

RESOLUTION NO. 1992-31

RESOLUTION ADOPTING AND APPROVING A REVISED PERSONNEL
POLICIES AND PROCEDURES MANUAL FOR THE GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY

WHEREAS, the Board of Trustees has been granted the power and authority, pursuant to Chapter 306 of the Ohio Revised Code, to manage and conduct the affairs of the Greater Cleveland Regional Transit Authority; and

WHEREAS, the Board of Trustees of the Greater Cleveland Regional Transit Authority approved a Personnel Policies and Procedures Manual for the Authority pursuant to Resolution 1990-27, adopted on February 20, 1990, and

WHEREAS, the Board of Trustees has determined that revisions to the Personnel Policies and Procedures Manual will result in the more efficient administration of the Authority's Human Resources Department.

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

Section 1. That the revised Personnel Policies and Procedures Manual, a copy of which is attached hereto and fully incorporated herein, is hereby adopted and approved by the Board of Trustees of the Greater Cleveland Regional Transit Authority.

Section 2. That the Personnel Policies and Procedures Manual adopted pursuant to Resolution 1990-27 is hereby repealed.

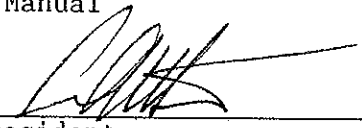
Section 3. That the General Manager and Secretary-Treasurer is hereby authorized, pursuant to the authority granted to him by the Greater Cleveland Regional Transit Authority Bylaws, to issue all necessary administrative procedures to implement the policies approved by this resolution without further action by this Board.

Section 4. That all other provisions of Resolution 1990-27 not expressly repealed herein shall remain in full force and effect.


Section 5. That this resolution shall be effective immediately upon its adoption.

Adopted: February 18, 1992.

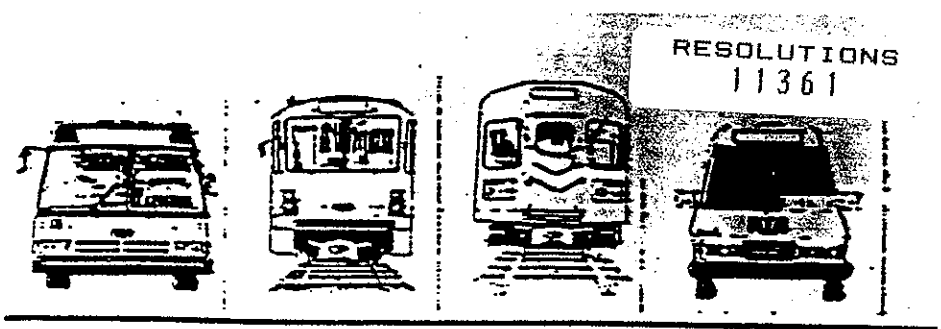
Attachment: Greater Cleveland Regional Transit Authority
Revised Personnel Policies and Procedures Manual
dated February 18, 1992.



President

Attest: 

General Manager and Secretary-Treasurer



GREATER CLEVELAND
REGIONAL TRANSIT
AUTHORITY

PERSONNEL
POLICIES AND
PROCEDURES
MANUAL

DRAFT

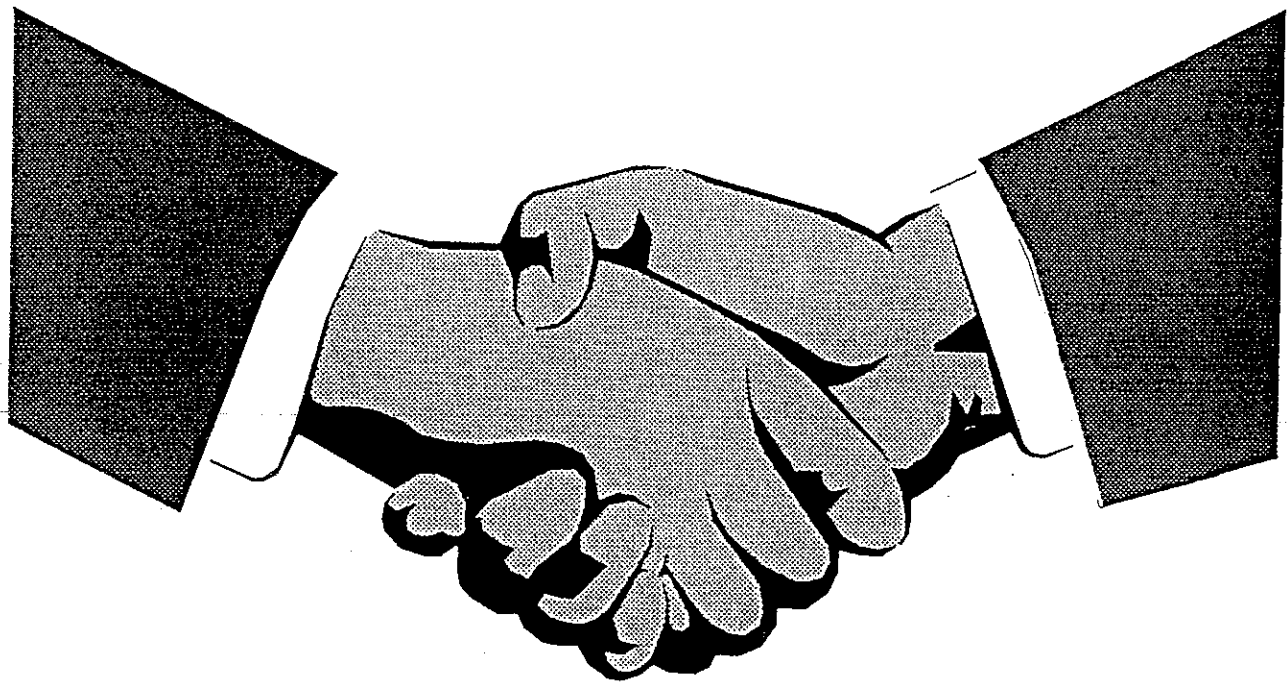
Effective February 1992



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INTRODUCTION

ALL EMPLOYEES OF THE
GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

A key element of fair and forthright employment is for everyone involved -- employers, supervisors, employees -- to know the policies under which they operate. This Manual presents those policies. It is our effort to help you understand the policies and procedures that govern Authority employment.

You should read this Manual and become familiar with its contents. Doing so will help you understand the guidelines and limits within which all of us who work for the Authority must perform.

Undoubtedly, situations will arise which will require administrative interpretations of these policies. Every effort will be made to ensure that such decisions are made systematically, fairly, and impartially.

As conditions change over time, revisions of these policies may be necessary. When that happens, updated policies will be communicated to all affected employees.

We are confident that this Manual will be an important tool in helping all of us work more effectively toward our goal - the premier transit authority in the industry.

RESPONSIBILITY FOR ADMINISTRATION

All matters relating to the administration of these policies will be under the general supervision of the Assistant General Manager - Human Resources subject to the approval of the General Manager.

Each employee shall be issued a complete copy of the Personnel Policy and Procedures Manual as well as any supplements as they become available.

Each employee will acknowledge receipt of this manual. A copy of the acknowledgement form containing the employee's original signature shall be placed in the employee's personnel file. A copy will also be provided to the employee.

The Assistant General Manager - Human Resources shall be consulted for advice and guidance when policy provisions do not appear to cover a specific set of circumstances or whenever a question of interpretation arises. The Assistant General Manager - Human Resources will in turn be responsible for contacting other departments when questions arise in such areas. The Assistant General Manager - Human Resources, in consultation with the General Manager, has the

ultimate responsibility for interpretation and clarification of the intent and application of approved personnel policies.

SECTION 1.0

DISCLAIMER

The policies set forth and adopted within this Manual supersede all previous written and unwritten Greater Cleveland Regional Transit Authority personnel policies. In the event of a conflict between the policies and procedures set forth in this Manual and the provisions set forth in Authority's Collective Bargaining Agreements, the provisions set forth in the Collective Bargaining Agreements shall prevail for those employees covered under the Agreement. In the event of any conflict between the GCRTA bylaws and the policies set forth in the Manual, the bylaws shall prevail and for any conflict between the Manual and any applicable laws, the law will prevail.

This Manual covers only those policies relating to personnel management. The policies in this Manual are not intended to replace other operating manual policies issued to direct, organize, or implement specific business operations referred to as Administrative Policies and Procedures. Such business policies will be issued over the signatures of the General Manager or Deputy General Manager. These policies are not included in this Manual.

The policies and procedures in this Manual are not intended to be and shall not be considered contractual commitments of any kind by the Authority. They are intended to be guidelines to managers and merely descriptive of suggested procedures to be followed. The Authority reserves the right to revoke, change, or supplement policies at any time. No policy is intended as a guarantee of continuity of benefits or rights. Permanent placement or employment is not intended nor is it implied by any statement in this Manual.

SECTION 1.1

CODE OF ETHICS

The Greater Cleveland Regional Transit Authority Code of Ethics adopted by the Board of Trustees is applicable to all employees. The Code prescribes essential restrictions against conflicts of interest and other conduct not consistent with good ethical practices. These standards of conduct include the disclosure of confidential information, acceptance of gifts, favors and other things of value and the acceptance of private employment when it is incompatible with the proper discharge of the employees duties.

Any employee having doubt as to the applicability of a provision of the Code to a particular situation should consult his/her department head. Violations of the Code

constitute a cause for disciplinary action up to and including termination.

SECTION 1.2

CONFLICT OF INTEREST

Employees shall not engage in any outside enterprise or employment which is detrimental to the operation of the Authority, or which creates the appearance of impropriety.

Employees are not to be involved in any activities that will affect the quality or quantity of their work at the Authority, create a conflict of interest, or create an appearance of impropriety.

The primary responsibility of an Authority employee is the performance of the duties of his/her position with the Authority. An employee's behavior must be above reproach and therefore, an employee is not permitted to:

1. Use Authority facilities for an outside business purpose or conduct outside business while on duty or on Authority property, or in an Authority vehicle or uniform.
2. Curtail his/her Authority work quality in order to pursue outside employment or business activities.
3. Fail to be available when "on call" because of commitments to another employer or business.
4. Have any kind of financial interest in any Authority contract, sale, or transaction.
5. Bid or allow family members to bid on Authority property sold at public auction.

Employees who come in contact with vendors or representatives of businesses who solicit service contracts from the Authority shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, consultants, vendors, or other representatives as provided for in the Code of Ethics.

SECTION 1.3 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (POLICY)

The Authority's program for equal employment opportunity is the written commitment to ensure equality of opportunity in its own employment practices as well as those vendors, contractors and suppliers.

Specifically, it is the policy of the Authority that all terms and conditions of employment, including, but not necessarily limited to, recruitment, appointment, promotion,

compensation, benefits, transfers, training, and educational opportunities will be administered without regard to race, color, religion, sex, national origin or ancestry, age, or handicap, provided said handicap does not inhibit essential job performance. Further, it is the Authority's intent to comply with appropriate federal and state laws, rules and regulations pertaining to the treatment of minorities, women, handicapped persons, and Vietnam-Era veterans in all facets of the Authority's activities.

Direct responsibility for development and implementation of the Authority's Equal Opportunity Program lies with the Director of the Office of Equal Opportunity, who reports to the General Manager. However, all administrative personnel and supervisors are expected to cooperate in this effort, and their performance relative to ensuring equal employment opportunity will be evaluated just as their performance of other responsibilities are.

The use by employees of disparaging or insulting references due to age, race, gender, color, creed, sex or physical impairment is prohibited. Such comments will be considered injurious to the well-being of affected employees and disparaging to all employees in our workforce.

The Americans With Disabilities Act (ADA) of 1990, and the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability against a qualified individual with a disability in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment. HIV-Human Immunodeficiency virus - is a qualified disability under the Act.

An employee or qualified individual with a handicap/disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment; or is regarded as having such impairment, or as otherwise may be defined by the ADA and rules and regulations pertaining thereto.

The Authority will make every effort to provide reasonable accommodations that allow any employee who is or becomes disabled the right to maintain their employment or receive needed services. Generally, it is the responsibility of the applicant or employee with a disability to inform the Authority that an accommodation is needed.

To assist in our efforts to accommodate the needs of employees who become handicapped/disabled, (especially, if the handicap/disability is of short duration) the employee shall be referred to the Medical Services Coordinator for evaluation. Following this evaluation the employee shall be

referred to the Human Resources Division for placement. If no accommodation can be made, the employee shall be considered ineligible for work. The employee's file shall be documented to show what efforts were made to accommodate the employee's handicap/disability. Each type of handicap/disability or temporary incapacity to perform one's normal duties will require an individual assessment of the person's abilities and the matching of these abilities with the available jobs.

Sexual harassment in the workplace is an unlawful and serious matter. It is the Authority's policy that sexual harassment in the workplace is unacceptable and will not be tolerated. Unwelcome sexual advances, requests for sexual favors, articles with offensive sexual connotations and other verbal or physical conduct of a sexual nature constitutes unlawful sexual harassment.

Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of any misconduct under this policy. Such action may include disciplinary action under certain circumstances.

SECTION 1.3.1 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION (PROCEDURE)

Employees who believe they have been discriminated against on the basis of race, color, religion, sex, national origin or ancestry, age, handicap or status as a Vietnam Era veteran are encouraged to consult with the Director, Office of Equal Opportunity in an effort to resolve the matter informally. Such consultation should take place within thirty (30) calendar days of the date of the alleged discriminatory act, unless the discrimination is continuing in which case the employee should consult the Director, Office of Equal Opportunity as soon as possible.

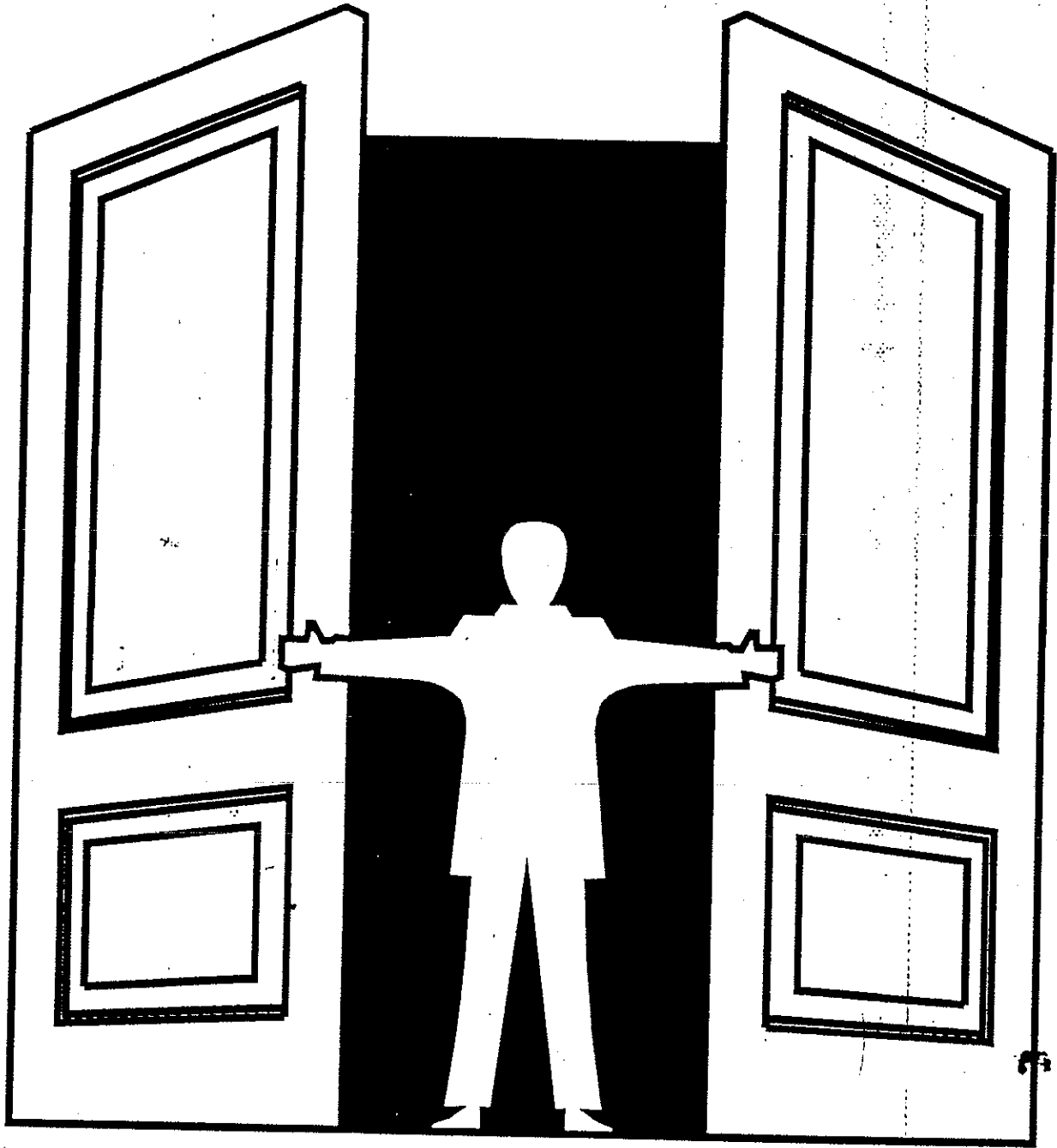
When an informal complaint is filed, the Director, Office of Equal Opportunity will process the complaint within ten (10) working days after the matter is brought to his or her attention.

When the informal complaint procedure is unsuccessful or inappropriate, the employee shall be referred to the appropriate grievance procedure under the Conditions of Employment or the complaint procedure in this Manual.

A formal written complaint may be filed with the Authority's Office of Equal Opportunity, and an investigation will be initiated within ten (10) working days after receiving the complaint. The complainant will also be informed of the right to file the complaint with the Equal Employment Opportunity Commission and/or the Ohio Civil Rights Commission and the time limits for doing so.

In each situation (formal/informal) the results of the investigation of the complaint are made known to the employee filing the complaint, the employee against whom the complaint is filed, and other appropriate Authority personnel.

The Greater Cleveland Regional Transit Authority, which serves a large and diverse community, expects to take a leadership role among urban mass transit agencies in aggressively pursuing an effective equal opportunity program.



EMPLOYMENT

SECTION 2.0SELECTION PROCESS

Human resources planning and coordination is a management function. Initially each year during the budget process, pay ranges and the number of positions funded are proposed by Management and approved by the Board of Trustees. The number of allocated positions is fixed at the approved level and cannot be changed without Board of Trustees approval. Changes in the classification of approved positions or pay levels can be approved by the General Manager, provided the total number of positions and salary ranges approved by the Board of Trustees are maintained.

The Department Head with approval of the Assistant General Manager shall initiate, sign and forward a Personnel Requisition Form to the Assistant General Manager - Human Resources when filling a vacant position. (See Appendix__)

In the event the Department Head desires to request a classification other than the budgeted classification for a vacant position, the Assistant General Manager of the respective department shall initiate a request to the General Manager. If approved by the General Manager a copy of the request and approval shall be attached to the Personnel Requisition form.

It is the policy of the Authority to fill positions with the most qualified applicants internally and externally, depending on applicant availability in the labor market.

In order to access the largest possible applicant pool, positions may be advertised in local and general circulation newspapers. Job Announcements shall be distributed to various local employment, professional, academic, ethnic, social and governmental agencies.

All Job Announcements are posted on bulletin boards throughout the Authority. Current employees may apply for any position for which they qualify and must compete with all other candidates.

For grades 7 and above, the Human Resources Division shall first screen applicants to identify those who meet the minimum qualifications. Of the qualified applicants, if too many remain to interview in a reasonable amount of time, the Human Resources Division may recommend the applicants based on job relevant criteria and submit a list of at least five (5) applicants for the interview process.

in writing, by the Assistant General Manger - Human Resources, the name shall be removed from the eligible list.

When no eligible list for a position exists, or when the eligible list has become exhausted and until a new list can be created, names may be certified from the eligible list of the same grade most appropriate to the position to be filled upon approval of the Department Head and Assistant General Manager - Human Resources.

Employees may contact Personnel Administration to schedule an appointment for reviewing their test results within five (5) days of the date on which the results are postmarked. The initial test results will indicate your score, but not your ranking.

During the review process, employees may verify the scoring of their tests by comparing their answer sheet to the keyed answer sheet. Under no circumstance will an employee be allowed to review the actual test questions. The purpose of this review is only to verify that there were no errors in scoring. Also during this process, the reviewer will explain how a final score was determined when a test consisted of more than one part.

The employee cannot take any notes during the review process.

The employee's score will be adjusted if a scoring error is detected.

The final eligible list will be released after completion of the review period.

The Assistant General Manager - Human Resources shall prepare and keep open for public inspection eligible lists of the persons in grades 1-6 who, by examination or otherwise, are qualified to fill positions. The Assistant General Manager - Human Resources may, in consultation with the General Manager, waive the use of an eligible list to reinstate an employee from layoff.

All applicants will be notified in writing of the decision regarding their applications, internal transfers or promotions.

SECTION 2.1

PROBATIONARY PERIOD (POLICY)

Each person entering employment with the Authority in a full or part-time position shall be required to successfully complete a probationary period of at least 180 days, with its effective date beginning the date of appointment. A longer period may be established for specific job classifications. No appointment shall be deemed final until

the appointee has satisfactorily completed the probationary period.

If an employee is granted a leave of absence or is removed from active pay status for any period of time during his/her probationary period, the time of such leave is not counted as part of the probationary period.

The Authority shall retain only employees who meet acceptable standards during the probationary period. A department head may recommend a probationary employee for separation at any time during the probationary period when, the employee's fitness and/or quality of work are not such as to merit continuation in the job.

An employee who changes classification shall also be subject to a probationary period. Such employee shall be returned to his/her former classification when in the judgment of the Assistant General Manager - Human Resources, the employee's fitness and/or quality of work are not such to merit continuation in the higher level position. Such action shall not be considered disciplinary or eliminate the employee from consideration for later advancement.

New hire probationary terminations are not appealable.

SECTION 2.1.1

PROBATIONARY PERIOD (PROCEDURE)

The supervisor is responsible for acclimating newly hired employees to their positions. During this time, every effort should be made by the supervisor to acquaint the new employee with the organization, the work unit, and the duties and responsibilities of the job. Employees should be informed of their privileges and responsibilities in accordance with the Authority's policies and procedures, the objectives of the employee's work unit, and the tasks and responsibilities for which the employees will be held accountable. The employee should also be informed of the specific standards by which the employee's performance and conduct will be assessed.

When the probationary performance is unsatisfactory, the employee will be notified in writing by the Department Head of the specific performance factors in which his/her job performance was unsatisfactory. The final probationary appraisal form (see Performance Appraisal) should be completed not less than ten days prior to completion of the probationary period, or at termination in cases of earlier removal.

Probationary employees may return voluntarily to their former position only with the approval of the Assistant General Manager - Human Resources. Employees returning to

their previous position during the probationary period will retain their original job seniority.

SECTION 2.2 PERFORMANCE APPRAISAL (POLICY)

The purpose of performance evaluation is to improve the effectiveness and to foster the growth of each employee through the achievement of mutually agreed upon objectives and job accomplishments. The job accomplishments and objectives shall be measured by performance indicators established mutually during the performance appraisal process.

Throughout the year the supervisor and employee will seek frequent, brief exchanges on the employee's performance and development.

Both the supervisor and employee are responsible to measure performance and monitor and document progress and results against the individual performance.

When an employee's performance needs improvement, the supervisor shall take the necessary steps to initiate corrective counselling when the performance problem can be resolved through counselling.

An unacceptable performance rating may be cause for termination.

A supervisor shall support the employee by giving an ongoing balanced and timely feedback to the employee, providing guidance and direction to resolve conflicts, initiating problem solving discussions to overcome barriers, to achieving the objectives and offering coaching and training to improve job skills and effectiveness.

An employee shall notify the supervisor of constraints or problems interfering with the employee's performance for the expected job accomplishments, seek the supervisor's guidance in resolving problems and take the responsibility to initiate improved job performance, personal growth and for making a significant contribution to the Authority, cooperating with others and working toward the goal of developing the Authority as the premier transit property in the industry.

SECTION 2.2.1 PERFORMANCE APPRAISAL (PROCEDURE)

A newly hired employee shall receive a performance evaluation prior to the end of the probationary period.

A supervisor is responsible for developing an agreed upon performance plan based upon required job

responsibilities, objectives and performance indicators or measurements of the job accomplishments. This plan shall serve as the basis for evaluating a newly hired employee's performance during the probationary period.

All non-probationary employees are subject to the annual performance appraisal process. Each calendar year the supervisor is responsible for initiating the performance appraisal process. When the supervisor has been in the position less than 120 days or if there are other supervisors who have important contributions to make concerning the employee's job performance, the supervisor will complete the draft performance appraisal form in conjunction with appropriate parties.

The supervisor will appraise the employee's performance based on documented results achieved, measured performance indicators and job-related behavior patterns that are observed repeatedly during the time period being assessed. The supervisor will provide summary comments in the performance appraisal form based on the documentation. The supervisor will be able to fully substantiate the rating on each performance component if the employee requests more information.

The appraisal results are confidential within legal requirements and are retained as indicated in the following procedures in the employee's department file and the employee's official personnel file which is maintained in the Human Resource Division. Appraisal records are available to managers in the employee's direct chain of command.

A mid-year performance appraisal conference will be conducted between the supervisor and employee. At this conference the progress and results on each component of the individual performance plan will be discussed. A summary of this discussion and any decisions agreed upon will be documented in writing by the supervisor and given to the employee and a copy placed in the employee's department file.

An annual performance appraisal conference will be conducted between the supervisor and employee that is more formal than the mid-year conference. Following are the steps in the annual performance appraisal process:

1. The employee will complete the performance appraisal form on his/her own performance and submit it to his/her supervisor. (Self Appraisal)
2. The supervisor will complete a draft performance appraisal form with consideration given to the employee's self-appraisal.

3. The supervisor will review the draft performance appraisal form with his/her manager and modify as needed.
4. The supervisor and employee will discuss the supervisor's appraisal and the employee's self-appraisal in a conference. Changes and additions will be made to the draft performance appraisal form as agreed upon.
5. At the conclusion of the conference, the supervisor will prepare a final written performance appraisal form for the employee's comments and signature.
6. The supervisor will sign the final employee signed performance appraisal form and submit it to his/her manager for signature.

After the employee's first calendar year appraisal and in subsequent years, objectives, projected accomplishments and the measures of performance for the following year shall be agreed upon by the supervisor and the employee at the completion of the evaluation conference and with the commencement of the next performance appraisal period.

When an employee's performance is rated less than proficient, the supervisor may initiate corrective counselling when he/she believes that the performance problem can be resolved through counselling.

The supervisor will document on the appropriate form, a description of the performance problem, corrective action to be taken by the employee, how the employee's performance will be measured and the target dates for improvement. This will be reviewed with the supervisor's manager to ensure the course of action is best suited to the circumstance and there is internal consistency.

The supervisor will review with the employee the performance problem and the corrective action plan. The employee will be asked to restate what has been discussed to ensure his/her understanding of the problem and the corrective action necessary. The employee and supervisor will sign the forms to acknowledge the situation was discussed.

The supervisor and employee will periodically review progress on the corrective action plan.

When an employee is not satisfied with an annual performance appraisal, and resolution is not possible at the supervisory/employee level, the employee may use the Complaint Procedure as outlined in this Manual to appeal the

supervisor's action. All forms related to the employee's appraisal shall be maintained in the employee's personnel file in the Human Resources Division.

SECTION 2.2.2

PAY FOR PERFORMANCE

For non-bargaining employees it is the Authority's policy to pay for performance subject to the budgetary process. Recommendations for salary increases based on performance shall be processed through the Human Resources Division with approval by the General Manager.

A supervisor shall submit a salary recommendation (see Appendix___) based on the employee's performance level, position in salary range, time in position and the Merit Increase Matrix in effect at the time of the appraisal.

The supervisor submits the recommendation to the appropriate Department Head and Assistant General Manager for approval. When an action is submitted and changed subsequently by the Department Head or the Assistant General Manager, written explanation shall be included on the salary recommendation form. All salary recommendations shall be approved by the General Manager. Salary actions shall be discussed by the supervisor and the employee prior to the effective date of any change in the employee's salary.

SECTION 2.3

JOB DESCRIPTIONS

The Human Resources Division shall maintain job descriptions for each authorized position in the Authority. The descriptions shall consist of the major duties and requirements of the positions, and shall be updated annually at the time of performance appraisal, or when duties and responsibilities change.

All employees shall be provided a copy of their own job description, supplied by the employee's supervisor. Division/Department Heads shall have copies of job descriptions for all positions in their department.

Supervisors are responsible for notifying the Human Resources Division of all substantive changes to the jobs for maintaining accurate job descriptions of subordinate employees.

SECTION 2.4

POSITION RECLASSIFICATION (POLICY)

A reclassification will occur when the duties of a position change to the extent that an evaluation results in a rating other than the one originally assigned. This change in duties may occur because of a staff reorganization, when a department shifts responsibility within the current organizational structure, a department

assumes significant increased responsibilities without additional staff or when a change occurs increasing the staffing levels of subordinates reporting to the position. An incumbent working in the position shall be reassigned to the reclassified position. **Position classifications covered by the collective bargaining agreement are subject to the collective bargaining process and therefore are not covered by this policy.**

All reassignments are effective at the beginning of the pay period following the decision of the Evaluation Committee. The department head will submit a Personnel Action Form to the Human Resources Division prior to the effective date of the reassignment.

SECTION 2.4.1 POSITION RECLASSIFICATION (PROCEDURE)

For non-bargaining positions in grades 1-6, the department head will forward a request for a position audit to the Human Resources Division. The following steps will then occur:

1. Human Resources will assess the request and determine the appropriate classification title for the position.
2. The Evaluation Committee will meet and determine the appropriate grade level for the position.
3. When a position is reclassified and the incumbent in the position is reassigned, the job seniority date will remain the same and a probationary period is not required.
4. When a position is reclassified and the position is placed in a higher grade, the incumbent will move to Step 1 of the classification of the higher grade.
5. When an incumbent is earning more than the Step 1 rate for the higher grade, the incumbent shall move to the next step in the higher grade that brings the incumbent to an increase in rate.
6. When a position audit results in a re-evaluation of a Grade 1-6 position to Grade 7 and above, Human Resources will follow steps 5-6 used in the procedures for Grades 7 and above.

For positions in grades 7 and above, the department head with approval from the Division Assistant General Manager will forward the request for a position audit to the Human Resources Division, and the following steps will occur:

1. Human Resources will assess the request and determine the validity of the audit and the appropriate classification title for the position.
2. The Evaluation Committee will meet and determine the appropriate grade level for the position.
3. When a position is reclassified and the incumbent is reassigned, the job seniority date will remain the same and a probationary period is not required.
4. When a position is reclassified and remains within the same salary grade, a salary adjustment will not occur.
5. When a position is reclassified and results in the classification being moved to a higher salary grade, the incumbent will at a minimum receive the starting salary of the new pay grade.
6. The incumbent in the position will participate in the annual merit performance appraisal process. The appraisal will include any additional goals, objectives and responsibilities set at the time of the reassignment.

SECTION 2.5

EMPLOYMENT OF RELATIVES

The Authority extends equal consideration to all applicants and candidates for employment. Neither positive nor negative weight shall be considered when a relationship exists to another Authority employee. For this matter, relationship extends beyond the accepted immediate family definition.

To preclude actual or the appearance of favoritism in the employment relationship, no employee shall take any part in the selection process for a position for which a relative is an applicant. Employees shall not be assigned to a position where the employee shall be working for a member of the immediate family at any time of supervision. Employees shall not work in a position where relatives are in the fiduciary chain of approval of accounting for property/ expending money.

For purposes of this section, "immediate family" shall mean grandparents, parents, spouse, children whether

dependent or not, grandchildren, brothers and sisters, any person related by blood or marriage, or persons residing in the same household.

SECTION 2.6 EMPLOYMENT ELIGIBILITY VERIFICATION (POLICY)

In accordance with the Immigration Reform and Control Act of 1986, the Authority is committed to employ only United States citizens and aliens lawfully authorized to work in the United States.

SECTION 2.6.1 EMPLOYMENT ELIGIBILITY VERIFICATION (PROCEDURE)

Employees hired after June 1, 1987 are required to complete Section 1 of Form PI-9 Employment Eligibility Verification and present documentation within three working days to the Human Resources Division to verify identity and employment eligibility. (See Appendix___)

The Human Resources Division shall examine the documentation, and if satisfied shall complete Section 2 of Form PI-9 to record information. The completed Form PI-9 shall be retained for three years or for one year past the employment of the individual, whichever is longer.

SECTION 2.7 SEPARATIONS FROM EMPLOYMENT

It is the hope of the Authority that all employees enjoy continuous and uninterrupted employment during their tenure as Authority employees. Most separations of employment are voluntary on the part of the employees. However, there are occasions when circumstances warrant disciplinary action or other actions such as a reduction in force which may result in termination or layoff.

The Authority requires that all employees perform their duties in a professional manner and conduct themselves in such a way as to advance the goals of the Authority and increase public confidence in the GCRTA and themselves as representatives of the transit authority.

SECTION 2.7.1 PRE-TERMINATION CONFERENCE

In an effort to be fair and impartial and when an employee is involved in misconduct which may result in termination, the employee may present information relative to the alleged misconduct at a pre-termination conference to be held prior to the issuance of any disciplinary action taken on the part of the Authority. Refer to the Employee Performance Code and Work Rules for the conference procedure.

SECTION 2.7.2REDUCTION IN FORCE

Whenever it becomes necessary for the Authority to reduce its work force the Authority shall lay off employees or abolish their positions.

The employee whose position has been abolished shall have the right to fill an available vacancy within the employee's classification.

When more than one employee in a classification (job code class) is affected by the reduction in force, position, reorganization, or abolishment of a position, the employee shall have rights to a vacant position in the classification he or she is currently holding based on seniority in the classification provided a vacancy exists.

When a vacancy within the employee's current job classification does not exist, the employee may displace the employee who is least senior in the classification.

When the employee is the only employee in a classification subject to layoff, the employee may displace an employee with the least job seniority in the job classification most previously held by the employee.

All displacement rights shall be based on job classification seniority. System seniority shall not be considered except in the layoff of bus and rail operations.

When it is necessary to reduce the number of bus and rail operators, operators within the bus and rail classification shall have displacement rights in the following order:

- (1) system seniority in the bus and rail classification.
- (2) when a bus or rail operator displaces an employee the displacement shall be to the district where a vacancy exists.
- (3) when no vacancy exists at a bus district, the bus or rail operator shall have displacement rights to the least senior full time bus or rail position.
- (4) when there are no other operators with less seniority a full time operator will displace a part-time operator.
- (5) when a reduction in the number of full-time positions allocated to the rail district occurs, full-time rail operators shall be reduced on the

basis of seniority. The least senior rail operator shall have displacement rights to the bus district. When no vacancy exists in the bus district a full-time rail operator shall displace a part-time operator.

SECTION 2.7.21 LAYOFF BY CLASSIFICATION

Whenever a reduction in the workforce is necessary, the Authority shall decide in which classification or classifications the layoff or layoffs will occur and the number of employees to be laid off within each affected classification. Employees shall be laid off using systematic consideration of the length of continuous service in a job classification.

SECTION 2.7.22 ORDER OF LAYOFF

Employees shall be laid off in the order set forth in this section.

Whenever a reduction in force is necessary, the order of layoff shall be as follows:

- (1) employees serving temporarily within the reduced classification.
- (2) employees who hold part-time positions and are serving in a probationary period.
- (3) employees who have successfully, completed the probationary period and who are serving part-time.
- (4) employees who hold full-time positions and who are serving a probationary period.
- (5) employees who have successfully completed a probationary period and who are full-time employees.

SECTION 2.7.23 REINSTATEMENT FROM LAYOFF

Employees who have been laid off or have, by nature of exercising their displacement rights, been displaced to a lower classification, shall be placed on appropriate layoff lists.

Those employees with the most seniority in their classification shall be placed at the top of the layoff list to be followed by employees ranked in descending seniority order. Laid off employees shall be placed on layoff lists for each classification in the classification (job code

number) equal to or lower than the classification in which the employee was employed at the time of layoff.

An employee who is laid off retains reinstatement rights in the classification from which he or she was laid off. Reinstatement rights continue for one year from the day of layoff. During this one year period, the Authority shall not hire or promote anyone into that classification until all laid off persons on a layoff list for that classification (job code class) are reinstated or decline the position when it is offered. Persons on layoff lists shall be notified of reinstatement by certified mail.

Certified mail notice shall be effective notification for purposes of this Section. It is the responsibility of the laid off person to keep the Authority informed of any address change.

Any employee accepting or declining reinstatement to the same classification from which the employee was laid off or displaced shall be removed from the Authority's layoff list.

An employee who does not exercise his/her option to displace shall not be entitled to reinstatement to the classification from which he/she was laid off.

Any employee reinstated or reemployed under this Section shall not serve a probationary period upon reinstatement or reemployment except that an employee laid off during an original or promotional probationary period shall begin a new probationary period.

SECTION 2.8

RULES OF CONDUCT

In order to promote fair and impartial treatment of all employees, the Authority has defined rules of conduct.

It is important that work rules be clearly understood as well as the penalties for certain types of unacceptable behavior. Discipline is never intended to be punitive. It is instead intended to help employees correct unacceptable behavior and to ensure that the Authority is staffed with competent, conscientious and concerned personnel.

The Employee Performance Code and Work Rules book provides specific information on the rules of conduct and progressive disciplinary action which may result from violations of the Code.



COMPENSATION

SECTION 3.0COMPENSATION

Compensation practices shall comply with sound personnel management principles. Efforts shall be made to compensate personnel fairly and equitably in accordance with applicable laws and regulations.

A salary schedule has been established which shall be, insofar as practicable, competitive with comparable jurisdictions. It consists of pay ranges, each with a minimum and maximum rate of pay. Job descriptions have been prepared and assigned classification numbers and titles. Positions in grades 1 through 6 covered by collective bargaining agreements are subject to the collective bargaining process.

Normally, new employees shall be hired at the minimum rate of pay for their classification. In exceptional cases, however, where the newly hired employee has outstanding job-related background, qualifications or skills, the Assistant General Manager - Human Resources may recommend appointment at a rate higher than the minimum. The General Manager shall approve any salaries beyond the midpoint of the range.

Department Heads and supervisors shall conduct annual performance appraisals of employees and may recommend salary increases in accordance with guidelines of the merit pay policy, (Section 2.2.2, Pay For Performance).

Any employee promoted to a higher classification shall advance to the pay range designated for the classification at a rate within the range which gives the promoted employee a pay increase over his/her current rate.

If a new position is established, Human Resources shall assign a classification number and title to the position and the appropriate evaluation committee shall designate the proper pay range.

For those employees subject to withholding payments mandated by the Court, the Authority is mandated by law to notify the Court of any lump sum payment of \$500 or more and to hold the payment payable to the Court.

SECTION 3.1PAYROLL CHECKS

COMPUTATION - The annual salary received by an employee is divided into twenty-six (26) equal parts. Payroll checks, therefore, cover a full two week period, starting on Sunday morning of the first week and terminating on Saturday, of the second week. This period, for purposes of payment for services rendered, is concerned only with the actual ten (10) working days therein, or hours of worked time.

OBTAINING PAYCHECKS - Paychecks are distributed by a designated staff person. The process for distribution of the payroll check within each department is at the discretion of the department director. In lieu of a paycheck, an employee may elect to have payroll automatically deposited in a checking or savings account. To enroll in this program, a signed authorization form and a copy of a bank deposit form is required by payroll. For more information, you may contact the payroll department. A sample authorization form is located in the Appendix.

SECTION 3.2

DEDUCTIONS

There are two types of payroll deductions that the Authority shall be authorized to make from employee wages.

MANDATORY: Mandatory payroll deductions are made for federal withholding taxes, state and local taxes, the Public Employees Retirement System (PERS) and all court mandated deductions. Social Security tax is deducted for Medicare for all employees hired after 04-01-86.

VOLUNTARY: Employees may authorize deductions from wages for hospitalization insurance, U.S. Savings Bonds, Charity Choice contributions, agency fee/union dues, Credit Union deductions, and deferred compensation contributions.

SECTION 3.3

WORK WEEK AND HOURS

The normal work week for full-time Authority employees is five days per week, usually Monday through Friday. The normal work day is eight hours with unpaid lunch period of uniform duration established by the department head to meet the operating needs of the department while keeping the convenience of the employees in mind, except in 7-day/24-hour operations or for those employees covered by a Collective Bargaining Agreement. The standard minimum unit of time measurement is one minute.

Due to the operational nature of the Authority's activities specified work hours may vary resulting from the "pick" system. Various work shifts are also utilized by the Authority in order to provide the required service to the public.

SECTION 3.4

FLEXTIME

A Flextime program allows an employee to choose, within specified limits, the daily hours of work preferred. Thus, employees in a particular department or section may have different starting and finishing times, but will work the same required number of hours per day.

Limited flextime may be utilized by the various departments with starting times ranging between 7:00 am and 9:00 am for the day shift and ending times of the work day ranging between 4:00 pm and 6:00 pm. Flextime may also be used for shifts that fall outside the basic starting and ending times. A two (2) hour flexible core around the normal start and finishing hour would be appropriate. The core hours during which all employees are expected to be available are from 9:00 am to 4:00 pm. The normal lunch period will be scheduled between 11:00 am and 2:00 pm with supervisory approval.

A department head shall not approve flextime for employees in any department where it is determined that the normal operation of the Authority cannot be maintained.

SECTION 3.5

OVERTIME

Overtime is defined as hours worked beyond the normal work week. In accordance with the Fair Labor Standards Act, positions are classified as exempt or non-exempt from the wage and hour provisions based on the nature of the duties. Non-exempt positions are subject to a minimum wage and time and one-half rates of pay for hours worked beyond 40 in one week. Typically, this includes clerical, technical, and unskilled positions. Exempt positions are not subject to the wage and hour provisions if the nature of the duties meet defined criteria. Typically, this includes executive, administrative, and professional positions. For those employees designated as eligible for overtime (non-exempt), additional time worked beyond the normal work week must be authorized by the immediate supervisor and approved by the department director in advance.

In accordance with the Fair Labor Standards Act, non-exempt employees who work an established work week of less than 40 hours will accrue compensatory time at straight time rates for hours actually worked up to 40 hours in one work week. For hours worked in excess of 40 in one work week, employees will accrue compensatory time or may be paid on a time and one-half basis.

For purposes of this section, the number of hours worked shall be deemed to include only hours actually worked.

Supervisors shall not authorize work in excess of forty hours unless an appropriation in the department budget is available for payment.

In lieu of overtime payment and for non-bargaining employees, a supervisor and a non-exempt employee may agree in advance to accrue compensatory time on a time and one

half basis. At no time, will any non-exempt employee accrue more than 40 hours of compensatory time.

Accrued compensatory time off may be granted to the employee by his/her administrative supervisor at a mutually convenient time.

Payment for accrued compensatory time not used upon termination of employment shall be calculated at the average regular rate of pay for the final 3 years of employment, or the final regular rate received by the employee, whichever is higher.

Employees in exempt positions as defined in the Fair Labor Standards Act will not receive compensation, either by payment of overtime or by compensatory time off, for additional time worked beyond the normal work week.

SECTION 3.6 TEMPORARY WORK LEVEL ADJUSTMENT

For non-bargaining employees, a temporary work level adjustment shall be paid when an employee in a lower classification is required to work in a classification assigned to a higher pay grade or salary range. The assigned employee shall be paid the same rate of pay as the current incumbent or a five percent increase in rate, whichever is less.

A temporary work level adjustment shall not be paid for more than six pay periods and the adjustment shall not be paid for the time when the employee receiving the adjustment is on vacation, holiday, salary continuation or personal leave. To be eligible for a temporary work level adjustment, an employee must meet the minimum qualifications for a position, must fill in for five days prior to the effective date and the employee must perform all of the duties of the vacant position.

SECTION 3.7 HOLIDAYS

All non-bargaining, regular full time employees shall receive holiday pay for the following holidays: January 1, Martin Luther King Day, Presidents Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, December 24, December 25. In addition, all non-bargaining employees who have completed their probationary period shall receive 3 personal days each year. Personal days and holidays must be used prior to the end of the calendar year and may not be carried beyond December 31. For non-bargaining employees, holidays falling on Saturday shall be observed on the Friday before and those holidays falling on Sunday shall be observed on the Monday following.

Paid holidays for bargaining unit employees are governed by the Authority's collective bargaining agreement.

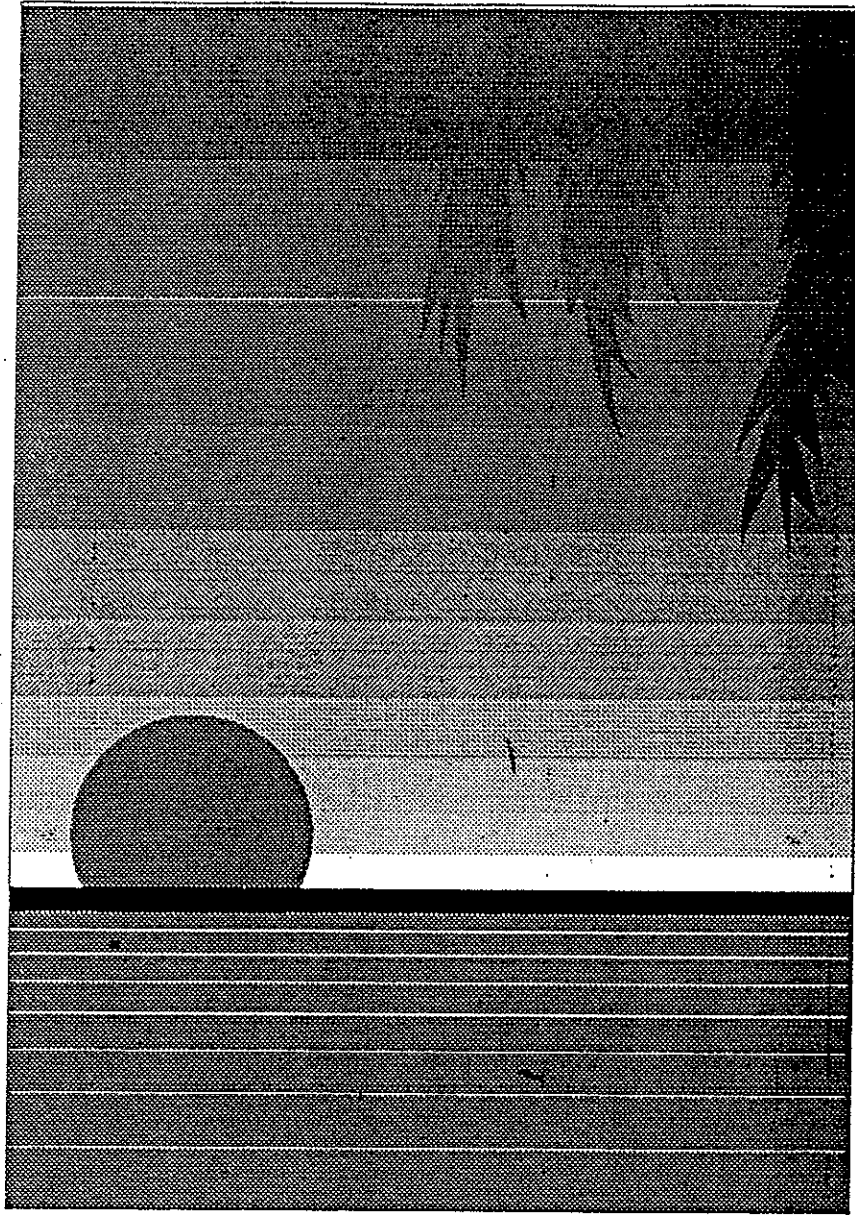
SECTION 3.8

ABSENCE CONTROL

In order to provide quality service to its customers, both internal and external, the Authority requires its employees to be punctual and to maintain good attendance. Toward that end, the Authority has established an Absence Control Policy which outlines the Authority's attendance standards and provides a disciplinary guideline for employees and supervisors to follow in the event an employee's attendance does not meet the standard. The Absence Control Policy is contained within the Employee Performance Code and Work Rules, which is distributed to all Authority employees.

Department Heads and Supervisors are responsible for informing employees of the policy and for its enforcement, including application of progressive discipline to correct the attendance problem. The Authority also encourages positive health practices by its employees through its Wellness Program and health care plans to assist the employee in maintaining a good attendance record.

Copies of the Employee Performance Code and Work Rules are available in the Human Resources Division.



TIME OFF BENEFITS

SECTION 4.0PAID LEAVESSECTION 4.0.1SALARY CONTINUATION (POLICY)

For non-bargaining employees, the Authority extends salary continuation when it is necessary for an employee to be away from work as specified in this policy. Granting of salary continuation is a privilege. It shall be understood that salary continuation cannot be construed to be a paid leave for which employees have a right, whether ill or not, and may be used solely for those purposes as set forth herein. Supervisors and department heads/superintendents shall exercise discretion to insure that salary continuation is properly used and not abused.

All employees off work more than three days due to illness or injury, are required to submit a physician's certificate to his/her supervisor in order to return to work.

Employees off work three days or less will be permitted to return to work without a physician's certificate. This does not indicate in any way that an absence is excused or unexcused. Supervisors shall refer to the Absence Control Policy to determine how each absence shall be classified. A supervisor may confer with the Medical Services Coordinator when necessary.

It is important to note that the mere procurement of a physician's statement will not prevent the accumulation of AWOL hours. Any period of absence must have departmental approval.

Eligible employees shall accumulate salary continuation at the rate of four (4) hours for every 80 hours of work. Credit is given for all hours in active pay status including vacation and salary continuation but not for any time in an unpaid status or for any time when an employee is receiving short term disability or workers compensation benefits.

An employee shall be charged for salary continuation only for days upon which he/she would otherwise have been scheduled to work. Salary continuation payment shall not exceed the normal, scheduled work day earnings, or a maximum of 80 hours per pay period. Salary continuation balances are not payable upon termination of employment.

Salary continuation shall be granted for absences due to the following reasons and must have the approval of the supervisor or department head/superintendent:

- o Illness, injury, or pregnancy-related conditions of the employee.

- o Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.

- o Examination of the employee, including medical, psychological, dental or optical examination by an appropriate practitioner.

- o Illness, injury or pregnancy-related condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the family member.

- o Examination, including medical, psychological, dental, or optical examination of a member of the employee's immediate family by an appropriate practitioner where the employee's presence is reasonably necessary.

Immediate Family shall be defined as: spouse, mother, father, sister, brother, son, daughter, grandmother, grandfather, grandson, granddaughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, a legal guardian or other person who stands in place of a parent, or any other relative residing with the employee.

All request for leave forms shall be attached to the appropriate timesheet and form 848. This form shall be submitted to Human Resources and payroll for the proper processing of the employee's time record.

Requests for salary continuation submitted without the appropriate forms and documentation shall be considered unapproved and payment shall be denied.

When institutionalization or hospitalization is required, the employee shall be responsible for notifying his/her immediate supervisor or designee.

When an illness or disability continues past the time covered by salary continuation, an employee may request the appropriate health and accident benefit or disability coverage separation.

SECTION 4.0.2

SALARY CONTINUATION (PROCEDURE)

An employee who is ill or is unable to report to work shall so notify his/her supervisor or designee on the first day of absence, and each day thereafter unless the length of absence is made known initially and/or, unless emergency conditions prevent such notification. In general, employees must give notice within one half hour after the time the employee is scheduled to report for work unless department rules specify an earlier notification.

When returning to work, the employee is required to complete a request for leave form specifying the reason for absence. When an employee has prior knowledge that time off is needed (for dental or medical appointment), the request for leave shall be submitted in advance. Leave requests shall be accompanied by original documentation that supports the employee's request (e.g. physician's statement).

When a leave of absence and illness or disability continues past the expiration date of the leave, the Authority shall take the necessary steps to terminate employment.

Abuse of Salary Continuation. When an employee has salary continuation accrued to cover an absence and a supervisor can substantiate the abuse of salary continuation either on an individual case or by virtue of a demonstrated pattern, the supervisor may challenge the use of this time under abuse of salary continuation policy. The use of salary continuation time for any purpose other than as provided by these policies is defined as the abuse of the salary continuation policy. For example, calling in ill when the employee is able to work, reporting illness in the immediate family when such illness does not exist; reporting off sick to participate in some other activity or to take care of personal business; establishing a pattern of reporting off sick on a certain day of the week or following regular days off; calling off sick on a day requested off but denied; or repeated failure to follow the rules and procedures regarding use of salary continuation and the reporting procedures.

Employees failing to comply with the salary continuation rules and procedures shall not be paid. Applications or requests for salary continuation with intent to defraud shall be grounds for disciplinary action which may include dismissal.

Where salary continuation is requested to care for members of the immediate family, the supervisor or department head/superintendent may require a physician's certificate to the effect that the presence of the employee is necessary to care for the ill member.

Employees may contact Human Resources for information on their salary continuation balances.

SECTION 4.0.3 SALARY CONTINUATION (PROCEDURE FOR CALCULATION)

Non-bargaining employees shall earn salary continuation credit at the rate of four hours for each eighty hours or paid work hours or .05 hours for each hour of paid work. ("Paid work hours" means hours in active pay status, but does not include time on disability leave, leave of absence without pay, military leave with pay, or layoff or time paid for workers compensation.) The number resulting from the multiplication (.05 times X) shall be carried out and rounded off to two decimals.

EXAMPLE A

Employee A worked 48.7 hours during the pay period and did not have other hours of completed service.

Calculation: $48.7 \times .05 = 2.435$ hours of earned salary continuation credit.

During the pay period employee B:

- worked 40 hours
- was entitled to 8 hours holiday pay
- used 8 hours of compensatory time
- used 8 hours of salary continuation
- used 8 hours of vacation leave
- was out on leave without pay 8 hours.

Therefore, employee B had 72 hours of completed service.

Calculation: $72 \times .05 = 3.6$ earned salary continuation credit.

EXAMPLE B

Employee A worked 48 hours during the first week of a pay period and 40 hours during the second work week for a total of 88 hours of completed service.

Calculation for earned salary continuation: $80 \times .05 = 4.0$ hours.

Employee B worked 45.5 hours during the first work week of the pay period and used 40 hours of compensatory time for the second work week for a total of 85.5 hours of completed service.

Calculation for earned salary: $80 \times .05 = 4.0$

Salary continuation balances will be determined at the completion of each bi-weekly pay period according to the following:

- Step 1. Identify previous balance of salary continuation accrued to the employee's credit.
- Step 2. Deduct the amount of salary continuation used during the given pay period (but no more than the balance previously credited to the employee) AND determine the remaining unused time(if any).
- Step 3. Determine the employee's "paid work hours" for the given pay period.
- Step 4 . Multiply .05 by the number of hours of completed service AND post the result as the amount accrued to the employee's credit as earned salary continuation for that given period.
- Step 5. Add the result from Step 2 to the amount determined in Step 4 and post the total as the unused balance of accumulated salary continuation.

EXAMPLE C

Employee A had 10 hours of unused salary continuation at the time of his/her transfer. During the first week, the employee was granted the use of salary continuation to cover an eight hour absence. The new salary continuation balance was determined by:

- Step 1. amount of salary continuation transferred - 10 hours.
- Step 2. less amount used during period - 8 hours leaving a balance of two hours
- Step 3. 72 work paid work hours plus 8 hours of salary continuation for a total of 80 hours of completed service.
- Step 4. .05 multiplied by 80 hours of completed service equals 4 hours of accrued earned salary continuation.
- Step 5. 2 hours balance (from Step 2) plus 4 hours from Step 4) equals 6 hours of unused/ accumulated sick leave balance.

Employee B had a balance of 77.25 salary continuation hours and had not worked any time during the pay period, after being injured and hospitalized as a result of a motor vehicle accident. The employee did

not have a balance of vacation or compensatory time to cover an absence, but was granted the use of salary continuation for 77.25 hours, and 2.75 hours of unpaid leave.

The salary continuation balance was determined by:

- Step 1. balance of salary continuation from prior period - 77.25.
- Step 2. less amount used during period - 77.25 leaving a balance of 0 hours.
- Step 3. time of completed service was only 77.25
- Step 4. .05 multiplied by 77.25 hours of completed service equals 3.8625 hours accrued/earned salary continuation.
- Step 5. 0 hours (from Step 2) plus 3.8625 hours (from Step 4) equals 3.8625 hours of unused accumulated salary continuation.

SECTION 4.1 VACATION OR ANNUAL LEAVE

Annual vacations with pay shall be granted to eligible employees based upon compensable straight time hours earned during the preceding accrual year. Vacation accrual credit shall be given when an employee is paid for all hours in active pay status, excluding overtime.

The accrual year shall be consistent with the employee's anniversary date or system seniority.

Full time regular non-bargaining employees shall accrue vacation according to the applicable hour per hour rate set forth below and subject to applicable maximum biweekly vacation accruals.

Vacation shall be earned during the first year of employment and may not be used until an employee has completed one year of service. One year of service shall be defined as 2080 hours or 40 hours per week times the 26 pay periods comprising a year.

Increases in the accrual rate will commence with the first biweekly pay period following the completion of the necessary years of active service.

Employees shall be paid for vacation up to a maximum of eight (8) hours per day.

Employees shall be able to use any vacation earned in an accrual year, in the next calendar year.

An employee who is receiving payment for an occupational injury or who is on short term disability is not in active pay status and is not entitled to receive payment or earn time for vacation.

An employee shall not earn or accrue vacation for any time not in active pay status.

Vacation time shall be scheduled by the department head as necessary to minimize any disruption of service and to meet the operating needs of the department.

Vacation time may with approval of the department head, be carried to a maximum of fifty days. Vacation carried in excess of fifty, if not taken in the current year, will be lost.

SECTION 4.1.1

PRIOR SERVICE CREDIT

A person employed by the Authority who is eligible under Section 9.44 of the Ohio Revised Code shall have his/her prior service credit with a State or County agency and/or political subdivision within the State of Ohio counted for purposes of computing the accrual rate for vacation leave. For purposes of determining his/her eligibility, the employee shall write to the appropriate department of the Agency or Municipality of former employment for written verification of the length of his/her service. This information shall be submitted to the Benefits unit of the Authority.

Employees requesting prior service credit from institutions and authorities not within the scope of the definition of the State Code are subject to the approval of the General Manager on a case-by-case basis. The General Manager may also revise vacation schedules whenever it is found to be in the best interest of the Authority.

Employees must meet the minimum vacation eligibility requirements to use prior service credit.

SECTION 4.1.1

ACCRUAL RATE

Years of Active Service	Vacation Hours Paid Per Paid Straight Time Hour	Maximum Hours Per Bi-Weekly Pay Period Based on 80 Hours	Maximum Hours Accrued Per Year To Be Used In The Following Year	Maximum Days Accrued Per Year To Be Used In The Following Year
Less Than 1	.0385	3.080	80	10
1	.0385	3.080	80	10
2	.0385	3.080	80	10
3	.0385	3.080	80	10
4	.0385	3.080	80	10
5	.0577	4.616	120	15
6	.0577	4.616	120	15
7	.0577	4.616	120	15
8	.0577	4.616	120	15
9	.0577	4.616	120	15
10	.0577	4.616	120	15
11	.0577	4.616	120	15
12	.0577	4.616	120	15
13	.0770	6.160	160	20
14	.0770	6.160	160	20
15	.0770	6.160	160	20
16	.0770	6.160	160	20
17	.0770	6.160	160	20
18	.0770	6.160	160	20
19	.0770	6.160	160	20
20	.0770	6.160	160	20
21	.0962	7.696	200	25
22	.0962	7.696	200	25
23	.0962	7.696	200	25
24	.0962	7.696	200	25
25	.0962	7.696	200	25
26	.0962	7.696	200	25
27	.0962	7.696	200	25
28	.0962	7.696	200	25
29	.0962	7.696	200	25
30	.1154	9.232	240	30

SECTION 4.2 PREGNANCY LEAVE

A pregnancy leave shall be paid under the Authority's short term disability policy. Pregnancy leave shall be limited to the period of time that the pregnant employee is unable to perform the substantial and material duties of the employee's position. This period may include reasonable pre-delivery, delivery, and recovery time. Such leave shall not include time, following recovery of the employee, being requested for purposes of child care.

A pregnant employee requesting a Leave of Absence must present, at the time the request is made, a physician's certificate stating the probable period for which the employee will be unable to perform the substantial and material duties of the employee's position due to pregnancy, childbirth, or related medical conditions.

Non-bargaining pregnant employees shall be permitted to use any or all of the employee's accumulated salary continuation for the period of time, as certified by the physician's certificate, that the employee is unable to work as a result of pregnancy, childbirth, or related medical conditions. An employee who may find it necessary to have extended leave for the purpose of child care or for the illness of a child shall request leave under the appropriate section of this Manual (Parental Leave).

A certificate from a pregnant employee's physician as to her fitness to perform the duties required of her shall be a prerequisite for her return to work at the expiration of her leave.

Before an application for Pregnancy Leave will be approved, the employee must submit a properly completed Medical Release form 30 days prior to the period of time for which the Leave of Absence is being requested (except in emergency situations).

SECTION 4.3 EXTENDED DISABILITY COVERAGE

Non-bargaining employees in Grades 7 and above who have completed one year of continuous service and who have exhausted salary continuation and vacation benefits are eligible for extended disability coverage.

Medical certification must be completed and submitted to the Medical Services Coordinator prior to commencement of this benefit. An independent medical examination may be required by the Authority. The Medical Services Coordinator shall periodically review each case for continued coverage.

Disability coverage shall be paid as follows: one hundred percent of base salary for the first thirteen weeks, seventy five percent of base pay for weeks fourteen through twenty-six. Maximum coverage may not exceed twenty-six weeks.

SECTION 4.4 COURT LEAVE

Court leave with full pay shall be granted to any employee who is subpoenaed to appear before any court, Commission, board or other legally constituted body authorized by law to compel the attendance or witnesses, where the matter is work-related.

Any employee who is appearing before a court or other legally constituted body in a matter in which he/she is a party may be granted vacation time or leave of absence without pay for purposes of attending the hearing. Such instances would include, but not be limited to, criminal or civil cases, traffic court, divorce proceedings, custody, or appearing as directed as parent or guardian of juveniles.

The employee shall furnish proof by attaching the court notification to the appropriate time sheet.

SECTION 4.5 JURY DUTY

Court leave with full pay shall be granted to any employee who is summoned for jury duty by a court of competent jurisdiction. The employee shall turn in to the supervisor or department head a copy of the summons for jury duty.

Any compensation or reimbursement for jury duty or for court attendance compelled by subpoena, when such duty is performed during an employee's normal working hours and all compensation paid to this employee will be turned over to the Director of Accounting, who upon receipt of same will issue the employee's appropriate compensation.

SECTION 4.6 MILITARY RESERVE LEAVE (POLICY)

All employees of the Authority who are members of the Ohio National Guard, the Ohio Defense Corps, the Naval Militia, or members of other reserve components of the Armed Forces of the United States shall be entitled to a Leave of Absence from their respective duties without loss of pay for such time as they are in the military service on field training or active duty for a period not to exceed thirty-one (31) days in any one calendar year.

SECTION 4.7MILITARY LEAVE (PROCEDURE)

Employees granted such leave(s) of absence not exceeding 31 days in any one calendar year will be eligible to receive the difference between military pay and the employee's rate of pay for a comparable period of work as outlined in the procedures below. Such payment by the Authority will be made only for MANDATORY DUTY and not for voluntary duty. Benefits will be continued during such leave. If an employee elects to take vacation at the same time as a military leave of absence, the employee will waive the right to eligibility for differential pay from the Authority.

Employees must submit the required documentation. If employees are not compensated by the military, they will not be reimbursed by GCRTA. Checks for Military Duty differential will be processed at the next regularly scheduled payroll run after approval of payment by the Human Resources.

Mandatory military duty normally consists of one (1) weekend drill, Saturday and Sunday, per calendar month and one (1) active duty training period per year up to a maximum of fifteen (15) consecutive calendar days. There are also certain types of emergencies during which reservists may be activated.

A copy of the orders to report for mandatory duty must be submitted to the immediate supervisor upon receipt. Upon completion of the mandatory duty, the employee should present a copy of the pay voucher to the immediate supervisor. The supervisor will forward both the copy of the orders and the copy of the pay voucher to the Human Resources for processing. Payment will not be made without the proper documentation.

An employee who attends mandatory weekend drills which are on the employee's regularly scheduled work day(s) will be paid as follows:

When the employee attends a multiple drill on a weekend day, 8 hours times the employee's rate per hour less the military multiple drill pay less pay for time worked that day at GCRTA by the employee and less holiday pay, vacation pay and other pay for time not worked that day.

When the employee attends a single drill on a weekend day, 4 hours times the contract rate per hour less the military single drill pay less time worked that day at GCRTA by the employee and less holiday pay, vacation pay and other pay for time not worked that day.

granted for any employee seeking or engaging in other employment. The only exceptions are for military, public service or educational leave.

An employee, while on Leave of Absence shall not earn salary continuation or vacation. However, the time spent on authorized Leave of Absence is to be counted in determining length of service for purposes of extended vacation eligibility or other purposes where longevity is a factor. Health care benefits shall continue for no more than 30 days at which time an employee may elect to continue health care benefits subject to COBRA rules and payment.

Failure to return to work within three (3) days of the expiration of the approved leave, without explanation to the appropriate Department Head or Assistant General Manager, shall be construed as Absence Without Official Leave and cause for termination.

If a Leave of Absence is granted for a specific purpose, and it is found that the leave is not actually being used for such purposes, the director may cancel the leave and direct the employee to return to work and may be cause for disciplinary action.

An employee may be allowed to return to work prior to the expiration of any Leave of Absence, provided he/she has the approval of his supervisor and department head/superintendent.

Upon return to work from a Leave of Absence, an employee shall be assigned to the position which he/she formerly occupied, or to a similar position if his/her former position has been filled or no longer exists.

SECTION 4.8.2 PARENTAL AND CHILD CARE LEAVE

Child Care Leave is an authorized leave of absence without pay. A male or a female employee may request leave under this section when it becomes necessary to be away from work for purposes of caring for a newborn, spouse disabled by childbirth or, an ill child.

This leave shall not exceed six weeks. The employee shall follow the procedure outlined under Authorized Leave of Absence and all other rules under Leave of Absence shall apply.

SECTION 4.8.3 EDUCATIONAL LEAVE

Educational leaves may be granted to employees who pursue their baccalaureate, postgraduate degree, professional licensing or certificate in a discipline that

will assist the employee in achieving a career development goal with the Authority.

Regular employees who have completed a minimum of two (2) years of full-time service are eligible to apply for an educational leave.

Educational leaves will be granted for up to one (1) academic year provided the employee will receive a license, certification or degree.

Application for leave shall be made at least 90 days prior to the effective date of the leave and must have the recommendation of the Department Head.

Violating the conditions of the leave shall be cause to terminate employment. Additional educational leave shall not be approved within a 2 year period following successful completion of the prior leave. Reasonable efforts shall be made to return the employee to his/her same job upon reinstatement.

Employees electing educational leave shall be subject to the provisions of the Authorized Leave of Absence.

SECTION 4.8.4 RELIGIOUS LEAVE

Employee in the exercise of their religion are required at times to participate in certain religious activities which interfere with their normal workday or may affect the performance of their job duties. The Authority may provide religious leave without pay to the employee in order to exercise religious activities. Such leave will be provided based on the operational needs of the department and in accordance with Section 4.8.1, Authorized Leave of Absence.

SECTION 4.8.5 BEREAVEMENT LEAVE

A full-time employee absent from work because of the death of the employee's spouse, son, daughter, father, mother, stepfather, stepmother, brother, sister, father-in-law, mother-in-law, stepson, or stepdaughter shall be entitled to receive payment for three (3) working days, provided the employee was absent for purposes of bereavement. The death of a grandparent shall entitle the eligible employee to receive one (1) day bereavement pay.

Bereavement pay shall not be paid for any period of time that an employee is receiving vacation pay or holiday pay.

When additional time is needed, the employee may utilize other compensable time as approved by the supervisor.

SECTION 5.0HEALTH CARE COVERAGE

Health Care Benefits are available to all full time Authority employees. Health care plans include medical, dental, vision, and life insurance coverages.

These plans are provided by a number of insurance providers. Employees have an opportunity to select a plan which meets the medical needs of the employee and the employee's family where applicable.

Employees covered by bargaining agreements are restricted to the coverage provided by the negotiated agreement.

Employees may enroll annually during the open enrollment period. Coverage for new employees commences at the beginning of the month following the effective date of employment or following the completion of the probationary period.

When family coverage is selected, dependents may be covered when determined to be eligible under plan rules. In general, a dependent is defined as one who is dependent upon the employee for support according to the U.S. Internal Revenue Code.

The "Comparison of Medical Options" chart included in the Appendix provides information on the coverages for each plan option.

In the event an employee is terminated from employment, health care coverage will cease at the end of the month in which you terminate.

Federal law (COBRA) requires the Authority to offer employees and their families the opportunity to continue receiving group health plan coverage under certain qualifying events. Employees may continue coverage by paying the full premium plus a 2% administrative fee as allowed by law.

SECTION 5.1INFECTIOUS DISEASE

The Authority recognizes the impact of infectious diseases, including but not limited to, Acquired Immune Deficiency Syndrome (AIDS), tuberculosis, and hepatitis. Infectious diseases pose significant legal, medical and social challenges. Consistent with state and federal laws and requirements, the Authority will make every effort to educate, train and protect employees who may encounter the devastating effect of an infectious disease.

The determination of whether an employee diagnosed as having an infectious disease is to be permitted to continue employment in a capacity that involves contact with the public or other employees shall be made by the Authority's Medical Services Coordinator on a case-by-case basis in consultation with the employee's treating physician, the employee and/or representative and designated health official(s).

In making such a determination, the Authority's medical staff shall consider:

- (a) the recommendation of the individuals identified above;
- (b) the physical condition of the employee;
- (c) whether the nature and extent of the disease precludes or impairs satisfactory job performance;
- (d) the probabilities that the disease will be transmitted to others in the normal work setting;
- (e) the potential health risk to the afflicted employee.

Pending such a determination, the employee will be permitted to continue working in his/her current position unless it is determined by the Authority's Medical Services Coordinator that the employee poses an immediate threat of danger to others.

Where a determination has been made by the Authority's Medical Services Coordinator to permit an afflicted individual to remain in the workplace, no employee may refuse to work with this employee.

Where fitness-for-duty concerns arise, the recommendations of qualified medical authorities will be considered in the management of each situation on a case-by-case basis. Any of the following actions may be taken by the Authority:

- (a) assign the employee to return to regular place of employment;
- (b) assign the employee to a modified work assignment, where such accommodation is reasonable;

- (c) place the employee on leave of absence, or salary continuation with pay or recommend disability leave.

To determine whether an accommodation would impose an undue hardship on the Authority the following factors will be considered:

- (a) the type of operation involved, including the composition and structure of the work force;
- (b) the nature and cost of the accommodations needed;
- (c) the effect it has on program accomplishments, including safety.

The employee will receive written notice of the Authority's determination. The employee may, at any time, request a reconsideration of determination, provided that such a request is accompanied by medical evidence of an improvement in the employee's physical condition.

The Authority will make every effort to accommodate an employee afflicted with an infectious disease. If no accommodation can be made, the employee will be considered ineligible for work and may be separated from the Authority. The employee's file will be documented to show what efforts were made to accommodate the employee.

SECTION 5.2

DRUG FREE WORKPLACE (POLICY)

The Drug Free Workplace Act requires the Authority to provide a workplace with the safest possible work environment, free of substance abuse. As a recipient of federal funding, the Authority is required to comply with the regulations issued by the Federal Transit Administration for mandatory drug and alcohol testing of certain public transportation employees.

The Authority's Drug and Alcohol Policy requires all safety sensitive and non-safety sensitive employees to submit to testing for the presence of alcohol and/or drugs in their systems under the circumstances described in the policy.

This policy is issued to every employee at the commencement of employment and is included in the Employee Performance Code and Work Rules.

Employees who do not comply with or who are found in violation of the Authority's Drug and Alcohol Policy shall be subject to the appropriate disciplinary action up to and including termination.

SECTION 5.3POLITICAL ACTIVITY

Employees are prohibited from engaging in partisan political activities which may interfere with various regulations governing agencies with programs financed by Federal grants. These activities include a candidacy for public office in a partisan election, using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office and directly or indirectly soliciting contributions from subordinates in support of a political party or candidate.

Authority employees may be a candidate for public office in a non-partisan election, campaign for and hold elective office in political clubs and organizations and campaign for candidates for public office in political fundraising functions provided that these activities are not conducted on Authority property and do not interfere with the employment activity of the employee or interfere in any way with related Authority activities.

The General Manager may, at his or her discretion, review the political activities of any Authority employee. When these activities are found to interfere or to be incompatible with Authority employment and present a conflict of interest, the General Manager shall limit or request the employee to terminate such activities.

SECTION 5.4PROFESSIONAL SOCIETY MEMBERSHIP

The Authority encourages those employees who are employed in a professional capacity and provide professional services to the Authority to become members of and participate in professional societies. Professional service means any type of service which may be performed only pursuant to a license, certificate, or other legal authorization as provided by law. To the extent that the GCRTA is legally permitted to do so, the Authority will authorize payment of dues or memberships in professional organizations for individual members of staff upon prior approval of that employee's Assistant General Manager. Payment will be made for one professional membership per employee annually and shall not exceed Two Hundred Fifty Dollars (\$250).

This policy shall be applicable to those employees whose job descriptions require that they are licensed or registered by the State of Ohio for the services that they perform on behalf of the Authority.

Payment or reimbursement for individual dues or memberships in private clubs or civic organizations with Authority funds is prohibited. This section applies only to those individual dues or memberships not licenses or registration fees required for professional certification.

SECTION 5.5 MORAL CLAIMS

Employees who experience harm or damage to personal property not reimburseable by any other means may submit claims for reimbursement to the Moral Claims Committee on a Moral Claim Application. (See Appendix)

Reimbursement is limited to \$500 and is paid from the departmental budget of the claimant.

The Committee meets quarterly and makes a decision on claims payment based on the incident and conformity to Authority rules and guidelines. Committee members include the Assistant General Manager - Legal, Finance and Human Resources. The supervisor shall report to the Committee at the committee meeting as to the results of the supervisor's investigation and report.

When submitting a claim, a claim form must be completed with receipt(s) for proof of loss and signed by the supervisor attesting legitimacy of the claim, recommending payment or nonpayment. Reimbursement shall be made at current replacement cost.

Claimants shall be notified in writing as to the disposition of the claim within five (5) days of the Committee hearing.

SECTION 5.6 SMOKING (POLICY)

Smoking is prohibited in buses, rapid transit vehicles and the enclosed indoor public areas of rapid transit stations.

Smoking is also prohibited in conference rooms, indoor public meeting rooms, health care facilities, elevators, escalators, hallways, public restrooms, waiting areas and lobbies, unless a specific smoking area is designated.

Any employee shall have the right to designate his/her stationary work area as a no-smoking area. If due to the proximity of smokers, size of the work area, poor ventilation or other factors, such designation does not

reduce the effects of smoke to the satisfaction of the employee, the Department Director shall make additional accommodation by reassigning the employee to a different work area, expanding the size of the work area subject to the prohibition against smoking, or implementing other measures reasonably designed to minimize or eliminate the effects of smoke on the employee.

When an employee who is sensitive to smoke visits a smoking work area in the course of official business, the visiting employee may request that the area be temporarily designated a no-smoking area.

Smoking Area and No Smoking Area signs for interior uses may be obtained from the Safety Department.

SECTION 5.7 RELOCATION

A new employee must meet the guidelines established by the Internal Revenue Service for the deduction of moving expenses on annual income taxes to be eligible for relocation assistance. The new employee must be at least Grade 13 or above under the Authority's job classification system in order to qualify for relocation expense payment.

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 disconnection/reconnecting appliances.

The Authority will pay for up to a maximum of four (4) house hunting and/or family visitation trips for the new employee and/or family to travel round trip 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 house hunting and/or family visitation trips will be at the discretion of the General Manager.

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 the start of employment.

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 mileage reimbursement rate of 25.5 cents per mile for each vehicle driven.

Clarifications or questions about eligibility or applicability of expenses under this policy must be resolved or approved by the General Manger. The General Manager may waive particular provisions of this Policy when in that judgment, the best interest of the Authority would be served by granting such a waiver.

SECTION 5.8 MEDICAL SERVICES (POLICY)

Medical Services are provided as a systematic response to the ongoing health care needs of all Authority employees.

Medical services include the seeking out of ways to prevent employee accidents and illnesses in conjunction with the Safety Department, increasing productivity and employee morale, providing quality care to employees who are ill or injured, containing the Authority's Workers Compensation costs, decreasing the high cost of health care and providing wellness services to all employees.

Specific services include pre-placement physicals for selected employment candidates, physicals for bus and rail operators, return to work physicals as required, drug and alcohol screening, Workers Compensation and short term disability evaluations, transitional and alternative work placement consultations and the treating of employee injuries/ illnesses, arranging for physician services and hospital transport.

Medical (physician) services are contracted out to two hospital facilities within the community. One facility is responsible for employment-related services and the other for workers compensation-related services.

The Wellness Program is managed by the Medical Services Coordinator in conjunction with the Wellness Task Force. Wellness programs are designed to contain the high cost of employee health care benefits and Workers Compensation costs by educating employees on preventative care.

Housed within the Medical Services area is a wellness room/library. The library is equipped with a television, VCR, and cassette recorder. Comfortable chairs, an exercise bike and microvave oven are also included in the design of the area to meet all health-related needs of employees.

Health promotional material in the form of books, magazines, pamphlets, cassette and video tapes are available for usage by employees and their family members. For the

sake of convenience, these materials may be rented for at home usage.

SECTION 5.8.1 MEDICAL SERVICES (PROCEDURE)

When you become ill or injured at home prior to arriving to work, and you are unable to report to work as scheduled, YOU MUST:

1. Notify your supervisor by phone, reporting the reason you will not be in to work. This should be done prior to the start of your shift unless the illness or injury occurred within that timeframe. Operators will follow the usual procedure of notification and timeframes as outlined in the Conditions of Employment.
2. The supervisor will review the Absence Control Policy with you and will remind you of your need to complete any appropriate documentation.
3. Once able to return to work, you must notify your supervisor prior to your next scheduled work day. Operators will follow the usual procedure of notification and timeframes as outlined in the Conditions of Employment (12 noon, 1 day prior to return).
4. The supervisor based upon the nature of your illness or injury and/or based upon the number of days you have been off work (more than three), will call the Medical Secretary at extension 5264 and provide her with all the necessary information concerning you.
5. The secretary will notify the Medical Services Coordinator (M.S.C.) and based upon this information, the M.S.C. will decide upon the course of action (if any) to be taken.

When you become ill while at work, YOU MUST:

1. Notify the supervisor in person or by phone, reporting the symptoms you are feeling.
2. You will complete any appropriate documentation.
3. The supervisor based upon the nature of your illness, will call the Medical Secretary and provide her with all necessary information concerning you.
4. The secretary will notify the Medical Services Coordinator and based upon this information, the M.S.C. will decide upon the course of action (if any) to be taken.

Minor illnesses (e.g., simple cold, 24 hr. virus, etc.) need not be reported to Medical Services. Apply the Absence Control Policy to such situations and complete any appropriate documentation.

When you sustain an injury or become ill as a result of something within the work environment while on duty, YOU MUST:

1. Notify the supervisor in person or by phone, reporting the injury or illness.
2. The supervisor will call the Medical Secretary or have you call and provide her with the following information:

Ill/injured worker's name, Social Security Number, Badge number, district name and location.

A clear and concise statement of the reason for the call, the nature of the illness/injury and any other pertinent or requested information.

3. The Secretary will notify the Medical Services Coordinator and based upon the nature of the complaint and the type of service required the M.S.C. will decide upon the course of action to be taken. Should a medical evaluation be required, you will be sent/taken to MetroHealth Medical Center with two forms (see appendix___), one you will need to bring back to Medical Services or to your supervisor.
4. Should the condition cause you to be off work for any length of time, a return to work clearance through Medical Services will be required.

Your supervisor will provide you with the necessary Workers Compensation forms to complete either through Medical Services or the Workers Compensation Department. Your supervisor will have you complete an Employee Injury Report form and you will forward this to Medical Services.

Emergency Situations- Injuries/Illnesses occurring on the job (e.g. employee experiencing chest pain, breathing difficulties, found unconscious).

1. You will be transported to MetroHealth or the nearest emergency room.
2. The Medical Services Coordinator will follow up with the hospital.

3. The supervisor should try to ascertain from EMS personnel where you will be transported (e.g. the Medical Facility of choice is always MetroHealth Medical Center; however, EMS will transport the worker to the nearest community hospital).
4. In addition to the above, the Policies and Procedures for Accidents should be followed and maintained.

Once able to return to work, you must notify your supervisor prior to the expected return to work day. Operators will follow the usual procedure of notification and timeframes as outlined in the Conditions of Employment (12 noon, 1 day prior to return).

All employees off work more than three days due to illness or injury, are required to submit a physician's certificate to his/her supervisor in order to return to work.

Employees off work less than three days will be permitted to return to work without a physician's certificate. This does not indicate in any way that an absence is excused or unexcused. Supervisors shall refer to the Absence Control Policy to determine how each absence shall be classified. A Supervisor may confer with the Medical Services Coordinator when necessary.

Employees who call off or are off work for one full day or more due to an occupational illness or injury are required to submit a physician's certificate to his/her supervisor, in order to return to work. The date of the alleged injury or illness shall be specified when the employee calls off and on the physician's certificate.

All employees returning to work on shifts that begin before 8:00 am. and after 5:00 pm. or on weekends will be assisted in this process in the same manner as they normally would with the Supervisor contacting Medical Services the next work day. All work related illnesses or injuries will be sent to MetroHealth Medical Center except in cases of emergency.

When you fail to return to work or fail to provide proper notification or documentation, you shall be considered Absent Without Official Leave (AWOL) and subject to the appropriate disciplinary action.

SECTION 5.9 TRANSITIONAL/ALTERNATIVE WORK (POLICY)

A Transitional/Alternative work placement program is offered to all employees who may become disabled during employment with the Authority as a result of an on-the-job injury or illness.

When an employee is unable to return to his/her regular job classification and the condition is temporary, a temporary work assignment may be available for a period of up to 75 days with the intent of returning the employee to his/her regular job classification. Transitional work consists of job tasks only; an employee is not placed in a specific position.

When an employee has reached maximum medical improvement and is permanently unable to return to his/her regular job classification, an alternative position may be available or termination may be necessary when an alternative placement is not feasible or available. If the employee meets the service requirements for a disability retirement, the employee may make an application to PERS for disability retirement.

SECTION 5.9.1 TRANSITIONAL/ALTERNATIVE WORK (PROCEDURE)

When an employee becomes a candidate for transitional work, the employee will be given a transitional work assignment, subject to availability. Transitional work shall be limited to 75 days with periodic medical reviews as deemed necessary by the Medical Services Coordinator. The effective date shall be based on identified work restrictions and available work.

For transitional work, the employee must present a written statement from the treating physician outlining his/her medical restrictions which must specifically include (a) physical/mental restrictions and (b) estimated duration of limitations to the Medical Services Coordinator for evaluation.

After the Medical Services Coordinator has evaluated each candidate/case history the employee shall be referred to the Recruitment Specialist for placement.

The Recruitment Specialist will complete a work history/skills inventory for use in job placement. The employee will acknowledge and sign off on both the transitional placement form and the transitional follow-up form. (See Appendix___)

The employee shall submit additional medical documentation to be considered for an extension of transitional work past the initial length of time originally requested. An extension may be granted with concurrence by the Medical Services Coordinator and approval of the Assistant General Manager-Human Resources.

When an employee is unable to return to regular work, the employee shall be referred to the Human Resources

Division for further disposition which may include termination.

The transitional pay rate is \$8.50 per hour unless the employee's salary is less; in this case, the employee will be paid his/her current rate of pay while in transitional work. Employees sustaining work-related injuries shall be supplemented with wage loss when qualified.

Where possible, employees who become eligible for transitional work and are scheduled for vacation during the transitional assignment shall use the vacation prior to the commencement of the transitional work period.

Vacation pay while in transitional work shall be treated as if the employee is in his/her normal position and shall be in accordance with the schedule as previously selected by the employee.

All work rules and regulations shall apply while the employee is in transitional status and, the transitional employee remains subject to resulting disciplinary actions.

When an employee's physician has determined that the employee is capable of working though not able to return to his/her former position, Workers Compensation, Medical Services or the referring area will notify the Recruitment Specialist who will begin a job search in accordance with the written restrictions as listed by the employee's physician.

The Recruitment Specialist will complete a work history skills inventory for use in alternative job placement. During the search for alternative placement, the employee may apply for posted positions.

Sixty (60) days shall be the maximum allowable time for job search and placement. If an alternative position can not be found within 60 days, the employee will then be terminated.

When an alternative position is found the Recruitment Specialist will send the employee a written job offer which shall confirm the date that a job offer was made, specify the job position offered, describe the physical requirements of the job in conjunction with the treating physician's description of the employee's medical restrictions, and state a specific date by which the written job offer will expire.

When an employee refuses a job offer within the employee's physical/mental restrictions, the employee will sign off as REFUSED on the job offer letter. The Authority may institute proceedings to terminate the payment of

workers compensation benefits under 4123.56 of the Ohio Revised Code.

Alternative placement may include a wage loss supplement provided the employee qualifies.

SECTION 5.10 TUITION REIMBURSEMENT

Tuition Reimbursement shall be available to all Authority employees who meet the following requirements;

Successful completion of twelve months of continuous employment with GCRTA.

Classification as a full-time employee.

Courses must be job-related and/or prepare the prospective applicant for a potential reasonable promotional opportunity at GCRTA.

Courses must be taken during non-working hours.

Courses must be taken at accredited schools, including technical, professional, and business schools, and/or relevant correspondence courses. Correspondence courses are acceptable only if the courses are not available locally during non-working hours.

A program applicant must initially pay for any course taken. After successful completion of any course, the applicant must provide the Tuition Reimbursement Committee with an official document from the college and/or other institution evidencing that the individual obtained a final grade of C or better in the course.

The TRP applicant must obtain a grade of C or better in any course he or she takes in order to be eligible for reimbursement. Certificate courses and those that are not awarded letter grade require documentation of "satisfactory" completion.

A course which is repeated will not be reimbursed.

An applicant must maintain employment with GCRTA throughout the period in which the course is taken and must be in the employ of GCRTA at the time of reimbursement payment by the Accounting Department.

If an employee has outside financial aid or a grant, such assistance must be applied to the tuition expense before the GCRTA Tuition Reimbursement is used. In that event, GCRTA will only pay the portion NOT covered by other sources and then, only within the maximum allowed per employee.

Ineligibility:

Employees may participate in the TRP who have not been suspended within 12 months of the time of the application or have not received a written warning within 90 days of the application. These disciplinary actions are further described in the Employee Performance Code and Work Rules, the Absence Control Policy, and any other Authority-wide policies in effect.

Covered Costs - Tuition shall be reimbursed for approved courses or programs of study attended during non-working hours at accredited schools, including technical and professional schools. Tuition shall be reimbursed for relevant accredited correspondence courses or programs only if not locally available during non-working hours.

SECTION 5.11

DISABILITY LEAVE

For non-bargaining employees, when an employee becomes unable to perform the substantial and material duties of his/her position and the disabling illness, injury or condition continues beyond his/her accumulated benefits, an employee may be granted a disability leave of absence without pay for a period of up to six months upon presentation of evidence as to the probable date for return to active work status. The employee must demonstrate that the probable length of disability will not exceed six months.

When a disability leave is granted for a specific disabling condition and it is found that the leave is not actually being used for such purpose or when the medical condition is inconsistent with the authorized disability, the Authority may terminate employment or direct the employee to return to work and take appropriate disciplinary action.

A disability leave shall cause an employee to apply for health care coverage as provided under COBRA.
(See Section ___)

SECTION 5.12 EMPLOYEE ASSISTANCE PROGRAM (POLICY)

The Authority provides an Employee Assistance Program (EAP) to all Authority employees. The EAP is a confidential, voluntary program, available to all employees, their family members and retirees for the purpose of helping to resolve personal and family problems that adversely affect life and work.

The EAP Steering Committee comprised of representatives from Management and Labor, oversees the management and effectiveness of the program.

Participation in the EAP does not exempt employees from the standard administrative policies and procedures applicable to job performance requirements, or established disciplinary procedures. An employee's job security or promotional opportunity will not be jeopardized because of participation or nonparticipation in the EAP by the employee, or any family member.

The EAP is available twenty-four (24) hours per day, seven (7) days a week. There is no cost to employees and family members for EAP assessment appointments as the Authority pays the costs. Costs for subsequent counseling provided by EAP staff is paid pursuant to an employee's medical plan. Costs for use of services such as hospitalization or counselling services may be paid for by the employee's health care or as allowed through the Authority's medical plan.

It is the hope of the Authority that all employees enjoy healthy, continuous, uninterrupted employment during their tenure with the Authority. To that end, all employees are encouraged to utilize the services offered through the EAP.

SECTION 5.12.1 EMPLOYEE ASSISTANCE PROGRAM (PROCEDURE)

An employee seeking assistance from the IMPACT program may set up an appointment or access the program staff by calling 1-800-227-6007. IMPACT is located at 23200 Chagrin Blvd, Suite 225, Beachwood, Ohio 44122. An employee who may need to seek assistance during working hours may do so with the approval of his/her supervisor. In the event that an employee finds it necessary to take time away from work to use the IMPACT services, the appropriate form shall be submitted and the appropriate earned available salary continuation or vacation time shall be used.



GENERAL INFORMATION

SECTION 6.0ORIENTATION

All persons recommended for hire as employees of the Authority shall attend an initial orientation session conducted by the Human Resources Division. Approved hires will receive additional orientation sessions by their immediate supervisor during their first week of employment.

SECTION 6.1IDENTIFICATION CARDS

Identification cards are processed in the Human Resources Division. Each employee is required to obtain a Photo Identification card when employment begins. This card will be returned to the Authority when service is terminated.

The employee ID card may be used for free transportation on Authority revenue vehicles in regular service, not for special events. Usage is limited as specified in applicable Authority bulletins. Failure to follow the proper procedure or misuse of the card shall subject the employee to disciplinary action up to and including termination.

When a card is lost or misplaced, active employees are charged a lost equipment fee for a replacement card. Employees who leave the Authority's service and do not turn in an identification card shall be charged a fee of \$100.00.

SECTION 6.2COMPLAINT PROCEDURE

Any employee may discuss personal work-related problems with his/her immediate supervisor in complete confidence. However, if a job-related action is indicated, the immediate supervisor will consult the appropriate persons in order to attempt to resolve the problems.

Employees are encouraged to discuss freely and fully with their immediate supervisor any questions concerning their duties, responsibilities, and working conditions. Dealing with employee questions as they arise is part of everyday supervision.

The Authority recognizes, however, that not all problems can be satisfactorily handled in this manner and therefore has established a complaint procedure which assures the employee of careful, impartial, and prompt consideration of any problem or complaint. Individuals who have a work-related complaint are encouraged to avail themselves of this procedure. Another employee of the Authority may assist the complainant if desirable.

Non-bargaining employees in grades 1 - 6 and 7 and above will use the following complaint procedure. Employees covered by the bargaining agreements use the procedure outlined in the Agreement. The provisions of this procedure are not applicable to the Executive Management Team.

Step 1 - Employees may present concerns in writing to their supervisor within 5 work days of the event which is the source of the complaint. Such written documentation shall set forth specifically the alleged facts, act or failure to act giving rise to the complaint as well as the specific provision(s) of the Policies and Procedures Manual. The supervisor shall meet with the employee and submit a response within one (1) week.

Step 2 - Appeal from the response of the supervisor shall be made to the Department Head within five (5) work days of the date of response from the supervisor. The complainant shall be notified of the time and place of a meeting which shall take place within three (3) days of the date on which the appeal is received. The employee shall be notified of the decision by the Department Head within three (3) days.

Step 3 - Appeal from the decision of the Department Head may be made to the Assistant General Manager - Human Resources within one (1) week of the date upon which notification has been given of the decision of the Department Head. The Assistant General Manager - Human Resources shall notify the complainant and shall conduct a hearing on the matter within five (5) work days after the appeal is received. The Assistant General Manager - Human Resources shall prepare a written decision and shall deliver it to the employee within three (3) days.

Step 4 - Appeal to the General Manager shall be made in writing no later than five (5) days after notice of the decision by the Assistant General Manager - Human Resources. The General Manager or designee shall notify the complainant and shall meet with the employee on the matter within five (5) days after the appeal is received. The General Manager shall issue a written decision and deliver it to the employee within five (5) days.

The General Manager shall render the final decision.

SECTION 6.3

PERSONNEL RECORDS

A personnel file on each employee is kept in the Human Resources Division. This file includes, but is not limited to, information regarding previous training, experience and employment as well as the work history of the employee while with the Authority. An employee shall have the right to

inspect his/her personnel file provided during normal business hours ample notification is given the Human Resources Division. An employee requesting to inspect his/her file may do so by completing the appropriate form. Copies of records contained in the personnel file will be made available at cost within a reasonable time. (See Appendix____)

The official employee records shall be maintained in the Human Resources Division at all times. Anyone authorized to review an employee's personnel record must do so in the Human Resources Division, unless the Assistant General Manager - Human Resources has given written approval for removal from the premises. All personnel records removed from the Human Resources Division must be signed out on the designated form in the Human Resources Division.

The Authority is subject to the Ohio Open Records Act (1.49.03 ORC) and certain portions of an employees personnel file must be made available for public inspection upon request.

When an employees personnel file is made available for inspection to a member of the news media, that employee shall be notified in writing as soon as possible.

It is the responsibility of the employee to immediately notify Human Resources in writing of any changes in address, telephone number, marital or dependent status changes for or any other matter that may affect benefits to which an employee may be entitled.

SECTION 6.4

CONFIDENTIAL INFORMATION

The GCRTA Code of Ethics prohibits the release of confidential information or records by GCRTA employees. "Confidential Information" means any information concerning the GCRTA that is:

- (1) not a matter of public knowledge
- (2) exempt from public inspection and copying
- (3) legally required to be kept confidential by the GCRTA

All requests for public records must be handled in accordance with the Administrative Policy & Procedure issued by the General Manager.

SECTION 6.5 PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

All employees of the Authority are required by state law to participate in the Public Employees Retirement System (PERS) instead of the Social Security System. Deductions from an employee's bi-weekly pay equaling 8.5% of gross wages are added to the Authority's contributions of 13.95% of gross wages. This combined amount is then deposited to the employee's individual retirement account with PERS.

Employees hired on or after June 30, 1986 are required to contribute to the Medicare portion of Social Security which amounts to 1.45% on the first \$130,000 of annual taxable income.

SECTION 6.5.1 RETIREMENT ELIGIBILITY

Employees are eligible to retire at age 60 with 5 years of Ohio service. Employees can retire on a lesser benefit, as early as age 55, with 25 years of service. There is no age requirement or age benefit reduction for employees who retire with 30 years of service.

Participants in PERS who have formerly worked in local, state or federal service, or who have been in active military service either in Ohio or elsewhere, may be able to acquire additional service credit for retirement benefits.

SECTION 6.5.2 RETIREMENT HEALTH CARE BENEFITS

Hospital and medical coverage is provided without cost to retired employees receiving monthly benefits. Employees who retire after June 30, 1986, however, must have 10 years of Ohio service credit to qualify for the free health care benefit. Out-of-service credit or military credit purchased after January 29, 1981 cannot be used for the 10 year qualification requirement. Premiums for a spouse or children will be deducted from the monthly benefits, if requested. At age 65 the Health Care Plan supplements Medicare. All persons of this age must enroll in Medicare Part B (Medical) and PERS will reimburse them for Medicare Medical Insurance.

It is important that any employee approaching sixty-five years of age who may be eligible for Medicare apply to the Social Security Administration three months before their sixty-fifth birthday. Failure to follow this procedure may obligate an employee to pay certain medical charges not covered by the hospitalization plan that PERS provides upon retirement.

SECTION 6.5.3DEATH BENEFITS

Following the death of a PERS retirant, a lump sum death benefit, based on years of service is paid to the designated beneficiary, or if none, the Retirement System may approve payment to the person responsible for the burial or the estate. The lump sum varies from \$500 to a maximum of \$2500 for 25 or more years of service credit.

SECTION 6.5.4REFUNDS

An employee who leaves service with the Authority may be eligible to receive a refund of his/her contributions. Before taking this step, it is advisable to review the PERS member handbook which clarifies the advantages of withdrawal or of leaving funds on deposit. Refund applications are available from the Personnel Administration Department.

Forms, brochures, and additional information about PERS are available in the Personnel Administration Department. Employees planning for retirement are especially encouraged to contact this Department for assistance. If the Department is unable to answer your questions, assistance in reaching a PERS Representative will be provided. An individual may correspond directly with PERS at 277 East Town Street, Columbus, Ohio 43215 or you may call (614) 466-2085. Include your name, employer and social security number.

SECTION 6.6(PERS) PICK UP PLAN

The Authority has adopted the PERS Pick-Up program.

Internal Revenue Code, Section 401 (a) and 501 (a), provides for public employee pension plans to obtain tax deferred status.

Essentially, this means that your pension contribution of 8.5% will not be included in gross taxable income when calculating Federal and State income tax withholding. The "pick-up" plan has no impact on gross salary. Each employee will be paid exactly the same in total after the plan as he/she was before the plan. The impact is in gross taxable salary and, therefore, the amount of the tax withheld from each employee's pay every two weeks. This plan has no impact on municipal income tax. City taxes will continue to be deducted on the employee's portion of the PERS contribution.

The advantage is an immediate tax savings to the employee. The amount of savings will vary for each employee depending upon salary level and withholding exemptions.

The amount of pension contribution that is "picked up" will be subject to Federal taxation when it is withdrawn - either at retirement or upon refund.

When your contributions paid by the Authority are received by the Public Employees Retirement System, they are credited to your account in the same manner as if the funds had been withheld from you directly. In the event of service termination, contributions under the "pick-up" plan may be contributions made before. The amount of the refund payable to you is the total amount credited to your account. In addition, you will receive a form indicating the amount of money refunded to you that had been designated as employer pick-up contributions. This amount is taxable in the year in which you receive the refund. A copy of the form will also be sent to the Internal Revenue Service. Lump sum payments are eligible for favorable tax treatment such as "10-year forward averaging" and "roll over".

For an employee who retires, your cost in the retirement contract excludes the amount of the employer-pick-up contributions. Generally, the only effect will be that the retirant will begin paying tax at an earlier date on his/her benefit.

SECTION 6.7 SAVINGS BONDS

Employees of the Authority may purchase savings bonds through payroll deduction. An employee should contact the payroll department to sign and authorize the deduction from pay.

SECTION 6.8 DEFERRED COMPENSATION PROGRAM

The Authority offers a deferred compensation program. Through this program an employee may save for retirement with various investment options.

The program options are purchased through payroll deduction. Because of the "deferred" use of the money, federal income tax benefits are available. Representatives of the deferred compensation program are available to explain the benefits of this program. Contact the Personnel Administration Department for information and phone numbers of plan representatives.

SECTION 6.9 UNEMPLOYMENT COMPENSATION

Under Ohio Law, when an Authority employee is laid off for lack of work or is otherwise separated from employment, the employee may be eligible for unemployment compensation. Such eligibility shall be determined solely by the Ohio Bureau of Employment Services (OBES). To determine eligibility an application must be filed with OBES. The Human Resources Division may appeal an OBES benefit eligibility determination.

SECTION 6.10 WORKERS COMPENSATION (POLICY)

Authority employees are covered by the State of Ohio Workers Compensation plan. If an employee suffers a job-related injury or illness while employed by the Authority the employee may qualify for benefits through Workers Compensation. Employees cannot, however, receive Workers Compensation and salary continuation or other time off benefits at the same time.

Should the employee suffer a job-related illness or injury that meets the requirements of the Ohio Workers Compensation laws, the employee will be eligible for reasonable medical, surgical, and hospital service expense and medication and equipment required for treatment. There is a death benefit payable to beneficiaries of employees whose death is the direct result of a job-related accident or illness.

Compensation is paid according to the laws in effect as of the date of the work-related injury, disability or death.

SECTION 6.10.1 WORKERS COMPENSATION (PROCEDURE)

When an injury occurs in the course of and arising out of employment, the employee and the supervisor shall complete an Occupational Injury/Illness Employee's/Supervisors Report respectively. These reports are to be filed with the Workers Compensation Department for verification of an industrial injury.

Failure to submit the Occupational Injury/Illness Report will delay processing of the claim and could result in disciplinary action against the employee and/or supervisor. The Authority will not certify any claims if these reports are not completed.

The accident investigation shall be conducted by the first line supervisor immediately after any injured person or property damage is attended to. Occupational Injury/Illness Reports shall be completed (to the best of one's ability) within twenty-four (24) hours of occurrence.

After notifying his/her supervisor, an employee may proceed to an industrial clinic or a hospital or doctor of the employee's own choice or preferably, Metro Health Medical Center. The clinic, hospital, or physician should be informed that the injury occurred at work and that it is an Industrial Claim.

Occupational Injury/Illness Reports are available from the employee's supervisor.

Inquiries concerning Workers Compensation should be directed to the Workers Compensation Department.

SECTION 6.11

ATTENDANCE RECORDS

All departments shall maintain daily attendance records. Included will be time recorded for leaves, both paid and unpaid, compensatory time off and additional time worked.

All departments shall maintain such attendance records on the Greater Cleveland Regional Transit Authority Bi-weekly Time Report.

Each employee is required to record or clock his/her time at the moment of arriving or departing for the work day. A department head may require the recording or clocking of time to include lunch period. For example, department heads may require sign in and out for lunch period for employees who serve in positions dealing with the public; for employees who abuse the time allowed for lunch or other situations that require efficiency in operations. Employees who do not report to work on time are in violation of the Absence Control Policy. (See Section)

Directors and Managers are required to record their time on the Bi-weekly Time Report.

The following steps shall be used in the following sequence when completing attendance reports at the end of payroll periods.

- Step 1) Determine the number of hours and minutes worked for each day.
- Step 2) Convert the work time to a decimal, by recording the number of hours and equivalent minutes.
- Step 3) When the amount of time worked is less than the time required/scheduled for the day, the employee is credited the amount of salary continuation, vacation, administrative leave, etc., authorized by

the supervisor/department head in accordance with the appropriate policy.

- Step 4) Add work time and authorized leave time. If less than the time required/scheduled for the day, record the difference as time without pay.

The sum of work time, authorized leave and time without pay shall not exceed the amount of time an employee would have been regularly scheduled to work in any day, unless overtime was required.

EXAMPLE A

Employee A worked 4 hours and 15 minutes and was authorized to use salary continuation for the balance of the day. Therefore, the employee's work time was converted to 4.3 hours. Since the employee was scheduled to work 8 hours that day, the amount of salary continuation time was determined to be 3.7 hours (8 - 4.3).

EXAMPLE B

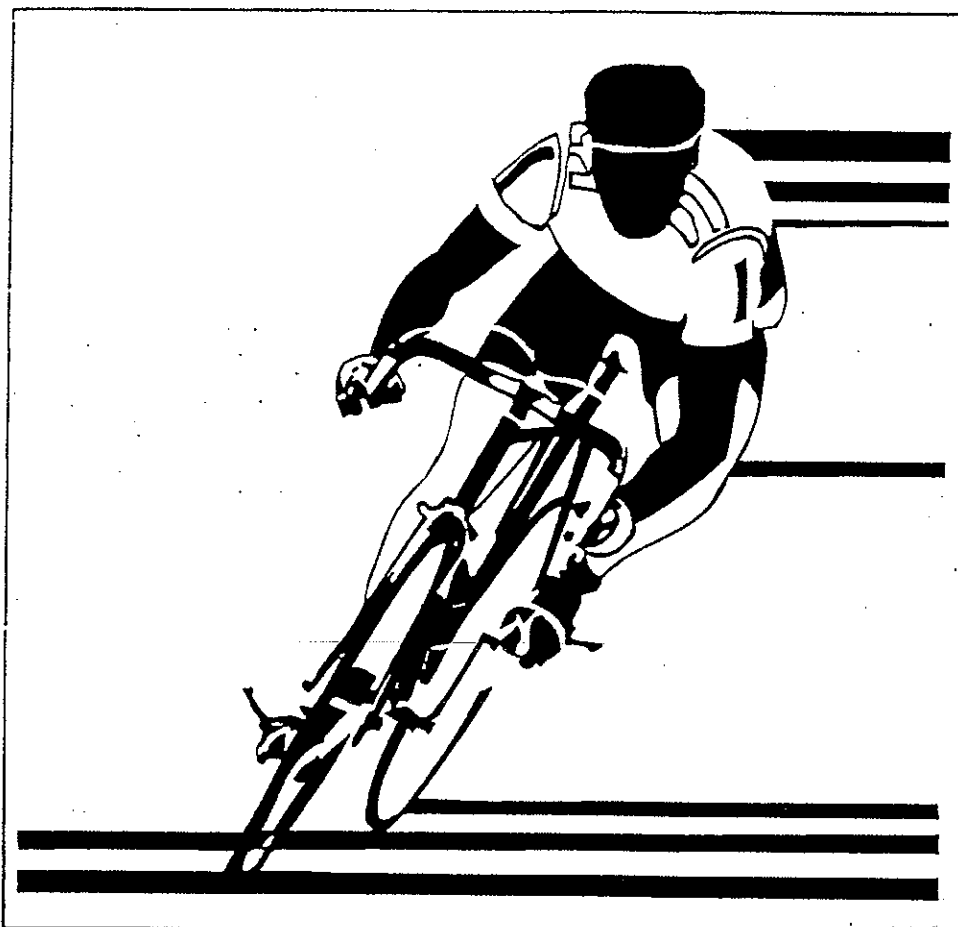
Employee B who was scheduled to work 8 hours, was tardy without approval and only worked 7 hours and 3 minutes. The employee's work time was converted to 7 hours and 3 minutes. Consequently, the employee was docked 57 minutes.

EXAMPLE C

Employee C worked 5 hours and 21 minutes, (from 8:39 am to 2:00 pm), used 2 hours of authorized vacation leave (from 3:00 pm to 5:00 pm), and was late 38 minutes (from 8:00 am to 8:38 am) with authorization.

Converted work time	= 5 hours 21 minutes
Converted vacation time	= <u>2 hours 0 minutes</u>
Sum of time to be paid	= 7 hours 21 minutes
Time docked	= 9 minutes

By the end of the payroll period, all attendance records must be signed by each employee and countersigned by the appropriate supervisor(s). The supervisor(s) must certify that the services, time indicated on the attendance record, were, in fact, rendered by the employee. Supervisors are accountable for their employees whereabouts at all times. All such records are to be forwarded to the Payroll Department for proper recordkeeping and payroll processing.



EMPLOYEE HEALTH AND RELATED BENEFITS