

RESOLUTION NO. 1981-59

ADOPTING PROCESSES GOVERNING THE APPOINTMENT,  
PROMOTION, AND DISCIPLINE OF CERTAIN GREATER  
CLEVELAND REGIONAL TRANSIT AUTHORITY EMPLOYEES

WHEREAS, the Merit System Rules provide for employees of the Greater Cleveland Regional Transit Authority to be in either a Classified or Unclassified Service; and

WHEREAS, the Board of Trustees desires to assure that a uniform, orderly and fair process be utilized in the Direct Appointment and/or Direct Promotion of persons in the Classified Service and of persons in the Unclassified Service and for the Discipline of Persons in the Unclassified Service.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the screening process for Direct Appointment of Classified Positions, as set forth in the attached memorandum dated February 19, 1981, be and it is hereby approved and adopted.

Section 2. That the screening process for Direct Promotion of Classified Positions, as set forth in the attached memorandum dated February 19, 1981, be and it is hereby approved and adopted.

Section 3. That the screening process for Direct Appointment and Direct Promotions of Employees in the Unclassified Service, other than Appointing Authority, as set forth in the attached memorandum dated February 23, 1981, be and it is hereby approved and adopted.


Section 4. That the Appeal Procedures for Unclassified Positions, as set forth in the attached memorandum dated February 23, 1981, be and it is hereby approved and adopted.

Section 5. That this Resolution shall become effective immediately upon its adoption.

Adopted: March 3, 1981

  
President

Attest:

  
Secretary-Treasurer

Greater Cleveland

# Regional Transit Authority

Inter-Office Correspondence

To: Mr. Leonard Ronis  
General Manager

From: Ms. Bettye J. Ware  
Mr. Thomas Griess  
Personnel Administrators

Date: February 19, 1981

Subject: Screening Process for  
Direct Appointment of  
Classified Positions

The Personnel Department is submitting the following procedure for selection of Direct Appointments for Classified Positions to the Greater Cleveland Regional Transit Authority.

1. All requests to initiate the process for Direct Appointments for classified positions must be submitted to the Personnel Committee of the Board of Trustees for approval. Each request must be accompanied by a job description, job requirements and a letter of justification for this position. All Board members will receive copies of this request.
2. The Personnel Department will post the announcements for all Direct Appointments of classified positions. The Announcements will list the job duties, the minimum job requirements and a request for resumes from interested applicants.
3. At the close of the application acceptance period, the Personnel Department will screen the applications to identify candidates who meet the minimum job requirements.
4. Applicants rejected will be notified in writing of the reason for their rejection within ten days of the completion of the screening process.
5. The Personnel Department will schedule the remaining applicants for the interview by the Personnel Department and by the requesting department. The Personnel Director will secure the approval of the Personnel Committee, if outside technical or psychological experts are chosen to assist in the screening process.
6. At the completion of the interviews, and having considered the recommendations of requesting department interviewers, The Personnel Director will submit a list of acceptable applicants in ranked order to the Appointing Authority for approval. The list will contain the resume of each applicant, a justification of the determination of rank and a recommendation for hiring.
7. If the Appointing Authority does not concur with the recommendation of the Personnel Director, the Appointing Authority


Mr. Leonard Ronis  
General Manager

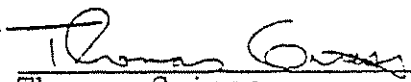
February 19, 1981

SUBJECT: Screening Process for Direct Appointment for Classified Positions

will refer the recommendation back for further action by the Personnel Department which could include further recruitment of suitable applicants.

8. Upon concurrence with the recommendation, the Appointing Authority will in turn make a recommendation of the highest ranked applicant to the Personnel Committee. The Appointing Authority will also furnish information concerning the next two qualified applicants. The names of number two and three ranked applicants, if applicable, may be withheld from open discussion, if requested by applicants.
9. The Personnel Committee will review the recommendation of the Appointing Authority, and upon concurrence will submit and recommend to the Board of Trustees for approval. The Personnel Committee may interview the applicants at its discretion.
10. If the Personnel Committee does not concur with the recommendation, it will in turn refer the recommendation back to the Appointing Authority for reconsideration and selection.
11. The successful applicant, upon approval of the Personnel Committee will be placed on the Personnel Resolution for Direct Appointment.

  
Bettye J. Ware  
Personnel Administrator

  
Thomas Griess  
Personnel Administrator

BJW/TG:ds

Greater Cleveland

# Regional Transit Authority

Inter-Office Correspondence

To: Mr. Leonard Ronis  
General Manager

Date: February 19, 1981

From: Miss Bettye J. Ware  
Mr. Thomas Griess  
Personnel Administrators

Subject: Screening Process for  
Direct Promotions of  
Classified Positions

The Personnel Department is submitting the following procedures for selection of Direct Promotions for classified positions to the Greater Cleveland Regional Transit Authority.

1. All requests to initiate the process for Direct Promotions for classified positions must be submitted to the Personnel Committee of the Board of Trustees for approval. Each request must be accompanied by a job description, job requirements and a letter of justification for this position. All Board members will receive copies of this request.
2. The Personnel Department will make a determination as to employees known to be qualified for consideration for the promotion and will post an announcement for Direct Promotion of classified positions. The announcement will list the job duties, the minimum job requirements and a request for resumes from interested applicants.
3. At the close of the applications acceptance period, the Personnel Department will screen the applications to identify candidates who meet the minimum job requirements.
4. Applicants rejected will be notified in writing of the reason for the rejection within ten days of the completion of the screening process.
5. The Personnel Department will schedule the remaining applicants for the interview by the Personnel Department and by the requesting department. The Personnel Director will secure the approval of the Personnel Committee, if outside technical or psychological experts are chosen to assist in the screening process.
6. At the completion of the interviews and having considered the recommendation of the requesting department interviewers, the Personnel Director will submit a list of acceptable applicants in ranked order to the Appointing Authority for approval. The list will contain the resume of each applicant, a justification of the determination of rank and a recommendation for hiring.

Mr. Leonard Ronis  
General Manager

February 19, 1981

SUBJECT: Screening Process for Direct Promotions for  
Classified Positions

7. If the Appointing Authority does not concur with the recommendation of the Personnel Director, the Appointing Authority will refer the recommendation back for further action by the Personnel Department which could include further recruitment of suitable applicants.

8. The Appointing Authority will review the recommendation and upon concurrence will in turn make a recommendation of the highest ranked applicant to the Personnel Committee. The Appointing Authority will also furnish information concerning the next two qualified applicants. The names of the number two and three ranked applicants, if applicable, may be withheld from open discussion, if requested by applicants.

9. The Personnel Committee will review the recommendation of the Appointing Authority, and upon concurrence will submit and recommend to the Board of Trustees for approval. The Personnel Committee may interview the applicants at its discretion.

10. If the Personnel Committee does not concur with the recommendation, it will in turn refer the recommendation back to the Appointing Authority for reconsideration and selection.

11. The successful applicant, upon approval by the Personnel Committee will be placed on the Personnel Resolution for Direct Promotion.

  
Bettye J. Ware  
Personnel Administrator

  
Thomas Griess  
Personnel Administrator

BJW/TG: ds

Greater Cleveland

# Regional Transit Authority

Inter-Office Correspondence

To: Mr. Leonard Ronis  
General Manager

Date: February 23, 1981

From: John W. Kellogg  
General Counsel

Subject: Direct Appointment and Direct  
Promotion of Employees in the  
Unclassified Service Other Than  
Appointing Authority

As requested by the Personnel Committee, changes have been made in the procedures to be utilized for direct appointment and direct promotion of employees in the Unclassified Service, other than Appointing Authority.

1. When an Appointing Authority of employees not governed by the Merit System Rules determines a need to make direct appointment or direct promotion, he or she shall submit a request for direct appointment or direct promotion to the Personnel Committee of the Board of Trustees for approval. Each request shall be accompanied by a job description, minimum job qualifications and letter of justification for the action requested. All Board members will receive copies of this request.

2. Upon approval by the Personnel Committee, the Appointing Authority shall survey the field of available personnel and review all applications received for such a position. The Appointing Authority shall notify the Personnel Committee of the survey process, number of applicants screened and the number of persons recommended to be interviewed and upon concurrence by the Personnel Committee commence the interview process.

3. At the completion of the interview process, the Appointing Authority will select the best qualified applicant and submit the recommendation and justification to the Board's Personnel Committee. Were applicable, those applicants ranking second and third in the selection process shall be noted in the Appointing Authority's report. However, should those persons ranked second or third request that their names be kept confidential in the event they are not selected, their identity shall not be made known to the Personnel Committee except in the Executive Session.

4. Should the Personnel Committee not concur in the Appointing Authority's recommendation, the Personnel Committee will refer the recommendation back to the Appointing Authority for further action.

5. The Appointing Authority may then submit the applicants's name, with additional justification, submit another applicant or recommence the selection process.

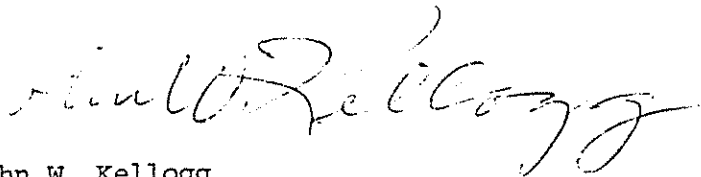
Mr. Leonard Ronis  
General Manager

February 23, 1981

SUBJECT: Direct Appointment and Direct Promotion of Employees in the  
Unclassified Service Other Than Appointing Authority

6. The Personnel Committee may, at its discretion interview the applicants.

7. Upon ultimate approval by the Personnel Committee, the successful applicant's name will be submitted to the Board of Trustees through an appropriate personnel resolution with a recommendation of approval.



John W. Kellogg

JWK:ds

Greater Cleveland

# Regional Transit Authority

Inter-Office Correspondence

To: Mr. Leonard Ronis  
General Manager

Date: February 23, 1981

From: Bettye J. Ware *BJW*  
Personnel Administrator

Subject: Appeal Procedure for  
Unclassified Positions

Per the request of the Personnel Committee, the following is a suggested procedure for appeal of employees in the unclassified positions:

1. Employees appointed to unclassified positions either by Direct Appointment or Direct Promotion shall be subject to disciplinary action including but not limited to discharge or demotion by their immediate supervisor. A copy of the decision will be provided to the employee and will be sent to the appointing authority if applicable and to the Board of Trustees.
2. The employee may within 10 calendar days, appeal the decision in writing to the Merit System Appeals Board or to the Appointing Authority if applicable.
3. If the employee does not appeal the decision within 10 calendar days, it shall be final.
4. If the appeal is to the Appointing Authority he shall hear the appeal within 10 working days of the receipt of the appeal.
5. The employees may within 10 working days appeal the decision of the Appointing Authority to the Merit System Appeals Board.
6. If the employee does not appeal the decision within 10 working days of the Appointing Authority, it shall be final.
7. If the appeal is to the Merit System Appeals Board, the Appeal Board will notify the Appointing Authority of the request for appeal, and will begin the appeal process within 30 calendar days of the request.
8. The decision of the Merit System Appeals Board will be final.

BJW:pas



RTA EMPLOYEES

Classified Service  
Governed by Merit System Rules

(NORMAL PROCEDURE)

All other positions  
are filled by competitive  
examination

(EXCEPTIONS)

May be appointed or  
promoted by direct  
appointment or direct  
promotion if the position  
requires peculiar and  
exceptional qualifications  
of a scientific, managerial,  
professional or educational  
character

Unclassified Service

Not Governed by Merit System Rules  
because the positions are specifically  
excluded from the classified service  
(Attorneys, Physicians, Internal  
Audit Department and Appointing  
Authorities)

May only be appointed or promoted  
by direct appointment or direct  
promotion

Greater Cleveland

# Regional Transit Authority

Inter-Office Correspondence

To: Leonard Ronis  
General Manager

Date: January 8, 1981

From: Michael M. Courtney  
Assistant General Counsel

Subject: Classified and Unclassified  
Personnel

The following is a brief survey of the Authority's implementation of general civil service law through the Merit System Rules and the distinction between employees in the classified and unclassified service.

Nearly all positions at RTA are in the classified service, meaning that the employees holding these positions are accorded the rights, privileges and duties of the Merit System Rules. The Merit System Rules apply to all classified personnel.

The following positions, by virtue of Rule 1.4 of the Merit System Rules, are unclassified: General Manager; General Counsel; Secretary-Treasurer; Assistant General Counsel; Physician; All Internal Audit Department Personnel and Secretary to the Secretary-Treasurer. The Merit System Rules do not apply to these employees because the Board of Trustees has authorized their exception because of the Board's belief that these positions should be directly appointed by the Board for reason of special professional character or because they are accountable directly to the Board.

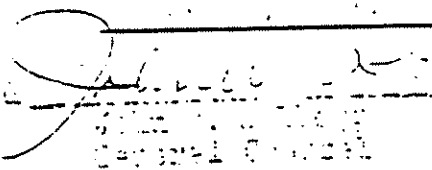
For those positions which fall under the Merit System Rules, there are two methods of appointing or promoting employees, competitive examination or direct appointment and direct promotion. Direct appointment and direct promotion were recently adopted by the Board of Trustees by the amendment of Rule 5.7 of the Merit System Rules (replacing the previous non-competitive examination process).

Attached hereto are the guidelines to be employed in the direct appointment and direct promotion of employees in the classified service and for the unclassified service. Also attached is a chart reflecting the difference between classified and unclassified personnel and the manner of their selection.

Fr. Hritz requests that any Board member proposing amendments or modifications to these guidelines forward their proposals to him as soon as possible.

MMC/ban

cc: John W. Kellogg  
Arthur R. FitzGerald

Approved:   
Arthur R. FitzGerald  
General Counsel

1/15/81