

RESOLUTION NO. 2003- 156

A RESOLUTION AUTHORIZING AND APPROVING A REVISION
TO THE PERSONNEL POLICIES 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 the Personnel Policies for the Authority pursuant to Resolution 2001-119, adopted on August 21, 2001; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the Authority to revise the Personnel Policies relative to temporary salary adjustment for non-bargaining employees.

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

Section 1. That Section 400.07 of the Personnel Policies, regarding Temporary Salary Adjustment Policy for non-bargaining employees, shall be revised so that an employee who is required to work thirty (30) days or more in a higher job classification shall be paid for all days retroactive to the first day of work in the higher job classification.

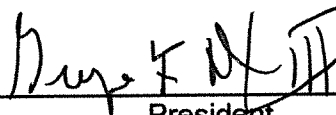
Section 2. That all other provisions of Resolution 2001-119 not expressly related herein shall remain in full force and effect.

Section 3. That this resolution shall be effective immediately upon adoption.

Attachment:

A. Revised Temporary Salary Adjustment Policy for non-bargaining employees

Adopted: October 21, 2003



President

Attest: 

CEO, General Manager/Secretary -Treasurer

ATTACHMENT A

400.07 TEMPORARY SALARY 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. When a non-bargaining employee is assigned and is working in a temporarily vacant classification in a higher salary grade, for more than thirty (30) calendar days, the Authority will increase the employee's current base salary by 10%, or up to the salary range minimum of the temporarily vacant position, whichever is greater, for the duration of the assignment. If it is necessary to pay more than the 10% or salary range minimum, the CEO, General Manager/Secretary-Treasurer may establish the amount, based on market and other applicable conditions. The temporary salary adjustment will be effective the first day following thirty (30) continuous calendar days in the assignment and will be retroactive to the first official day in the temporary assignment.

A temporary work level adjustment shall not be paid for more than six (6) pay periods unless approved by the CEO, General Manager/Secretary-Treasurer.



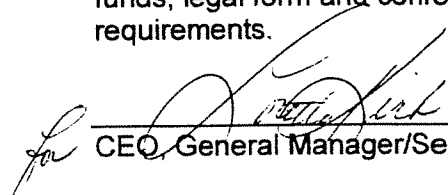
Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

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TITLE/DESCRIPTION: AUTHORIZING AND APPROVING A REVISION TO THE PERSONNEL POLICIES FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY.	Resolution No.: 2003- 156
	Date: October 16, 2003
	Initiator: Human Resources & Business Development Division
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This action will approve a revision to the Personnel Policies for the Greater Cleveland Regional Transit Authority relative to temporary salary adjustment for non-bargaining employees.
- 2.0 DESCRIPTION/JUSTIFICATION: The Temporary Salary Adjustment Policy for non-bargaining employees is being revised so that an employee who is required to work thirty (30) days or more in a higher job classification shall be paid for all days retroactive to the first day of work in the higher job classification.
- 3.0 PROCUREMENT BACKGROUND: Does Not Apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does Not Apply.
- 5.0 POLICY IMPACT: This action will revise Section 400.07, Temporary Salary Adjustment, of the Personnel Policies.
- 6.0 ECONOMIC IMPACT: Does Not Apply.
- 7.0 ALTERNATIVES: Do not approve and adopt the revision to the Personnel Policies as proposed. This would not allow the General Manager to revise the Personnel Policy relative to Temporary Salary Adjustment for non-bargaining employees.
- 8.0 RECOMMENDATION: This item was reviewed by the Board of Trustees Executive Committee on September 2, 2003 and recommended to the full Board for approval. It is recommended that the Board of Trustees adopt the revision to the Personnel Policies as presented herein.
- 9.0 ATTACHMENTS:
 - A. Revised Temporary Salary Adjustment Policy for Non-bargaining Employees

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



CEO General Manager/Secretary-Treasurer

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400.07 TEMPORARY SALARY ADJUSTMENT

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A temporary work level adjustment shall not be paid for more than six pay periods unless approved by the CEO, General Manager/Secretary-Treasurer.