



Greater Cleveland
Regional Transit Authority

1240 West 6th Street
Cleveland, Ohio 44113-1302
Phone: 216-566-5100
riderta.com

MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, April 6, 2021** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon.

In accordance with Sub. H.B. 404 of the 133rd General Assembly, passed on November 19, 2020, signed by the Governor of the State of Ohio on November 22, 2020 and the March 9, 2020 order of the Governor of the State of Ohio declaring a public health emergency, this meeting will be live-streamed on RTA's Facebook page (www.facebook.com/rideRTA) for staff and members of the public. **Only Board members and required RTA staff will be allowed in the Board Room.** The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M. Operational Planning & Infrastructure Committee

- IFB Procurement - A presentation on a competitive procurement for the rehabilitation of the eastbound track on the Red Line from E. 55th to Kinsman.

Audit, Safety Compliance and Real Estate Committee

- Real Estate Update - Discussion of two lease renewals and sale of the Cordova Ave. Bus Loop property in Lakewood.

Committee of the Whole

- Code Book Updates – Presentation on various provisions in the Human Resources part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.
- Executive Session Requested - To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.


India L. Birdsong
General Manager, Chief Executive Officer

ILB:tab
Attachment

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, April 6, 2021

Committee Members: Mr. Terence P. Joyce, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Michael P. Byrne
 Ms. Luz N. Pellot
 Mr. Leo Serrano

- I. Roll Call
- II. IFB Procurement – A presentation on a competitive procurement for the rehabilitation of the eastbound track on the Red Line from E. 55th to Kinsman.

Presenters:

- Chris Coppock, Project Manager - Track
- Jonathan Laule, Contract Administrator-Construction and Engineering Procurement


- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: April 1, 2021

Subject: Competitive Procurement
Reconstruction of the Red Line Track from East 55th to Kinsman (eastbound)

This is an IFB procurement to provide construction services for Project 52V – Red Line Track Rehabilitation from East 55th to Kinsman (eastbound track). At the April 6, 2021 Operational Planning & Infrastructure Committee meeting, we will make a presentation on the project scope, schedule, procurement process, and staff recommendation.

The Summary of Award is attached for your information. This project will replace the eastbound track structure on the Red Line from East 55th to Kinsman.

Staff will request that the Operational Planning and Infrastructure Committee recommend award of the construction contract to the full Board for approval at the April 20, 2021 meeting.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB:MJS

Attachment

SUMMARY OF AWARD
Red Line Track Curve Replacement East 55th to Kinsman Eastbound

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority (GCRTA) has the need to rehabilitate the Red Line track curve from East 55th to Kinsman. This work includes but is not limited to installing new ties, 115# rail, ballast, signal repairs, surfacing, among other items.

PROCUREMENT OVERVIEW:

The Invitation for Bid (“IFB”) for Project 52V – Red Line Track Curve Replacement East 55th to Kinsman Eastbound was issued on February 8, 2021. The necessary legal notice was published in the Plain Dealer and Call & Post newspapers. The Invitation for Bid was also published on the RTA web site.

The Invitation for Bid (“IFB”) was accessed and/or downloaded from the web site by fourteen (14) interested parties. Two (2) responsive bids were received and opened on March 11, 2021 as follows:

Company Name	Total Base Bid
Delta Railroad Construction, Inc.	\$1,199,522.50
RailWorks Track Services, Inc.	\$1,230,000.00

The Basis of Award is the lowest responsive bid from a responsible bidder for the Total Base Bid price. Delta Railroad Construction, Inc. was determined to be a responsive bidder.

RECOMMENDATION:

The Office of Business Development has set a 13% DBE participation goal for this project. Delta Railroad Construction, Inc. intends on using Key Cable and Supply and RAR Contracting to meet this goal.

A resolution will request authorization to issue a contract to Delta Railroad Construction, Inc. for Red Line Track Replacement East 55th to Kinsman Eastbound in an amount not to exceed \$1,199,522.50. This bid is 3.2% below the Engineer’s Estimate of \$1,238,539.98.

AGENDA

RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, April 6, 2021

Committee Members: Ms. Karen Gabriel Moss - Chair
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Mayor David E. Weiss

- I. Roll Call
- II. Real Estate Update – Discussion of two lease renewals and sale of the Cordova Ave. Bus Loop property in Lakewood.


 Presenter:
 - Jim Rusnov – Property Manager
- III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: April 1, 2021

Subject: Lease Renewal: Downtown Cleveland Alliance – Downtown Dog Park
Lease Renewal: Century Federal Credit Union at Hayden District
Property Sale: Cordova Ave. Bus Loop, Lakewood

At the April 6, 2021 meeting of the Audit, Safety Compliance and Real Estate Committee, staff is prepared to make a presentation requiring action for the following two items:

- Authorization to enter into a Purchase Agreement for the sale of the Cordova Ave. Bus Loop property in Lakewood. This excess property is valued at \$40,000.00 by MAI appraisal and is to be sold to Triban Investment, LLC, and a subsidiary of Knez Homes, Inc. Knez will construct a dense residential project of 8-10 townhomes on this small site in compliance with GCRTA and FTA real estate and TOD policies. The project will comply with all City of Lakewood planning and zoning requirements.
- Staff will also seek authorization to renew leases for the two existing tenants listed above. Information on these leases will be discussed with the Board. Both tenants are in good standing with GCRTA and staff is recommending renewal of both leases.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB/JR

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, April 6, 2021

Committee Members: Rev. Charles P. Lucas (Chair)
 Ms. Karen Gabriel Moss (Vice Chair)
 Mayor Michael P. Byrne
 Mr. Terence P. Joyce
 Mayor Paul A. Koomar
 Ms. Valarie J. McCall
 Ms. Luz N. Pellot
 Mr. Leo Serrano
 Mayor David E. Weiss

- I. Roll Call

- II. Code Book Updates - Presentation on various provisions in the Human Resources part of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

 Presenter:
 - Dawn Tarka, Associate Counsel II

- III. Executive Session Requested - To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

- IV. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer

Date: April 1, 2021

Subject: Human Resources Code Update

A handwritten signature in black ink, appearing to read 'IB', enclosed within a simple, hand-drawn oval.

At the April 6, 2021 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Human Resources Code.

The proposed revisions to the policy include:

1. Combining two sections related to the DBE Program and moving them to the Finance portion of the Code Book.
2. Updating the chapter related to appointments and promotions by the General Manager.
3. Revising the chapter related to collective bargaining agreements to create a section identifying GCRTA's collective bargaining agreements.
4. Revising the charitable activity policy and repealing it from the Code Book to include in the personnel policies.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: Red-line of Sections 620.02 and 620.03
Red-line of Chapter 622
Red-line of Chapter 624
Red-line of Section 640.06

IB/dmt

Chapter 415 Disadvantaged Business Enterprise Program

~~620.02 — ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE/
WOMEN'S BUSINESS ENTERPRISE PROGRAM.~~

~~(a) Part II of the Affirmative Action Plan for the Greater Cleveland Regional Transit Authority, adopted in Section 620.01, which pertains to Minority Business Enterprise and Women's Business Enterprise, is hereby repealed.~~

~~(b) The Disadvantaged Business Enterprise/Women's Business Enterprise Program, a copy of which is attached to original Resolution 1985-87, passed April 16, 1985, as revised by Resolution 1991-42, passed February 19, 1991, is fully incorporated herein and made a part hereof and is hereby adopted as a policy of the Authority. (Res. 1985-87. Passed 4-16-85; Res. 1991-42. Passed 2-19-91.)~~

620.03 415.01 PROGRAM MANUAL FOR DISADVANTAGED
BUSINESS ENTERPRISE AND SMALL BUSINESS
PARTICIPATION FOR FEDERALLY FUNDED CONTRACTS.

(a) The Authority has established a Disadvantaged Business Enterprise ("DBE") program in accordance with regulations of the U.S Department of Transportation, 49 CFR Part 26.

(b) The Authority maintains a signed copy of the DBE Program Policy Statement and a copy of the DBE Program Plan on the Authority's web site.

(c) Revisions to the DBE Program Policy Statement and the DBE Program Plan shall be reviewed and approved by the Board of Trustees.

(d) The Authority shall submit the DBE Program Plan to the Federal Transit Administration ("FTA") in accordance with the requirements of 49 CFR Part 26.

~~The revised Program Manual for disadvantaged business enterprise participation in all contracting by the Authority, a copy of which is attached to original Resolution 2004-124, passed September 21, 2004, and as amended by Resolution 2012-27, passed March 20, 2012 and Resolution 2014-44, passed May 20, 2014 to include the Small Business Participation Plan attached to that resolution, and which is fully incorporated herein, is hereby approved. The General Manager/Secretary-Treasurer is directed to submit to the Federal Transit Administration (FTA) this Program Manual in accordance with the requirements of 49 CFR, Part 26.~~

~~(Res. 2004-124. Passed 9-21-04; Res. 2012-27. Passed 3-20-12; Res. 2014-44. Passed 5-20-14. Res. 2021-XXX. Passed XX-XX-2021)~~

CHAPTER 622

Appointments and Promotions

- 622.01 Authority of General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ and Board of Trustees; appeals.
- 622.02 Direct promotions.
- 622.03 Direct appointments.
- 622.04 Appointment and promotion of Executive Director of Internal Audit.
- 622.05 Selection procedure for direct appointments and promotions.
- ~~622.06 Additional provisions.~~

CROSS REFERENCES

Labor standards - see 49 U.S.C.A. 1609

~~Civil service~~ - see Ohio R.C. Ch. 124

~~Officers generally~~ - see Bylaws Art. II, Sec. 1

Appointment of ~~officers and employees~~personnel - see Bylaws Art. IV, Sec. 1

Employment generally - see Bylaws Art. ~~VIII, Sec. 2~~IX, Sec. 1

General Counsel, Deputy General Manager for Legal Affairs - see Bylaws Art. IX, Sec. 4

Personnel decisions regarding Executive Director of Internal Audit - see Bylaws Art. IX, Sec. 6

Department of Internal Audit - see Bylaws, Art. IX, Sec. 5 ~~ADM. Ch. 260~~

Conditions of Employment - see PERS. Ch. 624

Service recognition program - see PERS. 628.06

622.01 AUTHORITY OF GENERAL MANAGER/~~SECRETARY-TREASURER, CHIEF EXECUTIVE OFFICER~~ AND BOARD OF TRUSTEES; APPEALS.

(a) The General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to appoint individuals to, and remove individuals from, the positions of Deputy General Managers (including, but not limited to, the Deputy General Manager - Operations, the Deputy General Manager - Finance ~~and Administration~~, the Deputy General Manager - ~~Development~~Engineering and Project Management, the Deputy General Manager - Human Resources, the Deputy General Manager - Innovation and Technology and the Deputy General Manager - Administration and External Affairs ~~and the Deputy General Manager - Legal Affairs~~); and the Director of Security/RTA-Chief of the Transit Police Department, the Executive Director of External Affairs, the Executive Director of the Office of Small Business and Employment Opportunity, the Executive Director of the Office of Organizational Planning and Development, the Executive Director of the Euclid Corridor Improvement Project, and the Assistant Secretary-Treasurer.

(Res. 1999-147. Passed 10-26-99. Res. 2021-XXX. Passed XX-XX-21.)

(b) ~~The Board of Trustees must approve the appointment or removal of the Assistant Secretary-Treasurer.~~ The General Manager, Chief Executive Officer shall consult with and obtain the approval of the Board of Trustees prior to filling the position of General Counsel, Deputy General Manager of Legal Affairs and shall consult with the Board of Trustees regarding salary, promotion, demotion and termination of the General Counsel, Deputy General Manager of Legal Affairs. For the remainder of the positions listed in subsection (a) hereof, the General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ shall make all such appointments and removals only after informing the Board.

(c) The General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to exercise ~~his or her~~their appointing and removal authority over any other position created by the Board to be included in ~~the Executive-Management Team~~executive management.

(Res. 1988-37. Passed 2-16-88; Res. 1989-67. Passed 5-16-89.)

(d) Notwithstanding any other provision of the Bylaws, resolutions or Personnel Policies and Procedures of the Authority, there shall be no appeal from the personnel decisions of the General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ as regards the appointment, removal, promotion or demotion, or any other disciplinary action, of individuals holding the positions provided for in subsection (a) hereof.

622.02 DIRECT PROMOTIONS.

The General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to directly promote individual employees of the Authority to all non-bargaining managerial, professional, technical and supervisory positions, ~~in both the classified and unclassified services,~~ which positions are not currently filled, or which shall become vacant, except those which are required by ~~operation of law or~~ contract to be filled by a competitive examination~~selection~~ process. (Res. 1988-43. Passed 2-16-88.)

622.03 DIRECT APPOINTMENT.

~~(a)~~—The General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to directly appoint individuals to all non-bargaining managerial, professional, technical and supervisory positions, ~~in both the classified and unclassified services,~~ of the Authority, which positions are not currently filled, or which shall become vacant, except those required by ~~operation of law or~~ contract to be filled by a competitive examination~~selection~~ process.

~~(b) The General Manager/Secretary Treasurer shall make direct appointments of individuals not employed by the Authority only after justification to the Board of Trustees. (Res. 1988-43. Passed 2-16-88.)~~

622.04 APPOINTMENT AND PROMOTION OF EXECUTIVE DIRECTOR OF INTERNAL AUDIT.

Notwithstanding Sections 622.02 and 622.03, appointment or promotion to the position of Executive Director of Internal Audit shall ~~require approval of~~ be made by the Board of Trustees. (Res. 1988-43. Passed 2-16-88.)

622.05 SELECTION PROCEDURE FOR DIRECT APPOINTMENTS AND PROMOTIONS.

~~Selection of individuals for direct appointments and promotions shall be made in accordance with procedures established by the Human Resources Division. The following procedure is hereby adopted for the selection of individuals for direct appointment or direct promotion to currently existing positions in both the classified and unclassified services:~~

~~(a) All requests to initiate the process of direct appointment or direct promotion shall be submitted to the General Manager/Secretary Treasurer for his or her approval. These requests must be accompanied by a job description and job requirements, as well as a letter of justification for the action requested.~~

~~(b) The General Manager/Secretary Treasurer shall refer approved requests for direct appointments or direct promotions to the Personnel Department, which shall develop and post the appropriate announcements. The announcements will list the job duties, the minimum job requirements and a request for resumes from interested applicants.~~

~~(c) At the close of the application acceptance period, the Personnel Department will screen the applications to identify candidates who meet the minimum job requirements.~~

~~(d) Applicants rejected at this time will be notified in writing of the reason for their rejection within five days of the close of the application acceptance period.~~

~~(e) Remaining applications will be forwarded to the department head, director or administrator who initiated the request, or to the Assistant Secretary Treasurer, or the General Manager/Secretary Treasurer, whoever initiated the request.~~

~~(f) Applications will be reviewed by the party who initiated the request, and applicants rejected after that review will be notified in writing of the reason for their rejection within five days of the close of the review process.~~

~~(g) The department head, director or administrator who initiated the request, or the Assistant Secretary Treasurer, or the General Manager/Secretary Treasurer, whoever initiated the request, will schedule the remaining applicants for interviews.~~

~~(h) At the completion of the interview, the department head, director, administrator or Assistant Secretary Treasurer, whoever initiated the request, shall forward to the General Manager/Secretary Treasurer the resume of the recommended candidate.~~

~~(i) If the General Manager/Secretary Treasurer concurs in the selection, he or she shall appoint the candidate.~~

~~(j) If the General Manager/Secretary Treasurer does not concur in the selection, he or she may either request further information about the candidate, schedule an interview with the candidate or reject the candidate. If, after reviewing further information or interviewing or receiving feedback from a further interview of the candidate, the General Manager/Secretary Treasurer does not concur in the selection, he or she may reject the candidate.~~

~~(k) The department head, director, administrator or Assistant Secretary Treasurer, whoever initiated the request, may then submit the resume of a second candidate for the position to the General Manager/Secretary Treasurer.~~

~~(l) The process outlined in subsections (j) and (k) hereof shall continue until a candidate is accepted by the General Manager/Secretary Treasurer, until the General Manager/Secretary Treasurer withdraws his or her approval for the appointment or until the party who initiated the request withdraws it.~~

~~(Res. 1998 43. Passed 2-16-88; Res. 1999-147. Passed 10-26-99.)~~

622.06 ——— ADDITIONAL PROVISIONS.

See Chapter 642 for additional provisions regarding appointments and promotions.

CHAPTER 624
Collective Bargaining Agreements;
Conditions of Employment

624.01 Collective Bargaining Agreements.

~~EDITOR'S NOTE: The Authority enters into Agreements from time to time with representatives of various classes of employees, including the Fraternal Order of Police (Ohio Labor Council) and Local 268 of the Amalgamated Transit Union. The Agreement with the latter is referred to as the Conditions of Employment. Copies of these agreements are available upon request. Copies of the latest relevant resolutions and of such Agreements may be obtained, at cost, from the office of the General Manager/Secretary-Treasurer.~~

CROSS REFERENCES

Labor standards - see U.S.C.A. 1609
Enforceability of successor clause in collective bargaining agreements - see Ohio R.C. 4113.~~2030~~
Strikes by public employees - see Ohio R.C. Ch. 4117
Employment generally - see Bylaws Art. VIII, Sec. 2; PERS. Ch. 642
Fringe benefits - see PERS. Ch. 628
Indemnification policies and procedures - see PERS. Ch. 629
Personnel policies and procedures - see PERS. Chs. 640 et seq.

624.01 COLLECTIVE BARGAINING AGREEMENTS

The Authority enters into agreements from time to time with representatives of various classes of employees, including the Fraternal Order of Police ("FOP") (Ohio Labor Council) and Local 268 of the Amalgamated Transit Union ("ATU"). Copies of these agreements are available upon request.
(Res. 2021-XXX. Passed XX-XX-21.)

640.06 CHARITABLE ACTIVITY: EMPLOYEE USE OF AUTHORITY TIME AND RESOURCES.

(a) Charitable Activity on Authority Time. The Greater Cleveland Regional Transit Authority ("Authority") encourages its employees to engage in charitable activities in support of worthy causes. At the same time, the Authority firmly believes that the taxpayers expect the Authority's employees, while on the clock, to do the jobs they are being paid to do. This policy seeks to balance these two important objectives.

- (1) Limited activity permissible on Authority time.
 - A. During "on the clock" hours, Authority employees should, with very limited exception, be engaging in the work for which they have been hired. The General Manager, Chief Executive Officer is authorized to permit de minimis (small or insignificant) expenditures of Authority time in support of charitable activities. An employee who wishes to engage in limited charitable activity on work time must have the permission of the employee's supervisor.
 - B. Authority employees desiring to provide substantial, ongoing or regular volunteer services to charitable entities will need to do so before or after work, during lunch, or other authorized break periods, on weekends or during other non-Authority time. Employees may also use vacation, personal or compensatory time for volunteer activities during normal work hours if such leave usage does not interfere with the Authority's operations and is approved by an employee's supervisor.
- (2) General Manager, Chief Executive Officer discretion. This policy is not intended to interfere with the discretion of the General Manager, Chief Executive Officer to permit limited, non-recurring, episodic expenditures of Authority time in support of charitable activity. For example, the General Manager, Chief Executive Officer's determination that employees may be excused to give blood at an on-site blood donation drive would be appropriate. In addition, this policy does not preclude employee activity on behalf of the Employee Giving Campaign or other charitable activities that the General Manager, Chief Executive Officer or designee has expressly approved. Such activity shall be permitted so long as it does not interfere with the operational needs of the Authority.
- (3) Employee use of flexible schedule opportunities. Employees are permitted to take advantage of Authority-authorized flex time or other flexible scheduling arrangements to accommodate their volunteer activity if it does not interfere with the Authority's operations and is approved by an employee's supervisor. This policy is not intended to require the Authority to modify policies, procedures or contractual arrangements to accommodate employee

volunteer activity.

(b) Fundraising on Authority Property. Within the context of the above parameters, Authority employees may engage in fundraising activity on Authority property. This activity may include fundraising events like bake sales, dress-down days and contests and must comply with all applicable law and regulations (e.g. health safety regulations related to the serving of food).

(1) Impermissible fundraising activity. Fundraising activities may not involve the service of alcoholic beverages. Fundraising activities, whether on Authority property or not, by Authority employees may not involve any solicitation of food, cash or other items from a contractor, vendor, retail store, restaurant or other private person or entity with whom the Authority does business or a contractor, vendor, retail store, restaurant or other private person or entity that is seeking to do business with the Authority. Fundraising activities, whether on Authority property or not, may not result in the commingling of Authority funds with the funds raised for charity. Because only certain types of entities are permitted to conduct raffles under Ohio law and GCRTA is not one of those entities, GCRTA employees may not conduct raffles such as 50/50 raffles, raffles for prizes or "bingo board" raffles. However, an event such as a chili cook-off that awards a prize is permissible.

(2) Permissible fundraising activity. Fundraising activities may take place in the following circumstances:

A. Modest non-profit fundraising.

1. Authority employees may engage in limited fundraising activities for non-profit organizations on Authority property with their supervisor's permission. Such activity should not disrupt work place activities and should never involve a supervisor directly soliciting an employee. Accordingly, all such solicitations should either be entirely passive (e.g. a box on a desk corner noting the purpose for which contributions are being solicited) or entirely non-coercive. No employee should ever feel pressured by a co-worker to make any sort of donation to a charitable organization.

2. Examples of the types of fundraising that would be appropriate under this portion of the policy are sales of candy or gift wrap for a child's school, seeking sponsors for walk-a-thons or other similar events, or circulation of a Girl Scout cookie sale sheet.

B. Fundraising for the benefit of Authority employees. With a supervisor's permission, fundraising also may occur to benefit fellow Authority employees. Examples of the types of

fundraising that would be appropriate under this portion of the policy are the collection of funds for a retirement gift or funeral flowers or for donations to assist a fellow employee with a medical or other family hardship. Any such solicitations should conform to the restrictions above aimed at minimizing workplace disruption.

(c) Use of Authority Time for Non-Authority Business or Events.

- (1) Non-Authority business or events may include, but are not limited to, activities such as charitable events, golf outings, and receptions. Employees may attend such events before or after work, during lunch or other authorized break periods, on weekends or during other non-Authority time. Employees may also use vacation, personal or compensatory time for non-Authority business or events during normal work hours if such leave usage does not interfere with the Authority's operations and is approved by the employee's supervisor.
- (2) The General Manager, Chief Executive Officer is authorized to permit de minimis expenditures of Authority time in support of non-business events, such as planning an Authority-related holiday party that will take place after work hours. An employee who wishes to engage in non-business activity on work time must have the permission of the employee's supervisor.
- (3) If an express determination is made by an employee's supervisor that attendance at a non-Authority business or charitable event is for the Authority's business purposes, the employee may attend the event on work time and the Authority may pay for the employee's attendance.

(d) Use of Authority Resources for non-Authority Business.

- (1) The use of Authority resources such as money, property, computer equipment, e-mail accounts, paper or staff time for non-Authority business of any kind, including charity, is strictly prohibited.
- (2) The General Manager, Chief Executive Officer is authorized to permit expenditures of Authority time and use of Authority facilities in support of the Employee Giving Campaign, a "Stuff the Bus" campaign, quality and district council activities (that use discretionary funds generated from vending machines) or other charitable activities that the General Manager, Chief Executive Officer or designee has expressly approved. The General Manager, Chief Executive Officer is authorized to permit de minimis use of Authority property for an employee news site or barter board or other such uses that the General Manager, Chief Executive Officer has expressly approved.

(e) Donation of Fare Media. Donations of fare media to local non-profit agencies are permitted in accordance with Section 846.04 of the Code.

(f) Implementing Procedures. The General Manager, Chief Executive Officer is authorized to establish procedures to carry out this policy.

(g) Effective Date and Interpretation. This policy is effective January 21, 2020, and questions about its application should be addressed to the Authority's Deputy General Manager for Legal Affairs.
(Res. 2020-10. Passed 1-21-20.)