

RESOLUTION NO. 2022-96

REMOVING SECTIONS 642.10 REDUCTION IN WORKFORCE, 642.11 WORKFORCE ACCOMMODATION, 642.12 TRANSITIONAL/ALTERNATIVE WORK AND 642.13 PRE-TERMINATION MEETING 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 642.10 Reduction in Workforce, 642.11 Workforce Accommodation, 642.12 Transitional/Alternative Work and 642.13 Pre-Termination Meeting should be removed from the Authority's Codified Rules and Regulations as duplicates of Personnel Policies 300.06, 300.07, 300.08 and 300.09.

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

Section 1. That Sections 642.10 Reduction in Workforce, 642.11 Workforce Accommodation, 642.12 Transitional/Alternative Work and 642.13 Pre-Termination Meeting are hereby removed from the Codified Rules and Regulations.

Section 2. That Personnel Policies 300.06 Reduction in Workforce, 300.07 Workforce Accommodation, 300.08 Transitional/Alternative Work and 300.09 Pre-Termination Meeting will remain unchanged.

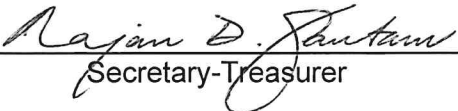
Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

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

Adopted: October 25, 2022



President

Attest: 

Secretary-Treasurer



TITLE/DESCRIPTION: REMOVING SECTIONS 642.10 REDUCTION IN WORKFORCE, 642.11 WORKFORCE ACCOMMODATION, 642.12 TRANSITIONAL/ALTERNATIVE WORK AND 642.13 PRE-TERMINATION MEETING FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AS DUPLICATES OF THE PERSONNEL POLICIES	Resolution No.: 2022-96
	Date: October 20, 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 642.10 Reduction in Workforce, 642.11 Workforce Accommodation, 642.12 Transitional/Alternative Work and 642.13 Pre-Termination Meeting from the Codified Rules and Regulations (“Code”) of the Greater Cleveland Regional Transit Authority.

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 that are not approved by the Board of Trustees. The proposed amendment will remove the sections from the Code Book listed above because they are duplicates of Personnel Policies 300.06, 300.07, 300.08 and 300.09.

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 October 4, 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 Sections 642.10, 642.11, 642.12 and 642.13 from the Code Book.

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

A handwritten signature in blue ink, appearing to read "J. Campbell, Ph.D., Acting". The signature is written in a cursive style and is positioned above a horizontal line.

General Manager, Chief Executive Officer

ATTACHMENT A TO STAFF SUMMARY

~~642.10 REDUCTION IN WORKFORCE.~~

~~(a) The CEO/General Manager is responsible for ensuring the efficient management and financial well-being of the Authority. Accordingly, the CEO/General Manager is authorized to recommend and/or initiate a reduction in force.~~

~~(b) A reduction in force means a permanent loss of employment due to a layoff from the position held by an employee or the abolishment of a position held by an employee.~~

~~(c) The CEO/General Manager or his or her designee shall execute the necessary actions in the implementation of this policy that are related to non-bargaining personnel practices.
(Res. 2001-119. Passed 8-21-01.)~~

~~642.11 WORKFORCE ACCOMMODATION.~~

~~(a) As a part of its vision to provide outstanding transit services and make an important contribution to the community, the Authority is committed to its employees. We strive to create a culture that encourages employees to actively engage in process improvements and perform at their highest capacity. As our vision becomes our way of doing business, implementing process improvements will change our organization's structure. In the event job duties are eliminated as a result of process improvements or new technology, the Authority is committed to making its best efforts to provide continued employment for affected employees. These employees are expected to be partners with the Authority in developing new skills and performing new job duties.~~

~~(b) This policy is not intended to address the needs of employees with performance deficiencies or to apply to any reduction in workforce or realignment due to adverse economic conditions.
(Res. 2001-119. Passed 8-21-01.)~~

~~642.12 TRANSITIONAL/ALTERNATIVE WORK.~~

~~(a) A transitional/alternative work placement program may be offered to all full-time employees who may become disabled during employment with the Authority. Transitional work is a temporary work task that fits the parameters of ability as determined by the employee's medical condition. Alternative work is the placement of a disabled employee in a new job classification due to permanent medical restrictions.~~

~~(b) The CEO/General Manager shall implement the necessary administrative procedures to carry out this policy.~~

~~(Res. 2002-96. Passed 5-21-02; Res. 2013-95. Passed 9-17-13.)~~

~~642.13 — PRE-TERMINATION MEETING.~~

~~(a) — In an effort to be fair and impartial when a non-probationary employee or an employee that has completed their orientation period is involved in misconduct that may result in termination, the employee may present information relative to the alleged misconduct at a pre-termination meeting. Management will hold this meeting prior to the issuance of any action that may result in termination.~~

~~(b) — Please contact the Labor and Employees Relations Department if you have any questions on conducting a pre-termination meeting.~~

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