

RESOLUTION NO. 2022-93

REMOVING SECTIONS 628.05 HOUSING ALLOWANCE, 642.05 EMPLOYMENT AT WILL, 642.06 EMPLOYEE SELECTION, 642.07 EMPLOYMENT OF RELATIVES AND 642.08 EMPLOYMENT ELIGIBILITY VERIFICATION, FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AS DUPLICATES OF THE PERSONNEL POLICIES

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 Sections 628.05 Housing Allowance, 642.05 Employment at Will, 642.06 Employee Selection, 642.07 Employment of Relatives and 642.08 Employment Eligibility Verification, should be removed from the Authority's Codified Rules and Regulations as duplicates of Personnel Policies 400.17, 300.01, 300.02, 300.03 and 300.04.

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

Section 1. That Sections 628.05 Housing Allowance, 642.05 Employment at Will, 642.06 Employee Selection, 642.07 Employment of Relatives and 642.08 Employment Eligibility Verification are hereby removed from the Codified Rules and Regulations at the Greater Cleveland Regional Transit Authority.

Section 2. That Personnel Policies 400.17 Housing Allowance, 300.01 Employment at Will, 300.02 Employee Selection, 300.03 Employment of Relatives and 300.04 Employment Eligibility Verification, will remain unchanged.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Adopted: September 20, 2022



President

Attest: 
Secretary-Treasurer



TITLE/DESCRIPTION: REMOVING SECTIONS 628.05 HOUSING ALLOWANCE, 642.05 EMPLOYMENT AT WILL, 642.06 EMPLOYEE SELECTION, 642.07 EMPLOYMENT OF RELATIVES AND 642.08 EMPLOYMENT ELIGIBILITY VERIFICATION FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AS DUPLICATES OF THE PERSONNEL POLICIES	Resolution No.: 2022-93
	Date: September 15, 2022
	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 remove Sections 628.05 Housing Allowance, 642.05 Employment at Will, 642.06 Employee Selection, 642.07 Employment of Relatives and 642.08 Employment Eligibility Verification from the Codified Rules and Regulations (“Code”) of the Greater Cleveland Regional Transit Authority (GCRTA).
- 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.

 Human Resources provisions are located in three places: (1) the Code Book, which provides the broad, overarching guidance for the Authority enacted by the Board of Trustees; (2) the Personnel Policies, which govern day-to-day operations and are approved by the Board of Trustees and (3) the Personnel Procedures, which contain detailed procedures established by GCRTA management that do not require approval by the Board of Trustees. The proposed amendment will remove the sections listed above from the Code Book because they are duplicates of Personnel Policies 400.17, 300.01, 300.02, 300.03 and 300.04.
- 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 remove the duplication of provisions in the Code Book and the Personnel Policies.
- 6.0 **ECONOMIC IMPACT:** Does not apply.
- 7.0 **ALTERNATIVES:** Not adopting this resolution. Not adopting this resolution would leave duplicate provisions in both the Code Book and the Personnel Policies.
- 8.0 **RECOMMENDATION:** This resolution was discussed at the September 13, 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 removal of Section 628.05 from the Code Book. B. Red-line of proposed removal of sections 642.05, 642.06, 642.07, 642.08 from the Code Book.

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

~~628.05—HOUSING ALLOWANCE.~~

~~(a) It is the policy of the Greater Cleveland Regional Transit Authority to permit the General Manager, Secretary-Treasurer to negotiate a housing allowance for newly hired professionals and managerial exempt salaried employees who reside outside the Cleveland area and are subject to an employment contract or memorandum of employment with the Authority.~~

~~(b) This policy is established pursuant to Ohio R.C. 306.31, 306.34 and 306.35 and Article II, Article IV, and Article VII of the Bylaws of the Authority. To be eligible for a monthly allowance, the position for the new employee must be at least Grade 28 or above according to the Authority's job classification system in order to qualify for a housing allowance.~~

~~(c) The CEO/General Manager may, in special circumstances, negotiate a housing allowance for perspective employees in a lower grade classification.~~

~~(d) The amount of housing allowance shall not exceed a maximum dollar amount of two thousand dollars (\$2,000) per month and shall not exceed a period of thirty-six months from the effective date of employment.~~

~~(e) Payments for housing allowances authorized by this policy shall be made on a bi-weekly basis in accordance with established authority payroll procedures.~~

~~(f) The employee is responsible for compliance with all applicable Federal, State and local tax laws.~~

~~(g) If the employee decides to relocate to the Greater Cleveland area during the term of employment, the housing allowance shall end.
(Adopting Resolution; Res. 1999-147. Passed 10-26-99; Res. 2012-84. Passed 9-18-12; Res. 2013-95. Passed 9-17-13.)~~

ATTACHMENT B TO STAFF SUMMARY

~~642.05 EMPLOYMENT AT WILL.~~

~~Employment at GCRTA for all non-bargaining employees is at will. That is, either the employee or the Authority may terminate the employment relationship at any time, with or without cause. The at will relationship remains in full force and effect notwithstanding any statement to the contrary made by company employees or set forth in any documents.~~

~~(Res. 2001-119. Passed 8-21-01.)~~

~~642.06 EMPLOYEE SELECTION.~~

~~It is the policy of the Authority to fill positions with the most qualified applicants internally and externally.~~

~~(Res. 2001-119. Passed 8-21-01.)~~

~~642.07 EMPLOYMENT OF RELATIVES.~~

~~(a) The Authority extends equal consideration to all applicants and candidates for employment. Neither positive nor negative weight shall be considered when a relationship exists with another Authority employee. For this policy, "relationship" includes members of the employee's immediate family.~~

~~(b) To preclude actual favoritism 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 for accounting of property or expending money.~~

~~(c) For purposes of this policy, "immediate family" shall mean spouse, children, parents, grandparents, brothers, sisters, grandchildren or any person related by blood or marriage, or relative residing in the same household.~~

~~(Res. 2001-119. Passed 8-21-01.)~~

~~642.08 EMPLOYMENT ELIGIBILITY VERIFICATION.~~

~~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.~~

~~(Res. 2001-119. Passed 8-21-01.)~~