. Medication Reporting form

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

Statement Of Health Care Provider Work Status Report

To: RTA Human Capital
504.XXX.XXXX
From:
Phone:

Return to Work/Transitional Duty Program

CONFIDENTIAL – WORK STATUS FORM

THIS SECTION TO BE COMPLETED BY EMPLOYEE:

Employee Name _____ Badge _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Job Title _____ Dept./Div. _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the undersigned health care provider to release any information acquired in the course of my examination or treatment to RTA and its designees.

Patient's Signature _____ Date _____

THIS SECTION TO BE COMPLETED BY PATIENT'S HEALTH CARE PROVIDER:

1. Injured body parts: _____

2. Is condition due to injury or illness out of patient's employment? ☐ No ☐ Yes – if yes, date of injury _____

3. Date of first visit: _____ **4. Date of visit:** _____ **5. Date of next office visit:** _____

6. Restrictions – the patient is able to:

Stand/Walk ☐ No Restrictions; or can stand/walk: _____ Hr(s) at one time _____ Hr(s) per day

Sit ☐ No Restrictions; or can sit: _____ Hr(s) at one time _____ Hr(s) per day

Drive a: ☐ Train ☐ Bus ☐ Car ☐ Shuttle Van _____ Hr(s) at one time _____ Hr(s) per day

Lift/Carry ☐ No Restrictions; or can lift/carry: _____ Number of pound(s) at one time _____ times per day

Push/Pull ☐ No Restrictions; or can push/pull: _____ Number of pound(s) at one time _____ times per day

Other restrictions/clarification (if not defined above): _____

New Orleans Regional Transit Authority (RTA) provides modified work assignments for employees with work-related disabilities. These employees are assigned tasks within their physical capabilities and restrictions provided on this form. Due to the varied work activities of the Authority, there is likely some type of employment available to meet an injured employee's medical limitations. Your assistance in this effort can greatly facilitate recovery and allow them to receive their regular pay and union benefits in accordance with their union contract.

Please select one:

☐ Patient is able to return to regular work on: _____

☐ Patient is able to return to regular work with the above noted restrictions on: _____

☐ Patient is able to perform light duty with the above noted restrictions on: _____ through: _____

☐ Patient is still disabled. Approximate date patient should be able to return to work: _____

Telephone _____ Health Care Provider's Name (Print) _____ Signature/Decree _____ Date _____

Street Address _____ City _____ State _____ Zip Code _____

RTA
Regional Transit Authority

New Orleans Regional Transit Authority
2817 Canal St
New Orleans, LA 70119
Tel: 504.XXX.XXXX

RTA
Regional Transit Authority

CONFIDENTIAL

RELEASE TO RETURN-TO-WORK

NON-OCCUPATIONAL USE ONLY

Workforce Well-Being Services
2817 Canal St New Orleans, LA 70119
TEL: (504) xxx-xxxx

This section to be completed by the Patient

Employee Name:	Job Title:	Badge:	Dept./Div.

Home Address: City: State: Zip:	Home/Cell Phone Number: ( )

AUTHORIZATION TO RELEASE INFORMATION: I authorize the undersigned health care provider to release any information acquired in the course of my examination or treatment.

_____ Date: _____
Patient's Signature

This section to be completed by each treating Physician: Do not use this form for monthly updates. *(The information provided will enable the* RTA *examining physician to thoroughly evaluate the patient's ability to perform their job. Be as complete as medically indicated to expedite this medical clearance. Please use additional paper if needed and provide copies of all recent/final reports of treatments, surgeries and tests performed.)*

RETURN-TO-WORK DATE:	DATE FIRST EXAMINED:	MEDICAL FACTS:

RESTRICTIONS: ☐ NO ☐ YES, END DATE: ____/____/____, & DESCRIBE:

WHAT WERE PATIENT'S SUBJECTIVE COMPLAINTS DURING DISABILITY:

WHAT WERE (ARE) THE OBJECTIVE FACTORS FOR THE DISABILITY:

TREATMENT(S) PROVIDED (BE SPECIFIC): ☐ Exam ☐ Procedure ☐ Medication ☐ Physical Therapy ☐ Diagnostic Test

Date of Service ___ _____
_____ _____
_____ _____

WHAT HAS BEEN THE CHANGE IN HEALTH STATUS THAT QUALIFIES THE PATIENT TO RETURN TO WORK?
If the patient was disabled for a chronic heath condition i.e. diabetes or hypertension, please list medications prescribed and most recent test results i.e. most recent FBS for diabetes and respective medication schedule and most recent blood pressure for hypertension and medications schedule.

I HAVE REVIEWED THE JOB FUNCTION ANALYSIS FOR THIS POSITION. _____(initial of health care provider)

Date:	Health Care Provider's Name (Print):	Signature:	Telephone Number: ( )	Fax Number: ( )

Rev 3.2016

Attachment 1

New Orleans Regional Transit Authority (RTA)
WELL-BEING SERVICES
2817 Canal St, New Orleans, LA 70119
Medical Services Coordination Phone: (504) XXX-XXXX

MEDICATION REPORTING FORM

- **Please note that the following medications DO NOT need to be reported:** aspirin, acetaminophen, antibiotics and antimicrobials, birth control pills, hormones, immunizations, vitamins, creams, lotions, ointments, eye drops, inhalers for asthma, loratadine, pseudophedrine, medications for acid reflux, corticosteroids, diuretics, Viagra, Cialis, and Levitra.
- **RTA PROHIBITS safety-sensitive employees from taking over-the-counter medications that carry a warning label against operating machinery or equipment while working and for 8 hours prior to duty.**

TO BE COMPLETED BY EMPLOYEE

Employee Name		Badge #
Telephone Number	Job Title	Department or Division

As defined by the FTA, safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions (please check all that apply as it relates to your job classification):

- ❑ Operating a revenue service vehicle, even when it is not in revenue service (e.g. bus, train);
- ❑ Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;
- ❑ Controlling dispatch or movement of a revenue service vehicle; or
- ❑ Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
- ❑ Carrying a firearm for security purposes.

I hereby give permission for my health care provider to discuss the determinations below with RTA's contracted Medical Examiner if there are concerns regarding safety. I also hereby agree to comply with the prescribed use of these medications and with the recommendations and restrictions made by my health care provider and/or RTA's contracted Medical Examiner.

Employee's Signature _____ Date _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

- Safety of the public and employees is RTA's greatest priority. As such, we are requesting your assistance in determining if it is safe for your patient to perform safety-sensitive functions while taking medications that you prescribe. Please discuss with your patient their daily job responsibilities and reactions to any medications you prescribe.
- A potential safety risk occurs with any medication that carries a warning against operating machinery or has side effects of drowsiness, dizziness or agitation. In these cases, please consider an alternative medication if one is available or prescribe an appropriate time restriction.
- **Based on your best medical opinion and after reviewing your patient's current medications, please complete the section below regarding medications and check the applicable boxes. Please contact RTA's Medical Services Coordination at (504) XXX-XXXX if you have questions.**
- DEFINITIONS:
  - **Safe:** Your patient's medication will not interfere with their ability to perform job duties safely.
  - **Potential Impairment:** Your patient's medication may impair functioning; patient should not take while performing job duties or for a period of time prior to duties. Please specify number of hours that should elapse between last dose and beginning duties.

NAME OF MEDICATION	DOSAGE	DATE TO BEGIN	RECOMMENDATION
			❑ Safe ❑ Potential Impairment: Employee should not take for _____ hours prior to duties
			❑ Safe ❑ Potential Impairment: Employee should not take for _____ hours prior to duties
			❑ Safe ❑ Potential Impairment: Employee should not take for _____ hours prior to duties

Health Care Provider's Signature _____ Date _____

Employee must submit completed form to RTA's contracted Clinic Examiner at the time of physical exam or to RTA's Medical Services Coordination at (504) XXX-XXXX. DO NOT submit this form to your manager/supervisor.

RTA

Regional Transit Authority

Military Leave

(HC7)

POLICY STATEMENT

The New Orleans Regional Transit Authority is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States.

PURPOSE

Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human capital (HC) department.

APPLICATION

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Procedures for Military Leave

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide RTA with notice of the need for leave as far in advance as is reasonable under the circumstances. Written notice is preferred, but not required under the law or this policy.

To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from HC. However, a written application is not required under the law or this policy.

HC will review and sign the request for leave of absence form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process the leave of absence accordingly. In the event of verbal notice by the employee, HC will document the military leave on a leave of absence form.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.

When the employee intends to return to work, he or she must make application for reemployment to HC within the application period set forth below.

If the employee does not return to work, the supervisor must notify HC so that appropriate action may be taken.

Benefits

If an employee is absent from work due to military service, benefits will continue as follows:

An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall (both employer and employee) premium rate. Be sure to elect your coverage and make the required payments to HR in a timely manner to continue your coverage.

The group term life/AD&D insurance provided by RTA will terminate the day the employee becomes active military.

The group long term disability insurance provided by RTA will terminate the day the employee becomes active military.

Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

With respect to RTA's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated AGENCY match for such contributions.

Voluntary supplemental life/AD&D insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage. To exercise this conversion option, dependents must submit a written application and the first premium payment to the insurance AGENCY within 31 days immediately following the termination of coverage.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

Less than 91 days of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by RTA, in the position in which the employee had been employed prior to military service.

More than 90 days and less than 5 years of military service – reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by RTA, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

Employee with a service-connected disability - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she

left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by RTA; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Application for Reemployment

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to HR according to the following schedule:

If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service) - the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.

If service is for 31 days or more but less than 181 days - the employee must submit an application for reemployment with HR no later than 14 days following the completion of service.

If service is over 180 days - the employee must submit an application for reemployment with HR no later than 90 days following the completion of service.

If the employee is hospitalized or convalescing from a service-connected injury - the employee must submit an application for reemployment with HC no later than two years following completion of service.

Exceptions to Reemployment

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- RTA's circumstances have so changed as to make reemployment impossible or unreasonable
- Reemployment would pose an undue hardship upon RTA.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

General Benefits Upon Reemployment

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at RTA. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

Documentation

The HC department will, upon the employee's reapplication for employment, request that the employee provide RTA with military discharge documentation to established the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

QUESTIONS/COMMENTS

Refer questions or comments to the Human Capital Department. In the event that any provision of this Human Capital Policy conflicts with an applicable provision of a collective bargaining agreement or binding past practices thereunder, the latter shall prevail. In the event that either this policy or any collective bargaining agreement or binding past practice conflict with Federal and State law and the latter shall always prevail. The effect of the provisions of this Human Capital Policy confers no new privilege or right of appeal for any RTA employee. This Human Capital Policy does not constitute an express or implied contract. It provides general guidance that cannot form the basis of a private right of action.

Military Leave

An employee is eligible for military leave when called to active service in the military. La. Rev. Stat. § 29:406(A). An employee is entitled to take leave for the period of military service and, if the service is intermittent, the leave may be intermittent. La. Rev. Stat. §§ 29:404, 29:406(A). To be entitled to reemployment, an employee must give an employer advance written or verbal notice of the call to military service. La. Rev. Stat. § 29:410(A). However, no notice is required if giving notice is precluded by military necessity or, under all of the relevant circumstances, the giving of notice is otherwise impossible or unreasonable. La. Rev. Stat. § 29:410(B). To return following the end of military service, the employee must also provide verbal or written notice of intent to return. La. Rev. Stat. § 29:410(E).

2.0 FLOWCHART
N/A

3.0 REFERENCES

United States Department of Labor "A Guide to the Uniformed Services Employment and Reemployment Rights Act"

http://www.dol.gov/vets/programs/userra/USERRA%20Pocket%20Guide.html

http://apps.leg.wa.gov/rcw/default.aspx?cite=38.40.060

Military Family Leave Act (MFLA) Chapter 49.77 RCW
http://apps.leg.wa.gov/rcw/default.aspx?cite=49.

SHRM

State of Louisiana

4.0 ATTACHMENTS
N/A

5.0 PROCEDURE HISTORY
N/A

6.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Nepotism

(HC8)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism based on employment of relatives. This extends to practices that involve employee hiring, promotion and transfer.

PURPOSE

Individuals will not be hired or promoted into a position that would create a conflict in RTA's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human capital of the relationship.

APPLICATION

Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as the following: husband, wife, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins. This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

Employment will be denied under the following circumstances:

- Where one family member would have the authority or practical power to hire, supervise, appoint, remove, or discipline another;

- Where one family member would be responsible for auditing the work of another;

- Where other circumstances exist which would place family members in a situation of actual or reasonably foreseeable conflict between the employer's interest and their own. Applicants who are denied employment to a particular position for one of the foregoing reasons will be considered for other vacant positions for which they may be qualified. Failure to advise RTA of the existence of one of these circumstances may result in a withdrawal of an offer of employment or actual discharge from employment. Existing RTA employees who become involved in one of the foregoing circumstances have an obligation to advise Human Capital about the conflict. Every effort will be made to resolve the conflict without loss of employment to either employee; however, RTA reserves the right to transfer one or both employees, to discharge one or both employees or to demote one or both employees to resolve the conflict. Employees who fail to advise RTA of the existence of a family, spousal or dating relationship under one of these circumstances will be subject to discipline, up to and including discharge.

2.0 Procedure

Individuals will not be hired or promoted into a position that would create a conflict in RTA's policy. If employees begin a dating relationship or become relatives, partners or members of the same household, and one party is in a supervisory position, that person is required to inform management and human resources of the relationship. The employees will have 60 days to resolve the situation on their own. After 60 days, if the employees have not yet resolved the situation on their own by means acceptable to RTA, such as a transfer or employment outside the company, the employees' supervisors will work with Human Capital (HC) to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

If there is a situation where an action of RTA, such as reduction in force, results in an involuntary circumstance in which two relatives, partners or members of the same household may be reporting to each other, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions of the other employee.

RTA reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if no direct reporting relationship or authority is involved. In these situations, RTA will reassign one of the employees within 60 days.

Any exceptions to this policy must be approved by the Chief Human Resources Officer. Written justification for the exception must be submitted to the Chief Human Resources Officer prior to any employment decisions.

3.0 FLOWCHART
N/A

4.0 REFERENCES
N/A

5.0 ATTACHMENTS
N/A

6.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Non-Revenue Passenger Vehicles

(GEN9)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) strongly encourages employees to use public transportation. Where the use of public transportation service is impractical, RTA may provide Non-Revenue passenger Vehicles (NRVs) for employees' use to carry out RTA business. NRVs will be assigned in pools at various locations or assigned to an individual employee for RTA business.

PURPOSE

This policy provides guidelines when RTA employees use a NRV to conduct RTA business.

APPLICATION

This policy applies to all RTA employees who use NRVs.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

1.1 Eligibility

NRVs are for official RTA business only; personal use is prohibited. Only RTA employees may drive RTA NRVs, and they must have a valid Louisiana driver's license (LADL); or have a valid out-of-state driver's license, and be eligible to obtain a LADL within 30 days of RTA employment. If an employee does not obtain a LADL within 30 days, they will be prohibited from driving an NRV until they do obtain one. An employee assigned a vehicle or who uses them as part of their required duties must immediately notify their supervisor and manager if their license is, or becomes restricted or suspended. Employees will lose NRV access if their license is suspended; restricted licenses will be reviewed on a case-by-case basis. Failure to notify their supervisor and direct or supervising manager of a restricted or suspended license may result in discipline, up to and including termination.

Only RTA employees may drive an NRV, and only individuals working on behalf of RTA such as contractors or consultants may ride in them. RTA reserves the right to monitor any use of an RTA-owned vehicle.

NRVs may not be driven outside of Louisiana unless specifically authorized in advance by the appropriate Deputy CEO and/or Chief.

1. 2 Twenty- Four (24) Hour Assigned Vehicles

Twenty-four (24) hour NRV assignments to any RTA employee will be made upon Deputy CEO and/or Chief recommendation and Chief Executive Officer (CEO) approval. Twenty-four (24) hour NRV assignment privileges may be terminated at any time.

RTA NRVs may be assigned to employees:

- If they are regularly required to respond to RTA emergencies outside of normal job hours;
- If the nature of their job requires regular visitation to one or more sites at irregular hours when use of public transportation is impractical; or
- At the discretion of the Deputy CEO and/or Chief.

Employees assigned a 24-hour NRV should make that vehicle available to other members of their department or work group whenever possible. Finance will maintain appropriate documentation and update the 24-hour assigned vehicle list annually. They will provide an annual report to the CEO, Deputy CEO and/or Chief to be used in the review of the appropriateness of the assignments. All updated lists must be finalized by the Deputy CEO and/or Chief.

The Human Capital Department may not offer a prospective candidate an NRV as part of his/her employment package without the express authorization of the CEO, Deputy CEO and/or Chief. If an employee is authorized an RTA NRV as part of their compensation

package, it may only be used to conduct RTA business. Employees assigned a 24-hour assigned vehicle will not be eligible to receive transit subsidies.

Deputy CEO and Chiefs are encouraged to limit the number of assigned 24-hour NRVs to conduct departmental business. These assignments should be limited to the minimum number of employees possible. When demand exceeds NRV supply, or the employee chooses not to use an NRV, the employee may use their personal vehicle in accordance with the (GEN2)Travel and Business Expense policy. Employees assigned a 24-hour vehicle are not eligible to use pool vehicles, unless their assigned vehicle is unavailable due to maintenance or repair.

1.3 Pool Vehicles

Departments requiring NRVs for use in a department pool, or for assignment to individual employees for field work during normal business hours, must submit a Vehicle/Equipment Request Form (Attachment 1) to Non-Revenue Operations. This form will contain NRV user information, a justification for the use of the NRV, and approval signatures from the Department's respective DEO and approval from the COO.

A department designee will maintain a pool at RTA Headquarters for use by all departments. RTA employees will have access to pool vehicles for business purposes as available. Priority will be given to advance reservations over last-minute requests. When requesting a pool vehicle, the employee must include their intended destination.

The employee driving a Vehicle Pool NRV must return the keys to the department designee daily, unless that employee has been granted overnight use. If overnight use is authorized, the employee must return the NRV the next day. When reserving an NRV, an employee must notify Vehicle Pool if they need to check out or return the vehicle outside of normal business hours, so accommodations may be made.

1.3.1 On-Call Personnel or Off-Site Assignments

Employees whose duties require that they be available on-call may not use pool vehicles for commuting to and from work. Off-site personnel may only use a pool vehicle from the location at which they are regularly stationed. (For example, an employee regularly stationed at the Canal/ location, or for the duration of a construction project may not commute to the East Location and use a pool vehicle stationed there.) Employees may use their personal vehicles in accordance with the (GEN2) Travel and Business Expense policy instead of a pool vehicle.

1.3.2 Overnight Use

Deputy CEOs and/or Chiefs are responsible for approving overnight NRV use, and ensuring they are used only for authorized RTA business. The overnight use of RTA pool vehicles is to be limited in frequency and duration and only to accommodate RTA business activities where distance, hours of operation or a business emergency are the

justifying factors. RTA departments requiring frequent or extended overnight use of NRV's for business purposes are recommended to request a 24-hour vehicle assignment.

Employees using a 24-hour, Vehicle Pool or contractor-provided NRV to commute between home and work will be subject to taxable benefits for each daily commute. Employees must document all overnight use and use the annual taxable income reporting form, "24-Hour Assigned Vehicle & Overnight Use Report Commuter Mileage Form" (Attachment 2) at the close of each calendar year to report usage. (See Section 1.5 IRS Reporting)

Employees taking a NRV overnight without express authorization, or when ineligible to do so, may lose future access to NRVs; and may be subject to discipline, up to and including termination.

1.4 Using Toll Roads

Employees may not drive NRVs on toll roads.

1.5 Vehicle Operation

1.5.1 Safety

Employees must exercise proper care when operating an NRV, including using seat belts, and obeying all local and state laws at all times.

Per the (SAF2) RTA Distracted Driving policy, RTA employees may not use electronic devices while operating an NRV, unless the device is hands-free. This includes phone calls, message texting, e-mailing, web browsing, etc. Emergency calls without a hands-free device may be made, if the vehicle is stopped in a safe location and the call does not interfere with the safe operation of the vehicle.

Smoking is prohibited in RTA vehicles.

1.5.2 Accidents

The driver must immediately report to their supervisor, any accident or damage to an NRV. All RTA employees involved in an accident or damage to an NRV must also notify the Dispatch at 504.827.8444 as soon as possible. The employee must submit an RTA Vehicle Accident Report using Form by the end of their work shift, unless they've been hospitalized. Drug testing may be required as specified the Drug and Alcohol Free Workplace policy.

1.5.3 Traffic Citations

Drivers of RTA vehicles must observe all vehicle, traffic and parking codes. Employees are personally responsible for all traffic and parking citations, and must immediately notify their supervisor of a citation upon return to their department or division. RTA will not reimburse for traffic and parking citations.

1.5.4 Fuel

An employee driving an RTA NRV must use RTA fuel cards. NRVs should be returned with at least a one-quarter (¼) full gas tank.

1.6 IRS Reporting

The Internal Revenue Code (IRC) requires that a non-cash taxable benefit be assessed for the use of 24-hour NRVs, Vehicle Pool or contractor-provided, NRVs when used for non-business and commuting purposes. The two calculation-method categories are as follows:

1. The Commuting Valuation method will be used for all employees that earn less than federal employees at Executive Level V (Non-Control Employees).
2. The Annual Lease Valuation Method will be used for all employees that earn more than federal employees at Executive Level V (Control Employee).

There is no need for the employee to remit payment to the RTA as this is a non-cash taxable benefit. Accounting Department's Payroll Section is responsible for calculating and withholding the appropriate tax; and will include the amount of fringe benefit and tax withheld on the employee's yearly W-2 form.

1.6.1 Commuting Valuation Method

This method will be used for Non-Control Employees. A Non-Control Employee is one whose salary is below the definition of a highly compensated employee per IRS Regulation Section 1.132-8(f). Current thresholds will be posted on the Commuter Mileage Form.

The value of the use of a 24-hour NRV, assigned Vehicle Pool or contractor-provided NRV assigned to a Non-Control Employee will be calculated as follows:

- The employee must submit a 24-Hour Assigned Vehicle & Overnight Use Report Commuter Mileage Form (Attachment 2) to the Finance Department by November 15th of each year. It must include information with regard to the number of commuting trips driven by the employee for commuting to and from the employee's personal residence to the employee's principal place of employment. Absences from work due to vacation, holidays, illness, jury duty, bereavement, etc., and out of town business travel will be excluded from the calculation. The time period for this calculation will be from November 1 through October 31 of each year. The number of personal commute trips will be multiplied by the amount calculated under the current IRC (i.e., $1.50 per one way commute and $3.00 per round trip), and will be included as taxable income and added to the employee's gross wages.

Failure to submit a Mileage Report to the Finance Department by November 15th will result in the full amount taxation (i.e., $3.00 per day multiplied by 365 days/year = $1095.00).

The amount of taxable fringe benefit will be included in the employee's W-2 Form for that calendar year.

1.6.2 Annual Lease Valuation Method

This method will be used for all Control Employees. A Control Employee is a highly compensated employee as defined by IRS Regulation Section 1.132-8(f). Current thresholds will be posted on the Commuter Mileage Form.

The value of the use of a 24-hour NRV, assigned Vehicle Pool or contractor provided NRV assigned to a Control Employee will be calculated as follows:

A Control Employee assigned a 24-hour NRV or a Vehicle Pool NRV will have the taxable fringe benefit calculated based on the lease value taken from the "Annual Lease Value Table" provided by the IRS. Each control employee assigned an NRV must submit a Mileage Report by November 15th of each year to the Finance Department. Each employee assigned an NRV must account for all commuting work days, and must include information with regard to the number of commuting trips driven by the employee for commuting to and from the employee's personal residence to the employee's principal place of employment, and the mileage for each trip. Absences from work due to vacation, holidays, illness, jury duty, bereavement, etc., and out of town business travel will be excluded from the calculation. If the vehicle is used by other staff for their personal commuting, those days need to be accounted for at the end of the year. The time period for this calculation will be from November 1 through October 31 of each year. The taxable amount is based on the IRS annual lease value table, determined from fair market value (Blue Book value) as of the first date the vehicle was made available to the employee.

The annual lease value number will be multiplied by the percent of commute mileage and with fuel costs will be included as taxable income and added to the employee's gross wages.

Failure to submit a Mileage Report to the Finance Department by November 15th will result in the taxation of total miles driven, both business and personal for 365 days.

The amount of taxable fringe benefit will be included in the employee's W-2 Form for that calendar year.

1.7 Fleet Maintenance

1.7.1 Periodic Inventory Assessment

On a regular basis, the Non-Revenue Fleet Coordinator will monitor the assignment and usage of all NRVs.

Managers of the unit to which the NRV is assigned will be responsible for:

- Reporting transfers of any division or pool vehicle to the Non-Revenue Equipment Cost Center for updating of maintenance and tracking records.
- Recovering missing vehicles and returning them to their assigned location.
- Enforcing RTA policies and procedures related to overnight use of vehicles.
- Fueling the vehicle and maintaining vehicle cleanliness.

1.7.2 Fleet Replacement Planning

NRVs will be scheduled for replaced in accordance with RTA capital budgeting procedures. The passenger vehicle retirement and replacement schedule will be 8 years and/or 100,000 miles, or as needed.

2.0 DEFINITION OF TERMS

Control Employee – A "highly compensated" employee as defined by IRS regulation Section 1.132-8(f).

Driver – RTA employee who is eligible and authorized to drive a non-revenue passenger vehicle and who has a valid Louisiana driver's license.

Emergency – Incidents that directly and adversely affect the safety of the riding public, RTA employees, RTA property or the timeliness of critical RTA service; or incidents where failure to report to the emergency site in a timely manner would direct or adversely affect the safety of the riding public, property, or the timeliness of critical RTA service.

Twenty-Four Hour Vehicles – Non-revenue passenger vehicles assigned to Executives and/or employees on 24-hour call.

3.0 RESPONSIBILITIES

Accounting Department is responsible for application of IRC requirements as they pertain to the use of RTA non-revenue passenger vehicles and for the appropriate reporting and withholding of the related tax on the employee's yearly W-2 report.

Chief Executive Officer's or his/her designee's approval is required for all 24-hour vehicle assignments.

Chief Executive Officer, through the Deputy Chief Executive Officer and Chiefs shall be responsible for administering this policy and managing the RTA non-revenue vehicle and equipment fleet, including planning the acquisition of new non-revenue vehicles and equipment, coordinating and maintaining all vehicle records for the use of these vehicles, maintenance of the non-revenue vehicle and equipment fleet, including scheduling and performance of inspections and all regular repair and maintenance, maintaining accurate maintenance records, and performing an on-going review and analysis of the fleet to determine replacement needs. He/she must develop and implement appropriate

operating procedures to ensure proper maintenance and security of all RTA vehicles, and develop and implement all written specifications for the non-revenue fleet.

Employees will be responsible for the following:

- Safety and security of the vehicle in accordance with this policy.
- Maintaining a valid Louisiana driver's license.
- Notifying his/her manager if their license is restricted or suspended.
- Wearing a seat belt at all times while operating the non-revenue vehicle.
- Completing required vehicle reports in a timely manner.
- For safety reasons, cellular phones must be operated "hands-free" while driving a motor vehicle except for emergency purposes, to comply with Louisiana Vehicle Code sections.
- Obeying any and all other state and local laws related to the operation of a vehicle.
- Notifying their supervisor if they have been issued a citation, upon return to the division or department.
- Paying for all tickets incurred when violating applicable vehicular laws.
- Returning a unit with at least a one-quarter (¼) full gas tank;
- Notifying their manager prior to taking any planned time off exceeding one (1) workweek.
- Notifying their manager as soon as possible, but no longer than one (1) week after it is determined that any non-planned time off beyond one (1) week will be required. Should the employee be unable to return the vehicle, the employee's department shall arrange for the vehicle to be picked up from the employee's residence.
- Maintaining a departmental log for reporting purposes

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Travel and Business Expense (GEN2)
- Alcohol- and Drug-Free Work Environment (SAF1)
- RTA Distracted Driving Policy (SAF2)

6.0 ATTACHMENTS

1. Vehicle/Equipment Request Form
2. 24-Hour Assigned Vehicle & Overnight Use Report Commuter Mileage Form

7.0 PROCEDURE HISTORY

N/A

RTA
Regional Transit Authority

8.0 SPONSOR DEPARTMENT

General Administration

RTA
Regional Transit Authority

New Orleans Regional Transit Authority
Non-Revenue Maintenance Operations

Vehicle/Equipment Request Form

Please fill all fields. Incomplete forms may be returned to you for completion.

REQUESTOR NAME (Last, First):	BADGE:	PHONE:
DEPARTMENT NAME & NUMBER:	PROJECT:	TASK:

ASSIGNMENT TYPE: ☐ PERMANENT ☐ LOANER/TEMPORARY

☐ STAFF ASSIGNMENT
☐ DEPARTMENT POOL ASSIGNMENT
☐ 24-HOUR ASSIGNMENT*
*24 HOUR ASSIGNMENTS REQUIRE CEO OR COO APPROVAL

DATE REQUESTED:	DATE REQUIRED:	DURATION OF ASSIGNMENT:

TYPE OF VEHICLE-(SPECIFY OPTIONS BELOW): ☐ SEDAN ☐ SUV ☐ TRUCK ☐ VAN ☐ EQUIPMENT ☐ OTHER

OPTIONS / NOTES / DETAILS (PLEASE SPECIFY):

BUSINESS JUSTIFICATION:

ASSIGNED TO (EMPLOYEE NAME):		BADGE:
DEPARTMENT:	COST CENTER:	LOCATION:
EMPLOYEE CLASSIFICATION:		
SUPERVISOR NAME:		BADGE:

APPROVED BY (CHIEF ORABOVE):

SIGNATURE:	**BADGE:**	**DATE:**

----------NON-REVENUE USE ONLY BELOW THIS LINE----------

NON-REVENUE APPROVAL BY:	**BADGE:**	**DATE:**
UNIT ISSUED:	**DATE ISSUED:**	**MILEAGE:**

(Rev 11/2020)

RTA
Regional Transit Authority

New Orleans Regional Transit Authority

TAXABLE BENEFIT VEHICLE OVERNIGHT COMMUTER FORM

REPORTING PERIOD→	FROM: November 1, 2019	TO: _____, 2020	DUE DATE:

YOU MUST SUBMIT THIS FORM, EVEN IF YOU DID NOT USE THE RTA UNIT TO COMMUTE
- PLEASE COMPLETE, BASED ON YOUR ANNUAL SALARY, EITHER TOP SECTION OR BOTTOM SECTION
- IF MULTIPLE VEHICLES WERE USED DURING REPORTING PERIOD, SUBMIT ONE FORM FOR EACH UNIT

NON-CONTROL EMPLOYEE WITH ANNUAL SALARY BELOW $160,000			
NAME:			**BADGE #:**
VEHICLE USAGE	**DATE FROM:**	**DATE TO:**	
VEHICLE UNIT #:		**VEHICLE CURRENT MILEAGE:**	
NUMBER OF DAYS PER YEAR RTA UNIT WAS USED FOR COMMUTE PURPOSES (Excluding vacation, holidays, sick, jury duty, out of town business travel, bereavement, etc.) IF NONE, PLEASE ENTER "ZERO"→: **NO. DAYS:**			
TOTAL TAXABLE COMMUTE USE = Number of days usage per year from above multiplied by $3.00 per day→:			**TOTAL $:**
SIGNATURE: _____			**DATE:**

CONTROL EMPLOYEE WITH ANNUAL SALARY EXCEEDING $160,000			
NAME:			**BADGE #:**
VEHICLE USAGE	**DATE FROM:**	**DATE TO:**	
VEHICLE UNIT #:		**VEHICLE CURRENT MILEAGE:**	
NUMBER OF DAYS PER YEAR RTA UNIT WAS USED FOR COMMUTE PURPOSES (Excluding vacation, holidays, sick, jury duty, out of town business travel, bereavement, etc.) IF NONE, PLEASE ENTER "ZERO"→:			**NO. DAYS:**
DAILY COMMUTE TRIP MILES (**PLEASE SUBMIT MAPQUEST or GOOGLE MAP TO VERIFY YOUR COMMUTE MIELAGE**). MapQuest /Google Maps is not required if commute miles is ZERO→:			**One Way Miles:** **Round Trip Miles:**
SIGNATURE:			**DATE:**

THIS SECTION MUST BE SIGNED BY YOUR DEPUTY CEO AND/OR CHIEF FOR BOTH NON-CONTROL AND CONTROL EMPLOYEES.
I hereby certify that all the above information is true and correct to the best of my knowledge.

Name: _____ Badge No.: _____ Signature: _____ Date: ____

(Rev. 11/2020)

RTA

Regional Transit Authority

Personal Leaves of Absence

(HC45)

POLICY STATEMENT

At-Will Full-Time employees may be allowed personal leaves of absence of up to a maximum of six months. Personal leave requests are reviewed on a case-by-case basis with no guarantee of approval.

PURPOSE

This provides guidelines when employees request extended periods of time off from work for personal reasons.

APPLICATION

This policy applies to all At-Will Full-Time employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

1.1 Requesting Personal Leaves of Absence

An employee requesting a personal leave must complete the Request for Personal Leave of Absence (Attachment 1) form, providing justification for the requested leave, and including a timeframe for return to work. Requests will be reviewed on a case-by-case basis, with no guarantee of approval.

Requests will not be considered until the employee has exhausted all other leaves of absence (PTO, medical, etc.). If the employee does not return to work after the approved timeframe, department operations may require the employee be replaced permanently. Personal leaves may not be used for employment at another organization.

Employees on initial or disciplinary probation, or who did not Meet Expectations on their most recent Individual Performance Plan review will be ineligible to take a personal leave of absence.

1.2 Approvals

A requesting employee's department head has full discretion to approve or disapprove a personal leave based on the needs of the department.

Personal leaves must be approved as follows:

- *Leaves of less than 30 calendar days*: Require the approval of Department Chiefs.
- *Leaves of 30 to 120 calendar days*: Require the additional approval of the employee's Department Chief.
- *Leaves over 120 calendar days*: Require the additional approval of the Chief Executive Officer.

1.3 Pay and Benefits While on Leave

Medical, dental, and other insurance will continue while the employee is on Personal Leave with the exception of Long-Term Disability (LTD) insurance.

Employees on personal leave will not accrue PTO, receive holiday pay, or be eligible for tuition reimbursement.

2.0 RESPONSIBILITIES

Department Chiefs are responsible for reviewing and approving personal leaves of absence.

Employees are responsible for submitting a written request and justification detailing the need for the leave and expected timeframe to return to work.

Human Capital is responsible for administering this policy.

3.0 FLOWCHART

N/A

4.0 REFERENCES

- Family and Medical Leave (HC26)
- Individual Performance Plan (HC36)
- Medical Leave (HC39)
- Pregnancy Disability Leave (HC12)
- PTO Sick Leave (HC20)

5.0 ATTACHMENTS

1. Request for Personal Leave of Absence

6.0 PROCEDURE HISTORY

N/A

7.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

REQUEST FOR PERSONAL LEAVE OF ABSENCE

Employees may be allowed personal leaves of absence of up to a maximum of six months. To be considered for a personal leave, requesting employees must have exhausted all Paid Time Off (PTO), Vacation, Frozen Vacation Time or other leaves, prior to submission. Personal leave requests are reviewed on a case-by-case basis with no guarantee of approval.

Date _____

Employee Information:

Last Name _____ First Name _____ Badge _____

Job Classification _____ Work Phone _____ Home/Cell Phone _____

Department Name _____ Division Number/Location _____

I Have Available PTO, Vacation or Frozen Vacation Time: No ☐ Yes ☐ Which _____ Hours _____

I Am Currently on Another Leave: No ☐ Yes ☐ Which _____ Date of Return _____

Justification for request (include reason for personal leave and any supporting documentation)

Days of Personal Leave Requested _____ Expected Date of Return _____

I have exhausted my Paid Time Off (PTO), Vacation, Frozen Vacation Time and other available leaves. I understand that RTA cannot guarantee my position once I take leave; if I do not return by the agreed-upon date of return, I may be terminated; and that accepting employment elsewhere while on a personal leave of absence from RTA will result in my immediate termination.

Employee Signature _____ Date _____

Required Approvals (print, sign & date)

Department Chief (all requests) _____ Date _____

Employee's Director (requests of 30 – 120 calendar days) _____ Date _____

Chief Human Resources Officer,Human Capital (requests of 30 – 120 calendar days) _____ Date _____

Chief Executive Officer (all requests exceeding 120 calendar days) _____ Date _____

RTA

Regional Transit Authority

Pregnancy Disability Leave

(HC12)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) provides female employees with job-protected, unpaid leave, up to four months, for disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth).

PURPOSE

The agency also provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. In addition, a transfer to a less strenuous or hazardous position or duties may be available pursuant to an employee's request, if such a transfer is medically advisable. Employees requesting a leave or reasonable accommodation should promptly notify Human Capital.

APPLICATION

All female RTA employees.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

For the purposes of leave under this policy, "four months" means the number of days the employee would normally work within four calendar months (one-third of a year equaling 17 1/3 weeks), if the leave is taken continuously, following the date the pregnancy leave commences.

The agency also provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. In addition, a transfer to a less strenuous or hazardous position or duties may be available pursuant to an employee's request, if such a transfer is medically advisable. Employees requesting a leave or reasonable accommodation should promptly notify human resources/other job title.

2.0 ELIGIBILITY

Parenting Leave in Louisiana
The Family Medical Leave Act (FMLA) gives employees the right to take time off to bond with a new child as part of your total 12-week leave. Therefore, if you use, say, two weeks of FMLA leave during your pregnancy, you will have ten weeks left to use for parenting leave.

If you want to use your parenting leave under the FMLA a few weeks at a time or to work a part time schedule for a while, you must get permission from your supervisor. If your supervisor agrees to let you use your parenting leave intermittently, you must finish your time off within one year after the baby is born

If you are married to someone who works for the same agency, your employer can limit your total amount of FMLA leave for parenting to 12 weeks for both of you. (Note that this rule does not apply to unmarried couples.) However, whatever portion of your own 12 weeks of FMLA leave you do not use for parenting will still be available to you for other reasons, including your own serious health condition. Although some states have their own parental leave laws, Louisiana does not.

All employees who experience disabilities relating to pregnancy, childbirth or related medical conditions (meaning a physical or mental condition intrinsic to pregnancy or childbirth) may request leave or a reasonable accommodation under this policy.

Use of accrued paid leave
Accrued paid sick leave must be used concurrently with leave taken under this policy. If other benefits have begun, the employee may choose to supplement those benefits with accrued paid sick leave. Paid sick leave and other benefits combined may not exceed 100% of regular pay.

Additionally, employees may choose to use accrued paid leave (such as vacation or paid time off), concurrently with some or all of the leave under this policy. To receive paid leave, eligible employees must comply with the agency's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice). If other benefits are being paid, accrued paid leave and other payments combined may not exceed 100% of pay.

Maintenance of health benefits
If employees and their families participate in the RTA's group health plan, the agency will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the agency may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures
When seeking leave or a reasonable accommodation under this policy, an employee must provide human capital department with the following:

- As soon as practicable and if possible prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
- If the RTA requires a fitness-for-duty certification for other disability leaves:
    - Upon return from leave, medical certification of fitness for duty before returning to work. The agency will require this certification to address whether employees can perform the essential functions of their positions.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the RTA will inform employees whether they are eligible for leave under this policy. Should employees be eligible for leave, the agency will provide eligible employees with a notice that specifies any additional information required, as well as their rights and responsibilities.

As detailed in the Louisiana Family Rights Act -Family and Medical Leave Act (FMLA) Policy, the agency will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlements. If employees are not eligible for FMLA leave, the agency will provide a reason for the ineligibility.

Additionally, the agency will engage in an interactive process with employees who request a reasonable accommodation under this policy.

Job restoration
Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

Failure to return after leave
If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the RTA's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other agency-provided leave available to her that applies to the continued absence.

For more information regarding leave under this policy employee should contact the Human Capital Department.

3.0 FLOWCHART
N/A

4.0 REFERENCES
N/A

5.0 PROCEDURE HISTORY
N/A

6.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Probationary Period

(HC32)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) requires that all newly hired employees and all employees who are promoted, demoted, laterally transferred, or rehired must successfully complete a probationary period.

PURPOSE

To allow the employee and the supervisor to determine whether the employment relationship is in the best interest of the work unit, department, and RTA.

APPLICATION

This policy applies to all at-will, non-represented RTA employees. Acting appointments are temporary and not subject to a probationary period. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

1.1 New Hires and Rehires

All applicable new hires and rehires are placed on a six-month probationary period from the date of hire.

Failure of Initial Probation

A new employee or rehire may be terminated at any time and for any legal reason during the initial probationary period, without right of appeal.

1.2 Promotions, Transfers, and Demotions

Promoted, transferred or demoted employees are placed on a six-month probationary period from the effective date of their new position.

Failure of Probation for Promotions, Transfers, and Demotions

Following any promotion, transfer or demotion, performance evaluations will be given at the end of three months and at the end of the six-month probationary period.

An employee who receives a Needs Improvement performance evaluation after three months will be given a plan for improvement and 90 days to improve their performance. If an employee who has promoted or transferred fails to meet the expectations of the plan for improvement, they may return to their previous position with approval of the department head of their previous department, accepting supervisor and Human Capital if the position is still vacant.

If the position is filled; the accepting supervisor does not approve the return of the employee; or the employee is unable to secure a transfer to another department in their former classification or secure a position through a competitive examination process, the employee will be separated in accordance with the Termination of Employment (HC17) policy. Employees who demote and subsequently fail probation do not have transfer rights, and will be separated in accordance with HC17 unless they are able to obtain a position through a competitive examination process.

1.3 Acting Appointments

No RTA employee may be promoted, or placed in an acting capacity until successfully completing the initial probationary period. Special circumstances may be reviewed and an exception to this policy may be approved by the Chief Human Resources Officer.

1.4 Performance Evaluation

During the six-month probationary period, the employee's performance should be evaluated by their immediate supervisor at three months and before the end of the six month period.

1.5 Extension of Probationary Period

The Chief Human Resources Officer, at the request of the hiring department, may extend the probationary period in rare circumstances. No probationary period may be extended for more than six additional months. The supervisor will notify the employee in writing prior to the extension of the probationary period.

2.0 DEFINITIONS

Initial Probationary Period - The first six months (or up to six additional months, if extended) of continuous service from the date a new or rehired regular employee started work.

Promotional, Demotion, or Transfer Probationary Period - The six month period (or up to six additional months, if extended) following the promotion, demotion, or transfer of a full-time or part-time regular employee.

Regular Employee - Full-time at-will employee occupying a budgeted position who has successfully competed in the selection process or was hired by direct appointment.

3.0 RESPONSIBILITIES

The Chief Human Resources Officer is responsible for administering this policy. Supervisors will monitor the employee's performance during the probationary period, and provide a written evaluation as specified in the Individual Performance Plan (HC36) policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Individual Performance Plan (HC36)
- Termination of Employment (HC17)
- Employment Status (HC34)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

RTA

Regional Transit Authority

Progressive Discipline

(HC25)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) provides a fair and constructive, progressive disciplinary process to correct unacceptable employee behavior; providing employees with the opportunity to correct improper conduct or conduct that violates RTA policy before imposing more severe disciplinary action, if necessary. Commission of the following offenses may result in the offending employee's suspension, demotion or discharge; acts that significantly and negatively impact RTA's day-to-day operations, behavior that increases safety risks, serious violations of RTA policy or the Employee Code of Conduct (ECC), violations of state or federal law, and other conduct adversely affecting the employee's work performance or environment.

PURPOSE

To establish and maintain RTA procedures for administering fair and prompt disciplinary action to correct employee misconduct or violation of RTA policies.

APPLICATION

This policy applies to all non-represented employees who have completed their initial probationary period, as well as project employees. Represented employees should refer to their respective collective bargaining agreements to determine the applicable disciplinary process

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

RTA may impose the following disciplinary actions when addressing employee misconduct and violations of RTA policies. Disciplinary action(s) may be progressive or immediate, with the frequency and magnitude of the offense(s) dictating the appropriate form of discipline.

1.1 Informal Discipline Process

When an employee's conduct is unacceptable or violates RTA policy, the employee's manager or supervisor should counsel the employee regarding his/her misconduct or policy violation.

The manager or supervisor may verbally reprimand an employee regarding misconduct, and instruct the employee on how to improve his/her conduct in an attempt to prevent repeated misconduct and subsequent disciplinary action. Informal counseling and verbal reprimands are not considered formal discipline.

The manager or supervisor should retain working notes documenting pertinent facts of any employee counseling or verbal reprimand, and include essential information such as date, time, location, specific employee conduct, manager/ supervisor instruction given to the employee and his/her response (if any).

1.2 Formal Discipline Process

1.2.1 Investigation

When an employee is charged with misconduct, the immediate manager or supervisor will investigate and obtain as much information as possible about the incident to determine appropriate disciplinary action.

To facilitate the process, an employee may be placed on paid administrative leave during an ongoing investigation. Because this is a paid leave, the following conditions will be in place. The employee:

- must be available by telephone during their designated work schedule;
- will continue to be subject to RTA polices;
- will not be allowed on RTA non-public property or participate in RTA-sponsored events without their Department Head's express authorization;
- and will be subject to any other investigation-related requirements.

1.2.2 Written Reprimand

Managers or supervisors may give employees a signed, written reprimand if they fail to improve their conduct after being directed to change, or if their conduct violates RTA policy.

The manager or supervisor will meet with the employee when issuing the written reprimand.

The written reprimand should include the following:

- Notice and description of RTA policy violation(s) and/or unacceptable conduct, including date, time, and any other relevant information;
- A statement of the allegedly violated policy (if applicable);
- A description of how the conduct has adversely impacted the RTA or the department's operations;
- Documentation that the misconduct was previously discussed with the employee (if applicable);
- The specific corrective action(s) required of the employee, and the expected date of correction or compliance; and
- A warning that additional disciplinary action may be taken if the employee's conduct does not improve.

Written reprimands are formal discipline and maintained in both the Human Capital's and the employee's departmental personnel files.

1.2.3 Notice of Proposed Disciplinary Action
A written Notice of Proposed Disciplinary Action (Notice) must be provided to an employee prior to any disciplinary action that could result in suspension without pay, demotion or discharge.

The written Notice should include:

- The reason(s) for the proposed disciplinary action.
- A list of materials supporting proposed action. The employee will be given a copy of, or provided access to, any documentation upon which the action is based.
- A right to respond; the employee will have the right to respond either verbally or in writing to the manager or supervisor imposing the discipline within a reasonable time (not to exceed 5 working days).

The manager or supervisor should consult with the Human Capital (HC) department prior to issuing a Notice; he/she must consult with HC prior to issuing a notice proposing demotion or discharge. A roundtable of managers from RTA, the HC, and/or Risk Management departments may consult on cases where potential issues may be related to those departments' areas of expertise.

1.2.4 Application of Discipline

After providing the notice to the employee, he/she may respond with a verbal or written response within a reasonable time, not to exceed five (5) working days. The manager or supervisor has ten (10) working days from the date of the employee's response to issue a Final Determination regarding the Notice. If a Final Determination cannot be completed within the 10-day period, the manager or supervisor will notify the employee in writing as to the reason for the delay, and when the Final Determination should be completed.

All disciplinary action should be administered by the employee's immediate manager or supervisor, appropriate to the seriousness of the offense, in a prompt, consistent and objective manner. Suspension, demotion or discharge may be considered if the offense significantly impacts day-to-day operations, is a serious violation of RTA policies, or violates state or federal laws as it relates to the employee's job.

The following forms of disciplinary action may be administered depending on the nature and severity of the offense.

- Suspension without Pay
- Suspension without pay is normally applied in the following circumstances:
    - As part of progressive discipline following a written reprimand; or
    - As a first step in discipline if warranted by the severity of the misconduct.

A suspended employee will only accrue Time Off with Pay and receive holiday pay for the first 30 days of a suspension. The manager or supervisor should consult with the HC department prior to issuing a Notice; he/she must consult with HC prior to issuing a Notice proposing demotion or discharge. A roundtable of managers from RTA, HC, and/or Risk Management departments may consult on cases where potential issues may be related to those departments' areas of expertise.

After providing the notice to the employee, he/she may respond with a verbal or written response within a reasonable time, not to exceed five (5) working days.

Demotion
Employees may be demoted with a reduction in pay if their conduct is a detriment to the day-to-day RTA operations at the employee's current level, but would not be a detriment to operations at a lower level. For the employee to warrant a disciplinary demotion, a manager or supervisor must have:

- Provided the employee an opportunity to improve his/her conduct within a specified time period;

- After the time specified for improvement, determine that an employee's conduct has not improved; and
- Consulted with HC.

Discharge
An employee can be discharged for serious misconduct or when other disciplinary actions fail to correct misconduct.

For the employee to warrant a discharge, the manager or supervisor must have consulted with HC.

Discharge may be considered if:

- The offense is a serious violation of the ECC or RTA policy;
- The offense significantly impacts day-to-day operations; or
- The offense violates state or federal laws as it relates to the employee's job.
- A suspension or any other form of progressive discipline is not a prerequisite for discharge. Discharge may occur after a single or first offense.

1.3 Appeal Rights
Only non-represented employees who have completed their initial probationary period or project employees may appeal a Final Disciplinary action that results in a written reprimand, suspension, demotion, or discharge.

To appeal, the employee must submit his or her appeal in writing to the Department Head within ten (10) working days of the date the final disciplinary action was issued (see Step 2 of the Grievance (HC policy). The department head will provide a written decision to the appellant within twenty (20) working days following receipt of the appeal. A discharged employee who wishes to appeal may begin Step 3 of the Grievance Process (HC13) policy.

2.0 DEFINITION OF TERMS

Administrative Leave - Paid, excused leave for an employee while he/she is being investigated for misconduct.

Formal Discipline - Disciplinary action which includes one or more of the following: a written reprimand, suspension, demotion or discharge.

Informal Discipline - Disciplinary action involving an informal discussion or counseling or a verbal reprimand.

Misconduct - Offenses that include, but are not limited to: dishonesty, insubordination, violation of the Employee Code of Conduct, RTA policies, and state or federal laws.

Notice of Proposed Disciplinary Action (Notice) - Written notification an employee receives prior to any disciplinary action that could result in suspension, demotion or discharge.

Progressive Discipline Process - Disciplinary action that gives an employee the opportunity to correct his or her behavior before more severe disciplinary action is taken. Progressive discipline provides for increasingly severe penalties to be imposed on an employee. More severe discipline, including discharge, may be administered the first time an employee commits a serious offense.

3.0 RESPONSIBILITIES

Chief Human Resources Officer receives notification of all proposed personnel actions involving discharge or demotion.

Department Heads (Director and above) review and concur on formal disciplinary actions relating to their direct -report employees.

Deputy Chief Human Resources Officer, Labor Relations processes personnel actions involving demotions, lateral transfers, and discharges.

Employee & Labor Relations Coordinator advises managers/supervisors on the progressive discipline process.

Managers/Supervisors administer disciplinary actions in accordance with this policy.

4.0 FLOWCHART FOR FORMAL DISCIPLINE

Investigation of alleged misconduct.
Potential outcomes after investigation: (1) no action; or (2) pursue formal discipline (written reprimand, suspension, demotion, or discharge).
Manager or supervisor should consult with Human Capital (HC) Department prior to issuing a Notice of Disciplinary Action; and the manager or supervisor must consult with HC prior to issuing a Notice proposing demotion or discharge,
If the decision is made to pursue a suspension, demotion, or discharge, the employee will be issued a Notice of Proposed Disciplinary Action by his/her manager.
The employee may respond in writing or in person to the Notice of Proposed Disciplinary Action within five (5) working days after receipt of the Notice. The

Manager has ten (10) days to issue a Final Determination after the employee has responded

Employee may file an appeal of the disciplinary action in accordance with the Grievance Process (HC13) Policy

5.0 REFERENCES

- Employee Code of Conduct
- Grievance Process (HC13)
- Individual Performance Plan (HC36)
- Termination of Employment (HR17)
- Workplace Violence Prevention (HC3)
- Employment Status (HC34)

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

Political Activity

(GEN4)

POLICY STATEMENT

It is the policy of the New Orleans Regional Trans Authority (RTA) that political activity not impede operations and follow all ethical and campaign laws.

PURPOSE

The purpose of this policy is to set forth the prohibited activities and ramifications with respect to political and campaign activities for elective offices.

APPLICATION

The policy shall apply to all Board members, candidates seeking appointment to the Board of Commissioners, labor union officials, Board officers and employees of RTA. This policy also applies to consultants and contractors while on RTA time or while at RTA facilities.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA
Regional Transit Authority

1.0 GENERAL

A. Misuse of RTA Resources

1. Any use of RTA Resources for Campaign Activities or other Political Activities is strictly prohibited.

2. Any meetings held at RTA facilities shall avoid all forms of Political or Campaign Activities. Activities including, but not limited to, the endorsement of candidates for public office at RTA and elsewhere, candidate interviews, forums, or question and answer sessions, are further prohibited. This provision also applies to ballot measures.

B. Prohibited Activities

1. No Board Commissioner or candidate seeking appointment to the Board of Commissioners shall solicit or obtain from any RTA employee a contribution of services, money, or any other thing of value for any appointment or campaign purpose.

2. In addition to the activities prohibited in paragraph 1 above, the following activities are strictly prohibited in relation to any measure or candidate:

(a) While on RTA time, campaigning for or against the passage of any measure or candidate.

(b) Campaigning in RTA uniform.

(c) Requesting RTA staff to set up meetings or make arrangements for meetings with interest groups, community organizations, voters, etc. to advocate for or against any measure or candidate, or otherwise using RTA resources to coordinate with a committee established to support or oppose a candidate or ballot measure.

(d) Sending out letters that appear to represent the Board of Commissioners or the RTA, with respect to any ballot measure or candidate.

(e) Charging any expenses for campaign or political activities to the RTA or seeking any reimbursement from the RTA for those expenses.

(f) Using RTA funds for bumper stickers, posters, advertising "floats" or television or radio "spots," or using electronic media to advocate for or against a ballot measure.

(g) Distributing campaign literature prepared by private proponents or opponents on RTA time or to RTA employees or members of the public at RTA facilities.

(h) Distributing campaign literature to RTA employees at work or at home while on RTA time or using RTA Resources.

(i) Posting campaign materials at RTA facilities.

(j) Taking pictures at any RTA's facility or function or any means whereby a reasonable person may reasonably conclude RTA supports any ballot measure or candidate.

(k) Using the RTA's logo for campaign or political purposes, including, but not limited to, campaign materials

C. Enforcement

1. The use of RTA Resources for campaign activities can result in personal liability and disciplinary action. In addition, under regulations adopted by the **Louisiana Code of Governmental Ethics** (R.S. 42:1101-R.S.42:1170), the use of RTA resources to advocate for or against a measure can result in a finding that campaign reporting requirements have been violated which may result in fines for the violation.

2. Anyone seeking guidance with regard to this policy should contact RTA's Human Capital Office.

2.0 PROCEDURES

N/A

3.0 DEFINITIONS

"**Campaign Activities**" shall mean contributions or expenditures of money, goods, time or services to candidates for public office and/or support of or opposition to ballot measures.

"**Political Activities**" shall mean campaign, or other activities associated with the support or opposition to any ballot measure or the appointment or defeat of a candidate for public office.

"**RTA Facility**" shall mean any building, operating division, bus, maintenance yard, print shop or other RTA-owned or leased real property.

"**RTA Resources**" shall mean RTA e-mail, social media accounts or platforms, telephones, copiers, fax machines, computers, office supplies, compensated RTA employee time, or any other RTA resources.

4.0 RESPONSIBILITIES

N/A

5.0 FLOWCHART

N/A

6.0 REFERENCES

N/A

7.0 ATTACHMENTS

N/A

8.0 PROCEDURE HISTORY

N/A

9.0 SPONSOR DEPARTMENT

General Administration

RTA

Regional Transit Authority

Relationships in the Workplace

(HC44)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) prohibits employees from directly supervising, or otherwise participating in employment decisions related to family members. Family members of the RTA Board of Commissioners are precluded from being hired by RTA.

PURPOSE

This policy supports effective supervision, internal discipline, security, safety, and positive morale in the workplace; and avoids favoritism, discrimination, appearances of impropriety or other conflicts of interest.

APPLICATION

This policy applies to all RTA employees and RTA Board of Commissioners who work with RTA on a regular basis. The Human Capital Department in consultation with Department Chiefs will deal with situations that result in a conflict between this policy and the collective bargaining agreement on a case-by-case basis.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

1.1 Family Members

Qualified family members of RTA employees may be hired for a position within RTA, but may not work with one another in a supervisor/subordinate relationship; or any other working relationship wherein one employee has reasonable control over their family member's employment status. This includes the ability to determine another's job duties or other personnel decisions such as: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar. Family members may not request, require or otherwise influence other RTA employees who are responsible for making personnel decisions regarding a relative.

2.0 PROCEDURES

2.1 Disclosure

Applicants must disclose all familial relationships with current RTA employees upon initial application when applying for initial employment with, or positional movement within RTA. Employees must inform their supervisor or next level manager within thirty (30) days if a familial relationship develops after hire. Current employees must notify Human Capital if they are aware of a family member's application for employment. All disclosures will be kept confidential.

2.2 Ethics Notification

A human capital coordinator will notify the Chief Human Resources Officer when an applicant discloses a familial relationship with another RTA employee. The Chief Human Resources Officer will provide guidance on the appropriate steps.

2.3 Transfers

When two employees have a familial relationship that violates this policy, one of the two employees will be required to transfer to a position where no conflict exists. If a transfer conflicts with a collective bargaining agreement, Human Capital will resolve the conflict on a case-by-case basis, after consulting with the Department Chief, which will provide guidance on the appropriate steps.

3.0 DEFINITION OF TERMS

Family Members

An employee's parent, child, spouse, domestic partner, sibling, grandparent, or grandchild, of which these relations may be blood, adopted, step, in-law, or resulting from a legal guardianship; or a person with whom the employee cohabitates. It also means employee's uncle, aunt, cousin, niece or nephew.

Nepotism – Preferential hiring, promotion or otherwise privileged treatment of a relative in the workplace.

Reasonable Control – Any situation where one employee can reasonably determine another's job duties or other personnel decisions such as, but not all inclusive: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar; or exert influence on a supervisor when making such decisions. For example: a supervisor may not have primary or secondary signature authority on a family member's Individual Performance Plan (IPP); a Director could not oversee a family member in the same department; and similar situations that may result in real or perceived preferential treatment for an employee's family member.

Subordinate – An employee who is subject to another of a higher rank who has decision making responsibility over their job duties or other personnel decisions.

Supervisor – An employee in the same Cost Center as another employee over whom they have decision-making responsibilities involving job duties or other personnel decisions such as: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar.

4.0 RESPONSIBILITIES

Chief Human Resources Officer (or Designee) coordinates with the employee's direct supervisor to develop appropriate plans to ensure that family members are not in a supervisor/subordinate relationship.

Director of Civil Rights and Inclusion investigates claims of actions that violate federal/state anti-discrimination laws.

Employees are to notify their supervisor or the Chief Human Resources Officer regarding changes in their personal situations that may be covered by this policy.

Director (or Designee) in the chain of command of the family members implements the plan recommended to comply with this policy.

Supervisors or Managers monitor departmental familial and intimate relationships to ensure compliance with this policy.

Cost Center in a department within the organization which is responsible for identifying and maintaining the cost of the organization. Cost centers help management utilize resources in smarter ways by having a greater understanding of how they are being used.

RTA
Regional Transit Authority

5.0 FLOWCHART
N/A

6.0 REFERENCES
N/A

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Religious Accommodation

(HC43)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is an equal opportunity employer and does not discriminate on the basis of religion or any other basis protected by federal or state law. It is RTA's policy to make a good faith effort to reasonably accommodate job applicants', candidates' and employees' sincerely held religious beliefs, practices, and observances, unless the accommodation would pose an undue hardship for RTA.

PURPOSE

This policy establishes standards and procedures for responding to requests for religious accommodation from job applicants, candidates and employees.

APPLICATION

This policy applies to all RTA job applicants, candidates and employees. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

RTA will consider requests for reasonable accommodation from job applicants, candidates and employees (requesting individuals) in accordance with the procedures outlined below. *

* There is a different set of religious accommodation procedures that apply to job applicants and employees in the following job classifications: Bus Operator Trainee, Part-time Bus Operator and Full-time Bus Operator. These procedures are explained in the Addendum to this policy (Attachment 1).

1.1 Initiating a Request for Religious Accommodation

1.1.1 Job Applicants and Candidates

A. The Human Capital Department (HC) notifies applicants invited to participate in any given selection process of the opportunity to request an accommodation in advance of the testing process.

B. Job applicants and candidates are responsible for requesting a religious accommodation during the selection process. The Human Capital Department (HC) Coordinator is responsible for the selection process and will work with the applicant to determine a reasonable accommodation.

C. If a candidate needs a religious accommodation relating to an offered position, he/she is responsible for informing the HC Coordinator of the need for accommodation at the time of the conditional offer of employment.

1.1.1.2 HC Coordinator's Responsibility

When the HC Coordinator receives a verbal or written request for religious accommodation from an applicant or candidate, the HC Coordinator will provide the individual a copy of RTA's Religious Accommodation Policy and a Request for Religious Accommodation for Job Applicants form (Attachment 1) for completion and submittal.

1.1.2 Employees

To request a religious accommodation for the employee's current position, the employee should:

A. Obtain a Request for Religious Accommodation for Current Employees form (Attachment 2), which includes a copy of this policy from HC.

B. Complete and submit the request form to the Chief Human Resources Officer and/or the employee's immediate supervisor. If the request is for time off to observe a religious holiday, it must be made at least 30 days in advance of the holiday. This is necessary so a religious accommodation can be attempted which will not unduly disrupt RTA operations.

1.3 Evaluation of Requests for Religious Accommodation

Upon receipt of a completed Request for Religious Accommodation form, the immediate supervisor or HC Coordinator will forward a copy of the request with supporting documents to the Chief Human Resources Officer for evaluation.

The Chief Human Resources Officer evaluates all requests for religious accommodation, and will obtain any additional information as needed. Requests will not be processed until the request form, required documents, and any additional requested information are received and reviewed by the Chief Human Resources Officer. The requesting individual is responsible for reasonably cooperating with RTA's accommodation efforts.

1.4 Approval/Denial of Requests for Religious Accommodation

The Chief Human Resources Officer and respective Department Chief, when applicable, are responsible for approving or denying all requests for religious accommodation.

The Department Chief will:

- meet with the employee and initiate an Agency-wide search for a work schedule that will accommodate the employee's religious obligation; and
- confer with the bargaining unit of the employee if he/she is represented by a union, to seek a flexible solution to any collective bargaining agreement term which may create an impediment to finding an accommodation, and document those discussions.

If no accommodation can be found in the employee's job classification, the Chief Human Resources Officer will commence an interactive process with the employee to determine if there. are alternative, vacant positions outside of the employee's job classification for which the employee qualifies. All requesting individuals will, be notified in writing of the results of their requests.

1.4.1 Approval

If the Request for Religious Accommodation is from a job applicant, the responsible HC Coordinator will notify the applicant that the accommodation has been approved and will ensure that the accommodation is implemented in the selection process.

If the request is from a candidate or current employee, Chief Human Resources Officer, Human Capital, will notify the selected applicant, explaining how and when the accommodation will be implemented.

1.4.1.1 Accommodation Rejected by the Requesting Individual

If the requesting individual rejects the offered accommodation, he/she. may discuss an alternative accommodation differing from the original request. The request for an

alternative accommodation will be evaluated in the same manner as the original request.

1.4.2 Denial

If the requesting individuals request for religious accommodation is denied in total or in part, the Chief Human Resources Officer will notify him/her in writing, explaining the reason(s) for the denial.

- If a job applicant or candidate wishes to 'appeal the denial, he or she may do so by writing a letter of complaint to the Chief Human Resources Officer.
- If an employee wishes to appeal the denial, he/she may file a grievance under the Grievance (HC13) policy, and submit it to the Chief Human Resources Officer, Human Capital.

All requests for Religious Accommodation, along with a copy of the denial letters will be forwarded to the Human Capital Coordinator, Civil Rights.

1.5 Changes to an Employee's Job Assignment

An employee's approved religious accommodation request will be valid only while the employee remains in the job assignment for which the request was approved. A different job assignment requires a new request for religious accommodation.

1.6 Maintenance of Requests for Religious Accommodation

If a request for religious accommodation relates to the selection process or was requested by a candidate who declined the position, the HC Coordinator will file all documents related to the request in the Employment Selection File.

If the religious accommodation was requested by a candidate who accepted the position, or from a current employee, all related documents will be filed in both the employee's department Personnel File and his/her centralized Personnel File in HC.

2.0 DEFINITION OF TERMS

Job Applicant/Candidate – Any individual who is seeking consideration for a RTA job by way of new hire, rehire, promotion, lateral transfer, or voluntary demotion. A job applicant has not completed the employment process making him/her eligible for hire; a job candidate has gone through the process and is eligible for hire.

Religious Accommodation – Reasonable modifications or adjustments to working conditions that remove conflicts between the employee's working conditions and the employee's religious obligations, and does not cause undue hardship to RTA.

Religious Holiday – A day that a Bus Operator's religion precludes him/her from working.

Religious Unpaid Leave Status – A period of time during which a Bus Operator will not work for RTA, and will not be paid by RTA, because no Suitable Assignment is available.

Undue Hardship – Where accommodation of an employee's religious obligations requires excess administrative costs, diminishes efficiency of operations, infringes on other employees' job rights or benefits, impairs workplace safety, causes co-workers to carry the accommodated employee's share of potentially hazardous or burdensome work, or if the proposed accommodation conflicts with another law or regulation.

3.0 RESPONSIBILITIES

Job Applicants/Candidates are responsible for completing Requests for Religious Accommodation and cooperating with RTA staff during the reasonable accommodation process.

Department Chief is responsible for reviewing and approving or denying requests for religious accommodation in conjunction with the Chief Human Resources Officer.

Chief Human Resources Officer will serve as RTA's Religious Accommodation Administrator and has overall responsibility for enforcing the provisions of the Religious Accommodation Policy and for reviewing and approving or denying all requests for religious accommodation.

Employees are responsible for requesting and completing Requests for Religious Accommodation and cooperating with RTA staff during the reasonable accommodation process.

Human Capital Coordinator, Labor Relations is responsible for responding to complaints and grievances regarding requests for religious accommodation.

Human Capital Coordinators are responsible for processing requests for religious accommodation from job applicants and candidates.

4.0 FLOWCHART

Not Applicable

5.0 REFERENCES

- EEO Statement of Policy (HC4)

- Grievance Process (HC13)

6.0 ATTACHMENTS

1. Request for Religious Accommodation form - Job Applicants
2. Request for Religious Accommodation form - Current Employees
3. Specification of Religious Obligations for Bus Operators

7.0 PROCEDURE HISTORY

8.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

Attachment 1

NEW ORLEANS REGIONAL TRANSIT AUTHORITY

REQUEST OF RELIGIOUS ACCOMMODATION FOR JOB APPLICANTS

(CONFIDENTIAL)

To be completed by Job Applicant
Please print:

Name:		Telephone Number (work):	
Job and Bulletin # applying for:		Telephone Number (home):	

1. Describe specifically any religious obligations you have which may interfere with your ability to participate in the selection process for the position you have applied for, or which may interfere with your work requirements, if you have been offered a position with RTA.

2. Describe the religious accommodation that you are requesting.

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g., church, synagogue) as well as the name and phone number of the person in charge of that institution.

4. Attach documentation supporting your request for religious accommodation (i.e., letter from religious advisor).

RTA

Regional Transit Authority

Job Applicant - Please forward your request to the Human Capital Coordinator responsible for the examination which you have requested an accommodation.

Send to: RTA Human Capital Department
2817 Canal St
New Orleans, LA 70119
ATTN: Human Capital Department

I certify that the information provided above is true and correct to the best of my knowledge. I understand that providing false information on this form subjects me to disqualification from the selection process for this position.

Requestor's Signature:		Date:	

11/8/05

RTA
Regional Transit Authority

To be completed by the Chief Human Resources Officer and Department Chief, if applicable.

1. Request for Accommodation:

Approved: ☐	Signature of CHRO		Date	
Approved: ☐	Signature of Dept. Chief		Date	
Denied: ☐	Signature of CHRO		Date	
Denied: ☐	Signature of Dept. Chief		Date	
Recommend Alternative Accommodation: ☐	Signature of CHRO		Date	
Recommend Alternative Accommodation: ☐	Signature of Dept. Chief		Date	

If request denied, what is the reason?

Undue hardship ☐
Threat to health & safety ☐
Other ☐

Describe reason(s)

If request approved, describe the specific accommodation(s) to be provided.

If recommend different accommodation from that requested, describe the specific accommodation(s) to be provided and why.

10/2020

RTA
Regional Transit Authority

NEW ORLEANS REGIONAL TRANSIT AUTHORITY

REQUEST OF RELIGIOUS ACCOMMODATION FOR CURRENT EMPLOYEES

(CONFIDENTIAL)

To be completed by Current Employees
Please print:

Name:		Telephone Number:	
Job Title:		Department Name/#:	
Work Shift Days/Hour:		Name of Supervisor:	

1. Describe specifically any religious obligations you have which may interfere with your work requirements. If relating to your work schedule, include in your description any specific dates, days and/or times your religious obligations preclude you from working.

2. Describe the religious accommodation that you are requesting.

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g., church, synagogue) as well as the name and phone number of the person in charge of that institution.

4. Attach documentation supporting your request for religious accommodation (i.e., letter from religious advisor).

RTA

Regional Transit Authority

Please forward your request to your immediate supervisor or the Director of Human Resources/Religious Accommodation Administrator.

Send to: RTA Human Capital Department
2817 Canal St
New Orleans, LA 70119
ATTN: Human Capital Department

I certify that the information provided above is true and correct to the best of my knowledge. I understand that providing false information on this form subjects me to employee discipline by the RTA, up to and including termination. Additionally, I understand that it is my responsibility to complete a form with updated information should the date(s) of my religious obligations or nature of my obligations change from year to year, and that failure to submit another form may result in the denial of future accommodations.

Employee's Signature		Date:	

RTA
Regional Transit Authority

To be completed by the Chief Human Resources Officer and Department Chief, if applicable.

1. Request for Accommodation:

Approved: ☐	Signature of CHRO		Date	
Approved: ☐	Signature of Dept. Chief		Date	
Denied: ☐	Signature of CHRO		Date	
Denied: ☐	Signature of Dept. Chief		Date	
Recommend Alternative Accommodation: ☐	Signature of CHRO		Date	
Recommend Alternative Accommodation: ☐	Signature of Dept. Chief		Date	

If request denied, what is the reason?

Undue hardship ☐
Threat to health & safety ☐
Other ☐

Describe reason(s)

If request approved, describe the specific accommodation(s) to be provided.

If recommend different accommodation from that requested, describe the specific accommodation(s) to be provided and why.

10/2020

NEW ORLEANS REGIONAL TRANSIT AUTHORITY (RTA)

SPECIFICATION OF RELIGIOUS OBLIGATIONS FOR BUS OPERATORS

The New Orleans Regional Transit Authority (RTA) has a policy under which Bus Operators in RTA's Operations may be eligible, in certain circumstances, for a religious accommodation with respect to their schedules. It is important that all Bus Operators requesting an accommodation fully understand the details of the policy. A copy of RTA's Religious Accommodation Policy should have been provided with this form. If you did not receive one, or would like further information, please contact the Chief Humans Resources Officer, Human Capital.

A Bus Operator seeking an accommodation must fill out this form in its entirety and return a copy of it both to the Chief Human Resources Officer and to the Bus Operator's Manager. Filling out this form does not guarantee that an accommodation can be made. Accommodations will be made only in accordance with the written policy, which takes into account several important factors, including among others, seniority and scheduling needs. The information provided on this form is subject to verification. Bus Operators providing false information on this form are subject to discipline, including termination. Questions regarding the information requested on this form should be directed to the Chief Human Resources Officer, Human Capital.

Name_____ Badge No_____ Division_____

1. Describe specifically any religious obligation(s) you have which may interfere with your work schedule or other work requirements.

_____
_____
_____

2. Describe the religious accommodation you are requesting. NOTE: If you intend to observe a religious holiday, you must notify your manager at least 30 days in advance of the holiday.

_____
_____
_____

3. Provide the name and address of the religious institution where you observe/participate in religious practices or services (e.g. church, synagogue) as well as the name and phone number of the person in charge of that institution.

_____
_____
_____

4. Attach documentation of days/times that you observe/participate in religious practices or services (e.g., church bulletin or religious institutions statement of belief or doctrine, letter from a religious advisor, etc.)

_____
_____
_____

I certify that the information provided above is true and correct to the best of my knowledge. I understand that providing false information on this form subjects me to employee discipline by RTA, up to and including termination. Additionally, I understand that it is my responsibility to complete a form with updated information should the date(s) my religious obligations preclude me from working change from year to year, and that failure to submit another form may result in the denial of future accommodations.

Signature_____ **Date**_____

RTA

Regional Transit Authority

Reasonable Accommodation

(HC31)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to complying with the State of Louisiana Commission on Human Rights (LCHR) and Title I of the Americans with Disabilities Act (ADA). All applicants and employees requesting an accommodation which may provide continued employment at RTA will have their situation reviewed, and put through an interactive process to determine whether an accommodation is reasonable. To ensure a fair and thoughtful review, RTA has created a committee to coordinate the interactive process set out in this policy and to ensure compliance with applicable laws.

PURPOSE

This policy provides guidelines for determining whether a reasonable accommodation is necessary and, if so, providing reasonable accommodations to applicants and employees as required by LCHR and the ADA.

APPLICATION

This policy applies to all RTA applicants and employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

1.1 Applicant Requests for Reasonable Accommodations

An applicant may request a reasonable accommodation related to RTA's examination process by submitting a completed Applicant Request for Reasonable Accommodation in Testing form (Form A), which includes a Certification of Disability from a Health Care Provider obtained at the applicant's expense (we do not accept educational institution evaluations), at least three (3) work days prior to the examination to the Human Capital Department. The applicant must specify the accommodation(s) that he or she requests for the examination process. Human Capital will evaluate the requests upon receipt of the forms.

If a Health Care Provider (HCP) certifies that an applicant has a disability, Human Capital will review and decide if the requested accommodation is reasonable. If it is determined to be reasonable, Human Capital will provide the applicant with the reasonable accommodation at or prior to the time of the examination.

If the applicant fails to submit any of the required forms or if Human Capital determines that the requested is not reasonable, Human Capital will inform the applicant in writing prior to the examination time that the request has been denied.

If an applicant disagrees with the determination, he or she may appeal, in writing, to the Chief Human Resources Officer or his/her designee within seven (7) calendar days of the date of the determination. The Chief's decision will be final.

1.2 Employee Requests for Reasonable Accommodations

1.2.1 Temporary or Short-Term Disability

An employee with a temporary or short-term disability who believes that he or she is in need of a reasonable accommodation may notify his or her direct supervisor of the need orally or in writing.

Note: Workers' Compensation staff will coordinate this process for employees with industrial injuries, and provide the necessary medical certification information.

Upon receiving notice, the employee's supervisor will notify his or her Human Capital Coordinator of the request for reasonable accommodation. The Human Capital Coordinator representative will contact the employee, direct him or her to this policy and forms, and assist the employee through the interactive process, as necessary.

The employee must complete the Employee/Applicant Request for Reasonable Accommodation form (Form B) and submit it to his or her Human Capital Coordinator, who will provide assistance in completing the forms, as necessary.

Within fourteen (14) calendar days of submitting the Request for Reasonable Accommodation form (Form B) to his or her Human Capital Coordinator, the employee must submit a Certification of Disability from a HCP, using either the Health Care

Provider Questionnaire (Form C) or a written communication from a HCP, certifying that the employee has a disability and listing the type and duration of any associated work restriction(s).

Upon receipt of the form and certification, the Human Capital Coordinator will review the request and work restriction(s) with the employee and their department. If the department can offer the employee modified or alternative work, the Human Capital Coordinator will provide a Temporary Modified/Light Duty Agreement form (Form D), which must be completed, and signed by the employee, department, and Human Capital Coordinator.

If an employee is off work because of his or her disability, he or she will typically remain off work, using available paid and unpaid leaves as a form of temporary reasonable accommodation. If the Human Capital Coordinator determines that RTA can provide a reasonable accommodation through temporary modified work or light duty, the employee must sign the Temporary Modified/Light Duty Agreement (Form D) prior to returning to work. An employee's failure to sign the agreement constitutes a refusal of the temporary modified work or light duty, and may result in the employee remaining off work in an unpaid status.

If the Human Capital Coordinator determines that temporary modified work or temporary light duty is not available or if an accommodation request is not reasonable, the Human Capital Coordinator will document the reasons for this determination on the Temporary/Short-Term Reasonable Accommodation Decision form (Form E). The Human Capital Coordinator will notify the employee in writing of the determination and offer the employee a leave of absence (paid, if the employee has available leave, or unpaid, if not) as a reasonable accommodation.

If the employee disagrees with the Human Capital Coordinator's determination, he or she may appeal, in writing, to the Chief Human Resources Officer within seven (7) calendar days of the date of determination. The Chief Human Resources Officer's decision will be final.

If the temporary modified work or temporary light duty assignment exceeds nine (9) months; the Human Capital Coordinator and/or department knows or reasonably believes that the employee requires a permanent or long-term reasonable accommodation; or the Human Capital Coordinator and department disagree over how an accommodation request should be handled, then the Human Capital Coordinator will transfer the request to the Risk Management Analyst.

1.2.2 Permanent or Long-Term Disability

An employee with a permanent or long-term disability who believes he or she needs a reasonable accommodation may notify his or her direct supervisor orally or in writing.

Note: Workers' Compensation staff will support the Risk Management Analyst to coordinate this process for employees with industrial injuries, providing necessary medical certification information. The medical certification and forms process outlined below is not needed for accepted workers' compensation claims.

Upon receiving notice, the employee's supervisor will notify the Risk Management Analyst of the request. The coordinator will contact the employee, directing him or her to this policy and forms, and assist the employee through the interactive process, as necessary.

Within fourteen (14) calendar days of submitting the Employee/Applicant Request for Reasonable Accommodation form (Form B) to the coordinator, or verbally making a request for workplace reasonable accommodations, the employee must submit a certification of disability from a HCP, certifying that the employee has a disability and listing the permanent or long-term work restriction(s) associated with the disability. The employee may use either the Health Care Provider Questionnaire (Form C) or a written communication from a HCP. The coordinator may extend the time to submit a certification beyond fourteen (14) calendar days if the HCP requires additional time to prepare the certification.

Upon receipt of the form and certification, the coordinator will schedule a meeting between the employee and the committee and will provide the employee with written notice of the date and time of the meeting.

The committee and employee will meet and review the employee's work restriction(s) to discuss options for a reasonable accommodation. It may take one or more meetings to fully explore possible reasonable accommodation options. The employee may bring a representative of their choice to this meeting.

At the conclusion of such meeting(s), the committee may:

- Determine that reasonable accommodations exist to support the employee to fully and safely continue in their current position. If the committee has agreed that the employee can perform all essential functions of his or her job classification with the same efficiency and effectiveness, the requested accommodation does not place an undue hardship on the department or on RTA, and the accommodation does not pose a direct threat to the employee, his or her coworkers, or the general public, a Reasonable Accommodation Plan will be approved, signed off by the parties, and the employee will be provided with modified work; or
- Identify options for placement into alternative work. If the committee determines that reasonable accommodation is not possible, they will discuss alternative work options with the employee.

- Alternative work requires that: 1) RTA has approved filling a vacancy; 2) the employee is minimally qualified to perform the work; 3) the employee is able to perform the work with or without a reasonable accommodation; 4) the salary for the alternative work does not exceed the employee's current classification's salary; and 5) the alternative work does not conflict with a CBA.
- The alternative work search process will not typically exceed six (6) months. The search period can be reduced if the employee does not actively engage in the interactive process; refuses a bona fide offer of alternative work; and/or does not desire to explore alternative work. Active participation may include, but is not limited to, being responsive to RTA's inquiries regarding interest in the alternative work search process or other requests for information. If an employee requests an extension, the committee will evaluate the request on a case-by-case basis. If the extension is granted, the employee will be notified of the timeframe for the extended search period.
- Where an employee does not successfully pass probation after placement in an alternative position through the alternative work search process, the employee will continue their alternative work search for the remainder of their original six month search period. Should less than six weeks remain, their search period will continue for a total final period of six weeks.
- Where the number of qualified applicants for an alternative position exceeds the number of vacancies, the full-time hire date will determine which applicant will be placed in the alternative position.

Specific reasonable accommodations implemented may differ from the specific requests made by an employee.

Meeting notes will be taken at committee meetings, which will detail the discussion that took place, identify any agreements reached, and any outstanding items that may need further review or action. The coordinator will provide a copy of the meeting notes to the employee and their representatives, if any, and provide written notification of any committee decision(s) to the employee.

2.0 DEFINITIONS

Alternative Work Process – An alternative work search process will be conducted if an employee is unable to be reasonably accommodated to return/continue in their current position.

Applicant – A person applying for any position at RTA who has not yet been selected.

Committee – RTA's accommodations committee, which coordinates the interactive process and makes decisions pertaining to reasonable accommodation. The committee

typically consists of representatives from the Risk Management Analyst, Human Capital, Workers' Compensation, and the eligible person's Department/Division. The Committee may include additional members on a case-by-case basis to support the Interactive Process.

Direct Threat – A significant risk of substantial harm to the health or safety of self or others that cannot be eliminated or reduced through reasonable accommodation. (42 U.S.C. § 12113(b); see 29 CFR §1630 app. §1630.2(r))

Disability: Any disability or condition that meets the definition of physical disability, mental disability, or medical condition contained in the ADA.

- **Permanent or Long-Term Disability** – A disability that a health care provider expects to continue for an indeterminate amount of time or for the life of the eligible Person.
- **Temporary or Short-Term Disability** – A disability that a health care provider expects to last for a specific amount of time, typically for not longer than six months.

Disability Retirement – If you have a disabling injury or illness that prevents you from performing your usual job duties, you may be eligible for disability retirement. If your disability retirement is approved, you receive a monthly retirement payment for the rest of your life or until you recover from your injury or illness.

Eligible Person – Any applicant or employee with an ADA-covered Disability.

Employee – Any person employed at RTA, whether probationary, at-will or by employment contract, including temporary agency staff or contractors working under RTA's control or supervision. Unless otherwise indicated specifically or by context, "employee" will include any person who has been offered a position at RTA but has not begun employment at RTA.

Essential Functions – Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Factors to consider in determining if a function is essential include whether the reason the position exists is to perform that function, the number of other employees available to perform the function or among whom the performance of the function can be distributed, and the degree of expertise or skill required to perform the function.

RTA's judgment as to which functions are essential and a written job description prepared before advertising or interviewing for a job will be considered as evidence of essential functions. Other kinds of evidence that will be considered include: An Essential Functions Job Analysis; the actual work experience of present or past employees in the job; the time spent performing a function; the consequences of not requiring that an employee perform a function; and the terms of a CBA.

Essential Functions Job Analysis – An analysis that objectively identifies the core physical, mental and emotional requirements of a position. It is used to assist with determining how an employee's work restrictions may impact the core physical/mental/ emotional demands of a position.

Health Care Provider (HCP) – Any person or entity defined as a Health Care Provider by LCHR, ADA, or related regulations.

Hiring Authority – A department authority that initiated a recruitment and hired an employee.

Interactive Process – The good faith process between RTA and an eligible person with a known disability, which includes consulting with an eligible person to ascertain the precise job-related limitations and how the limitations could be reasonably accommodated; and identifying potential accommodations and assessing their reasonableness and effectiveness.

Light Duty/Transitional Duty – Though not considered a reasonable accommodation under LCHR/ADA, Light Duty/Transitional Duty assignments are provided to employees with temporary work restrictions when possible. These assignments typically support an employee to perform some of the essential functions of their usual and customary position, and/or support them to perform their duties part-time. Employees may be assigned to perform a set of job tasks that are outside of their usual and customary classification. These assignments are typically provided for a period of 90 days, and extensions can be considered if the work is supporting employees to medically improve, as evidenced by a reduction in their restrictions over the period of the initial assignment.

Modified Work – An employee's performance of all the essential functions of his or her current job classification with the support of reasonable accommodation(s). Modified work may be short-term, long-term, or permanent.

Reasonable Accommodation – Any appropriate measure that would allow an eligible person to perform the essential functions of his or her job classification. A reasonable accommodation may include, but is not limited to, the following: making facilities accessible to individuals with disabilities; restructuring jobs; modifying work schedules; buying new or modifying existing equipment; or modifying examinations and policies.

Undue Hardship – A significant difficulty or expense required to grant the requested accommodation, including but not limited to:

- Nature and cost of the accommodation needed;
- Overall financial resources of the facility making the reasonable accommodation;
- Effect on expenses and resources of the facility;
- Impact of the accommodation on the operation of the facility;
- Impact of the accommodation on other employees; and

- Impact of the accommodation on the public service.

3.0 RESPONSIBILITIES

Applicants/Employees with disabilities are responsible for engaging in good-faith with RTA during the disability interactive process; completing and forwarding a request for reasonable accommodation to Human Capital or the Disability Compliance Coordinator; and providing reasonable medical documentation with verification of their disability or impairment from their health care provider.

Chief Human Resources Officer (or designee) receives appeals from employees and applicants where they disagree with a determination by the committee or Human Capital Coordinator. The Chief's decision regarding an appeal will be final.

Risk Management Analyst is responsible for coordinating and documenting long-term restriction and leave accommodation requests and managing the Committee.

Human Capital Coordinator staff is responsible for all requests for reasonable accommodation in applications and testing; and is responsible for all requests for reasonable accommodation in relation to short-term leave or reasonable accommodations.

Workers' Compensation Personnel and Transitional Duty/Return-to-Work Programs Coordinators are responsible for coordinating the activities of the Short-Term/Temporary Transitional Duty and Return-to-Work Programs for employees with accepted occupational illnesses or injuries.

Human Capital is responsible for coordinating the disability interactive process and supporting reasonable accommodation decisions to be made and implemented for all long-term reasonable accommodation requests including, leaves past statutory and contractual limits, and long-term/permanent restrictions requiring accommodation periods expected to be greater than twelve (12) months.

Department Chiefs and Hiring Authorities are responsible for notifying the Risk Management Analyst of requests for reasonable accommodation made by employees; participating in the disability interactive process; and supporting the successful implementation of short-term and long-term reasonable accommodation plans.

4.0 ATTACHMENTS

1. Form A: Applicant Request for Reasonable Accommodation in Testing
2. Form B: Employee/Applicant Request for Reasonable Accommodation
3. Form C: Request for Reasonable Accommodation - Health Care Provider Questionnaire
4. Form D: Temporary Modified/Light Duty Agreement
5. Form E: Temporary/Short-Term Reasonable Accommodation Decision

5.0 FLOWCHART

N/A

6.0 REFERENCES

- Americans with Disabilities Act
- State of Louisiana Commission on Human Rights (LCHR)
- Workplace Violence Prevention (HC3)
- Fitness for Duty (HC22)
- Grievance (HC13)
- Internal Complaint Process (HC38)
- Employee Personnel File (HC6)

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA
Regional Transit Authority

FORM A

APPLICANT REQUEST FOR REASONABLE ACCOMMODATION IN TESTING

To request a reasonable accommodation for an examination, please complete the following form and submit it, along with medical certification from a health care provider (attached), to the Human Capital Department at least three working days prior to the examination. If the accommodation request involves wheelchair access or sitting in the front of the room, it is not necessary to complete this form or advise the Human Capital staff in advance of the examination.

NAME: _____ ID#: _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE # _____ _____
(Work) (Home)

POSITION APPLIED FOR: _____
(Classification Title)

Please respond to the following:

My disability impairs my ability to accurately exhibit my knowledge and skill on the examination in the following manner:

_____

_____

_____

_____

The reasonable accommodation(s) I am requesting is:

- ☐ Separate testing area (This is required if there will be verbalization either by the applicant or by the reader/recorder.)
- ☐ Sign language interpreter
- ☐ Large print materials
- ☐ Written instructions as accommodation for hearing impairment
- ☐ Reader
- ☐ Scribe
- ☐ Specified breaks during testing (Also available for lactating mothers)
- ☐ Additional Testing Time (Specify) _____
- ☐ Special Chair/Table (Specify) _____
- ☐ Special Lighting (Specify) _____
- ☐ Other (Specify) _____

Continued on next page...

RTA

Regional Transit Authority

FORM A

COMMENTS: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

I certify under penalty of perjury under the laws of the State of Louisiana that the foregoing is true and correct. I certify that I agree to the modified testing condition(s) authorized by RTA and I will not discuss the exam content with anyone other than authorized representatives of RTA. I give permission for RTA to contact my health care provider to verify my need for testing accommodations or to discuss my work restrictions, if necessary.

_____

Applicant Signature Date

RTA
Regional Transit Authority

FORM A

HEALTH CARE PROVIDER CERTIFICATION OF DISABILITY

To: Employee's Health Care Provider
From: Human Capital
Via: **Patient's Name:** _____
Re: Patient's Request for Reasonable Accommodations in Testing

Your patient is in the process of requesting reasonable accommodations from New Orleans Regional Transit Authority (RTA) to assist him/her to test for a position they have applied for. They have requested testing accommodations as listed earlier on this form to reasonably accommodate their disability. To support RTA to consider this request, and in compliance with the Louisiana Commission on Human Rights (LCHR) and Title I of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.), your assistance is requested to provide information in support of this request. Please answer the following questions and provide the completed questionnaire to your patient, who will return it, with her full application request for accommodations to RTA.

Physician's Name _ _ _ _ _ _ _ _ _ _ **License Number:** _ _ _ _ _ _ _ _

Physician's Phone Number:_____**Date of Examination:**_____

- ☐ I have reviewed my patient's request for testing accommodations and can certify: (Please check the appropriate box)
- ☐ **I support my patient's request for testing** reasonable accommodation(s) as these will enable my patient to complete RTA's employment examination process. I certify that this patient has a physical or mental impairment that would limit their ability to otherwise participate equally in this testing process without these accommodations in place.
- ☐ **I cannot support my patient's request for testing;** I am unaware of his/her need for testing accommodations.
- ☐ **Other / Additional Information:**_____

_____
_____
_____

_____
Health Care Provider's Signature Date

Please return this completed form to your patient.

RTA
Regional Transit Authority

FORM B

EMPLOYEE/ APPLICANT REQUEST FOR REASONABLE ACCOMMODATION

New Orleans Regional Transit Authority (RTA) will provide Reasonable Accommodation to all disabled applicants and employees within the meaning of the Louisiana Commission on Human Rights (LCHR) and Title I of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). To ensure that Reasonable Accommodation is made, RTA will engage in good-faith interactive processes with applicants and employees requesting accommodation. As part of the interactive process, RTA requests information to support applicants and employees with their reasonable accommodation needs. By completing this form, you will notify RTA that an interactive process needs to begin for you to determine if you are a disabled applicant or employee under the law, and if so, what accommodations may be reasonable to implement to support you to be able to safely and fully perform all of the essential functions of your position.

Please be advised that RTA will provide disabled applicants and employees with the most appropriate reasonable accommodation and that the specific accommodation implemented may not be your preferred option. Critical to all requests for accommodation, clear information from a health care provider must accompany your request indicating that you do have a serious medical condition, the duration of such condition and what work restrictions it produces. Should you be unable to provide the needed medical information in support of your request, you may be sent to a RTA Health Care Provider to obtain such information. Please also note that no information relating to your diagnosis, condition or treatment is to be provided. Discuss with your health care provider to ensure that she/he does not provide protected medical information as part of this process.

Please complete the attached Employee Questionnaire and provide the complete packet (Form B and Form C} and a copy of the Job Description or Essential Functions Job Analysis to your Health Care Provider for review and in support of him/her completing the Questionnaire. Once completed, please submit the completed forms your Human Capital Coordinator so that additional activities can occur in support of your request for accommodation:

Human Capital Coordinator
2817 Canal Street
New Orleans, LA 70119
humanresources@rtaforward.org

If you require assistance completing this form, please contact your Human Capital Coordinator directly.

RTA
Regional Transit Authority

FORM B

REQUEST FOR REASONABLE ACCOMMODATION
Employee Questionnaire

Please return completed Form B and Form C to your Human Capital Coordinator

Date	
Name	
Badge Number	
Division /Department	
Job Title	
Email Address	
Phone Numbers (home, office & cell)	
Home Address	
Supervisor's Name	

Please complete the following:

1. What, if any, job functions are you having difficulty performing?

2. What, if any, employment benefits are you having difficulty accessing (e.g. health insurance, EAP, etc.)?

3. What limitation(s) is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this limitation?

☐ NO
☐ YES

If *yes,* what were they and how effective were they?

Continued on next page...

RTA
Regional Transit Authority

FORM B

4. Is there any additional information that you would like RTA to be aware of that may assist in this process? Please do not provide any information on your diagnosis, condition or treatment.

I certify that the above is true and accurate.

Employee's Original Signature Date

Please attach completed Form C and submit both Form B and Form C to your Human Capital Coordinator to humanresources@rtaforward.org

Received:

Signed Print Name Date Received

FORM C

RTA
Regional Transit Authority

REQUEST FOR REASONABLE ACCOMMODATION

Health Care Provider Questionnaire

To: Employee's Personal Health Care Provider
From: Human Capital Coordinator / New Orleans Regional Transit Authority (RTA)
Via: **Patient's Name:** _____
Re: Patient's Request for Reasonable Accommodation Medical Questionnaire

Your patient is in the process of requesting reasonable accommodations from RTA to assist him/her to perform the essential functions of his/her position safely. In compliance with the Louisiana Commission on Human Rights (LCHR) and Title I of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.), your assistance is requested to provide information in support of this request. Please answer the following questions and provide the completed questionnaire to your patient, who will return it, with her full application, to NORTA's Workforce Well-Being Services for use in his/her interactive process.

As part of your evaluation of the questions below, please ensure that your patient has provided you with a copy of the Job Description or Essential Functions Job Analysis for his/her position:

Health Care Provider's Name: _____

License Number: _____

Health Care Provider's Phone Number: _____

Date of Examination: _____

I have reviewed the Job Description or Essential Functions Job Analysis for my patient, and can provide the following clarification:

(Check boxes and insert text as appropriate)

1. Does your patient have a physical or mental impairment that limits his/her ability to engage in a major life activity, such as the ability to work, care for his/herself, perform manual tasks, walk, see, hear, eat, sleep, or engage in social activities.

☐ NO, my patient does not have a physical or mental impairment that limits his/her ability to engage in a major life activity.
☐ YES, my patient has a _____PHYSICAL and/or _____MENTAL impairment that limits his/her ability to engage in a major life activity.

Continued on next page...

2. If the answer to question number one is yes, does the impairment currently affect your patient's ability to perform the essential functions of their position (see attached job description).

☐ NO, my patient's impairment does not limit his/her ability to perform all of the essential functions of his/her position.

☐ YES, my patient's impairment does affect his/her ability to perform the essential functions of their position.

3. If the answer to question number two is yes, what work restriction(s) or functional limitations does his/her disability produce that are in need of accommodation? Please be as specific as possible. (e.g., if providing a restriction to standing, how many minutes can she stand before she would need to sit for X minutes, etc.) **List all necessary work restrictions with sufficient detail so all parties will understand how to interpret and apply them:**

Please mark all that apply:

☐ Maximum lifting/carrying of _____ pounds

☐ Maximum repetitive lifting/carrying of _____pounds or more

☐ NO bending more than _____ times in a row and ____ minutes per hour

☐ NO twisting of the waist more than _____ minutes at one time and ____minutes per hour

☐ NO stooping more than ____ minutes at one time and ____ minutes per hour

☐ NO squatting more than ____ minutes at one time and ____ minutes per hour

☐ NO kneeling more than _____ minutes at one time and ____ minutes per/ right ___ left ____ both knees

☐ NO pushing/pulling of ____ pounds of force

☐ NO standing in excess of _____ minutes at one time and _____minutes per hour/hours per day

☐ NO sitting in excess of _____ minutes at one time and _____ minutes per hour per day

☐ NO walking in excess of _____ minutes at one time and _____ minutes per hour/hours per day

☐ Restricted above shoulder level reach for _____ minutes at one time and minutes per hour

☐ Must alternate sitting/standing after _____ minutes of one activity

☐ NO running or no running more than _____ minutes at one time and maximum minutes per day

☐ NO jumping

☐ NO climbing of stairs or steps or limit stairs and steps to _____ steps at one time

☐ Maximum keyboarding/data entry on one time _____ minutes, _____ minutes per hour and _____ hours per day

☐ Hand use limitations:

RTA
Regional Transit Authority

☐ Other: (list below)

_____
_____
_____
_____
_____
_____

☐ Restrictions listed are **TEMPORARY through_____(date)**
☐ Restrictions listed are **PERMANENT**

4. Does your patient's continued assignment to their job pose a significant risk of substantial harm to the health and safety 9f the employee or others?
- ☐ NO
- ☐ YES, complete questions# 5 and # 6 below.

5. If the answer to question number four is yes, identify the duration, nature, severity, likelihood and imminence of each specific risk.

_____
_____
_____
_____

6. If the answer to question number four is yes, identify any specific work restrictions(s) that if accommodated, would reduce or eliminate the risk(s) described in question number five.

_____
_____
_____
_____

7. Additional Restrictions / Accommodation Suggestions: Please use the space below to include any additional information that you believe would be helpful to the interactive process for this employee. **Do not provide any information on your patient's diagnosis, condition or treatment. We are not requesting, nor can we receive, any medically private information.** RTA is only requesting information from you on your patient's work restrictions, functional limitations or accommodation suggestions to support them to fully and safely perform the essential functions of their position.

_____

FORM C

RTA
Regional Transit Authority

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Health Care Provider's Original Signature Date

Please return this completed form to your patient, who will return it to RTA's Human Capital Coordinator.

RTA
Regional Transit Authority

FORM D

Temporary Modified/Light Duty (TMLD) Assignment Agreement

To be completed by Human Capital Coordinator

Employee Name	
Job Title	**Badge #**
Dept./Division	**Date of Injury/ Onset of Illness**
Date Assigned to Temporary Light Duty by Physician: **Light Duty Start Date:**	**Light Duty End Date:**
Description of Work Restrictions, per Treating Physician (List specifically what is stated in medical note)	
Assignment Type Offered ☐ **Modified** ☐ **Light Duty** **Description of Accommodation(s) Offered:**	
Work Schedule ☐**Unchanged** ☐ **Changed**	**Work Hours per Day:** **From** **am/pm to** **am/pm**
Assigned Supervisor's Name, if different	
Comments/Other	

I agree to follow and adhere to the temporary work restrictions as prescribed above by my treating physician. I also understand if I am asked to perform any work assignments or activities that I believe are unsafe or exceed my work restrictions, I will immediately report the situation to my direct supervisor and Human Capital, and I will not perform these activities. I also agree I will immediately report to my direct supervisor and to Human Capital if any of the job activity causes me discomfort or pain, or makes my medical condition worse.

Continued on next page...

RTA
Regional Transit Authority

FORM D

I understand RTA has offered me a Temporary Modified/Light Duty (TMLD) assignment as a way to support me to maintain work patterns and income while I continue to medically improve. I understand TMLD assignments typically will not exceed a maximum of 90 days, and this TMLD assignment does not imply entitlement to a permanently modified position. This TMLD assignment may be extended upon approval at 90-day intervals if I continue to medically improve, as evidenced by reduced restrictions. I understand it is my responsibility to provide Talent Acquisition with a new medical notice at the conclusion of the initial approval period. I understand this approval period ends on the date listed above and will not be extended, and my TMLD assignment may be ended, unless I provide additional needed medical certification. I also understand that this assignment will end immediately when my condition has reached permanent and stationary status and if I am provided with permanent work restrictions.

Human Capital Coordinator Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

RTA
Regional Transit Authority

FORM E

ACCOMMODATION APPROVAL LETTER

Date:

Employee's Name

Employee's Address

Dear (Name):

This letter is in response to your request for an accommodation to perform the essential functions of your position. The health care provider's note that you provided to us on (date) stated that you have the following work restriction(s): (list restrictions). We met with you to discuss possible accommodations needed because of these restrictions on (date).

We have approved the following accommodation (s): (list accommodations). These accommodations are considered the most effective given your essential job functions and our operational necessities. The accommodations will be implemented and effective on (date).

Your records will be maintained in accordance with applicable confidentiality requirements.

Please contact me at (phone number) if you have any questions.

Sincerely,

(Name)

Human Capital Coordinator (Title)
Human Capital

RTA
Regional Transit Authority

FORM E

ACCOMMODATION DENIAL LETTER

Date:

Employee's Name

Employee's Address

Dear (Name):

This letter is in response to your request for an ADA accommodation to perform the essential functions of your position. The healthcare providers' not that you provided to use on (date_ stated that you have the following restrictions: (list restrictions). We met with you to discuss possible accommodations needed because of these limitations on (date).

The essential functions of a (employee's job title) require the employee to (list relevant essential job functions). After a careful review of your request, we have determined that we are unable to provide you with a reasonable accommodation at this time because of (reason).

Since we are unable to reasonable accommodate you in your current job, we will attempt to accommodate you by transferring you to a vacant position within RTA for which you are qualified. If you would like to discuss alternative accommodations, please contact me at (phone number).

Your records related to this accommodation request will be maintained in accordance with applicable confidentiality requirements.

Please contact me at (phone number) if you have any questions.

Sincerely,

(Name)

Human Capital Coordinator (Title)
Human Capital

RTA
Regional Transit Authority

Paid Time Off

(HC20)

POLICY STATEMENT

In order to meet its operational needs, the New Orleans Regional Transit Authority (RTA) will implement a Paid Time Off (PTO) and Sick Leave policy.

PURPOSE

Accrued leave (PTO and sick) under the PTO policy may carry over from year-to-year, subject to the limitations set forth below. For the purposes of this section, employee hire dates shall be considered as the date on which an employee was hired in service to the RTA or the date the employee was directly hired by the RTA, whichever is earlier.

APPLICATION

If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GUIDELINES

- Each full time and part-time employee will accrue PTO each pay period which is bi-weekly, in hourly increments based on their length of service as defined below. PTO is added to the employee's PTO bank per pay period. PTO taken will be subtracted from the employee's accrued time bank in one hour increments.

- Temporary employees, and interns are not eligible to accrue PTO.

- Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO/Sick Leave for the entire pay period. PTO is not earned in pay periods during which unpaid leave, short or long term disability leave, or workers' compensation leave are taken.

- Employees may use time from their PTO bank in hourly increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include agency paid holidays, bereavement time off, required jury duty, and military service leave.

- To take PTO requires five business days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness, or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance.

Absence due to emergency sick leave must be communicated to the supervisor 2 hours prior to the scheduled start of the employee's shift. This policy applies to all RTA employees. If a conflict occurs between this policy and a collective bargaining agreement (CBA), the CBA will prevail. (Extenuating circumstance will be taken into consideration.)

2.0 PTO Accrual

Vacation for all employees except for executives (CEO, Deputy CEO and Chiefs) is accrued based on length of service, from a minimum of 12 days to a maximum of 32 days per year for full-time employees, pro-rated for part-time employees. For purposes of calculating the vacation accrual rate, there is only one initial hire date. Employees returning to the RTA employment shall have their accrual rate restored to the level attained prior to separation.

At the time of employment, new employees will be allocated 40-hours of leave. From the time that the employee reaches the sixth (6th) month of continuous employment or 1040 hours of work, whichever is earlier, on regular pay status to be eligible to use vacation. Once served, the eligibility waiting period need not be repeated by employees returning to RTA service, leave shall accrue as set forth below;

Service Years	PTO Days Yearly
6 months to 2 years	12
3 to 4 years	15
5 to 9 years	21
10 to 14 years	27
15 to 19 years	32
20 years	32 plus 1*

(*One additional day for each year of service beyond 19 years of service)

2.1 Vacation for Executives (CEO, Deputy CEO, Chiefs)

a. Executives shall receive 25 front loaded working days of vacation per calendar year, pro-rated per their date of appointment.
b. If an Executive accepts a position that accrues vacation pursuant to a non-executive position, that employee may retain any of their current unused vacation balance for use and their vacation accrual shall be adjusted according to the non-executive accrual rate based on years of service.
c. Unused vacation days cannot be cashed out except when the Executive separates from the RTA service.
d. In the event an employee who accrues vacation pursuant to a non-executive accepts an Executive position, their unused vacation balance shall remain and the vacation accrual shall be adjusted to the Executive vacation accrual to include the 25 front loaded working days of vacation per calendar year, pro-rated per their date of appointment.

No non-executive employee shall accrue PTO in excess of two times the PTO hours eligible to accrue per years of service. No PTO will be added to an employee's PTO balance once the hour cap is reached. Any PTO inadvertently added after the hour cap is reached will be subtracted from the balance and considered part of the employee's Sick Leave Bank and is not payable to the employee upon separation. After an employee's PTO balance reaches the cap, the employee will cease to accrue PTO until the balance is reduced below the hour cap. Employees are responsible for monitoring and taking their PTO over the course of a year.

(PTO approval is subject to supervisory approval and not every employee can take accumulated time in December; the agency must continue regular business operations.)

Employees are paid for the PTO they have accrued, up to their cap hours, upon termination or resignation of employment.

2.2 Sick Leave Bank

At such time as an employee reaches the annual maximum PTO balance in any given year, that employee will be credited Sick Leave at the same rates as outlined above. When and if the employee reduces his/her PTO balance below the annual cap then PTO will accrue and sick leave crediting will cease until the cap is again reached. Employees who have an individual sick leave bank are eligible to request paid leave from their own sick leave bank when their PTO has been exhausted. Sick leave is a gratuitous benefit provided at the discretion of RTA and only in the event of serious illness as outlined herein. Sick leave is not accrued as PTO and is not payable to the employee upon separation.

The Sick Leave bank can only be used for serious medical hardships or catastrophic illnesses or injury including conditions, which immediately and severely impact the health of the employee and/or the employee's immediate family and require absence from work. These conditions must also meet the definitions of a Serious Health Condition under the Family Medical Leave Act (FMLA).

"Serious illness" generally does not include cosmetic treatments, minor conditions such as the common cold, earaches, headaches, the flu, routine doctor's appointments, or treatment with over-the-counter medications.

3.0 Approval of Individual Sick Leave

Employees may apply for up to 120 hours/15 days of Sick Leave time per 12-month period. If an employee needs more time, allocation of additional days/hours from the Individual Sick Leave bank will be determined by the Chief Human Resources Officer, or designee on a case by case basis.

1. Requests for use of the individual sick leave bank and the anticipated time period of absence must be reported on the Request for Individual Sick Leave Form provided by the Human Capital Department. To the extent permitted by Federal and State laws, employees will be required to submit medical certification from a treating physician or other licensed health care provider.

2. Requests for Individual Sick Leave bank will be evaluated on these criteria:

   A. Appropriateness of the leave as a crisis;

   B. Availability of leave within the individual sick leave bank;

   C. Completion of at least one year of full-time employment; and

   D. Lack of accrued PTO for the individual employee. All accrued PTO must first be exhausted before a request for sick leave will be granted.

3. Sick Leave requests require the consent of the requesting employee's immediate supervisor and must be approved by the appropriate Department Director.

4. Request forms are then forwarded to the Chief Human Resources Officer, who shall approve or deny the request.

An employee's individual sick leave bank is strictly for the usage of that employee. Employees may donate leave time to other employees, subject to the regulations set forth below.

4.0 PTO or Sick Leave Donation

Subject to the approval of the Chief Human Resources Officer, employees may donate PTO or sick leave to another employee, subject to the following conditions:

1. The recipient must have been employed with the RTA for a period of not less than six (6) months.

2. Donated PTO shall be converted to sick leave and added to the recipient's sick leave bank, except as may otherwise be provided in this manual or by policy set forth by the Chief Human Resources Officer.

3. Donation of leave will not be approved unless the recipient has a balance of less than 40-hours in their sick leave bank.

4. The donator relinquishes all future claims to the donated leave regardless of the medical condition of either the donor or the recipient.

5. The donation must be strictly voluntary, without coercion, implied or otherwise, and must be certified as such in writing by the donor in advance of the actual transfer of PTO or sick leave from the donor to the recipient.

6. The receiving employee shall not receive more than 480 hours of donated sick leave for any single qualifying incident based upon the dollar value of such leave which shall be converted from the donor to the recipient.

7. Conditions for donating sick leave to an eligible recipient.

    a. An employee may request to donate sick leave hours to an approved recipient employee provided the donation will not cause the donating employee's PTO and or sick leave balance to fall below 240 hours.
    b. A donating employee may not donate fewer than eight hours of sick leave converted at the donating employee's straight-time primary rate of pay.
    c. Employees who are separating from the RTA service may not donate

more sick leave than they would be able to use themselves between the date of the donation and their last day of work and must retain a post-donation minimum balance of 240 hours.

8. Restoration of transferred Sick Leave.

   a. Any transferred sick leave remaining to the credit of a recipient employee when that individual's personal emergency terminates shall be restored, to the extent administratively feasible, by transfer to the PTO and or sick leave accounts of the donors who are still active RTA employees on the date the personal emergency terminates. The recipient employee shall be permitted to retain up to 40 hours of sick leave which may include donated hours.
   b. If the total number of donating employees eligible to receive restored sick leave exceeds the total number of hours of sick leave to be restored, no restoration of donated sick leave shall occur. All remaining sick leave hours shall be retained by the recipient employee instead. In no case shall the amount of sick leave restored to a donating employee exceed the amount such employee donated.

Following approval of the Chief Human Resources Officer, Human Resources shall submit the approved leave donation forms to the Chief Financial Officer for adjustment of leave balances of the donating and receiving employee.

5.0 FLOWCHART
N/A

6.0 REFERENCES
N/A

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Safety Management

(SAF3)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) was organized with the mission to provide safe, secure, reliable, and effective rail, bus, paratransit, and ferry transportation services to patrons and citizens of the City of New Orleans, Orleans and Jefferson Parishes, and the City of Kenner. Accordingly, safety is a principal concern that impinges on all levels or RTA activities including operations, maintenance, and administrative functions.

PURPOSE

To establish and maintain RTA procedures for safe, secure, reliable, and effective rail, bus, paratransit, and ferry transportation services.

APPLICATION

All employees and contractors of RTA are required to perform their jobs safely in efforts to mitigate any damaging effects, such as patron or staff injuries, RTA equipment or property loss/damage, or abjection to system safety in any RTA function. RTA employees, contractors, and patrons are vital assets that enable the transit system's success and due to this, their safety is among RTA's top priorities.

This policy applies to all RTA employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

The management of safety is a core business function at RTA. It is important for all employees and contractors to understand the significance of safety as it relates to all job functions from all levels of the organization. Identifying and addressing unsafe conditions or risk to the lowest level practicable and the prevention of staff-involved accidents throughout the public transit system is not the sole responsibility of employees and contractors. These responsibilities are also an obligation of RTA's management beginning with the CEO.

1.1 A Safe Reporting Program

RTA will established a safe reporting program as a feasible tool for staff to express their safety concerns or report hazards. No disciplinary action will be taken against any employee who conveys a safety concern through RTA's safety reporting program. The only exception to this is when a revelation denotes the following: an illegal act, gross misconduct and/or negligence, or a deliberate or willful disregard of RTA's rules, policies, and procedures.

Combining RTA's safety management philosophy and approach with the Federal Transportation Authority (FTA) and the National Public Transportation Safety Program (Safety Management System or SMS) approach, enables the agency to build and maintain a robust safety culture and SMS. Additional details on how the approach is applied to day-to-day safety management at RTA can be found in the Agency Safety Plan (ASP).

RTA will foster programs to encourage the safety of all staff, contractors, and patrons. We are fully committed to providing a safe work environment, safe vehicles, systems, and facilities. To that end, RTA's Chief Safety Officer (CSO) is authorized to administer an all-inclusive, integrated Agency Safety Plan.

1.2 RTA's Safety Objectives

To show RTA's commitment to safety; this plan will be communicated to all staff and will be supported by the following objectives:

1. Support the management of safety through the provision of appropriate resources in order to reduce unacceptable and undesirable safety risk.
2. Achieve an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively and consistently mange safely risk;
3. Integrate the management of safety among the current responsibilities of all departments/ areas and employees;

4. Clearly define accountabilities and responsibilities of the organization's safety performance and the performance of SMS to all Staff.
5. Establish and implement effective hazard identification, analysis and mitigation source for safety information, in order to eliminate or mitigate the safety risks or the consequences of hazards to an acceptable level;
6. Ensure that no action will be taken against any employee who discloses a safety incident beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
7. Comply with, and wherever possible exceed, legislative and regulatory requirements and standards
8. Ensure that skilled and trained human resources are available to implement safety management processes
9. Ensure that all staff are provided with adequate and appropriate safety-related information and training.
10. Ensure that staff are provided the necessary support from management to effectively manage safety in all areas/functions
11. Establish and measure our safety performance against realistic, achievable and data-driven safety performance indicators and safety performance targets
12. Continually improve safety performance through safety assurance processes that ensure the effectiveness of current safety management action; and
13. Ensure externally supplied systems and services to support our operations are delivered, meeting all requirements of this as soon as possible.

This policy will be visibly communicated through the CEO's directs efforts, that of the executive team, and through all RTA training, programs and procedures.

2.0 DEFINITION OF TERMS
N/A

3.0 RESPONSIBILITIES
N/A

4.0 FLOWCHART
N/A

5.0 REFERENCES
Employee Code of Conduct

6.0 ATTACHMENTS
N/A

7.0 PROCEDURE HISTORY
This document is the original issue of the RTA Agency Safety Plan dated 7/15/2020

RTA
Regional Transit Authority

8.0 SPONSOR DEPARTMENT

Safety

RTA

Regional Transit Authority

Social Media Usage

(COM1)

POLICY STATEMENT

At the New Orleans Regional Transit Authority (RTA), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities.

PURPOSE

To assist employees in making responsible decisions we have established these guidelines for appropriate use of social media.

APPLICATION

This policy applies to all employees who work for RTA.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with RTA, as well as any other form of electronic communication.

The same principles and guidelines found in RTA policies and three basic beliefs apply to employee's activities online. Ultimately, employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of RTA or RTA's legitimate business interests may result in disciplinary action up to and including termination.

1.1 Know and follow the rules

Carefully read these guidelines, the RTA Statement of Ethics Policy, and the Discrimination & Harassment Prevention Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

1.2 Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of RTA. Also, keep in mind that employees are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Agency policy.

1.3 Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about RTA, fellow employees, members, customers, suppliers, and people working on behalf of RTA or competitors.

1.4 Post only appropriate and respectful content

- Maintain the confidentiality of RTA trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a RTAS' website without identifying yourself as a RTA employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for RTA. If RTA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of RTA, fellow employees, members, customers, suppliers or people working on behalf of RTA. If you do publish a blog or post online related to the work you do or subjects associated with RTA, make it clear that you are not speaking on behalf of RTA. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of RTA."

1.5 Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the RTA Property/Equipment/Cell Phone Policy. Do not use RTA email addresses to register on social networks, blogs or other online tools utilized for personal use.

1.6 Retaliation is prohibited

RTA prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

1.7 Media contacts

Employees should not speak to the media on RTA's behalf without contacting the Executive Office or the Chief Executive Office. All media inquiries should be directed to them.

2.0 FLOWCHART
N/A

3.0 REFERENCES
N/A

4.0 ATTACHMENTS
N/A

5.0 PROCEDURE HISTORY
N/A

6.0 SPONSOR DEPARTMENT
Communications

RTA
Regional Transit Authority

Termination of Employment

(HC17)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) maintains a productive work force, retaining the most qualified employees to fulfill its mission. Employment at RTA may be terminated by either the employee or RTA, through resignation, retirement, abandonment of position, discharge, reduction-in-force, death, or expiration of leave of absence.

PURPOSE

This policy specifies the steps to follow when the employment relationship between an employee and RTA terminates.

APPLICATION

This policy applies to all RTA applicants and employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____
ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

1.1 Processing an Employee Termination

STEP 1 – Receive or Issue Notice of Termination

1.1.1 Resignation

RTA requests at least two weeks advance notice prior to their final day of work, from employees who intend to resign from RTA service. If the notice of intent to resign is given verbally to the supervisor, without the requested written notice, the supervisor must issue a letter to the employee acknowledging the resignation in writing.
The supervisor should forward a copy of the resignation notice to the department head and the Chief Human Resources Officer, Human Capital.

1.1.2 Retirement

Retirement is a voluntary termination from active service. There is no mandatory retirement age.

An employee should give written notice 90 days prior to the last day of work to the supervisor, respective department head, and the Human Capital Department.
If the employee only gives the notice of retirement verbally to the supervisor, the supervisor must issue a letter to the employee acknowledging the retirement with a copy sent to the respective department head and the Chief Human Resources Officer, Human Capital.

1.1.3 Abandonment of Position

An employee is considered to have abandoned his/her position after an absence of three consecutive working days without contacting the supervisor to request leave and may include:

- failing to return from a leave as scheduled;
- being absent without approval; or
- failing to notify supervisor in cases of unplanned and unauthorized absences in a timely manner.

On the fourth day of the employee's unauthorized absence, the department must send the employee a certified letter of Notice of Proposed Disciplinary Action in compliance with the Progressive Discipline (HC25) policy, if recommended by the Chief Human Resources Officer or his/her designee.

Note: Prior to termination proceedings, the employee's supervisor will make reasonable attempts to contact the employee and/or employee's emergency contact per the Attendance and Work Schedule (HC1) policy. This will allow the supervisor to determine

whether an employee was incapacitated at the time of absence, and unable to call in due to a medical emergency.

1.1.4 Discharge
Employees may be discharged as a result of:

- misconduct;
- violations of law or RTA policies, procedures, and work rules;
- conduct that discredits RTA or the employee's position; or
- unsatisfactory job performance.

If the employee is being discharged, the supervisor must comply with the Progressive Discipline (HC25) policy, or the applicable collective bargaining agreement. A written notice of termination must be issued to the employee prior to his/her last day.

The manager or supervisor must consult with the Chief Human Resources Officer prior to discharging an employee.

1.1.5 Reduction in Force
The Chief Executive Officer (CEO) may require a reduction in staff due to budgetary constraints. If employees are laid-off, supervisors will receive specific instructions regarding lay-off procedures.

1.1.6 Death
Upon the death of an employee, the supervisor should notify the Chief Human Resources Officer for immediate processing.

1.1.7 Expiration of Medical Leave
A certified letter of Notice of Proposed Termination of Employment will be sent to employees who have been granted a leave of absence and are unable to return to work by the expiration date of the leave of absence.

1.1.8 Termed-Out of Employment
Non-regular employees such as project employees, interns, etc., may not exceed a defined term of employment, and will terminate at the end of that tenure.

STEP 2 - Provide the Employee with the "Checklist for Employees Terminating from RTA"
Employees must complete the tasks listed on the Checklist for Employees Terminating from RTA (Attachment 1), prior to their last day of work. Supervisors must provide this list to the employee, with whom the supervisor should review the termination process.

STEP 3 – Complete an Employee Action Form (EAF)
Once the supervisor receives or issues a termination letter, the department's staff should complete a EAF (Attachment 2) for the employee, indicating the:

- Effective Date of Termination
- Reason for Termination
- Eligibility for Rehire
- Last Day Worked

STEP 4 – Complete the Clearance Order
The supervisor or his/her designee must follow the instructions outlined in the Addendum to this policy, Instructions for Completing a Clearance Order (Attachment 3) to complete the Clearance Order (Attachment 4), as well as manually complete a payroll timesheet for the terminating employee.

STEP 5 – Prepare Personnel Record and Medical Record Files for Delivery to Talent Acquisition
The employee's Personnel Record File and Medical Record File must be prepared for delivery to Human Capital in conformance with the standards specified in RTA's Personnel Records (HC6) policy.

STEP 6 – Deliver to Human Capital
On, or immediately following the employee's last day of work, the following materials must be hand-delivered, or mailed as one complete package to the Human Capital Department located at 2817 Canal St New Orleans, LA 70119.

- Notice of Termination
- Employee Action Form (EAF)
- Personnel Record and Medical Record Files
- Clearance Order
- Employee ID Badge/Transportation Pass and Dependent Transportation Pass(es)

STEP 7 – Notifying Contract Administrators
If the terminating employee was a contracted Project Manager (PM) that PM's supervising department must notify the assigned Contract Administrator with the name of the replacing PM, as needed.

1.2 Exit Interview
Upon an employee's voluntary separation from RTA employment, Human Capital will mail a letter with exit interview questionnaire. The exit interview is an optional and anonymous survey providing employees an opportunity to assess their experiences

working at RTA. Information gathered by Human Capital will be used to assess and modify/improve the RTA work environment, as needed; to improve employee retention; and aid in recruitment and retention efforts.

Employees who terminate will receive their final checks on the regular payday of the payroll period in which they terminate. For this reason, the above materials must be received by Human Capital no later than the end of the pay period.

Employees who have been terminated may not extend their RTA service by using accrued leave per the PTO Sick Leave (HC20) policy.

2.0 DEFINITION OF TERMS

Accrued Leave - Includes vacation, sick, frozen sick and frozen vacation, paid sick time, Paid Time Off (PTO), and Compensatory Time Off (CTO).

Discharge - An employee's involuntary separation from RTA resulting from disciplinary or performance reasons.

Earned Leave – Leave that has been earned, but not yet placed in employee's leave bank.

Resignation – A voluntary, employee-initiated separation from RTA.

Termination - The cessation of the employment relationship between RTA and an employee, either by resignation or business necessity.

3.0 RESPONSIBILITIES

Department Heads are responsible for signing Clearance Orders.

Employees are responsible for providing advance notice to their supervisor of their resignation or retirement and for completing all tasks outlined on Checklist for Employees Terminating from RTA (Attachment 1). These tasks include returning all RTA property/equipment, Identification Badge/Transportation Pass and Dependents Passes and paying any outstanding financial obligations to RTA.

Supervisors are responsible for completing all the termination processing tasks outlined in this policy and its Addendum and for consulting with Employee & Labor Relations in Human Capital prior to making a final determination with respect to discharging a non-represented employee.

Human Capital/Talent Acquisition has overall responsibility for the administration of this policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Employee Code of Conduct
- Policies:
  - Progressive Discipline (HC25)
  - Employment Status (HC34)
  - Transportation Passes (HC19)
  - Medical Leave (HC39)
  - Employee Personnel File (HC6)
  - PTO Sick Leave (HC20)

6.0 ATTACHMENTS

1. Checklist for Employees Terminating from RTA
2. Employee Action Form (EAF)
3. Addendum to Termination of Employment Policy, Section 1.1, Step 4 - Instructions for Completing the Clearance Order
4. Clearance Order
5. Supervisor's Termination Processing Checklist

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA

Regional Transit Authority

CHECKLIST FOR EMPLOYEES RETIRING OR TERMINATING FROM RTA

This checklist is intended to help you complete the retirement or termination process.

Employees terminating their employment with RTA are responsible for completing a variety of tasks on or before their last day of work. Please ensure that you complete the various tasks outlined below before you leave RTA. If you have questions, please speak with your immediate supervisor or contact the Human Capital Department.

NOTE: Failure to return property to RTA or the removal of property may be construed as theft and appropriate legal action may be taken if property is not recovered. RTA will deduct from the employee's final check for the value of any unreturned property.

Tasks to Complete	Completed
1. If you are voluntarily resigning from RTA, proved your supervisor written notice of your intent to resign at least two (2) weeks prior to your last day of work. If you are retiring, provide written notice of your intent to retire at least 90 days in advance of your last day of work.	
2. Turn in the following items to your immediate supervisor or other appropriate party on or before your last day of work: • Transportation Pass and Dependent Passes. Employee will be charged a fee equivalent to the fee charged for lost or stolen passes for each unreturned Transportation Pass and Dependent Pass • Keys • All Tools, property, equipment, manuals and other RTA property in your possession • Other items issued to you	
3. If you are voluntarily resigning or retiring, your department will provide you with an Exit Interview Questionnaire to complete before your last day of work. You are encouraged to complete this Questionnaire and to send it to the Human Capital Department in the pre-addressed stamped confidential envelope that is provided.	
4. Settle any and all other outstand financial matters/obligations to RTA not indicated above with the Payroll Department.	
5. Turn in Purchase Card (P-Card) if applicable.	
6. Provide your department with your forwarding mailing address.	
Miscellaneous Task to Do (For Employee's use)	

RTA

Regional Transit Authority

OTHER IMPORTANT INFORMATION ABOUT TERMINATING FROM RTA

Final Check: Your final check will be issued to you on the next scheduled payday of the payroll period in which you are terminating. It will include unpaid wages, earned and accrued vacation time or PTO, frozen or banked vacation, and any unused compensatory time off (CTO). If you are retiring, you will also receive up to 100% (is this union and if not unaware that we pay any sick leave, but I'm willing to pay 25% of sick hours for retirement only) of your sick time/frozen sick time, depending on your union affiliation or non-union affiliation. Your final check may also reflect deductions for the value of any property/equipment that you have not returned to RTA or any outstanding balances that you owe RTA.

Arrange with your department to have your final check:

1. Mailed to you or
2. Available for pick-up on payday at RTA's payroll department located at 2817 Canal Street New Orleans, LA 70119

Benefits: After you leave RTA, you will be notified by mail of optional COBRA-continued health coverage benefits by RTA's Pension and Benefits Department.

The Human Capital Department is available to answer any questions you might have regarding the termination process. You may contact a Human Capital Coordinator for assistance.

RTA

EMPLOYEE ACTION FORM

Last Name		First Name		Middle		**If Name change, attach new Social Security Card and W4*
Transaction Type		Reason				

PERSONAL INFORMATION UPDATE – NEW HIRE INFORMATION

Address – City, State, Zip					Home Phone	Cell Phone
Marital Status	Gender	Date of Birth	Race/Ethnicity	Military Status	Disabled ☐ Y ☐ N	Disabled Vet ☐ Y ☐ N	I-9 Verified ☐ Y ☐ N
Hire Date	Rehire Date	Adjusted Hire Date	Highest Education Level Achieved	Referral Source	Specific Referral Name	

JOB INFORMATION

Current Job Data / New Hire Data				Proposed Job Changes			
Location Name				Effective Date of Change		New Location Name	
Payroll Dept		Union Name		New Payroll Dept		New Union Name	
Job Code /		File #		New Job Code / Job Title		New File #	
Employee Type		Standard Hrs		New Employee Type		New Standard Hrs	
Hourly or	Salary	Pay Group		Hourly or	Salary	New Pay Group	
Temp or	Perm	Co. Car	Y or	Temp or	Perm	Co. Car	Y N or
FT or	PT	Car Allowance $		FT or	PT	New Car Allowance $	
Supervisor Name				New Supervisor Name			

SALARY CHANGES

Current Salary (Hourly or Annual)			Increase Information			
Hourly Rate	Annual Salary	Bonus Target %	Effective Date		Review Rating	
			Increase Total $		Next Review Date	
			% of Merit Incr	0.00%	% of Adj Incr	0.00%
Date of Last Increase			% of Promo Incr	0.00%	Total %	0.00%
Review Date			New Hrly Rate		New Annual Salary		New Bonus Target %

LEAVE OF ABSENCE

First Day of LOA		Expected LOA Return	☐
Actual LOA Return Date		FMLA	☐ Y ☐ N

SEPARATION (Payout types may not apply to all properties & States)

Separation Date		Last Day Worked		Pay Thru Date	
Severance ☐ Y ☐ N	# Hours Owed	Vacation		Other	☐ ☐
		Floating		Eligible for Rehire	Y N

SIGNATURES (Certain Signatures May be Required for Agency Salary Guidelines)

	Print Name	Signature	Date
Initiator / HR Employee Engagement (for demographic/name changes)			
1st Level of Approval Title:Supervisor/Manager			
2nd Level of Approval Title:Director			
3rd Level of Approval Title:Officer			
4th Level of Approval Title:Chief HR			
5th Level of Approval Title:CEO			
6th Level of Approval Title:			

ADDITIONAL REMARKS

HUMAN RESOURCES USE ONLY

Date Rec'd		Date Input		Initials		Payroll Effective Date	

EMPLOYEE ACTION FORM
INSTRUCTIONS

FOR ALL TRANSACTIONS	Top of Form
	• Transaction Type – Choose from the drop down list (ie. Separation) – ***REQUIRED FOR ALL ACTIONS***
	• Reason – Provide the reason for the transaction ***REQUIRED FOR ALL ACTIONS***
NEW HIRE	Personal Information Update – New Hire Information Section
	• Complete all fields
	o For hire dates, used Adjusted Hire Date to give service credit for prior Company Service (ie: Veolia, Transdev, etc.)
	Job Information Section
	• Complete left side of this section
	o Location Name – name of property
	o Payroll Dept – enter Payroll Dept #
	o Union Name – if union employee provide union code or name
	o Job Title – name of position
	o File # - This is auto assigned when employee is entered into ADP
	o Employee Type – Select one in each category: Hourly or Salary, Temp or Perm, FT or PT
	o Standard Hours – enter hours scheduled to work per week
	o Pay Group – enter Pay Group employee is to be paid
	o Car Allowance – if applicable, enter amount eligible for
	o Co Car – Select Yes or No if the employee is given a company vehicle
	o Supervisor Name – provide full name of direct supervisor
	Salary Changes Section
	• Complete left side of this section
	o Hourly Rate – if hourly employee provide hourly rate
	o Annual Rate – if salaried employee provide annual rate
	o Bonus Target % - if employee is bonus eligible provide bonus target
	o Date of Last Increase – enter hire date
	o Review Date – enter next review date
	Signatures Section – obtain appropriate signature for new hire transaction
JOB CHANGE	Job Information Section
	• Current Job Data (left side of section)
	o Complete entire section with current job information
	• Proposed Job changes – **ALL PAY GROUP TRANSFERS MUST GO THROUGH Human Resources/Human Capital**
	o Enter Effective Date of Proposed Change
	o Complete entire section with new job information
	o If employee is transferring pay groups, new File # will be assigned for employee upon entry into ADP.
	Salary Changes Section
	• Provide current salary information (left side of section)
	o Hourly Rate – if hourly employee provide current hourly rate
	o Annual Rate – if salary employee provide current annual rate
	o Bonus Target % - if bonus eligible provide current bonus target
	• Provide increase information (right side of section)
	o Enter Effective Date of Proposed Change
	o Review Rating – provide employee's latest review rating
	o Increase Total $ - provide amount of increase in dollars
	o Enter % of increase – Merit, Promotion or Adjustment (form will automatically calculate total %)
	o Enter new hourly or annual rate & bonus target (if applicable)
	Signatures Section – Obtain appropriate signature for job change transaction
LEAVE OF ABSENCE	First Day of LOA – Provide first day employee missed work due to leave
	Expected LOA Return – Provide date employee is expected to return to work
	Actual LOA Return Date – Provide date employee returned to work
	Signatures Section – Obtain appropriate signature for leave of absence transaction
SEPARATION	Separation Date – Provide date of employee separated
	Last Day Worked – Provide date employee was last at work
	Severance – Select Yes or No if the employee is eligible for Severance
	Pay Thru Date – Provide date the employee should be paid thru
	Hours Owed – Provide number of vacation, floating holidays and/or sick hours employee is owed (if any) Also include any other time due as part of a Collective Bargaining Agreement (i.e. PTO).
	Signatures Section – Obtain appropriate signature for separation transaction
NAME / ADDRESS CHANGE	Provide new name or address for employee and provide any necessary documentation for change
	Employee should sign off on these types of changes. They can sign on the initiator line.

RTA

Regional Transit Authority

Addendum to Retirement and Termination of Employment

Policy INSTRUCTIONS FOR COMPLETING A CLEARANCE

The following is a detailed description order associated with completing the RTA Clearance Order.

The Clearance Order is completed by the department in which the terminating employee is paid. Supervisors or their designee (s) are responsible for completing each section of the Clearance Order as indicated below. When all information on the Clearance Order has been completed, the Department Head must sign the Clearance Order.

Please read and follow the instructions below. You may also utilize the **Supervisor's Termination Processing Checklist** to assist you in keeping track of the various tasks which need to be completed.

If you have any questions regarding completing this Clearance Order or the termination process in general, please contact the Human Capital Department.

1. Final Paycheck – Wages and Accrued/Earned Leave Banks – An employee who terminates from RTA is entitled to any unpaid wages, earned and accrued vacation time or PTO, or frozen or banked vacation, and any unused compensatory time off (CTO). If retiring, an employee is entitled up to 100% of his/her accrued sick/frozen sick time. Charges for equipment/property not returned and any outstanding financial obligations to RTA will be deducted from the employee's final paycheck.

    - In order to pay the employee his/her final wages, a Payroll Timesheet should be completed for the employee and attached to the Clearance Order.
    - The Payroll Department will be responsible for indicating all other accrued/earned hours in the employee's final check.
    - The employee's final check will be issued by the Payroll's office on payday of the normal payroll cycle. Given this new practice, the use of the Manager's Check to pay final unpaid wages is prohibited.
    - Arrange with the employee to receive his/her final check either by: 1) U.S. mail, or 2) pick up on payday at the payroll office located at 2817 Canal St New Orleans, La 70119. Make sure the employee provides his/her correct forwarding mailing address.

2. **RTA Equipment/Property** – Ensure that the employee has returned all required RTA equipment/property issued to him/her upon termination. The Clearance Order provides a detailed list of this equipment/property. Indicate on the Clearance Order the amount to be deducted from the employee's final check for the replacement value of any unreturned equipment/property or other fees owed.

3. **Transportation Pass and Dependent Passes** – Per the Transportation Pass Policy – HC19, upon termination, all employees must turn in their Transportation Pass and family Dependent Pass(es). Contact the Human Capital Department to determine the number of Dependent Passes that have been issued to the employee's family members. These passes are to be collected from the employee upon termination. Note on the Clearance Order the number of passes that have **not** been turned in by the employee. The employee will be charged for each employee and/or dependent Transportation Pass not turned in, in the amount charged for the replacement of a lost or stolen Transportation Pass. The Human Capital Department will calculate the specific amount that will be deducted from the employee's final check. All Returned passes are to be submitted to the Human Capital Department along with the employee's Personnel File, EAF, and Clearance Order and Timesheet.

4. **Keys**

5. **Exit Interview Questionnaire:** When an employee notifies you of his/her intention to voluntarily resign or retire, provide the employee with an Exit Interview Questionnaire Packet before his/her last day of work. Encourage the employee to complete the voluntary Exit Interview Questionnaire and assure the employee of the confidentiality of the information. Only the chief Human Resources Officer will review the Exit Interview Questionnaire responses. Advise the employee to send the completed Questionnaire directly to the Human Capital Department or through the U.S. mail in the pre-addressed stamped envelope provided.

   Exit Interview Questionnaires may be obtained from the Human Capital Department.

RTA

Regional Transit Authority

6. **Post-Employment Restrictions** – The supervisor must inform the employee that upon termination from RTA the employee must comply with all post – employment restrictions outlined in RTA's Employee Code of Conduct, Section "5-15-210 Restrictions Upon Leaving the RTA".

7. **Purchase (P) Cards** – When a Cardholder terminates employment at RTA, the P-card must be canceled prior to departure. Ensure that the card is returned to the Business Unit Coordinator immediately, for forwarding to the Agency Program Coordinator (APC). The Approving Official (AO) should notify the APC by e-mail, with a copy to the Business Unit Coordinator, to request immediate cancellation of the P-Card. The AO must process a Purchase Card Revisions and Cancellation form.

RTA
Regional Transit Authority

CLEARANCE ORDER

Employee's Name	Badge	Position Title
Street Address (City, State, Zip Code)		
Date of Birth	Date of Hire	Date of Termination
Status: ☐ Retired ☐ Terminated ☐ Deceased ☐ Other	Are there unpaid hours? ☐No ☐Yes If yes, please complete the following: Unpaid Hours Worked :_____:_____(Hours : Minutes)	

Instructions:

1. Select how the employee would like to receive their final check*. (Final check will be issued on the payday of the normal payroll cycle in which the Payroll Department receives the clearance order. It will not be deposited electronically.)
   ☐ Mail to above address. (Please verify the mailing address.)
   ☐ Pick Up: At RTA's payroll office, 2817 Canal St New Orleans, LA 70119
2. Dial the extension number (if listed) to inquire if dollar amount is owed for items not turned in prior to termination date.
3. Send completed Clearance Order, approved timesheet, department file and HR issued Transportation Passe(s) to the Human Capital Department.

FOR DEPARTMENT REPRESENTATIVE USE ONLY

Indicate the charges for any items not turned in prior to termination date.	$ Amount	Indicate the charges for any items not turned in prior to termination date.	$ Amount
Assigned Auto-Personal Use			
Assigned Hand Held Radio/Equip		Purchase Card (P-Card)/Credit Card	
Cell phone, air card, hot spot		Restricted Access ID Readers/Cards	
Computer Equipment (laptop/tablet)		Safety Vest and Flashlight	
Keys		Transportation Pass(es)	
Moving Expenses		Employee ( )	
Operator Rule Book/SOP		Dependent(s)( )	
Operator Service Guide			
Other:			
		457 Distributions	
		☐ No	
		☐ Yes (Please attach distribution form)	

Dept. Signature:	Badge #:	Department #:
HR Signature:	Badge #:	Department #:

FOR PAYROLL USE ONLY

Payroll Deductions	$ Amount	Earned Vacation hours
Garnishments:		Earned TOWP hours
1. State Levy (FTB)		Accrued Vacation hours
2. Federal Tax Levy (IRS)		Frozen/Banked Vacation hours
3. Other Legal Judgments (Details)		Sick Time/Frozen Sick Time
Acct 10: ☐ No ☐ Yes		Hours @ 50% - 100 %
Accounts Receivable Cash Advances		Compensatory Time Off (CTO)
		Accounting Operation Specialist's Initials:
Life Insurance(49)		Accounting Supervisor's Initials:
Medical Insurance		
Other Advances (Account 12007)		Accounting Manager Signature:
Petty Cash Fund Responsibility		
Travel Advance		Date:
Uniform/Watch Installment Notes		

* Employees are entitled to wages, accrued and earned vacation time or TOWP, frozen/banked vacation, unused Compensatory Time Off (CTO), and if retiring, up to 100% of their sick/frozen sick time on their final check.

RTA
Regional Transit Authority

SUPERVISOR'S RETIREMENT/TERMINATION PROCESSING CHECKLIST

Tasks To Complete	Completed
Step 1 - Receive or Issue Employee's Notice of Retirement/Termination	
Step 2 - Provide employee Checklist for Employee Retiring/Terminating from RTA	
Step 3 - Complete Employee Action Form (EAF)	
Step 4 - Complete Clearance Order	
Step 5 - Prepare Employee's Personnel Record and Medical Records Files for delivery to the Human Capital Department	
Step 6 - Deliver all the above materials along with employee Transportation Pass and family Dependent Badges to the Human Capital, Records Room, or immediately after the employee's last day of work and before the end of the pay period.	
Clearance Order Checklist	
1. Final Check - Have the employee complete a Payroll Timesheet for unpaid wages and attach to the Clearance Order. Note on the Clearance Order the number of work hours the employee should be paid for. Employees will receive their final check in conjunction with the normal payroll cycle. Make arrangements for employee to receive his/her final check by one of the following options: 1) U.S. mail, or 2) pick up at the RTA's payroll office located at 2817 Canal St New Orleans, LA 70119. Ensure employee's forwarding mailing address is accurate.	
2. RTA Equipment/Property - Collect all RTA property/equipment from employee.	
3. Transportation Pass and Dependent Passes - Collect all passes from employee. Issue retirement pass to retiree and eligible dependents.	
4. Keys – Ensure that all keys that have been issued to employee are returned to immediate supervisor.	
5. Exit Interview Questionnaire - If employee is voluntarily resigning or	
retiring, provide Exit Interview Questionnaire packet for him/her to complete which may obtained from the Human Capital Department.	

RTA

Regional Transit Authority

6. Post-Employment Restrictions – Refer employee RTA's Code of Conduct, "Restrictions Upon Leaving the RTA" regarding employees' post-employment restrictions.	
7. Purchase (P) Cards - Ensure that employee has returned P-Card, if applicable	

RTA
Regional Transit Authority

Transfer

(HC33)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) allows non-represented employees to transfer from one department to another non-represented position in accordance with Human Capital procedures.

PURPOSE

To give qualified RTA employees the opportunity to transfer into departments and/or positions which enhance their careers, while also preserving management's right to assign employees into areas when appropriate.

APPLICATION

This policy applies to all non-represented at-will employees who have completed their initial probationary period.

APPROVED:

_____ _____
ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 PROCEDURES

After a transfer, the employee will serve a new six-month probationary period. The sending and receiving departments must agree upon the transfer's effective date, and an Employee Action Form (EAF – see Attachment 1) must be completed and submitted.

A transferring employee should be released from the former position within 14 calendar days of the offer acceptance date. A transfer may not be delayed longer than 60 days without the approval of the Chief Human Resources Officer.

1.1 Types of Transfers

There are three types of transfers:

Employee-Initiated Transfer: Employees are eligible to transfer to positions at or below their current salary grade; which are either the same classification as the employee's current position, or a comparable position which requires the same or similar knowledge, skills, and abilities. If an employee wishes to move to another department, he/she must:

- Meet the minimum qualifications of the position for which he/she is applying.
- Pass any applicable exams, if transferring to a different job classification.
- Submit a completed Transfer Request Form (see Attachment 2) and current resume to the Human Capital Department.
- Have received an "Effective" rating or better on his/her most recent Individual Performance Plan (IPP), before being eligible to request an Employee-Initiated Transfer to an equivalent salary-grade position.

When a vacancy occurs, those candidates on the transfer list who most closely match the Ideal Candidate Profile for the vacancy being filled will be certified to the hiring authority for an interview.

Management-Initiated Transfer: Chiefs or higher in the RTA management hierarchy must approve a transfer when necessitated by changes in workloads, reorganization, or any other business reason.

Disability Transfer: If an employee becomes temporarily or permanently disabled and unable to perform the essential functions of his/her job, the employee may be reasonably accommodated by a transfer into a vacant, non-represented position with essential duties the employee can perform.

1.2 Performance Evaluations

At the time of transfer, the employee's supervisor from the sending department will prepare an individual performance of the employee's work-to-date filing a copy with Human Capital, and in the employee's departmental file. The departmental file will be sent to the receiving department.

Following a transfer, the employee is subject to the requirements provided in the Probationary Period (HC32) policy, including performance evaluations after three and six months; and options and consequences if, after the six month evaluation, he/she receives a "Needs Improvement" performance rating.

2.0 DEFINITIONS

Comparable Classification – Positions at the same salary grade that require the same or similar knowledge, skills, abilities, and experience to perform the duties of the job.

Ideal Candidate Profile – An outline of the desired education, training, skills, abilities, and experience for a specific position as defined by the hiring department.

Initial Probationary Period – The first six months of continuous service from the date a new regular employee started work; any probation, including after a promotion, may be extended as appropriate based on evaluation of the employee.

Reassignment – A change in work responsibilities or job duties within an employee's work unit within the same or comparable job classification.

Transfer – The movement of an employee from one work unit to another, to a position at or below his/her current salary grade, which is either the same classification as the employee's current position, or a comparable position for which he/she meets the minimum qualifications.

3.0 RESPONSIBILITIES

Human Capital is responsible for administering this policy.

The chief of the employee's sending department is responsible for preparing and submitting the EAF; facilitating the agreed-upon release; conducting an Individual Performance Plan; and ensuring that the employee's files are forwarded to the appropriate departments.

The chief of the employee's receiving department is responsible for outlining the employee's new job duties; accepting the employee into the department within the agreed-upon time frame; and conducting probationary reviews.

The employee is responsible for completing the Transfer Request Form, attaching a current resume, and taking any applicable, job-related exams.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Probationary Period (HC32)
- Individual Performance Plan (HC36)
- Termination of Employment (HC17)

6.0 ATTACHMENTS

1. Employee Action Form (EAF)
2. Transfer Request Form

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

RTA

EMPLOYEE ACTION FORM

Last Name		First Name		Middle		**If Name change, attach new Social Security Card and W4*
Transaction Date		Reason				

PERSONAL INFORMATION UPDATE – NEW HIRE INFORMATION

Address – City, State, Zip					Home Phone	Cell Phone
Marital Status	Gender	Date of Birth	Race/Ethnicity	Military Status	Disabled Y N	Disabled Vet Y N	I-9 Verified Y N
Hire Date	Rehire Date	Adjusted Hire Date	Highest Education Level Achieved	Referral Source	Specific Referral Name	

JOB INFORMATION

Current Job Data / New Hire Data				Proposed Job Changes			
Location Name				Effective Date of Change		New Location Name	
Payroll Dept		Union Name		New Payroll Dept		New Union Name	
Job Code /		File #		New Job Code / Job Title		New File #	
Employee Type		Standard Hrs		New Employee Type		New Standard Hrs	
Hourly or	Salary	Pay Group		Hourly or	Salary	New Pay Group	
Temp or	Perm	Co. Car	Y or	Temp or	Perm	Co. Car	Y N or
FT or	PT	Car Allowance $		FT or	PT	New Car Allowance $	
Supervisor Name				New Supervisor Name			

SALARY CHANGES

Current Salary (Hourly or Annual)			Increase Information			
Hourly Rate	Annual Salary	Bonus Target %	Effective Date		Review Rating	
			Increase Total $		Next Review Date	
			% of Merit Incr	0.00%	% of Adj Incr	0.00%
Date of Last Increase			% of Promo Incr	0.00%	Total %	0.00%
Review Date			New Hrly Rate		New Annual Salary		New Bonus Target %

LEAVE OF ABSENCE

First Day of LOA		Expected LOA Return		
Actual LOA Return Date		FMLA	Y N	

SEPARATION (Payout types may not apply to all properties & States)

Separation Date		Last Day Worked		Pay Thru Date	
Severance Y N	# Hours Owed	Vacation		Other	
		Floating		Eligible for Rehire	Y N

SIGNATURES (Certain Signatures May be Required for Agency Salary Guidelines)

	Print Name	Signature	Date
Initiator / HR Employee Engagement (for demographic/name changes)			
1st Level of Approval Title:Supervisor/Manager			
2nd Level of Approval Title:Director			
3rd Level of Approval Title:Officer			
4th Level of Approval Title:Chief HR			
5th Level of Approval Title:CEO			
6th Level of Approval Title:			

ADDITIONAL REMARKS

HUMAN RESOURCES USE ONLY

Date Rec'd		Date Input		Initials		Payroll Effective Date	

EMPLOYEE ACTION FORM
INSTRUCTIONS

FOR ALL TRANSACTIONS	Top of Form
	• Transaction Type – Choose from the drop down list (ie. Separation) – ***REQUIRED FOR ALL ACTIONS***
	• Reason – Provide the reason for the transaction ***REQUIRED FOR ALL ACTIONS***
NEW HIRE	Personal Information Update – New Hire Information Section
	• Complete all fields
	o For hire dates, used Adjusted Hire Date to give service credit for prior Company Service (ie: Veolia, Transdev, etc.)
	Job Information Section
	• Complete left side of this section
	o Location Name – name of property
	o Payroll Dept – enter Payroll Dept #
	o Union Name – if union employee provide union code or name
	o Job Title – name of position
	o File # - This is auto assigned when employee is entered into ADP
	o Employee Type – Select one in each category: Hourly or Salary, Temp or Perm, FT or PT
	o Standard Hours – enter hours scheduled to work per week
	o Pay Group – enter Pay Group employee is to be paid
	o Car Allowance – if applicable, enter amount eligible for
	o Co Car – Select Yes or No if the employee is given a company vehicle
	o Supervisor Name – provide full name of direct supervisor
	Salary Changes Section
	• Complete left side of this section
	o Hourly Rate – if hourly employee provide hourly rate
	o Annual Rate – if salaried employee provide annual rate
	o Bonus Target % - if employee is bonus eligible provide bonus target
	o Date of Last Increase – enter hire date
	o Review Date – enter next review date
	Signatures Section – obtain appropriate signature for new hire transaction
JOB CHANGE	Job Information Section
	• Current Job Data (left side of section)
	o Complete entire section with current job information
	• Proposed Job changes – **ALL PAY GROUP TRANSFERS MUST GO THROUGH Human Resources/Human Capital**
	o Enter Effective Date of Proposed Change
	o Complete entire section with new job information
	o If employee is transferring pay groups, new File # will be assigned for employee upon entry into ADP.
	Salary Changes Section
	• Provide current salary information (left side of section)
	o Hourly Rate – if hourly employee provide current hourly rate
	o Annual Rate – if salary employee provide current annual rate
	o Bonus Target % - if bonus eligible provide current bonus target
	• Provide increase information (right side of section)
	o Enter Effective Date of Proposed Change
	o Review Rating – provide employee's latest review rating
	o Increase Total $ - provide amount of increase in dollars
	o Enter % of increase – Merit, Promotion or Adjustment (form will automatically calculate total %)
	o Enter new hourly or annual rate & bonus target (if applicable)
	Signatures Section – Obtain appropriate signature for job change transaction
LEAVE OF ABSENCE	First Day of LOA – Provide first day employee missed work due to leave
	Expected LOA Return – Provide date employee is expected to return to work
	Actual LOA Return Date – Provide date employee returned to work
	Signatures Section – Obtain appropriate signature for leave of absence transaction
SEPARATION	Separation Date – Provide date of employee separated
	Last Day Worked – Provide date employee was last at work
	Severance – Select Yes or No if the employee is eligible for Severance
	Pay Thru Date – Provide date the employee should be paid thru
	Hours Owed – Provide number of vacation, floating holidays and/or sick hours employee is owed (if any) Also include any other time due as part of a Collective Bargaining Agreement (i.e. PTO).
	Signatures Section – Obtain appropriate signature for separation transaction
NAME / ADDRESS CHANGE	Provide new name or address for employee and provide any necessary documentation for change
	Employee should sign off on these types of changes. They can sign on the initiator line.

DATE:

TO: Darwyn B. Anderson
danderson@rtaforward.org
Chief Human Resources Officer

FROM:

SUBJECT: TRANSFER REQUEST **(RESUME MUST BE ATTACHED)**

I would like to be considered for a transfer. **I have attached a current resume to this request. I understand the request is valid for eighteen months from the date it is approved by the Talent Acquisition Department or until a transfer is completed.** I understand that I:

- May only be considered for a classification at or below my current salary grade
- Must meet the minimum qualifications of the classification to which I request to transfer
- Pass any applicable exams, if transferring to a different job classification
- Have received an "Effective" rating or better on the most recent Individual Performance Plan (IPP)
- Understand when a vacancy occurs in the interested classification, those candidates who most closely match the Ideal Candidate Profile for the vacancy being filled will be certified to the hiring department for consideration
- Must notify the Talent Acquisition, if I would like any changes to be made, or if I no longer desire to be considered for a transfer.

NAME		**BADGE#**	
CURRENT DEPARTMENT		**EXTENSION**	
CURRENT JOB CLASSIFICATION			

☐ I am interested in being considered for any **vacancies within my classification and in any department.**

☐ I am interested in being considered for any **vacancies within my classification for the following departments only:**

I am interested in being considered for any **vacancies within the following classifications:**

Classification	**Official Use**
	Approved ☐ Not Approved ☐
	Approved ☐ Not Approved ☐
	Approved ☐ Not Approved ☐
	Approved ☐ Not Approved ☐

Official Use Only

Date Approved: _____ Request Expires: _____ Date Logged: _____

Approved By (Print Name): _____ Signature: _____

Notes:

_____

_____

RTA

Regional Transit Authority

Transportation Passes

(HC19)

POLICY STATEMENT

To ensure a safe working environment, the New Orleans Regional Transit Authority (RTA), issues Transportation Passes to all employees as well as eligible individuals and eligible non-employees. Transportation Passes will provide facility access, as applicable. Employees and eligible non-employees may use their Transportation Pass as valid fare media for all RTA-operated transit services.

PURPOSE

Transportation Passes provide proof of employment, allow access to facilities, are used as valid fare media for RTA employees and eligible non-employees for RTA-operated transit service, and are used to maintain security of RTA premises. Also, decreasing our carbon footprint on society, and socially and economically helping our agency's employees and their families.

APPLICATION

This policy applies to all individuals who have been issued an RTA Transportation Pass. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA

Regional Transit Authority

1.0 GENERAL

1.1 Transportation Pass Issuance and Renewal

Regional Transit Authority (RTA), issues transportation passes to all employees as well as eligible individuals. Transportation Passes are normally issued on a five-year cycle, but may be extended for varying periods of time by the Chief Human Capital Officer, or Human Capital Department approval. Employees will be notified of the revised expiration date of the Transportation Pass.

Table1: Transit Passes Eligibility

	Facility Access & Fare Media	Facility Access	Fare Media
Employee (Regular and temporary)	X		
Board of Directors (and staff)	X		
Current Employee Spouse and Children up to age 26			X
Contractors		X	
RTA – Contracted Law Enforcement	X		
Consultants		X	
Interns not paid by RTA			X
Retirees (deferred retirees are not eligible)			X
Eligible dependents** of deceased employees			X
Eligible dependents** of Board Members			X

*Those with Facility access will receive an ID Badge and separate proxy card. Eligible dependents consist of a spouse/domestic partner, children (natural, step, adopted, foster or under the employee's legal guardianship) up to age 26, disabled children of any age living with and dependent upon the eligible employee, and children, spouses, domestic partners, widows and widowers of retired employees.

***Employees must submit documentation for eligible family members:**

- Birth Certificate
- Adoption papers
- Legal Guardianship papers
- Marriage License
- Transcript or proof of full time student
- Declaration of Domestic Partnership

*Eligible dependents of deceased employees will receive fare media based on the employee's service time:

- Five or more years: Spouse/domestic partner receives permanent pass and children up to 26 years old must renew each renewal period.
- Less than five years: eligible dependents will keep their passes until their current passes expire. Their passes will not be renewed.

1.2 Transportation Pass Issuance and Renewal

Transportation Passes are normally issued on a five-year cycle, but may be extended for varying periods of time by the Chief Human Capital Officer, or Human Capital Department approval. Employees will be notified of the revised expiration date of the Transportation Pass.

1.3 Lost/Stolen Transportation Passes

An employee must immediately complete and submit the ID/ Transportation Pass Replace Form (Attachment 1) and forward it to the Human Capital Office. Human Capital may charge the individual a designated fee when replacing Transportation Pass.

1.4 Abuse of Transportation Pass Privileges

Employees abusing or misusing Transportation Pass privileges may be disciplined, up to and including termination. Transportation Pass privileges may be revoked if the authorized Transportation Pass holder (including eligible dependents) deface, destroy, or otherwise vandalizes RTA property, or allows an unauthorized person to use their Transportation Pass.

1.5 Termination of Employment or Contact

Upon termination of employment or contact, the immediate supervisor must collect assigned transportation passes for the terminated employee, contractor, and any dependents' assigned ID badges returning them with the clearance order to the Human Capital Department. They must also notify the Human Capital Department that a consultant's contract has been terminated.

RTA will charge an employee for each employee Transportation Pass that was not surrendered on the date of separation from RTA service. RTA will deduct an applicable fee from a consultant's final payment for any ID badges the consultant did not return.

2.0 DEFINITION OF TERMS

Consultant - An individual of a consulting firm or employment agency, hired by RTA who frequently utilizes RTA facilities and requires telephone and network access. A Consultant's ID Badge does not contain fare media; and they will receive a proxy card for facility access.

Employee - An individual hired by RTA on a regular or temporary basis.

Eligible Dependents - A spouse/domestic partner, children (natural, step, adopted, foster, or under the employee's legal guardianship) up to age 26, disable children of any age living with and dependent upon the eligible employee, and children, spouses, domestic partner, widows, and widowers of retired employees.

Identification Badge – Photographic personal identification card used for identification, facility access, and fare media for RTA – operated transportation services. When fare media is not authorized, a badge will be issued for identification purposes only. They are for the sole use of the person to who they are issued, may not be sold, and are otherwise non-transferrable.

Transportation Pass – Transportation Pass added to an ID badge, for use on RTA-operated bus, rail, paratransit, and ferry. They are for the sole use of the person to whom they are issued, may not be sold, and are otherwise non-transferable.

3.0 RESPONSIBLILITIES

Employees are responsible for the proper use of their Transportation Passes, and the Transportation Passes are neither sold or otherwise transferred to any individual not expressly authorized to use them.

4.0 BACK OF TRANSIT PASS STATEMENT

This card is property of Regional Transit Authority (RTA) and is carried for identification purposes. This card is valid as fare media on all RTA operated transit service. This card must be surrendered upon termination of employment or upon demand. Non-transferable.

If found, please drop in any US mailbox (return postage guaranteed).
Human Capital Department
2817 Canal Street
New Orleans, LA 70119

5.0 FLOWCHART
N/A

6.0 REFERENCES
N/A

7.0 ATTACHMENTS
1. ID/ Transportation Pass Replace Form

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA
Regional Transit Authority

Attachment 1

ID/Transportation Pass Replacement Form

Employee Name: _____
(Last Name, First Name)

Department: _____

Eligibility	**Facility Access & Fare Media**	**Facility Access**	**Fare Media**
Employee (Regular and temporary)	X		
Board of Directors (and staff)	X		
Current Employee Spouse and Children up to age 26			X
Contractors		X	
RTA – Contracted Law Enforcement	X		
Consultants		X	
Interns not paid by RTA			X
Retirees (deferred retires are not eligible)			X
Eligible dependents ** of deceased employees			X
Eligible dependents ** of Board Members			X

Replacement Reason: _____
(use criteria above)

Approval: _____
Human Capital Coordinator

Employee Signature: _____

Cost: _____

RTA

Regional Transit Authority

Travel and Business Expense

(GEN2)

POLICY STATEMENT

It is the policy of the New Orleans Regional Transit Authority (RTA) to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel.

PURPOSE

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with agency reimbursement rules. All business-related travel paid with RTA funds must comply with agency expenditure policies.

APPLICATION

Full-time and regular, part-time employees are eligible to receive this benefit.

APPROVED:

_____ _____

ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

RESPONSIBILITY

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 10 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve their own travel or reimbursement. The travel reimbursement form must be signed by the Respective Executive Officer or the Chief Financial Officer.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

PERSONAL FUNDS

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section 2: Travel Expenses/Procedures for details. RTA reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in conjunction with business travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Travel Request form. RTA will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

EXCEPTIONS

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by respective RTA Officers. Exceptions related to the Officer or the Chief Financial Officer expenses must be submitted to the CEO for approval. In most instances, the expected turnaround time for review and approval is 10 business days.

Section 2. Travel Expenses/Procedures
General information

Authorized business travel for staff that includes prepayments must be pre-approved. Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes require receipt. Requests for reimbursement of expenses over must be submitted on a travel reimbursement form.

Permissible prepaid travel expenses

Before the travel, RTA may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Applicable policies and methods of payments for these prepayments follow.

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the business office.
Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for domestic or international flights with flight time totaling less than five consecutive hours excluding layovers.
A less-than-first-class ticket (i.e., business class) may be purchased at RTA's discretion for domestic or international flights with flight time exceeding five consecutive hours excluding layovers.

Airfare may be purchased with a credit card or check through the business office with a request for payment form.

Rail transportation. RTA will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Rental vehicles. RTA will pay for approved use of a rental vehicle. See the section on reimbursements below in this section.

Conference registration fees. Conference registration fees can be prepaid with a credit card or check through the business office with a request for payment form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the travelers per diem allowance.

Travel advances. Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff

traveling on behalf of RTA. A maximum of 80 percent of the total estimated cost can be advanced.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay RTA for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the business office to deposit any excess funds into the appropriate departmental account.

Travel advances are processed by submitting a completed RTA Travel-Expense Reimbursement form and Travel Request form to the business office. Reimbursement for any remaining expenses is processed on a Travel-Expense Reimbursement form approved by the designated approval authority.

Reimbursements. Requests for reimbursements of travel-related expenses are submitted on an RTA Travel-Expense Reimbursement form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds 20 percent of the total pre-trip estimate, the Travel Reimbursement form must be signed by the CEO or CFO.

These forms must be submitted to the business office within two weeks after the trip is completed. Travel Reimbursement forms not submitted within this time frame require exception approval from the executive officer or from the CFO.
Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by RTA are shown below.

Airfare. If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation. If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel). A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance agency for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the federal mileage rate.
A staff travel reimbursement form is required for reimbursement of personal vehicle business mileage

Automobile (rental—domestic travel). Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

RTA authorizes reimbursement for the most economic vehicle available. In certain circumstances, larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance agency for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee was not prepaid, RTA will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the travelers per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.
Exceptions to this restriction may be approved in writing by the executive officer or by the CFO.
RTA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted.

Meals (per diem). Per diem allowances are reimbursable for in-state overnight travel that is **45 miles** or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is **45 miles** or more from the traveler's home or primary worksite.

RTA per diem rates are based on the **U.S. General Services Administration Guidelines**, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly. If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

Receipts are not required for per diem allowances.

Business meals. Travelers are required to follow RTA expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking) totaling $25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls totaling $25 or more.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation if costs are $25 or more for each occurrence.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

Non-reimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by RTA:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Childcare, babysitting, housesitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Motor vehicle violations

Travel for Non-Employees

Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide RTA purpose for engaging in the travel or attending the event. Such travel is generally limited to senior management and should occur infrequently.

2.0 FLOWCHART
N/A

3.0 REFERENCES
N/A

4.0 ATTACHMENTS
RTA's Travel-Expense Reimbursement Form

5.0 PROCEDURE HISTORY
N/A

6.0 SPONSOR DEPARTMENT
General Administration

RTA

Regional Transit Authority

Business Expense Reimbursement

Employee name: _____ **Date:** _____

Complete and submit expense reimbursement forms within 10 days of the date expenses were incurred. Attach copies of receipts for all expenses above $20.

			Meals			Local travel							
Date expense(s) incurred	Air / train fare	Hotel room plus tax	Breakfast	Lunch	Dinner	Taxi, bus, subway	Mileage @ $0.__ per mile	Parking / tolls	Car rental	Entertainment	Tips	Other	Daily Totals
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
													$0.00
Totals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Provide explanations of any "entertainment" or "other" expenses in box below:

Cash Advance Amount:	
Balance Due to Employee	$0.00
Balance Owed to Company	$0.00

Purpose of Business Expenses: _____

I certify that all expenses represented above were incurred while on official business for the company.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

RTA
Regional Transit Authority

Whistleblower Protection

(HC47)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) is committed to high standards of ethical, moral and legal professional conduct.

PURPOSE

The agency expects its employees to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities.

APPLICATION

This policy applies to all RTA Board Commissioners, employees, vendors, contractors and visitors while on RTA property, or when performing business with, or providing service for RTA. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA prevails.

APPROVED:

_____ _____
ADOPTED: Board Chair Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

RTA
Regional Transit Authority

1.0 GENERAL

Louisiana law protects public employees who report information which they reasonably believe a violation, or any provision of law, or any other acts of impropriety related to the scope or duties of public employment, to their agency heads, the Louisiana Board of Ethics, or any person or entity of competent authority or jurisdiction. Any public employee who reports a potential violation shall be free from discipline or reprisal for their employer. This law (R.S. 42:1169) is enforced by the Louisiana Board of Ethics. A public employee who is wrongfully suspended, demoted, or dismissed due to reporting of any act of wrongdoing shall be entitled to reinstatement of his employment, as well as the receipt of any loss of income or benefits. A person who is a public employee because of a contractual arrangement with a governmental entity or agency, whose contract is wrongfully suspended, reduced, or terminated as an act of reprisal for reporting an alleged act of impropriety, shall be entitled to reinstatement of his contract and receipt or any lost compensation under the terms of the contract.

2.0 PROCEDURES

2.1 Reporting Misconduct

The agency encourages its employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. All reports of illegal and dishonest activities will be promptly submitted to the Chief Human Resources Officer who is responsible for investigating and coordinating corrective action.

3.0 DEFINITIONS

(A) **A whistleblower** as defined by this policy is an employee of the RTA who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

(B) **Misconduct** "Misconduct" is defined in this Whistleblower Policy as any activity by an Agency Board member, Officer, Director, Supervisor, employee, consultant or contractor that jeopardizes the safety of passengers or employees, violates a state or federal law or regulation or involves corruption, fraud, bribery, theft or misuse of agency property, gross incompetence, or otherwise violates any applicable Agency Code of Conduct or policy.

(C) **No Retaliation** This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the agency before seeking resolution outside the agency.

Accordingly, no Director, officer or employee who in good faith reports suspected Misconduct under this Whistleblower Policy or who cooperates in the investigation of Misconduct shall suffer harassment, retaliation or adverse employment consequence as a result of making such a report or cooperating in an investigation. An employee who retaliates against someone who has reported Misconduct in good faith or who has cooperated in the investigation of Misconduct is subject to discipline, up to and including termination of employment.

(D) **Reporting Misconduct** the agency encourages its Directors, officers and employees to share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address areas of concern. However, if an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to contact the Chief Human Resources Officer. Supervisors and Managers are required to report alleged violations of law to the Chief Human Resources Officer.

(E) **Acting in Good Faith** Anyone who reports Misconduct must be acting in good faith and have reasonable grounds for alleging the Misconduct. Any allegations that prove not to be substantiated and which were known to be false when made or were made with willful disregard for their truth or falsity will be viewed as a serious disciplinary offense.

(F) **Confidentiality Reports** of Misconduct or suspected Misconduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Misconduct or suspected Misconduct will be kept confidential to the extent possible and to the extent permitted by law. Reports of Misconduct or suspected Misconduct will be shared with other individuals, including individuals outside the agency, as necessary to conduct an adequate investigation.

(G) **Anonymous Allegations** This Whistleblower Policy encourages individuals to put their names to allegations of Misconduct because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be looked into appropriately, but consideration will be given to: the seriousness of the issue raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

(H) **Handling of Reported Misconduct** The employee's supervisor or other agency representative will acknowledge receipt of the reported Misconduct within five business days, unless the report was submitted anonymously. All reports will be

promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Chief Human Resources Officer may employ the services of an independent investigator in cases where the alleged Misconduct involves an expenditure or loss to the agency in excess of $250,000.00, or creates a significant exposure to liability to the Agency or in other special circumstances that justify independent investigation.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Chief Human Resources Officer. The employee must exercise sound judgment to avoid baseless allegations. **An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.**

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Agency will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Chief Human Resources Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

1) Immunity—An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

4.0 RESPONSIBILTIES
N/A

5.0 FLOWCHART
N/A

6.0 REFERENCES

- Ethics (HC27)
- Whistleblower Protection for public employees – LSA-R.S. 42:1169

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA

Regional Transit Authority

Workplace Violence Prevention

(HC3)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) promotes a safe working environment for all of its employees; prohibiting acts or threats of violence in any form, by or against any RTA employee, vendor, contractor or visitor. With the exception of sworn officers or security personnel in the course of duty, RTA employees are prohibited from possessing weapons at any time on RTA property, in RTA vehicles, at any RTA-sponsored events or while otherwise engaged in RTA-related duties.

RTA requires employees to treat each other professionally, with civility and respect. Intimidating and bullying behavior will not be tolerated. Violations of this policy may lead to removal from the property, discipline up to and including termination, and/or referral to the proper authorities.

PURPOSE

The purpose of this policy is to provide a safe and secure working environment for all employees, to protect the safety of RTA passengers, contractors, vendors and the general public, and to ensure the smooth operation and delivery of service by RTA.

APPLICATION

This policy applies to all RTA employees, vendors, contractors and visitors while on RTA property, or when performing business with, or providing service for RTA. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement prevails.

APPROVED:

_____ ADOPTED: Board Chair

_____ Chief Executive Officer

Effective Date: _____

Date of Last Review: _____

1.0 GENERAL

RTA employees are responsible for maintaining a safe work environment. Retaliation and/or harassment against an employee who reports real or implied threats of violence or violent behavior, is prohibited. Supervisors and managers who receive reports of threats will respond with serious attention to all incidents.

It is not considered harassment when managers and supervisors are counseling employees in a reasonable manner, about an employee's job performance.

2.0 PROCEDURES

2.1 Workplace Security Measures

In an effort to fulfill RTA's commitment to a safe work environment for employees, vendors, contractors and visitors, the following procedures have been created for access to non-public RTA property:

- Access is limited to those with legitimate business interest.
- Employees must display RTA identification on outermost garment and above the waist.
- Visitors must register and display identification when visiting any RTA facility.
- Employees separated from RTA will not be allowed access, except under prescribed and/or supervised circumstances.

2.2 General Reporting

Employees must immediately notify their manager or supervisor if they experience or witness threats, violence, bullying or intimidation, or other suspicious or disruptive behavior. This includes an individual's violent behavior toward him/herself. The manager or supervisor must take all notifications seriously, promptly investigate, and seek assistance from the Chief Security Officer or designee, if necessary. Employees should seek out the next level of management in their area, if they are uncomfortable talking to their direct supervisor, or if the supervisor is the individual posing the threat. If that is not possible, employees should contact the Human Capital at Department and the Chief Security Officer or designee.

2.3 Crisis Reporting

If an incident is an emergency or requires immediate attention: Secure personal safety. Call 9-1-1, and call RTA Security. Provide as many details as possible,

including location, description of incident, name(s) of who to contact, telephone number and address. Notify the appropriate Department Head or Division Manager.

2.4 False Reports

Employees making intentionally false and malicious complaints of workplace violence will be subject to disciplinary action up to and including termination, and/or referral to authorities as appropriate. Good faith complaints will not be subject to disciplinary action, even if unintentionally erroneous.

2.5 Restraining Orders

Employees who have obtained legal restraining orders that could impact the workplace must report these to their immediate supervisor and RTA Security without delay. Copies must be provided to the Human Capital Office and Chief Security Officer or designee. Employees who secure restraining orders must abide by them.

2.6 Domestic Violence, Sexual Assault, Stalking

RTA will make every effort to assist employees involved in domestic violence, sexual assault, and/or stalking, and comply with legal mandates, upon notification. Assistance may include, but is not limited to: confidential means for seeking help; resource and referral information through the Employee Assistance Program (EAP); and special considerations at the workplace for employee safety. RTA will maintain confidentiality, respecting the employee's rights and privacy.

2.7 Threatening Communications

Threatening letters received by an employee are to be physically handled as little as possible, and employees should save any threatening communications (e-mail, text, voicemail, social media messages, etc.), and immediately inform RTA's Chief Security Officer or designee shall be notified without delay. This includes both on and off-duty communications that may reasonably be determined to impact the workplace.

2.8 Policy Violations

Violations of this policy may lead to removal from the property, discipline up to and including termination, and/or referral to the proper authorities, if classified as serious, and violence imminent, the employee(s) may be immediately suspended, removed from the premises and placed on administrative leave, pending a formal

investigation and hearing to determine appropriate disciplinary action, up to and including termination.

During the risk assessment and disciplinary processes, employees may be referred to Employee Assistance Program (EAP) for an initial assessment or an RTA-contracted Health Care Provider for a Fitness-for-Duty evaluation, and employees must sign all necessary consents, and releases, if allowed to return to work, employees may also be required to sign an agreement stipulating the terms for continued employment. Failure to submit to the Fitness-for-Duty evaluation or sign all applicable documents may lead to disciplinary action, up to and including termination.

Employees involved in a physical altercation or battery at work will also be referred for Reasonable Suspicion Testing under RTA's Drug and Alcohol-Free Work Environment Policy (SEC1).

3.0 DEFINITION OF TERMS

Assault - Speaking or behaving in such a manner that another person is placed in fear of physical harm or personal jeopardy. The victim does not need to be afraid in the situation for an assault to occur, nor does contact need to be made, if the offender's outward gestures are menacing and the intent to do harm is present.

Battery - Intentional and offensive physical contact with a person without his/her consent. Examples include, but are not limited to: hitting, slapping, pushing, pulling, kicking, tripping or punching.

Bullying - Malicious, aggressive, hostile or hurtful treatment, generally psychologically or emotionally damaging; generally, a repeated behavior, but may consist of a single or few extreme actions.

Crisis - A situation where a person's life or physical wellbeing is perceived to be in immediate danger or after an act of violence that has resulted in physical injury or death.

Destructive Behavior - Any deliberate act of physical destruction or defacing of property, throwing of objects, vandalism or arson that is viewed as an act of violence. Property includes RTA property and vehicles as well as employee personal property.

Disruptive Behavior - Behavior intended to disturb, interfere with or prevent normal work activities such as yelling, using profanity, verbally abusing others, or waving arms and fists.

Domestic Violence - Abusive behavior between family or household members, or people in any other intimate relationship. It may include, but is not limited to: physical violence; sexual, emotional and psychological intimidation; verbal abuse and stalking.

Harassment - Harassment includes, but is not limited to, the following types of behavior that are taken because of a person's actual or perceived protected classification:

Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This includes inappropriate comments about appearance, dress, physical features, gender identification, or race - oriented stories and jokes.

Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.

Visual acts, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.

Intimidation - Intentional behavior in the workplace that would cause a reasonable person to fear injury or harm, often for the purpose of domination.

Menacing Behavior - indicating an intention to inflict harm to another employee.

Stalking - Following, and/or harassing of another employee with the intent of placing an employee in reasonable fear for his or her safety or the safety of immediate family members.

Suspicious Behavior - Questionable behavior that raises feelings of wariness or distrust because it is out of the ordinary for the norm. This behavior may not be intentional, nor does it necessarily rise to the level of disruptive behavior.

Threat - Verbal, gestured, written or otherwise communicated intent of injury or harm to people or property. Threats may include, but are not limited to: verbal and/or physical intimidation, menacing, or excessively aggressive behavior.

Violence - Any single behavior or series of behaviors that constitutes actual or potential assault or battery, whether or not it results in bodily harm. Violence also includes intimidation, harassment, stalking, terrorism, bullying, menacing, disruptive or destructive behavior, and willful damage to personal or RTA property or vehicles.

Weapons - Firearms, imitation firearms, knives, explosives, dangerous chemicals, or other objects intended for use in harming anyone or damaging property.

- Exceptions: knives or knife-like tools required for employee duties; and pen-knives with blades less than 2 inches.
- Note: Weapons, or weapon-like objects, carried as part of a religious obligation are not exempt from this policy.

4.0 RESPONSIBILITIES

The Chief Security Officer or designee will consult with and advise and managers/supervisors, with regard to administrative and criminal investigations and securing restraining orders.

Employee and Labor Relations will consult with and advise The Chief Security Officer or designee, and managers, supervisors, with regard to disciplinary actions as needed.

Employees are responsible for complying with this policy and treating each other professionally at all times. Employees subject to or witnessing any threats, violence, bullying or intimidation, or other disruptive behavior must report the incident(s) in accordance with General Reporting.

Human Capital administers and communicates this policy, and other violence prevention. The department monitors events and changes in the environment that may trigger violence. Primary responsibility will be with the Human Capital Department and the Chief Security Officer or designee.

Managers/Supervisors enforce this policy, monitoring work sites and personnel to maintain a violence-free environment. They must investigate and document all incidents of workplace threats, violence, bullying, intimidation, or other disruptive behavior, and notify the Human Capital Department and the Chief Security Officer or designee. Disciplinary action will be conducted according to the Discipline policy (HC). Exigent circumstances require that managers and supervisors act in accordance with Crisis Reporting.

RTA Chief Security Officer and/or designed without delay will provide support and assistance to the all and take appropriate action in response to a report of violence or a threat of violence.

5.0 FLOWCHART

N/A

6.0 REFERENCES

- Employee Assistance Program (HC24)
- Progressive Discipline (HC25)
- Drug and Alcohol-Free Work Environment (SAF1)
- Employee Code of Conduct

7.0 ATTACHMENTS

N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital

RTA Regional Transit Authority
New Orleans Regional Transit Authority
2817 Canal Street · New Orleans, LA 70119

Board Report and Staff Summary

SUBJECT Agency-Wide Policies	AGENDA NO:
DESCRIPTION: Adopt agency-wide policies to establish operational guidelines and standard practices for staff to follow.	FILE #:
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:

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

Prepared By: Helen Valenzuela
Director, Professional Standards & Training

Reviewed By: Darwyn B. Anderson
Chief Human Resources Officer

Alex Z. Wiggins
Chief Executive Officer

12/9/2020
Date