

RESOLUTION NO. 2022-58

AMENDING SECTION 640.04 OF THE CODIFIED RULES AND REGULATIONS AND SECTION 100.04 OF THE PERSONNEL POLICIES EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY; REPEALING SECTION 628.06 SERVICE RECOGNITION PROGRAM OF THE CODIFIED RULES AND REGULATIONS; AND REMOVING SECTIONS 644.15 SERVICE RECOGNITION PROGRAM AND 640.01 DISCLAIMER OF THE CODIFIED RULES AND REGULATIONS AS DUPLICATES OF PERSONNEL POLICIES SECTIONS 400.15 SERVICE RECOGNITION PROGRAM AND 100.01 DISCLAIMER

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 (1) Sections 640.04 of the Codified Rules and Regulations ("Code") and 100.04 of the Personnel Policies, Employee Responsibility for GCRTA Property should be amended; (2) Section 628.06 Service Recognition Program of the Code should be repealed; and (3) Sections 644.15 Service Recognition Program and 640.01 Disclaimer should be removed from the Code as duplicates of Personnel Policies Sections 400.15 Service Recognition Program and 100.01 Disclaimer.

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

Section 1. That Section 640.04 Employee Responsibility for GCRTA Property of the Codified Rules and Regulations ("Code") is hereby amended to read as specified in Attachment A hereto.

Section 2. That Section 100.04 Employee Responsibility for GCRTA Property of the Personnel Policies is hereby amended to read as specified in Attachment B hereto.

Section 3. That Section 628.06 Service Recognition Program of the Code is hereby repealed in its entirety.

Section 4. That Sections 644.15 Service Recognition Program and 640.01 Disclaimer are hereby removed from the Code and retained as sections 400.15 and 100.01 of the Personnel Policies.

Section 5. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 6. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Code Book Section 640.04 Employee Responsibility for GCRTA Property
B. Personnel Policy Section 100.04 Employee Responsibility for GCRTA Property

Adopted: June 28, 2022



President

Attest:



Secretary-Treasurer

Attachment A to Resolution

640.04 EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY.

(a) GCRTA property and facilities are public property purchased with public funds and are intended solely for use in furtherance of the Authority's operations. No GCRTA employee is authorized to lend, borrow, take, use, sell, or otherwise dispose of GCRTA property or facilities for personal or private benefit or gain. GCRTA property or facilities include but are not limited to: all equipment both revenue and non-revenue; tools; machinery; materials and supplies, office supplies, furniture; computers; fax machines; copy machines; printers; phones; offices; mail room and mail services; electronic devices such as cell phones, iPads, pagers, etc; and scrapped items.

(b) Any employee found loaning, borrowing, taking, using, selling or otherwise disposing of GCRTA property or facilities for personal or private benefit or gain will be subject to disciplinary action, up to and including termination.

(c) Any employee found misappropriating or misusing GCRTA property will be subject to disciplinary action, up to and including termination.

(d) All employees are hereby placed on notice that violation of this policy may also violate criminal statutes of the State of Ohio and that such violations may be reported to the appropriate law enforcement agency(ies).

(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13. Res. 2022-XXX. Passed XX-XX-22.)

Attachment B to Resolution

100.04 EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY

GCRTA property and facilities are public property purchased with public funds and are intended solely for use in furtherance of the Authority's operations. No GCRTA employee is authorized to lend, borrow, take, use, sell, or otherwise dispose of GCRTA property or facilities for personal or private benefit or gain. GCRTA property or facilities include but are not limited to: all equipment, both revenue and non-revenue; tools; machinery; materials and supplies, office supplies; furniture; computers; fax machines; copy machines; printers; phones; offices; mail room and mail services; electronic devices such as cell phones, iPads, pagers, etc., and scrapped items.

Any employee found loaning, borrowing, taking, using, selling or otherwise disposing of GCRTA property or facilities for personal or private benefit or gain will be subject to disciplinary action, up to and including termination.

Any employee found misappropriating or misusing GCRTA property will be subject to disciplinary action, up to and including termination.

All employees are hereby placed on notice that violation of this policy may also violate criminal statutes of the State of Ohio and that such violations may be reported to the appropriate law enforcement agency(ies).

(Ref. Code Book Section 640.04)



<p>TITLE/DESCRIPTION:</p> <p>AMENDING SECTIONS 640.04 OF THE CODIFIED RULES AND REGULATIONS AND 100.04 OF THE PERSONNEL POLICIES EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY; REPEALING SECTION 628.06 SERVICE RECOGNITION PROGRAM OF THE CODIFIED RULES AND REGULATIONS; AND REMOVING SECTIONS 644.15 SERVICE RECOGNITION PROGRAM AND 640.01 DISCLAIMER OF THE CODIFIED RULES AND REGULATIONS AS DUPLICATES OF PERSONNEL POLICIES SECTIONS 400.15 SERVICE RECOGNITION PROGRAM AND 100.01 DISCLAIMER</p>	<p>Resolution No.: 2022-58</p>
	<p>Date: June 23, 2022</p>
	<p>Initiator: Human Resources</p>
<p>ACTION REQUEST:</p> <p><input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____</p>	

- 1.0 PURPOSE/SCOPE: This resolution will (1) amend Sections 640.04 of the Codified Rules and Regulations (“Code”) and 100.04 of the Personnel Policies, Employee Responsibility for GCRTA Property; (2) repeal Section 628.06 Service Recognition Program of the Code; and (3) remove Sections 644.15 Service Recognition Program and 640.01 Disclaimer from the Code as duplicates of Personnel Policies Sections 400.15 Service Recognition Program and 100.01 Disclaimer.
- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is now undergoing a comprehensive review and update so that the Code will conform to the current structure and operations of the Authority. The proposed amendment will (1) add language to the policies regarding employee responsibility for GCRTA property that advises employees that violation of these policies may also violate state criminal statutes; (2) repeal an obsolete provision related to service recognition; and (3) remove two policies from the Code that duplicate policies that are already contained in the Personnel Policies.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of this resolution will bring the Code up to date 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 June 14, 2022 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 Code Book Section 640.04
 - B. Red-line of proposed amendments to Personnel Policies Section 100.04
 - C. Red-line of proposed repeal of Code Book Section 628.06
 - D. Red-line of proposed removal of Code Book Section 644.15
 - E. Red-line of proposed removal of Code Book Section 640.01

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



General Manager, Chief Executive Officer

Attachment A to Staff Summary

640.04 EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY.

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(b) Any employee found loaning, borrowing, taking, ~~or~~ using, selling or otherwise disposing of GCRTA property, ~~equipment~~, or facilities for his/her own personal or ~~other~~ private use benefit or gain, and any employee found misappropriating or misusing GCRTA property, will be subject to disciplinary action, up to and including termination.

(c) Any employee found misappropriating or misusing GCRTA property will be subject to disciplinary action, up to and including termination.

(b)(d) All employees are hereby placed on notice that violation of this policy may also violate criminal statutes of the State of Ohio and that such violations may be reported to the appropriate law enforcement agency(ies).

(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13. Res. 2022-XXX.
Passed XX-XX-22.)

Attachment B to Staff Summary

100.04 EMPLOYEE RESPONSIBILITY FOR GCRTA PROPERTY

GCRTA property and facilities are public property purchased with public funds and are intended solely for use in furtherance of the Authority's operations. No GCRTA employee is authorized to lend, borrow, take, use, sell, or otherwise dispose of GCRTA property or facilities for personal or private benefit or gain. GCRTA property or facilities include but are not limited to: all equipment, both revenue and non-revenue; tools; machinery; materials and supplies, office supplies; furniture; computers; fax machines; copy machines; printers; phones; offices; mail room and mail services; electronic devices such as cell phones, iPads, pagers, etc., and scrapped items.

Any employee found loaning, borrowing, taking, ~~or using~~, selling or otherwise disposing of GCRTA property, ~~equipment~~, or facilities for ~~his/her own~~ personal or ~~other~~ private use benefit or gain, ~~and any employee found misappropriating or misusing GCRTA property~~, will be subject to disciplinary action, up to and including termination.

Any employee found misappropriating or misusing GCRTA property will be subject to disciplinary action, up to and including termination.

All employees are hereby placed on notice that violation of this policy may also violate criminal statutes of the State of Ohio and that such violations may be reported to the appropriate law enforcement agency(ies).
(Ref. Code Book Section 640.04)

Attachment C to Staff Summary

~~628.06 SERVICE RECOGNITION PROGRAM.~~

~~(a) The service recognition program, providing awards as herein stated, is hereby adopted and made a policy of the Authority.~~

~~(b) Awards shall be made as follows:~~

- ~~(1) After ten years of employment, a certificate will be presented to the employee at his or her worksite with the department director and the employee's immediate supervisor in attendance.~~
- ~~(2) After fifteen years of employment, a certificate will be framed and it will be presented to the employee at his or her worksite by the division manager and the employee's department director in attendance.~~
- ~~(3) After twenty years of employment, a bronze-plated plaque will be presented to the employee in the General Manager/Secretary-Treasurer's office, with the department director and division manager in attendance.~~
- ~~(4) After twenty-five years of employment, a silver-plated plaque will be presented by the General Manager/Secretary-Treasurer and the President of the Board of Trustees at a regular Board meeting.~~
- ~~(5) After thirty years of employment, the procedure is the same as in paragraph (b)(4) hereof, but a gold-plated plaque will be presented. (Res. 1978-92. Passed 4-11-78.)~~

Attachment D to Staff Summary

~~644.15 SERVICE RECOGNITION PROGRAM.~~

~~To commemorate an employee's anniversary date with a token of thanks for their service and commitment to the Authority, the Greater Cleveland Regional Transit Authority presents distinctive graduating lapel pins to its employees for years of service at five year increments (5, 10, 15, 20, 25, 30, 35 and 40).
(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~

Attachment E to Staff Summary

~~640.01 DISCLAIMER.~~

~~(a) The policies set forth and adopted within this Manual supersede previous written and unwritten Greater Cleveland Regional Transit Authority ("GCRTA" or "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 the Authority's Collective Bargaining Agreements that exist between the GCRTA and the FOP and ATU respectively, the provisions set forth in the Collective Bargaining Agreements shall prevail for those employees covered under such agreements. In the event of any conflict between the GCRTA Bylaws and the policies set forth in this Manual, the Bylaws shall prevail.~~

~~(b) 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.~~

~~(c) 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. The Authority expressly reserves the right to modify, suspend, revoke, change or supplement these policies at any time and issue new policies that are in the interest of the Authority. No policy is intended as a guarantee of continuity of benefits or rights. All non-bargaining employees at GCRTA are at will, and may be terminated with or without cause.~~

~~(d) In the event of any conflicts between applicable Federal, State or local laws, rules and regulations applicable to the GCRTA, the Federal, State and local laws, rules and regulations shall prevail.~~

~~(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)~~