



Legislation Details (With Text)

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On agenda: 2/23/2021 **Final action:** 2/23/2021

Title: Agency Wide Work Policies

Sponsors:**Indexes:****Code sections:**

Attachments: 1. Appropriate Workplace Attire and Demeanor - HC15, 2. Asset Management - SEC3, 3. Attendance and Work Schedule - HC1, 4. Bereavement - HC29, 5. Children in the Workplace - HC16, 6. Civil Rights - HC2, 7. Distracted Driving - SAF2, 8. Drug and Alcohol Free Workplace - SAF1, 9. Employee Assistance Program - HC24, 10. Employee Personnel File - HC6, 11. Employment Status - HC34, 12. Equal Employment Opportunity - HC4, 13. Ethics - HC18, 14. Family Medical Leave - HC26, 15. Gender Transition - HC5, 16. General Accident and Injury - SAF4, 17. Grievance Process - HC133, 18. Internal Complaint Process - HC38, 19. Jury Duty - HC30, 20. Medical Leave - HC39, 21. Military Leave - HC7, 22. Nepotism - HC8, 23. Non-Revenue Passenger Vehicles - GEN 9, 24. Personal Leaves of Absence - HC45, 25. Pregnancy Disability Leave - HC12, 26. Probationary Period - HC32, 27. Progressive Discipline - HC25, 28. Prohibited Political Activity - GEN 4, 29. Relationships in the Workplace - HC44, 30. Religious Accommodation - HC43, 31. Reasonable Accommodation - HC31, 32. RTA Paid Time Off - HC20, 33. Safety Management - SAF3, 34. Social Media Usage - COM1, 35. Termination of Employment - HC17, 36. Transfer - HC33, 37. Transportation Passes - HC19, 38. Travel and Business Expense - GEN2, 39. Whistleblower Protection - HC47, 40. Workplace Violence Prevention - HC3, 41. Work Policy Board Report Signed, 42. RTA Agency-Wide Policy Resolution Final.pdf, 43. 21-007 Agency Wide Work Policies.pdf

Date	Ver.	Action By	Action	Result
2/23/2021	1	Board of Commissioners	adopted	Pass
2/4/2021	1	Committee	referred to Consent Agenda	Pass

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: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

RECOMMENDATION:

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

ISSUE/BACKGROUND:

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

action and create a starting point for change.

DISCUSSION:

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

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

FINANCIAL IMPACT:

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

NEXT STEPS:

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

ATTACHMENTS:

15 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

Alex Wiggins

Alex Wiggins
Chief Executive Officer

12/9/2020

Date