



Proposed Revisions to the Codified Rules and Regulations

Committee of the Whole

August 8, 2023



Background

- Codified in 1989 (Resolution 1989-176)
- Review and update to bring policies in line with current operations
- Subject to review and revision every 3 years

Background

- Code Book
 - Broad policies issued by Board of Trustees
- Administrative Procedures
 - Issued by General Manager
 - Implement Board of Trustees policies

Background

- Personnel Policies
 - Internal policies approved by Board of Trustees
 - Relationship between GCRTA and employees
- Personnel Procedures
 - Implement Personnel Policies

Temporary Staffing Agencies

- Need to retain temporary staffing agencies:
 - Permanent hire hasn't yet been found or budgeted
 - Special projects
 - Authority lacks technical expertise
 - Size, scope and/or complexity of project is beyond Authority's resources

Temporary Staffing Agencies

- Rates:
 - Up to \$75/hr. - Professional/Administrative/Technical roles
 - Up to \$150/hr. - Administrative/Professional Specialized roles

Temporary Staffing Agencies

- Recommend:
 - Adding 283.03 to provide authority up to a certain rate for retaining temporary staffing agencies
 - Board approval of hourly rates instead of individual contracts

Records Retention and Release

- Ohio law requires GCRTA to maintain and release public records
 - Chapter 216 Public Records
 - Chapter 650 Records Retention and Release
 - Personnel Policy 700

Records Retention and Release

- Recommend:
 - Removing Chapter 650 as duplicate of PP 700
 - Moving compliance with records retention schedules to 216.03(a)
 - Adding ERMC – 216.02(b) & (c)

Records Retention and Release

- Recommend:
 - Providing GM authority to establish administrative procedures – 216.04(b)
 - Removing provisions from Personnel Policy 700 that belong in Chapter 216 or an AP

Recommendation

Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.

Questions