

RESOLUTION NO. 1989-87

APPROVING A POLICY TO REIMBURSE CERTAIN EMPLOYEES
FOR RELOCATION EXPENSES INVOLVED IN THEIR EMPLOYMENT
BY THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, on occasion the Greater Cleveland Regional Transit Authority employs persons from outside the Greater Cleveland area to fill senior staff positions; and

WHEREAS, currently the Greater Cleveland Regional Transit Authority does not have a formal policy delineating when relocation expenses will be paid, and what type of expenses will be covered; and

WHEREAS, good management practice suggests that a formal policy be established to insure that new employee relocations are handled in a consistent and equitable manner and expenses paid are reasonable;

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

Section 1. That the Policy on New Employee Relocation Expenses shown in Attachment A hereto is hereby adopted as official policy of the Authority.

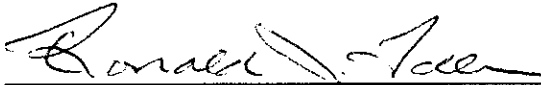
Section 2. That the General Manager/Secretary-Treasurer of the Authority is hereby authorized to undertake the necessary actions to implement this policy.

Section 3. That this Resolution shall become effective immediately upon its adoption.

Adopted: June 20, 1989



President

Attest: 

General Manager/Secretary-Treasurer

ATTACHMENT A

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

POLICY ON NEW EMPLOYEE RELOCATION EXPENSES

1.0 PURPOSE/SCOPE:

To establish a policy and related procedures for the consistent and equitable handling of relocation expenses for new employees hired from outside of the Greater Cleveland area.

2.0 REFERENCES:

ORC Chapter 306 Regional Transit Authority as follows:

306.31 Creation of Authority.

306.34 Board of Trustees to manage and conduct affairs.

306.35 Powers and duties.

GCRTA Bylaws and follows:

Article II, Section 8.

Article IV, Sections 1, 3 and 8.

Article VIII, Sections 1, 4 and 7.

3.0 OBJECTIVES:

3.1 Insure that when the best qualified and experienced candidate for a vacant position resides outside of the Greater Cleveland area that the Authority will be able to successfully recruit this person.

3.2 Insure that the payment of relocation expenses for a new employee is handled in a consistent and equitable manner.

3.3 Insure that the payment of relocation expenses is reasonable and not excessive.

4.0 GUIDELINES AND PROCEDURES

4.1 Eligibility - To be eligible for relocation assistance, a new employee must meet the guidelines established by the Internal Revenue Service for the deduction of moving expenses on annual income taxes. The position for the new employee must be at least Grade G or above under the Authority's job classification system in order to qualify for relocation expense payment.

4.2 The Authority will pay for moving the new employee's household goods to a new residence in the Greater Cleveland area within a radius of 25 miles of downtown Cleveland including packing expenses, all transportation charges and reasonable insurance charges. "Household goods" is defined to include furniture and appliances; automobiles, motorcycles and bicycles; clothing and personal belongings; and pets. It does not include boats, trailers or the cost of disconnecting/reconnecting appliances.

- 4.3 The Authority will pay for up to a maximum of four (4) househunting and family visitation trips for the new employee and/or his/her family to travel roundtrip between Cleveland and their current residence. Such trips will be limited to a maximum of eight (8) nights and nine (9) days. Reimbursement will be for reasonable travel, lodging and meal expenses. The exact number of househunting and/or family visitation trips will be at the discretion of the General Manager.
- 4.4 At the discretion of the General Manager, the Authority will pay for temporary living expenses in the Greater Cleveland area at the rate of \$50 per day for up to a maximum of sixty (60) days or until establishment of a permanent residence if less than sixty (60) days from start of employment.
- 4.5 The Authority will pay for transportation of the new employee's family to the Greater Cleveland area. Air travel must be at the lowest fare available or coach fare, whichever is less. Driving will be reimbursed at the Authority's then standard mileage reimbursement rate (1989 = 24 cents per mile) for each vehicle driven.
- 4.6 Clarifications or questions about eligibility or applicability of expenses under this Policy must be resolved or approved by the General Manager. The General Manager may waive particular provisions of this Policy when in his/her judgment the best interests of the Authority would be served by granting such a waiver.

ATTACHMENT B

LIST OF CURRENT POSITIONS
GRADE G AND ABOVE

Assistant Chief Adjustor	G
Director of Service Development	G
Supt. Bus Operations	G
Supt. of Traffic	G
Director of Security	G
Supervisor of Engineering Design	G
Director of Planning	G
Senior Staff Assistant	G
Supv. of Systems Programming	G
Director of Marketing	G
Sr. Contract Administrator	G
Chief Adjustor	H
Director of Accounting	H
Director of Internal Audit	H
Director of Schedules	H
Procurement Director	H
Director of Communications	H
Supv. of Engineering Design	H
Signal Engineer	H
Director Construction Mgmt. & Eng.	I
Director of Data Systems	I
Director of Personnel	I
Director of Bus Transportation	I
Director of Rail Transportation	I
Director of Equipment (Bus)	I
Director of Finance	I
Asst. Gen. Mgr. - Legal	M
Asst. Gen. Mgr. - Materiel	M
Asst. Gen. Mgr. - Fin. & Admin.	M
Asst. Gen. Mgr. - Mktg. & Dev.	M
Asst. Gen. Mgr. - Operations	M
Deputy General Manager	M
General Manager	Z

6/15/89