

RESOLUTION NO. 2021-35

AMENDING CHAPTER 622 "APPOINTMENTS AND PROMOTIONS" OF THE  
CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND  
REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that certain portions of Chapter 622, Appointments and Promotions, must be revised.

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

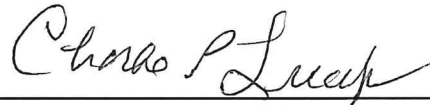
Section 1. That Chapter 622, Appointments and Promotions, is hereby amended to read as specified in Attachment A hereto.

Section 2. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

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


Attachment: A. Chapter 622

Adopted: April 20, 2021



\_\_\_\_\_  
President

Attest: \_\_\_\_\_



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Interim Secretary-Treasurer

# Attachment A to Resolution

## CHAPTER 622

### Appointments and Promotions

- 622.01 Authority of General Manager, Chief Executive Officer and Board of Trustees; appeals.
- 622.02 Direct promotions.
- 622.03 Direct appointments.
- 622.04 Appointment and promotion of Executive Director of Internal Audit.
- 622.05 Selection procedure for direct appointments and promotions.

### CROSS REFERENCES

- Labor standards - see 49 U.S.C.A. 1609
- Appointment of personnel - see Bylaws Art. IV, Sec. 1
- Employment generally - see Bylaws Art. IX, Sec. 1
- General Counsel, Deputy General Manager for Legal Affairs – see Bylaws Art. IX, Sec. 4
- Personnel decisions regarding Executive Director of Internal Audit – see Bylaws Art. IX, Sec. 6
- Department of Internal Audit - see Bylaws, Art. IX, Sec. 5
- Conditions of Employment - see PERS. Ch. 624
- Service recognition program - see PERS. 628.06

### 622.01 AUTHORITY OF GENERAL MANAGER, CHIEF EXECUTIVE OFFICER AND BOARD OF TRUSTEES; APPEALS.

(a) The General Manager, Chief Executive Officer is hereby authorized to appoint individuals to, and remove individuals from, the positions of Deputy General Managers (including, but not limited to, the Deputy General Manager - Operations, the Deputy General Manager - Finance, the Deputy General Manager Engineering and Project Management, the Deputy General Manager – Human Resources, the Deputy General Manager – Innovation and Technology and the Deputy General Manager – Administration and External Affairs) and the Director of Security/Chief of the Transit Police Department.

(Res. 1999-147. Passed 10-26-99. Res. 2021-XXX. Passed XX-XX-21.)

(b) The General Manager, Chief Executive Officer shall consult with and obtain the approval of the Board of Trustees prior to filling the position of General Counsel, Deputy General Manager of Legal Affairs and shall consult with the Board of Trustees regarding salary, promotion, demotion and termination of the General Counsel, Deputy General Manager of Legal Affairs. For the remainder of the positions listed in subsection (a) hereof, the General Manager, Chief Executive Officer shall make all such appointments and removals only after informing the Board.

(c) The General Manager, Chief Executive Officer is hereby authorized to exercise their appointing and removal authority over any other position created by the Board to be included in executive management.

(Res. 1988-37. Passed 2-16-88; Res. 1989-67. Passed 5-16-89. Res. 2021-XXX. Passed XX-XX-21.)

(d) Notwithstanding any other provision of the Bylaws, resolutions or Personnel Policies and Procedures of the Authority, there shall be no appeal from the personnel decisions of the General Manager, Chief Executive Officer as regards the appointment, removal, promotion or demotion, or any other disciplinary action, of individuals holding the positions provided for in subsection (a) hereof.

#### 622.02 DIRECT PROMOTIONS.

The General Manager, Chief Executive Officer is hereby authorized to directly promote individual employees of the Authority to all non-bargaining managerial, professional, technical and supervisory positions, which positions are not currently filled, or which shall become vacant, except those which are required by contract to be filled by a competitive selection process. (Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)

#### 622.03 DIRECT APPOINTMENT.

The General Manager, Chief Executive Officer is hereby authorized to directly appoint individuals to all non-bargaining managerial, professional, technical and supervisory positions, of the Authority, which positions are not currently filled, or which shall become vacant, except those required by contract to be filled by a competitive selection process.

(Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)

#### 622.04 APPOINTMENT AND PROMOTION OF EXECUTIVE DIRECTOR OF INTERNAL AUDIT.

Notwithstanding Sections 622.02 and 622.03, appointment or promotion to the position of Executive Director of Internal Audit shall be made by the Board of Trustees.

(Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)

#### 622.05 SELECTION PROCEDURE FOR DIRECT APPOINTMENTS AND PROMOTIONS.

Selection of individuals for direct appointments and promotions under this chapter shall be made in accordance with procedures established by the Human Resources

Division.

(Res. 1998-43. Passed 2-16-88; Res. 1999-147. Passed 10-26-99. Res. 2021-XXX.  
Passed XX-XX-21.)





TITLE/DESCRIPTION:  AMENDING CHAPTER 622 "APPOINTMENTS AND PROMOTIONS" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2021-35
	Date: April 15, 2021
	Initiator: Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend Chapter 622 of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: This chapter provides for appointments and promotions of individuals to positions within the Authority. Since the last update, new positions have been added to the Authority's executive leadership. The proposed amendments will update the titles of members of the executive leadership. They will also make this chapter consistent with the January 2020 revisions to the Bylaws relating to appointment of the Executive Director of Internal Audit and the Deputy General Manager – Legal Affairs. The revisions to Section 622.05 will make reference to procedures established by the Human Resources Division for selecting individuals for appointments and promotions.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will bring the Authority's policy regarding appointments and promotions up to date to be consistent with current practices.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in a policy that remains out of date.
- 8.0 RECOMMENDATION: This resolution was discussed at the April 6, 2021 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: A. Red-line of proposed amendments to Chapter 622

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

  
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General Manager, Chief Executive Officer

# Attachment A to Staff Summary

## CHAPTER 622

### Appointments and Promotions

- 622.01 Authority of General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ and Board of Trustees; appeals.
- 622.02 Direct promotions.
- 622.03 Direct appointments.
- 622.04 Appointment and promotion of Executive Director of Internal Audit.
- 622.05 Selection procedure for direct appointments and promotions.
- ~~622.06 Additional provisions.~~

### CROSS REFERENCES

- Labor standards - see 49 U.S.C.A. 1609
- ~~Civil service - see Ohio R.C. Ch. 124~~
- ~~Officers generally - see Bylaws Art. II, Sec. 1~~
- Appointment of ~~officers and employees~~personnel - see Bylaws Art. IV, Sec. 1
- Employment generally - see Bylaws Art. ~~VIII, Sec. 2~~IX, Sec. 1
- ~~General Counsel, Deputy General Manager for Legal Affairs - see Bylaws Art. IX, Sec. 4~~
- ~~Personnel decisions regarding Executive Director of Internal Audit - see Bylaws Art. IX, Sec. 6~~
- Department of Internal Audit - see Bylaws, Art. IX, Sec. 5 ADM. Ch. 260
- Conditions of Employment - see PERS. Ch. 624
- Service recognition program - see PERS. 628.06

### 622.01 AUTHORITY OF GENERAL MANAGER/~~SECRETARY-TREASURER, CHIEF EXECUTIVE OFFICER~~ AND BOARD OF TRUSTEES; APPEALS.

(a) The General Manager/~~Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to appoint individuals to, and remove individuals from, the positions of Deputy General Managers (including, but not limited to, the Deputy General Manager - Operations, the Deputy General Manager - Finance ~~and Administration~~, the Deputy General Manager - ~~Development~~Engineering and Project Management, the Deputy General Manager - Human Resources, the Deputy General Manager - Innovation and Technology and the Deputy General Manager - ~~Administration and External Affairs~~ and the Deputy General Manager - ~~Legal Affairs~~), and the Director of Security/~~RTA~~Chief of the Transit Police Department, ~~the Executive Director of External Affairs, the Executive Director of the Office of Small Business and Employment Opportunity, the Executive Director of the Office of Organizational Planning and Development, the Executive Director of the Euclid Corridor Improvement Project, and the Assistant Secretary-Treasurer.~~



(Res. 1999-147. Passed 10-26-99. Res. 2021-XXX. Passed XX-XX-21.)

(b) ~~The Board of Trustees must approve the appointment or removal of the Assistant Secretary Treasurer. The General Manager, Chief Executive Officer shall consult with and obtain the approval of the Board of Trustees prior to filling the position of General Counsel, Deputy General Manager of Legal Affairs and shall consult with the Board of Trustees regarding salary, promotion, demotion and termination of the General Counsel, Deputy General Manager of Legal Affairs.~~ For the remainder of the positions listed in subsection (a) hereof, the General Manager/~~Secretary Treasurer, Chief Executive Officer~~ shall make all such appointments and removals only after informing the Board.

(c) The General Manager/~~Secretary Treasurer, Chief Executive Officer~~ is hereby authorized to exercise ~~his or her~~their appointing and removal authority over any other position created by the Board to be included in ~~the Executive Management Team~~executive management.  
(Res. 1988-37. Passed 2-16-88; Res. 1989-67. Passed 5-16-89. Res. 2021-XXX. Passed XX-XX-21.)

(d) Notwithstanding any other provision of the Bylaws, resolutions or Personnel Policies and Procedures of the Authority, there shall be no appeal from the personnel decisions of the General Manager/~~Secretary Treasurer, Chief Executive Officer~~ as regards the appointment, removal, promotion or demotion, or any other disciplinary action, of individuals holding the positions provided for in subsection (a) hereof.

#### 622.02 DIRECT PROMOTIONS.

The General Manager/~~Secretary Treasurer, Chief Executive Officer~~ is hereby authorized to directly promote individual employees of the Authority to all non-bargaining managerial, professional, technical and supervisory positions, ~~in both the classified and unclassified services~~, which positions are not currently filled, or which shall become vacant, except those which are required by ~~operation of law or~~ contract to be filled by a competitive examination selection process. (Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)

#### 622.03 DIRECT APPOINTMENT.

~~(a)~~—The General Manager/~~Secretary Treasurer, Chief Executive Officer~~ is hereby authorized to directly appoint individuals to all non-bargaining managerial, professional, technical and supervisory positions, ~~in both the classified and unclassified services~~, of the Authority, which positions are not currently filled, or which shall become vacant, except those required by ~~operation of law or~~ contract to

be filled by a competitive examination selection process.

~~(b) The General Manager/Secretary-Treasurer shall make direct appointments of individuals not employed by the Authority only after justification to the Board of Trustees. (Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)~~

#### 622.04 APPOINTMENT AND PROMOTION OF EXECUTIVE DIRECTOR OF INTERNAL AUDIT.

Notwithstanding Sections 622.02 and 622.03, appointment or promotion to the position of Executive Director of Internal Audit shall ~~require approval of~~ be made by the Board of Trustees. (Res. 1988-43. Passed 2-16-88. Res. 2021-XXX. Passed XX-XX-21.)

#### 622.05 SELECTION PROCEDURE FOR DIRECT APPOINTMENTS AND PROMOTIONS.

Selection of individuals for direct appointments and promotions under this chapter shall be made in accordance with procedures established by the Human Resources Division. ~~The following procedure is hereby adopted for the selection of individuals for direct appointment or direct promotion to currently existing positions in both the classified and unclassified services:~~

~~(a) All requests to initiate the process of direct appointment or direct promotion shall be submitted to the General Manager/Secretary-Treasurer for his or her approval. These requests must be accompanied by a job description and job requirements, as well as a letter of justification for the action requested.~~

~~(b) The General Manager/Secretary-Treasurer shall refer approved requests for direct appointments or direct promotions to the Personnel Department, which shall develop and post the appropriate announcements. The announcements will list the job duties, the minimum job requirements and a request for resumes from interested applicants.~~

~~(c) At the close of the application acceptance period, the Personnel Department will screen the applications to identify candidates who meet the minimum job requirements.~~

~~(d) Applicants rejected at this time will be notified in writing of the reason for their rejection within five days of the close of the application acceptance period.~~

~~(e) Remaining applications will be forwarded to the department head, director or administrator who initiated the request, or to the Assistant Secretary-Treasurer, or the General Manager/Secretary-Treasurer, whoever initiated the request.~~

~~(f) Applications will be reviewed by the party who initiated the request, and applicants rejected after that review will be notified in writing of the reason for their rejection within five days of the close of the review process.~~

~~(g) The department head, director or administrator who initiated the request,~~



~~or the Assistant Secretary Treasurer, or the General Manager/Secretary Treasurer, whoever initiated the request, will schedule the remaining applicants for interviews.~~

~~(h) At the completion of the interview, the department head, director, administrator or Assistant Secretary Treasurer, whoever initiated the request, shall forward to the General Manager/Secretary Treasurer the resume of the recommended candidate.~~

~~(i) If the General Manager/Secretary Treasurer concurs in the selection, he or she shall appoint the candidate.~~

~~(j) If the General Manager/Secretary Treasurer does not concur in the selection, he or she may either request further information about the candidate, schedule an interview with the candidate or reject the candidate. If, after reviewing further information or interviewing or receiving feedback from a further interview of the candidate, the General Manager/Secretary Treasurer does not concur in the selection, he or she may reject the candidate.~~

~~(k) The department head, director, administrator or Assistant Secretary Treasurer, whoever initiated the request, may then submit the resume of a second candidate for the position to the General Manager/Secretary Treasurer.~~

~~(l) The process outlined in subsections (j) and (k) hereof shall continue until a candidate is accepted by the General Manager/Secretary Treasurer, until the General Manager/Secretary Treasurer withdraws his or her approval for the appointment or until the party who initiated the request withdraws it.~~

~~(Res. 1998-43. Passed 2-16-88; Res. 1999-147. Passed 10-26-99. Res. 2021-XXX. Passed XX-XX-21.)~~

#### 622.06 ——— ADDITIONAL PROVISIONS.

See Chapter 642 for additional provisions regarding appointments and promotions.