

RESOLUTION NO. 1999-112

AUTHORIZING A REVISION OF THE GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY'S VACATION POLICY FOR
NONBARGAINING EMPLOYEES

WHEREAS, the Board of Trustees adopted a Personnel Policies and Procedures Manual by Resolution No. 1990-27 on February 20, 1990, and revised the Personnel Policies and Procedures Manual by Resolution No. 1992-31 on February 18, 1992, that included a vacation policy for nonbargaining employees; and

WHEREAS, a review of the current vacation policy for nonbargaining employees was conducted, and based on this review, new language to be included in the policy was developed and numerous changes were made to ensure consistent administration of the policy; and

WHEREAS, the Greater Cleveland Regional Transit Authority now wishes to revise Sections 4.1, 4.1.1 and 4.1.2 of the Personnel Policies and Procedures Manual, Vacation Policy for Nonbargaining Employees to include new language for payoff and use of earned vacation balances, converting banked vacation to carryover and changes to ensure consistent administration of the policy for employees.

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

Section 1. That the Vacation Policy for Nonbargaining Employees shown in Attachment A is hereby adopted as official policy of the Authority.

Section 2. That this Resolution shall become effective January 1, 2000.

Attachment A: Sections 4.1, 4.1.1, and 4.1.2, Personnel Policies and Procedures Manual, Vacation Policy for Nonbargaining Employees.

Adopted: August 24, 1999



President

Attest: 

General Manager/Secretary-Treasurer

ATTACHMENT A

PERSONNEL POLICIES AND PROCEDURES MANUAL

SECTION 4.1

VACATION FOR NON-BARGAINING EMPLOYEES

Full time eligible regular non-bargaining employees shall accrue vacation according to the applicable accrual rates specified in the "per pay vacation accrual rate" schedule beginning with their first pay after date of hire. Vacation accrual credit shall be given when an employee is on active pay status, excluding overtime.

An employee on active pay status at the beginning of the bi-weekly pay period will receive the "per pay vacation accrual" for that pay. 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 earn time for vacation or to receive additional payment for vacation. An employee shall not earn or accrue vacation for any time not in active pay status.

The employee's rate of accrual shall be consistent with the employee's anniversary date and total years of active service with RTA plus prior service credit.

Employees shall be able to use any vacation earned upon successful completion of employee's probation period or as determined by the General Manager. Employees shall be paid for vacation up to a maximum of eight (8) hours per day for regular work schedules or ten (10) hours if on an alternate work schedule. Vacation shall be scheduled by the department head as necessary to minimize any disruption of service and to meet the operating needs of the department. The General Manager may revise vacation schedules whenever it is found to be in the best interest of the Authority.

Increases in the per pay vacation accrual rate will be effective in the first pay period during which the employee's RTA anniversary date occurs.

Banked vacation hours for employees who transfer from a bargaining position to a non-bargaining position will be converted to carryover hours at the end of the employee's probation period.

Vacation time may, with approval of the department head, be carried over to a maximum of fifty days (400 hours) as of December 31 of any year. Vacation balances in excess of fifty days (400 hours), as of December 31 of any year will be lost. Upon prior approval of the General Manager, payment may be made to an employee for vacation balances in excess of 400 hours as of December 31.

Upon resignation, termination, or retirement, payment will be made at the current rate of pay to a maximum of 400 hours carried over and for vacation earned and not used as of the last day of employment. However, no payment shall be made to an employee whose employment ends prior to the successful completion of the employee's probation period.

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 years 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 and request written verification of the length of his/her service (start and end dates) and that he/she was eligible for vacation during that specific service period. This information shall be submitted to the Benefits unit of Personnel Services of this Authority.

Employees requesting prior service credit from institutions and authorities not within the scope of this definition of the State Code are subject to the approval of the General Manager on a case-by-case basis.

Employees must meet the minimum vacation eligibility requirements to use earned hours including those from prior service credit.

SECTION 4.1.2

PER PAY VACATION ACCRUAL RATE

Total Years of Active Service with RTA Plus Prior Service Credit	Per Pay Vacation Accrual rate: maximum hours per biweekly pay for employee on active pay status during pay period (26 biweekly pays)	Approximate number of days earned annually based on per pay vacation accrual x 26 pays
Total Years		
Less than 1, 1, 2, 3, 4	3.08	10
5, 6, 7, 8, 9, 10, 11, 12	4.616	15
13, 14, 15, 16, 17, 18, 19, 20	6.16	20
21, 22, 23, 24, 25, 26, 27, 28, 29	7.696	25
30 years or more	9.232	30