

# HUMAN RESOURCES POLICY MANUAL

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## HUMAN RESOURCES POLICY MANUAL

Section

1.05

Effective Date

10-1-89

Subject

INTRODUCTION

Supersedes

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This copy of the District's Human Resources Policy Manual contains information currently in distribution to all District managers and supervisors.

This manual is designed to be a working guide for managers and supervisors in the day-to-day administration of District personnel policies and procedures. It is a source of information which is complete and authoritative on many common personnel matters. The written policies and procedures contained in this manual are designed to increase understanding, eliminate the need for subjective decisions on matters of District-wide policy, and assure uniformity throughout the District concerning personnel matters.

It is the responsibility of all managers and supervisors to administer personnel policies in a consistent and impartial manner. Supervisors are to review the contents of the manual regularly so that they can be fair in dealing with employees and can make timely decisions which will enable management to retain all possible prerogatives. Supervisors who fail to take positive action to resolve problems or fail to implement policies in a timely manner face a loss of respect and decreasing effectiveness in all employees under their supervision.

The majority of the policies in the manual pertain to Non-Contract employees. Policies and procedures for Contract employees are outlined in the respective bargaining agreements. If the subject matter is not covered in the bargaining agreement, then the policy in this manual will apply.

Your suggestions for additions or changes to material in this manual will be appreciated.



## HUMAN RESOURCES POLICY MANUAL

Section

2.05

Effective Date

10-1-89

Subject

EQUAL EMPLOYMENT OPPORTUNITY

Supersedes

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### I. POLICY STATEMENT

It is the District's policy to provide employment and promotional opportunities to qualified persons regardless of race, religion, sex, national origin, ancestry, age, marital status, medical condition or handicap provided such handicap does not prohibit essential job performance.

### II. PURPOSE

The purpose of this policy is to establish uniform guidelines for all District employment practices and decisions for employees, job applicants, and employees of District construction contractors whose contract value exceeds \$10,000 and non-construction contractors whose contract value is \$50,000 or more.

### III. APPLICATION

This policy applies to all District employees, employment candidates, and employees of District construction contractors whose contract value exceeds \$10,000 and non-construction contractors whose contract value is \$50,000 or more.

### IV. PROCEDURE

#### A. Equal Opportunity

Every District employee is afforded the opportunity to grow and achieve on the basis of individual abilities and ambitions without discrimination on the basis of race, religion, sex, national origin, ancestry, age (over 40), marital status, medical condition, or handicap provided such handicap does not prohibit essential job performance. The principal purpose of the discrimination complaint procedures set forth below is to determine whether discrimination has occurred, so that remedial action can be taken. Investigations and conferences in discrimination complaint cases are essentially fact-finding processes which have the purpose of developing and recording evidence on which informed and impartial decisions can be based.

The following procedures shall be followed when filing complaints:

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1. Informal Complaint Process

Any SCRTD employee or applicant for employment who feels (s)he has been discriminated against because of race, religion, national origin, ancestry, sex, age, marital status, medical condition or handicap has the right to communicate informally and directly with an Equal Opportunity (EO) Representative who will attempt to resolve the complaint in a informal manner.

2. Formal Complaint Process

The EO Representative must be contacted within 30 days from:

- o The date of the alleged discriminatory act.
- o The effective date of the Personnel Action Form.
- o The date the aggrieved person became aware or reasonably should have been aware of the alleged discriminatory act.

(NOTE: These time limits may be extended in cases where the complainant shows that (s)he was not notified of the alleged discriminatory act, was not otherwise aware of it, or was prevented by circumstances beyond his/her control from submitting the complaint within the specified time limits.)

A complaint of discrimination must be submitted on the Complaint of Discrimination form (EEO-1), and must be signed by the complainant. The complaint may be submitted by mail or delivered in person to the Equal Employment Opportunity Department.

Immediately upon receipt, the Assistant General Manager - Equal Opportunity will acknowledge receipt in writing to the complainant.

The Assistant General Manager - Equal Opportunity may reject a complaint which was not filed in a timely manner or if, after reviewing the allegations, (s)he determines that it does not involve retaliation or discrimination on the basis of race, religion, national origin, ancestry, age, marital status, medical

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condition, or handicap provided such handicap does not prohibit essential job performance. A complaint may also be rejected if it is based on allegations of identical matters contained in a previous complaint filed by the same individual when a decision is either pending or a decision has been rendered.

The Assistant General Manager - Equal Opportunity will communicate the decision to reject or cancel the complaint by letter to the complainant or his/her representative within 21 calendar days.

Once a complaint of discrimination is accepted for formal processing, the Assistant General Manager - Equal Opportunity will assign an EO Representative to investigate the complaint.

The investigation shall include a thorough review of:

- o The circumstances in which the alleged discrimination occurred.
- o The treatment of members of the complainant's group as compared with treatment of other employees in the organizational segment in which the alleged discrimination occurred.
- o Any policies and practices related to the work situation which may constitute discrimination, even though they have not been expressly cited by the complainant.
- o Any relevant verbal remarks.

The EO Representative shall establish and maintain an investigative file. The file shall contain documents and information acquired during the investigation.

The EO Representative shall prepare a report of the findings of the investigation and include a recommendation for the disposition of complaint. Previous disciplinary action or poor judgment on the part of the aggrieved party shall not be used to invalidate or otherwise prejudice the discrimination complaint. The circumstances associated with the alleged discriminatory act will be considered on their own merit. The completed investigative file will then be forwarded to the Assistant General Manager - Equal

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Opportunity for an attempt at resolution.

S(he) will review the investigative file to determine if the facts substantiate the allegation(s) of discrimination. If a determination is made that the allegation(s) cannot be substantiated, the office of Equal Opportunity will so notify the complainant in writing.

If the Assistant General Manager - Equal Opportunity finds that the allegations are substantiated, in whole or in part, the complaint shall be discussed with a representative from the Legal Department. If it appears that employment discrimination has occurred, the Assistant General Manager - Equal Opportunity will submit a written request for a legal opinion. This request must be submitted within ten working days and the Legal Department must respond with a written legal opinion within five working days after the request is received.

If after reviewing the legal ramifications of the complaint, the Assistant General Manager - Equal Opportunity still finds the allegations to be substantiated, s(he) will send those findings along with a recommendation for corrective action, in writing, to the appropriate Department Head or Supervisor within ten working days of the completion of the review. If the Department Head agrees with the findings and recommendations, (s)he shall so notify the Equal Employment Opportunity Department within ten working days. If the Department Head does not concur, then (s)he may submit a counter-recommendation for corrective action to the office of Equal Opportunity within ten working days, and copies of all material will be sent to the General Manager and the General Counsel.

The Equal Employment Opportunity Department shall then present the recommended corrective action to the complainant. If the complainant accepts the recommended action, the case will be closed.

If a mutually satisfactory resolution cannot be achieved, then the complainant or the Department Head may choose to have the facts of the case reviewed by the General Manager. This option must be exercised within ten working days of the receipt of the response from the Department Head. This request must state the reasons

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the parties disagree with the recommended action.

### 3. Final Decision

The General Manager will advise the employee of a final decision within twenty working days of the date of the request to review. The General Manager may extend this period of review by giving written notice to the parties involved. This decision is final within the District.

The decision shall be in writing and shall be communicated by letter to the complainant. The decision letter shall include a copy of the findings and a complete copy of the hearing record (if applicable). A final decision may require remedial or corrective action. This remedial or corrective action must be authorized by law and determined to be necessary to effect the resolution of the issue of discrimination.

### 4. Rights of the Alleged Discriminator

In the interest of fairness to all persons involved in the processing of discrimination complaints, SCRTD shall assure that persons named as "alleged discriminators" are adequately informed of any charges made against them, and are afforded a full and fair opportunity to respond to such charges. The following provisions apply:

- o When an aggrieved individual has named or otherwise identified an individual as being responsible for an alleged act of discrimination, the EO Representative shall advise the alleged discriminator:
  - a. That (s)he has been identified by a complainant as acting in a discriminatory manner.
  - b. The nature of the accusations made.
- o During the course of an investigation of a formal complaint of discrimination, the EO Representative must take necessary precautions to ensure that the alleged discriminator is given an opportunity to respond to any and all allegations made against him/her. The EO Representative shall:

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- a. Interview and receive information as many times as necessary to assure that the alleged discriminator has the opportunity to respond to all of the allegations.
- b. Provide the alleged discriminator with the opportunity to name witnesses who might be contacted for corroborating testimony.
- o The Assistant General Manager - Equal Opportunity shall provide the alleged discriminator with a copy of:
  - a. The findings and proposed disposition of the complaint.
  - b. SCRTD's final decision on the complaint.
- o Where evidence suggests that the alleged discriminator has actually discriminated against a complainant, the appropriate Department Head or Executive Staff member shall promptly initiate corrective action. (Corrective action includes a written reprimand, letter of instruction, suspension, involuntary transfer, demotion or termination.)

NOTE: Intentional filing of false discrimination complaints for purposes of harassment and embarrassment of supervisory or other staff personnel is just as reprehensible as discrimination itself and will not be tolerated.

#### 5. Rights of Complainants and Witnesses

Complainants and their witnesses shall be free from restraint, intimidation, interference, retaliation, coercion, discrimination, or reprisal at any stage in the presentation and processing of the complaint, including the counseling stage or anytime thereafter. Any party who alleges restraint, intimidation, interference, retaliation, coercion, or discrimination, in connection with the presentation of a complaint, may have the allegation reviewed as an issue in the complaint or may file that as a separate complaint of discrimination.

#### B. Employee Education, Training and Development

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The Employee Education, Training and Development Office (EETD) provides training programs to meet the current and future work needs of the District, individual departments, and individual employees.

EETD administers four continuing programs directed toward employee promotional preparation (see the separate policy on education and training.)

C. Disadvantaged/Women Business Enterprise (DBE/WBE)

The DBE/WBE Office ensures that disadvantaged and women-owned business enterprises have the maximum opportunity to participate in all of the District's activities. These activities include contracts, subcontracts, purchase orders, leases, banking arrangements and other agreements.

D. Contract Compliance

The Contract Compliance office ensures that no program, project or activity receiving funds from the District discriminates on the basis of race, religion, sex, national origin, ancestry, age, marital status, medical condition or handicap provided such handicap does not prohibit essential job performance.

The District further agrees that each program and each facility will be conducted or operated in compliance with regulations. The following criteria lists the areas of compliance:

- o The District is required to insert notification in all solicitations for bids that state, "Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act" (Referring to Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Part 21.) The District is officially notifying all bidders that in any contract, Disadvantaged/Women owned Business Enterprises are invited to bid and are assured that they will not be discriminated against in the procurement process.

- o If federal funds are used to construct all or part of a facility, the District is required to extend

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regulation compliance to the entire facility and any other facilities operated in connection with the construction of this facility.

- o If federal funds are used to buy real property or an interest in real property, the District is required to extend regulation compliance to the rights to, space on, over or under such property.
- o If federal funds are used for a program under the UMT Act, the District must ensure that there will be no discrimination regarding routing, scheduling, quality of service, frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and/or location of routes.

1. Construction Contracts

Executive Order 11246 establishes rules and regulations that provide applicable goals for minority and women participation in the construction industry. All construction contracts in excess of \$10,000 shall contain the following provisions:

- a. The contractor is required to comply with regulations regarding nondiscrimination in federally assisted programs.
- b. The contractor shall not discriminate in the selection or retention of subcontractors, including procurement of materials and leases of equipment, while performing work for the District.
- c. Each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the regulations regarding discrimination.
- d. The contractor is expected to provide all information and reports required by regulations or directives and shall permit access to its books, records, accounts, or other sources of information when requested. If a contractor is unable to receive required information from another (contractor, sub-contractor, supplier), the contractor must certify to the District that efforts were made to obtain the information

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requested.

- e. In the event a contractor does not comply with the discrimination provisions of the contract, the District or UMTA may act appropriately and:
  - o withhold payment until the contractor complies.
  - o cancel, terminate or suspend the contract, in whole or in part.
  - o list the contractor as ineligible for future contractual assignments.

The District is not limited to these actions.

## 2. Non-Construction Contracts

The Contract Compliance Office ensures that the District and non-construction contractors shall develop Equal Opportunity programs involving procurement activities. These procurement activities include architectural and engineering services, professional services, materials and supplies, and all other non-construction District activity.

The compliance requirement of the EO program is to develop and implement results-oriented procedures that will achieve prompt and full utilization of minorities and women at all levels and in all segments of the contractors' workforce.

The authority for establishing an EO compliance policy for non-construction procurement contracts is set forth in Executive Order 11246, Rules and Regulations of 41 CFR Part 60-2, Affirmative Action Programs for non-construction contractors. The part is also known as Revised Order No. 4 issued by the Office of Federal Contract Compliance on September 30, 1972, last revised January 29, 1981. The provisions of this part require non-construction contractors to develop, implement and maintain a written EO program for each of their establishments. This part shall apply to non-construction contractors who meet the following criteria:

- o Each contractor who has 50 or more employees and:

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(1) has a contract of \$50,000 or more; (2) has contracts (including Government bills of lading) which, in any 12-month period, total or can reasonably be expected to total \$50,000 or more; or (3) is a financial institution which (a) serves as a depositor of Government funds in any amount; (b) acts as issuing or redeeming agent for U.S. savings bonds and savings notes in any amount; or (c) subscribes to Federal deposit or share insurance, shall develop, implement, and maintain a written EO program for each of its establishments.

- o When a non-construction contractor has not developed, implemented, or maintained an EO program, in lieu of the program, the contractor may submit the latest compliance report for the company. The non-construction contractor shall provide, all data or information necessary to analyze whether there are deficiencies or violations concerning the use of available minorities and women in the area of installation or establishment.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Equal Opportunity Department, Ext. 24314.



## HUMAN RESOURCES POLICY MANUAL

Section  
2.10

Effective Date  
10-1-89

Subject  
EDUCATION AND TRAINING

Supersedes

Page 1 of 3

### I. POLICY STATEMENT

It is the District's policy to provide training and educational programs to help meet the current and future work needs of the District.

### II. PURPOSE

The purpose of this policy is to establish procedures for using the training programs and services available through the District's Employee Education, Training and Development Department.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

The Employee Education, Training and Development Department serves to: (1) provide training for employees to enable them to compete for promotions; (2) identify training needs of employees and help District Supervisors record the information at the time of the annual performance appraisal; (3) coordinate District-wide training, assist departments in selecting and evaluating off-site seminars attended by their employees and provide a central source of information regarding District-related courses and instructors; (4) provide training to employees displaced by automation to assist in their placement in regular jobs within the District; (5) evaluate training programs; and (6) award certificates to employees for successful completion of training programs.

The four continuing programs offered by the Employee Education, Training and Development Department are described below along with the procedure for enrollment.

#### A. Tuition Reimbursement Program

The Tuition Reimbursement Program is designed to offer tuition refunds to all regular part-time or full-time employees who have completed their probationary period and choose to participate in educational classes after working hours, either to increase their capabilities in their present positions or to prepare for promotional opportunities. The

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appropriate Department Head must verify the applicant's eligibility and recommend approval for each course request before it can be submitted to the Employee Education, Training and Development Department for review. A new employee may apply for tuition reimbursement and begin taking approved courses during the initial probationary period. However, payment for those courses will be delayed until s(he) has successfully passed probation with the District.

Employees will be reimbursed, providing they meet the requirements, for certificate programs and degree programs if the certificate or degree is applicable to their work at the District. Employees will only be reimbursed for two successfully completed courses each quarter, semester, or trimester.

**B. Pre-Supervisory/Staff Development Training Program**

All employees are eligible to attend the Pre-Supervisory Training Program. Completion of the courses in the series is required for promotion from Bus Operator to Transit Operations Supervisor.

The series of courses include:

- Basic Writing Skills
- Introduction to Administrative Analysis
- Fundamentals of Interpersonal Relations
- Introduction to Supervision

Employees may take the courses in any order and will receive certificates of successful completion at the end of each course. In addition, an overall Pre-Supervisory/Staff Development Training Series Certificate will be awarded to employees who complete all four courses. All four courses must be completed on the employee's own time.

**C. Mechanic "C" Training Program**

The Mechanic "C" Training Program was designed to meet the needs of the District for qualified entry-level mechanics and to offer the opportunity for promotion for employees in the

Utility A, Utility B, and Service Attendant classifications. The Equipment Maintenance Department provides instructors, participants, space and program expertise. This program is

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designed to comply with the ATU/RTD labor agreement.

The Mechanic "C" Training Program is designed to provide participants with: (1) basic theoretical and academic mechanical knowledge; (2) on-the-job experience in coach and component repair and maintenance; (3) appropriate attitudes toward area cleanliness and competent mechanical repair.

The Program is designed to train employees to be Mechanic C's in 22 weeks. The classroom training consists of three hours twice a week on the employee's own time. Sixteen weeks of on-the-job training will be accomplished on District time.

#### D. Career Counseling Program

The Employee Education, Training and Development Department staff offers individualized career counseling to help employees determine their career goals, identify their skills and training needs and define possible career paths within the District.

#### V. FURTHER INFORMATION

For additional information regarding this policy, please call the Employee Education, Training and Development Department, Ext. 27120.



## HUMAN RESOURCES POLICY MANUAL

Section  
2.15

Effective Date  
10-1-89

Subject

Supersedes

SEXUAL HARASSMENT

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy that sexual harassment is unacceptable behavior which is prohibited in the workplace. Sexual harassment undermines morale and interferes with the productivity of its victims and their coworkers. It is not policy to regulate employee social interactions or relationships freely entered into. However, conduct constituting sexual harassment in the workplace will result in disciplinary action. The District desires to provide a work environment free of conduct that can be considered sexually harassing, abusive, disorderly, or disruptive. Employees are encouraged to honestly report any incidents of sexual harassment without fear of retribution.

### II. PURPOSE

The purpose of this policy is to specify the complaint procedure and to establish guidelines for handling sexual harassment violations.

### III. APPLICATION

This policy applies to all District employees.

### IV. DEFINITION

A. Title VII of the Civil Rights Act of 1964 defines sexual harassment as "unwanted and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that occurs on the job."

The Equal Employment Opportunity Commission guidelines issued September, 1980, state that sexual harassment occurs when one or more of the following are present:

1. Submission to sexual advances is made a condition of employment.
2. Submission is used as a basis for employment decisions.
3. Such sexual advances interfere with one's work performance.

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	SEXUAL HARASSMENT	<b>Supersedes</b>	<b>Page 2 of 2</b>

4. The sexual advance or innuendo creates an intimidating, hostile, or offensive working environment.

Sexual harassment usually takes place between a superior and a subordinate; however, the guidelines protect all employees, male and female equally, from sexual harassment by any employee.

#### V. PROCEDURE FOR REPORTING SEXUAL HARASSMENT

Any employee who experiences or witnesses sexual harassment or conduct should promptly report the incident to management or the Equal Employment Opportunity Department. All allegations of sexual harassment will be promptly investigated and appropriate action will be taken.

Note: While sexual harassment will not be tolerated, false accusations can be damaging to innocent persons. Therefore, false accusations will also be grounds for appropriate disciplinary action.

#### VI. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27170.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.05

Effective Date  
10-1-89

Subject  
RECRUITMENT

Supersedes

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### I. POLICY STATEMENT

It is the District's policy to fill vacant positions with the best qualified candidate for the job. The primary objective of recruitment is to secure top quality personnel.

### II. PURPOSE

The purpose of this policy is to establish procedures to focus recruitment efforts on quality and fairness in accordance with existing law.

### III. APPLICATION

This policy applies to recruitment efforts for all positions.

### IV. PROCEDURE

#### A. The Personnel Department will:

1. Recruit to fill vacancies in an aggressive manner that attracts highly qualified candidates.
2. Use the most recent Los Angeles County Labor Market report to establish the District's long-range ethnic and gender percentage goals and target recruitment efforts to obtain these goals.
3. Analyze the District's labor force and project the District's future manpower needs.

#### B. The Personnel Department will post all job bulletins District-wide.

#### C. The Personnel Department will develop and maintain outreach recruitment programs.

1. Develop posters, brochures, and informational packages to aid and facilitate recruitment of top quality individuals.
2. Maintain professional contact with organizations, schools, and other community agencies.
3. Participate in college and organizational recruitment

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programs.

4. Give informational presentations to target groups, organizations, and schools.

5. Participate in job fairs, career days, organizational meetings, and community meetings.

V. FURTHER INFORMATION

If you need additional information or have questions concerning this policy, please contact the Personnel Department, Ext. 27150.



## HUMAN RESOURCES POLICY MANUAL

Section

3.10

Effective Date

10-1-89

Subject

NEW EMPLOYEE ORIENTATION

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to provide an orientation for newly hired employees to acquaint them with the policies, procedures, and organizational structure of the District.

### II. PURPOSE

The purpose of this policy is to provide information about new employee orientation.

### III. APPLICATION

All new employees are informed of the District's organization, purpose, functions, benefits and rules.

### IV. PROCEDURE

#### A. Orientation

##### 1. Contract Employees

All District employees who are represented by the United Transportation Union (UTU), Amalgamated Transit Union (ATU), and Transportation-Communications Union (TCU), shall receive an orientation prior to reporting for their first day of work.

Employees will receive information regarding District policies and procedures which may include (depending on the Union), but is not limited to:

##### a. Department of Motor Vehicles.

(1) Obtaining a Class A or B driver's permit.

(2) Securing the medical examiner's certificate.

##### b. Dress code, personal appearance, uniforms and safety shoes.

##### c. Reporting to training/work locations.

UTU, ATU, and TCU represented employees are instructed

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to report to their respective unions for detailed information concerning their membership, life insurance, medical benefits, and other related benefits.

Employees are requested to sign memoranda of understanding about attendance requirements and the need to pass the physical examination before qualifying as an employee for the District. Employees are also given a second chance to disclose any criminal record information before the criminal investigation is started. The Oath of Allegiance to the United States of America is administered which all employees must read, sign, and date. Employees must agree to and sign a payroll deduction authorization for pension and life insurance as a condition of employment. UTU and ATU employees must have a signed union card to present to the supervisor on the first day of work.

2. Non-Contract Employees and Contract Employees Not Mentioned Above

Non-Contract, Teamster's Association, and Transit Police Officers Association employees receive a District orientation on their first day of work, which provides information on District policies such as:

- a. Credit union membership.
- b. Pay periods.
- c. Employee bus passes.
- d. Deferred compensation plans.
- e. Drug and alcohol abuse.
- f. Absenteeism.

In addition, a District representative from the Benefits Section will discuss the benefit plans that are available. Employees will be able to sign up for such benefits as:

- a. Medical/dental insurance.
- b. Pension.
- c. Long-term disability.

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- d. Life insurance.
- e. Accidental death and dismemberment insurance.
- f. 401(K) and Deferred Compensation Plans.
- g. Flexible spending accounts for medical expenses and child care.

Upon completion of orientation, the employee reports immediately to his/her assigned department, location, or division and begins his/her new assignment.

When a Contract employee promotes into a Non-Contract position, (s)he must select and sign up for benefits by the first day of the month immediately following the promotion date.

A Benefits Technician will contact the transferring employee directly to make arrangements for him/her to sign up for Non-Contract benefits.

B. Additional Information

The Employee Training and Development Department conducts an orientation for all employees. This orientation presents a broad overview of the entire District, such as:

- 1. District organization, purpose, and functions.
- 2. Pay-for-performance. (Non-contract employees only)
- 3. Vacation accrual and use.
- 4. Tuition reimbursement.
- 5. Employee Assistance Program.

The Employee Education Training and Development Department will notify the employee's supervisor and Department Head by memo requesting the employee's attendance. The employee will also be sent a copy of the memo. While attendance is voluntary, the District encourages all employees to attend.

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V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27140 or the Employee Education Training and Development Department, Ext. 27110.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.15

Effective Date  
3-14-91

Subject  
PROBATIONARY PERIOD

Supersedes  
10-1-89

Page 1 of  
3

### I. POLICY STATEMENT

It is the District's policy to require all employees entering the District, except those occupying designated Exempt positions, to successfully complete a specified probationary period. The supervisor will work closely with the employee during this time to monitor his/her work, and to provide information and advice to assist the employee in learning job tasks.

### II. PURPOSE

The purpose of this policy is to provide guidelines for employees serving the probationary period. The conclusion of a probationary period and an appointment to a regular position does not relieve an employee of the obligation to continue satisfactory job performance.

### III. APPLICATION

This policy applies to all District employees.

New hires have certain restrictions on their benefits and rights. These restrictions are explained in the relevant sections of this policy manual.

### IV. DEFINITION

Probationary period is that period of employment where the employee is an "at will" employee and does not have a vested right to the job.

### V. PROCEDURE

#### A. Non-Contract Employees

Non-Contract employees entering the District as new hires must serve a probationary period.

The probationary period for an employee whose salary is in Ranges 1 through 18 is six months. If an employee is in a position which is at salary Range 19 or above, his/her probationary period is for one year. (Security positions in the Transit Police Department including Security Guard, Transit Police Officer, Sergeant, Investigator, and positions

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at Lieutenant level and above and positions in the Legal Department at the Assistant Counsel level and above are also required to complete a one-year probationary period.)

Non-Contract employees in Exempt status serve at the pleasure of the hiring authority and are not subject to the District's Non-Contract probationary period or disciplinary procedures. Please see Section 3.35 Employment Status for further information.

1. Performance Evaluations

During the six-month probationary period, the employee's performance may be evaluated after three and six months. During the one-year probationary period, the employee's performance may be evaluated after three, six, and twelve months. The supervisor shall use these evaluations to determine how well the employee is performing the duties of the position. The supervisor has the right to terminate the employee at any time and for any reason during the probationary period.

2. Absence During Probation

If an employee is absent for more than 22 working days during the six-month probationary period or more than 30 working days during the one-year probationary period, the probationary period may be extended for the total number of working days the employee was absent.

3. A probationary period also may be extended in the event an evaluation of the employee's performance is not possible due to unusual circumstances. This extension requires the approval of the employee's Department Head and the Director of Human Resources. This does not mean that an employee cannot be terminated if (s)he has had extensive absences.

B. Contract Employees

1. Employees represented by the United Transportation Union and Transportation Communications Union serve a 90-day probationary period, while Amalgamated Transit Union employees serve a 120-day probationary period. The probationary period may be extended by mutual consent of the District and the respective union representative.

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2. Employees represented by the Teamsters Union and the Transit Police Officers Association serve a one-year probationary period. Security Guards may receive a performance evaluation at three, six, and twelve months. Transit Police Officers are evaluated daily for the first six months of training for field certification. They may receive a six-month and an annual evaluation after the initial training period.

C. Termination During Probation

The supervisor has the right to terminate the employee at any time and for any reason during the probationary period, without a hearing and without applying progressive discipline.

D. Promotions

Employees who are still on initial probation may apply for only those positions which are open to the public, unless otherwise stated on the job vacancy bulletin.

E. Salary Changes Due to Position Reclassification Upgrade

Only those Non-Contract employees who have completed their initial probationary period may receive a 10% salary increase if their position is reclassified upward.

Employees who have not completed their initial probationary period will have their salary placed on the step in the new range which is closest to their current salary.

VI. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Human Resources Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.20

Effective Date

10-1-89

Subject

TRANSFER

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to consider an employee's request to transfer when an employee desires to move from one department to another.

### II. PURPOSE

The purpose of this policy is to establish guidelines for the transfer of Non-Contract employees.

### III. APPLICATION

This policy applies to all regular Non-Contract employees (both full and part-time) who have completed their probationary periods and who are in compliance with the Attendance Policy.

### IV. DEFINITION

A transfer is the movement of an employee from a Non-Contract position in one department/division to a Non-Contract position in the same classification in another department/division.

### V. PROCEDURE

A. There are three types of transfers:

1. Employee-initiated Transfer - If an employee wishes to move to another department in the same classification, the employee must submit a written request to the Employment Manager. When a vacancy occurs within the requested department, the employee's name will be certified for consideration along with three names from the eligibility list. The department may then choose any of the persons certified.
2. Management-initiated Transfer - The General Manager may initiate a transfer when necessitated by changes in workloads, reorganization, or other business or personnel reasons.
3. Disability Transfer - If an employee should become permanently disabled and unable to perform the duties of his/her job, the employee may be transferred into a Non-

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Contract position which has duties that the employee can perform. A disability transfer is initiated by the Personnel Department. A disability transfer may take precedence over certification of candidates from the eligibility list.

- B. The effective date of a transfer is mutually agreed upon by both the losing and receiving departments. A transferring employee must be released from the former position within 14 calendar days from the date the paper work is complete.
- C. With the exception of a transfer for disability reasons, transfers normally do not result in a change of classification.
- D. Following any type of transfer, performance evaluations may be given at three and six months for a job that has a six-month probationary period; and three, six and twelve months for a job that has a year probationary period.
- E. An employee who is transferred and subsequently receives an "Improvement Needed" performance appraisal may return to his/her previous position if it is still vacant and the previous department accepts the employee back in the department. Otherwise, since the employee is not in the original probationary period, s(he) will be given a plan for improvement and 90 days to improve. If the employee fails to meet the expectations of the plan for improvement, the employee shall be terminated.

#### VI. FURTHER INFORMATION

If you need more information or have any questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.25

Effective Date

10-1-89

Subject

DEMOTION

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to demote an employee when circumstances warrant such disciplinary action. An employee may initiate a voluntary demotion.

### II. PURPOSE

The purpose of this policy is to explain the types of demotions and the salary changes for employees who are being demoted.

### III. APPLICATION

This policy applies to regular Non-Contract employees (full and part-time).

### IV. PROCEDURE

A. There are two types of demotions - voluntary and involuntary.

1. A Voluntary Demotion is initiated by the employee and approved by the Director of Personnel and the Department Head of the affected department.

2. An Involuntary (or Disciplinary) Demotion is initiated by management and approved by the Director of Personnel and the Executive Staff person over the affected department. This type of demotion normally occurs as a result of a disciplinary hearing or because an employee is unable to perform his/her job duties but is qualified to perform a lower-level job.

B. Pay changes for an employee who is voluntarily demoted. (See also Sec. 3.70)

1. If a probationary employee who has been promoted and is still in the qualifying period for the new position requests to be demoted, his/her salary should return to the rate of pay received in the lower position.

2. If an employee who has been promoted and has completed the probationary period wishes to be demoted, his/her salary will be placed in the lower range at the step closest to, but not exceeding, the current salary.

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C. Pay changes for an employee who has been demoted for disciplinary reasons. (See also Sec. 3.70)

1. An employee demoted for disciplinary reasons will be placed in the lower salary grade at the step closest to his/her current salary, with no change in anniversary date. If the lower salary range can not accommodate the current salary, then the employee's salary will be maintained (frozen) until such time as the salary grade exceeds the employee's frozen rate.
2. An employee whose position is reclassified to a classification having a lower salary grade will be placed in the lower salary range at the closest step to his/her current salary. If the lower salary range can not accommodate the current salary, then the employee's salary will be maintained (frozen) until such time as the salary grade exceeds the employee's frozen rate.
3. An involuntarily demoted employee must complete a six-month or one-year probationary period in the new class if he/she has not already done so.
4. An employee who is demoted and then receives an "Improvement Needed" performance appraisal may return to any vacant position previously held by him/her if the affected department chooses to take him/her back. Or the employee may apply for any vacant position in the District for which (s)he is qualified. If no vacant position is available and the employee chooses not to stay in the new position or fails to meet the expectations of the improvement plan, s(he) shall be terminated.

V. FURTHER INFORMATION

If you need more information or have any questions regarding this policy, you may contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.30

Effective Date

10-1-89

Subject

PROMOTION

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to provide fair and equal opportunities for all qualified employees to compete for promotions.

### II. PURPOSE

The purpose of this policy is to provide guidelines for employees to follow when applying for promotion.

### III. APPLICATION

This policy applies to all employees promoting to Non-Contract positions.

### IV. PROCEDURE

The following procedures must be followed when participating in a selection process for a promotion:

#### A. Non-Contract Selection Process

1. Non-Contract job vacancies are advertised by bulletins which are distributed and posted at specific locations throughout the District.
2. Application forms may be obtained from, and must be submitted to, the Employment Section of the Personnel Department. Applications must be received in the Employment Section no later than 4:30 p.m. on the bulletin-stated closing date. No allowances are made for U.S. or company mail delivery deficiencies.
3. An original, separate, completed application must be submitted for each position for which the employee desires consideration.
4. After the close of the filing period, all applications are reviewed and evaluated by a Human Resources Analyst/Assistant and a representative of the hiring department. Applicants are notified by mail if they are selected to continue in the selection process.

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5. Tests or interviews scheduled during the employee's work hours may be completed on company time. The employee will not receive pay for tests or interviews scheduled during non-work hours. [Note: This also applies to union employees who work day shift, with the exception of Operators and Schedule Checkers, who are not paid for time in tests or interviews, whether on or off duty.]
6. After completion of the selection process, the applicant will be notified by mail regarding his/her ranking on the eligibility list. The names of the top three candidates will be certified to the department if there is only one vacancy. An additional name will be certified for each additional position. The Department Head or a designated representative will interview all certified candidates. S(he) may also choose to interview employees certified on the transfer list. The Department Head or designated representative will choose the successful candidate(s).
7. The effective date of a promotion is mutually agreed upon by both the losing and receiving departments. A promoted employee must be released from the former position within 14 calendar days from the date the paperwork is complete. The Personnel Department will notify the successful candidate and schedule the starting date.
8. Interested employees must apply for jobs at the time the vacancy is posted. Eligibility lists are usually established for one year and other positions in the classification which become vacant will be filled during the year from among those candidates on the list. When less than 3 names are left on the eligibility list the Department Head or designated representative may either make a selection from the current list or request that the Personnel Department re-open the selection process to secure a minimum of three names on the eligibility list.
9. Feedback interviews about the employee's performance in the selection process can be scheduled with the Human Resources Analyst/Assistant who conducted the selection. Specific scores will not be released; however, strengths and weaknesses may be discussed.
10. Employees who are promoted will be compensated at the salary grade of the new position, at the lowest step

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which represents an increase of at least 10 percent more than their current salary, as specifically defined in C.2 below.

B. Qualifying Period

1. Employees who are promoted must complete a six-month or one-year qualifying period. A qualifying period is similar to a probationary period but some rights do apply.
2. Performance appraisals must be given after three and six months for employees completing a six-month qualifying period and after three, six, and twelve months for employees completing a one-year qualifying period.
3. An employee who is promoted and receives an "Improvement Needed" performance appraisal may return to his/her previous position if the position is still vacant and if the affected department will accept him/her back. The employee may apply for any vacant position in the District for which he/she is qualified. If no vacant position is available and the employee chooses to leave the position or fails to meet the expectations of the improvement plan, the employee shall be terminated.

C. Salary Step Placement

1. A Non-Contract employee who is promoted to another Non-Contract position is placed at A Step in the new higher range if A Step provides at least a 10% salary increase. If A Step in the higher range is not 10% higher than the employee's current salary, salary placement will be at the next lowest step in the new range which will grant the 10% raise.

For example:

An employee is presently earning \$2,543 per month at Range 8. A 10% salary increase for a promotion to Range 10 equals \$2,797. The calculated salary falls between \$2,778 and \$2,805 on Range 10. The employee's new salary would be \$2,805.

2. A Contract employee promoted to a Non-Contract position will receive a 10% salary increase, if possible, using the same procedure explained above in number 1. The

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employee will be placed on A Step in the appropriate salary range if A Step provides a 10% salary increase. If A Step in the appropriate range is not 10% higher than the employee's current salary, the salary placement will be at the next highest step equal to or above the 10% calculated figure. However, some contract jobs pay an employee more than the Non-Contract salary range allows. No employee receiving a promotion will be paid more than the highest step in the appropriate salary range.

The base pay upon which the new salary is calculated does not include overtime pay, shift differentials, or other types of differential pay. It does include Lead Worker pay for employees who have been awarded permanent lead status. It also includes premiums awarded to employees upon receipt of occupationally-related certificates which are required for the promotional position except in cases where the same premium is granted to both Contract and Non-Contract classifications.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Employment Section, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.35

Effective Date  
10-1-89

Subject  
EMPLOYMENT STATUS

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to categorize all positions according to employment status.

### II. PURPOSE

The purpose of this policy is to define the different types of employment status.

### III. APPLICATION

This policy applies to all positions.

### IV. PROCEDURE

Positions are categorized as follows:

#### A. Regular Full-Time

A regular full-time Contract or Non-Contract employee works 40 hours a week, receives all benefits, and accrues vacation, holiday, and sick leave. All regular employees must satisfactorily complete a probationary period.

#### B. Regular Part-Time

A regular part-time Contract or Non-Contract employee's work week consists of at least 20 and not more than 32 hours of work, depending on his/her department's need. All regular part-time assignments must be established as positions and put into a department's budget in the same way as regular full-time positions, except salary funding is at the 4/5 level (32 hour maximum work week). The employee will receive an employee bus pass. Vacation and sick leave are accrued at a prorated formula according to the number of hours the employee has worked. For example, if the employee works only 20 hours weekly, (s)he accrues half the number of hours for vacation and sick leave that a full-time employee receives. Vacant part-time positions are filled through the standard selection process. All regular part-time employees must satisfactorily complete a probationary period. The part-time employee's probationary period is the same as that of a regular full-time employee.

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in the same classification. Regular part-time employees, excluding part-time Bus Operators, are subject to all other regulations governing regular full-time employees.

C. Part-Time Bus Operator

Part-time Operators shall not work assignments that contain more than 5 hours' work time or less than 2 1/2 hours' work time daily Monday through Friday and no more than 30 hours per week. Part-time Operators shall be allowed to work Saturdays, Sundays, or holidays on regular runs, except when a weekday schedule is worked.

Part-time Bus Operators receive medical, dental, vision, and life insurance, as well as bus pass and uniform reimbursement.

D. Exempt

The Board of Directors has created an "Exempt status" category of Non-Contract employment. Exempt status for any particular Non-Contract position is only granted by the General Manager or the Board of Directors, and applies to sensitive positions and/or where the performance of an employee has a serious impact on District policy or programs.

The Board of Directors has authorized the General Manager to confer Exempt status on Non-Contract positions at or above Salary Range 22 as each position becomes vacant. Positions having a salary below Range 22 require concurrence of the Board of Directors for conferring of Exempt status.

Conditions of employment for exempt employees shall conform to all Non-Contract employment rules, regulations, rights and privileges except for the following specific provisions:

1. Exempt employees serve at the pleasure of the hiring authority and, therefore, are not subject to the District's Non-Contract probationary period or disciplinary procedures. They are precluded from formal hearing procedures upon termination. However, exempt employees will receive performance evaluations and salary increases in accordance with Non-Contract procedures.
2. The selection (hiring) of exempt employees shall not be governed by the District's Procedures for Recruitment and Selection of Non-Contract Employee. However,

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applicants for all exempt positions will be required to submit a standard District application, and any selection of exempt employees will be made consistent with the Federal EEOC Uniform Guidelines on Employee Selection.

The Personnel Department is responsible for classifying all positions and setting appropriate salary ranges. The Personnel Department also prepares all job vacancy announcements and conducts recruitment for filling Exempt positions. The Hiring Authority shall determine and document the criteria upon which applicants are invited to an interview and how the applicants are rated against that criteria.

E. As-Needed

Sometimes, it may be necessary for a department to hire temporary employees to work on a seasonal project or one-time high priority task. These temporary employees are hired on an "As-Needed" basis. The Contract and Non-Contract positions the As-Needed employees fill are not regularly budgeted positions in the department and are not filled through the normal selection process. As-Needed employees receive an hourly wage for hours worked. They are not eligible for an employee bus pass or other benefits and do not accrue vacation or sick leave. They are paid for recognized holidays only if they actually work the holiday. As-Needed appointments are limited to a 90-day duration but can be extended, if necessary, with the permission of the Director of Personnel. As-Needed employees are terminated when their services are no longer required. If an As-Needed employee wishes to apply for a permanent position with the District, (s)he must compete through the normal selection process. Time worked in the As-Needed position is not applicable toward accrual of benefits, vacation, and sick leave when the employee is hired in a regular position. See also Sec. 3.50, Temporary Help.

F. Acting Appointment

It may be necessary for a department to fill a regularly budgeted position with the acting appointment of an employee currently at a lower salary grade. This may occur if: (1) the incumbent of the higher level position will be away for a significant period of time and the duties of the position are critical to the operations of the department; or (2) the position is vacant and there is a critical need to perform

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the duties of the position during the recruitment period. If an employee is appointed to an acting position, (s)he will be compensated at the salary grade of the higher level position, at the lowest step which represents an increase of at least 10% more than his/her current salary. This compensation will begin after the employee has served five consecutive working days in the position and has assumed full responsibility for all job duties of the position.

V. FURTHER INFORMATION

If you need further information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.40

Effective Date

06-01-90

Subject

NEPOTISM POLICY

Supersedes

10-01-89

Page 1 of 3

### I. POLICY STATEMENT

It is the District's policy that relatives (other than spouses) of Board Members, the General Manager, or the Executive Staff shall not work at the District and that the hiring, promotion, transfer and working relationships of relatives of other employees will be based on the fact that they cannot supervise each other directly or indirectly, or work in a capacity or authority which would allow control of the employment circumstances of the other.

In the case of a spouse of a Board Member, the General Manager, Executive staff member, or other employee, the District may not place one spouse under the direct supervision of the other spouse or place both spouses in the same department, division or facility, under certain circumstances for business reasons of supervision, safety, security or morale.

### II. PURPOSE

The purpose of this policy is to ensure effective supervision, internal discipline, security, safety, and morale in the work place and to guard against favoritism, conflicts in loyalties, discrimination, and appearances of impropriety or conflicts of interest.

### III. APPLICATION

This policy applies to Board Members and to all employees, including the General Manager and the Executive Staff.

### IV. DEFINITIONS

For the purpose of this Policy, "relative" is defined as the child, stepchild, parent, sibling, aunt, uncle, niece, nephew, first cousin, grandparent, stepparent, foster parent, or foster child of a Board Member, employee or their spouse. "Spouse" is defined as the husband or wife of a Board Member or employee and includes persons who live or dwell together in the same habitation in an espoused relationship.

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## V. PROCEDURE

### A. Relatives

1. A relative of a Board Member, the General Manager, or a member of the Executive Staff shall not be employed, appointed, or permitted to work for compensation at the District or be recommended for employment, appointment, or work by such officials. However, this provision does not preclude promotion of an employee to an Executive Staff position if he or she has a relative already employed by the District at the time of the promotion.
2. A relative of any other employee of the District shall not be employed in any position where either the relative or employee would be under the direct or indirect supervision of the other, or where the relative of the employee would be placed in an employment relationship in which either would have the capacity or authority to control the employment circumstances of the other, or where one relative would be in a position to audit or evaluate the performance of the other.
3. District management may, at its option, transfer any previously employed relative of an employee to a different department or division, or take any appropriate personnel actions to prevent a supervisory relationship between relatives. Such employees and their relatives shall cooperate in the transfers and other appropriate actions to fulfill the goals of this Policy. If a transfer is inappropriate, then one of the affected employees must leave the District. The General Manager will evaluate the work of both employees and determine which person is more essential to the operation of the District.

### B. Spouses

1. For business reasons of supervision, safety, security or morale, the District may refuse to place the spouse of a Board Member or employee under the direct supervision of that Board member or employee.
2. The District may refuse to place the spouse of a Board Member or employee in the same department, division or facility as the Board Member or employee, if District management determines that the work setting would pose a

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potential conflict of interest or other hazard greater for married couples than for other persons. In an effort to avert the risks of spouses working together, the District will match the severity of its actions toward one or the other spouse to the degree of risk and the significance of the potential harm involved.

3. District management may, at its option, transfer any previously employed spouse of an employee to a different department or division, or take other appropriate personnel actions to prevent a conflict of interest or other hazard from occurring. Such employees and their spouses shall cooperate in the transfers and other appropriate actions to fulfill the goals of this Policy. If a transfer is inappropriate, then one of the affected employees may be required to leave the District. The General Manager will evaluate the work of both spouses to determine which person is more essential to the operation of the District.
4. If co-employees or a Board member and an employee marry, District management will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale.

#### VI. FURTHER INFORMATION

If you need additional information or have questions regarding this Policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.45

Effective Date  
10-1-89

Subject  
MEDICAL EXAMINATIONS

Supersedes

Page 1 of 6

### I. POLICY STATEMENT

It is the District's policy to ensure that all employees are physically able to perform their duties. To do this, it is necessary at one time or another for employees to pass a medical examination.

### II. PURPOSE

The purpose of this policy is to establish a procedure for medical examinations which will ensure that employees meet the medical standards of the District.

### III. APPLICATION

This policy applies to all regular full-time and part-time employees and employment candidates.

### IV. PROCEDURE

The procedure for scheduling medical examinations varies depending on the type of examination.

#### A. Biennial Medical Examinations

Bus Operators, Mechanics, and certain other employees who require Class A or Class B driver's licenses to perform their jobs must pass a medical examination every two years if age 54 or younger. Bus Operators age 55 or older receive physical exams every year, in accordance with the UTU contract.

Biennial medical examinations are scheduled as follows:

1. Transportation and Maintenance Department notify the divisions when medical exams are needed. In addition, the employee shall notify the division steno or management staff when his/her medical card is about to expire. The steno or management staff will make an appointment for the employee at one of the District's medical facilities.
2. The employee will take the appointment form and a completed medical history questionnaire to the medical

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facility.

3. The doctor will perform the medical examination and sign the appropriate forms. If (s)he passes, the employee will take the signed forms to his/her supervisor. The doctor will notify the employee and the Personnel Department if he/she does not pass. The laboratory will inform the Personnel Department of the results of the drug screen.
4. The Human Resources Analyst/Assistant will notify the supervisor if the employee must be pulled out of service as a result of failing the biennial examination.

These medical examinations are scheduled on the employee's off days or hours. Employees represented by the United Transportation Union will be paid at the straight time hourly rate of pay for all time spent in excess of one and one-half hours for a medical examination. Employees represented by the Amalgamated Transit Union will be paid at the straight time hourly rate for all time spent in excess of two hours for a medical examination.

#### B. Pre-employment Medical Examinations

All employment candidates are required to pass a medical examination prior to being hired. Employees who are rehired or reinstated must pass a medical examination before being permitted to return to work.

The Personnel Department will contact the employment candidate to schedule an appointment for a pre-employment medical examination. If the hiring department or the candidate has additional questions about the medical examination appointment, s(he) can contact the Employment Office, Ext. 7140.

1. The doctor will perform the examination and inform the Personnel Department of the results. The urinalysis is evaluated within two days. The Personnel Department will receive a separate report from the laboratory on those results, and must have the results of both the medical examination and the laboratory report before the candidate is approved for hire.
2. The Medical Desk will notify the Employment Manager whether or not the employment candidate is approved for hire. The Employment staff will take appropriate actions to hire or reject the applicant.

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C. Return-to-Work Medical Examinations

Employees who are absent from work because of illness or injury may be required to furnish a doctor's release and may be sent to the District's physician before actually returning to work (see appropriate union contract or employee handbook). If the release reflects any condition which may interfere with the performance of the employee's job duties, the employee must provide a complete narrative from his/her private physician for review by the District's physician.

1. Return-to-work medical examinations will be performed under the following circumstances:
  - a. The employee is returning from an extended leave (over 30 calendar days).
  - b. The injury or illness of the employee may interfere with the employee's job performance.
  - c. The illness was due to a heart attack, chest pains, or loss of consciousness.
  - d. The employee is taking medications which may interfere with the safe performance of his/her job duties.
2. Return-to-work medical examinations are scheduled as follows:
  - a. If the employee is on indefinite leave, the Human Resources Analyst/Assistant in Personnel will make an appointment with one of the District's medical facilities (listed on appointment form). If the employee is not on indefinite leave, the supervisor or division manager will schedule an appointment with the medical facility.
  - b. An employee who has been off work for over 30 calendar days and is on indefinite leave status is required to submit a medical release from his/her doctor releasing the employee to return to regular work with no work restrictions that will interfere with his/her ability to do the job. The medical form must be signed by the doctor (stamped signatures are not acceptable), giving a release

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date for work, listing a diagnosis of what was wrong with the employee, and listing the treatment dates. In addition, medical releases may be required upon return to work for shorter absences, e.g., Non-Contract employees must provide a medical release if an absence exceeds five consecutive working days. (The Union Contracts identify other medical release requirements.)

- c. The employee must take the original doctor's release (a copy is kept by the supervisor or Human Resources Analyst/Assistant for the employee's file), the medical appointment form, and a completed medical history questionnaire to the medical facility.
- d. The doctor will perform the medical examination and inform the designated Human Resources Analyst/Assistant in the Personnel Department whether or not the employee passed.
- e. The Human Resources Analyst/Assistant will inform the supervisor as to whether or not the employee is able to return to work.

If the illness or injury is work-related (occupational), the supervisor or the Human Resources Analyst/Assistant must inform the District's Workers' Compensation Administrator that the employee has a doctor's release to return to work. The Worker's Compensation agent is required to verify the release before the employee can be sent for a medical examination.

#### D. Management Medical Examinations

Members of the Management Group are eligible to participate in the Management Medical Examination Program. Under this program, employees will be reimbursed for that portion of a medical examination which is not covered by their group health insurance plan, up to \$250 per examination. Employees are eligible for examination reimbursement based upon their ages.

- 1. Age 39 and under: once every three years.
- 2. Age 40 - 49: once every two years.
- 3. Age 50 and above: once each year.

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Employees are notified by the Personnel Department when they are eligible for a management physical. Management Group Employees are basically defined as the General Manager, Executive Staff, Department Heads and those Managers who report directly to their Department Head. Employees must be employed with the District for at least one year before being eligible to participate in this program.

If you have any questions about the Management Physical Examination Program, call the Personnel Department, Ext. 6165.

#### E. Partial Medical Examinations

Employees who become ill during the course of the work shift may be sent to one of the District's medical facilities (listed on appointment form) to determine if the employee can continue to perform his/her job duties. These illnesses may include, but are not limited to, chest pains, headaches, high blood pressure, dizziness, alcohol, and drug abuse.

Partial physical examinations are scheduled as follows:

1. The supervisor will make an appointment with one of the District's medical facilities (see appointment form).
2. The supervisor will indicate the type of illness in the comments section on the appointment form.
3. The doctor will examine the employee for the illness indicated and inform the Human Resources Analyst/Assistant whether or not the employee can perform the job duties.
4. The Human Resources Analyst/Assistant will inform the supervisor.

#### F. Restrictions and Limitations

At the time of the physical examination the doctor will indicate if the employee has restrictions or limitations. These restrictions may include, but are not limited to, vision, lifting, and hearing.

The doctor will complete a Medical Restrictions and Limitations Form. The yellow copy of this form will be placed in the employee's departmental personnel file.

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If the employee has restrictions which interfere with the performance of his/her job duties, the employee may be considered for placement into another position. If there is no position available that (s)he can qualify for, the employee must be taken out of service.

If the employee has restrictions and is allowed to stay in his/her regular position, (s)he may be required to sign a statement promising not to violate those restrictions. Such violations may result in disciplinary action up to and including discharge.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27169.



## HUMAN RESOURCES POLICY MANUAL

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3.50

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TEMPORARY HELP

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Page 1 of 8

### I. POLICY STATEMENT

It is the District's policy to use Acting assignments or As-Needed employees when absolutely essential to fill temporary vacancies.

### II. PURPOSE

The purpose of this policy is to establish guidelines for the efficient and cost-effective use of temporary help. The practice of using as-needed employees is intended to provide the District with temporary help for a limited period of time. Departments must plan their staffing carefully to ensure that as-needed employees are used only when absolutely necessary.

### III. APPLICATION

This policy applies to all Non-Contract and Transportation Communications Union (TCU) positions.

### IV. PROCEDURE

#### A. Acting Non-Contract Appointments

1. An acting appointment may be made to fill a full-time authorized vacancy or to backfill for someone on an approved leave of absence.
2. If an acting appointment is desired, the Department Head must notify the Personnel Department by submitting an Emergency Temporary Appointment Form (38-94) and the Personnel Action Form (PERS 200) for the recommended employee.
3. If an eligibility list exists for the position, the acting appointment should be made from the list. If there is no eligibility list, an employee appointed to an acting vacancy must meet the minimum training and experience qualifications established for the position and must not have failed the most recent selection process for that classification. In addition, the employee's attendance record must meet District standards.
4. Employees temporarily appointed to a classification at a

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higher salary grade will be compensated at the lowest step on the new salary grade which represents at least a 10% salary increase, after they serve at least five consecutive working days and assume full responsibility for all job duties.

B. As-Needed Employees

1. As Needed personnel are to be used judiciously. The use of as-needed staff to fill short-term scheduled vacancies in Contract and Non-Contract positions is discouraged. Scheduled absences and staff reassignments are within the purview of management and should be planned accordingly. Management should prioritize assignments and, if necessary, reschedule vacation requests to maintain required staffing levels during times of peak personnel requirements.
2. An As-Needed employee may fill a vacant Non-Contract position for 90 days or until the position is filled permanently, whichever is the shorter time. Once a permanent employee is selected, the Personnel Department will notify the As-Needed employee of his/her last day of work.
3. An As-Needed employee may be used in addition to present staff if there is a special project or program that is being completed with an important deadline. As Needed employees may be required to complete high priority tasks and/or programs which may exceed budgeted authority or which may be required under special circumstances. The requesting department must supply justification of the duties and the reasons the work cannot be performed by the present staff. This request must have a date of completion for the assignment. The department requesting the As-Needed employee is required to have funds available in its budget to cover costs. The As-Needed assignment is subject to a 90-day time limit which may be extended by the Director of Personnel.
4. An As-Needed employee may only be used for up to 29 days if the vacancy is a TCU represented position. Prior to requesting an As-Needed employee, the department must follow the provisions in the TCU contract regarding overtime if appropriate. If the TCU agrees to allow a department to keep an as-needed TCU employee in the position longer than 29 days, the Personnel

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Department must receive notification of such action in writing.

5. Procedure for Requesting As-Needed Employees

The requesting Department Head must prepare a memo to the Director of Personnel at least 5 days prior to the required start date. The memo should include the following information:

- a. Department name and number.
- b. Job classification requested.
- c. Is the position an authorized budgeted position?
- d. Is the position contract (if yes, which labor group) or Non-Contract?
- e. Why department needs the As-Needed employee, e.g., vacancy, extra work.
- f. If it is a vacant authorized position, how long has it been vacant and why has it not been filled? Is the position currently posted and when will the selection be completed? If it is not a vacant authorized position, explain the changed circumstances that require additional staff.
- g. When will the as-needed staff be hired, and for how long will they be required?
- h. What are the exact duties that will be performed by the as-needed employee?
- i. How was the work handled before?
- j. Why can't the work load be transferred to existing staff?
- k. Are there sufficient budget dollars or vacancy savings to fund the as-needed position?
- l. If a person has already been identified for the position, provide the name, phone number, address and qualifications (resume).

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6. Hiring an As-Needed Employee

- a. The memo requesting the As-Needed employee must be signed by the Department Head and forwarded to OMB for review. OMB will evaluate the request.
- b. If the position is denied, it will be returned to the requesting department with an explanation.
- c. If the position is approved, the request and OMB's recommendation including the duration of the position will be forwarded to the Director of Personnel for review and concurrence.
- d. The Employment Section will facilitate the hiring of approved as-needed staff. If a person has been identified, the Employment Office will contact the employee to have him/her fill out an employment application and W-4 form. If the length of the assignment will exceed 30 days, the As-Needed employee must pass a physical examination prior to being hired. If the assignment begins as a short-term one and subsequently goes beyond 30 days, the employee must be sent for a pre-employment physical examination on the 31st day of the assignment. The employee must pass the physical examination in order to continue working.
- e. The Employment Section will give the employee the start date and inform the Department of such. The Department must not give the employee his/her start date.
- f. The Employment Section will maintain the employee's personnel file.
- g. A representative from the Employment Section will escort the employee to the work location on his/her first day of work. If the work location is not in the Headquarters building, the employee will be given directions to the work location. The Employment Section will call the supervisor to ensure that the employee arrived at work on time.
- h. The Personnel Department will ensure that as-needed personnel are not hired and Personnel Action Forms are not processed until the required approvals have been obtained. The Personnel Department will also

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ensure that the authorized duration is not exceeded.

7. Application for Extension

- a. As needed positions are intended to meet short term requirements. If it becomes necessary to extend an as-needed position, the full justification and approval procedures detailed above must be followed.
- b. If an extension is approved, the Executive Staff member and the requesting Department Head will be notified by the Personnel Department. If the extension is denied, the requesting Department Head will be instructed to complete a clearance order (PERS-95) on the employee.

8. Evaluation of As-Needed Employees

- a. The Employment Section will send out an evaluation form to the department which used the As-Needed employee. These forms must be completed and returned to the Employment Section.
- b. The evaluation form will be placed in the employee's personnel file. If the evaluation is negative, the employee will not be considered for future assignments.

9. When an As-Needed employee is moved from one department to another department, the Personnel Department initiates the Personnel Action Form (PERS-200) to effect the transfer.

10. When converting an As-Needed employee to regular full-time status, the Personnel Department initiates the Personnel Action Form (PERS-200) to change the employee's status. The employee retains the same badge number.

C. Temporary Employment Agencies

1. Outside temporary help may only be requested when:

- a. The Personnel Department is unable to find an As-Needed employee to do the work.

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- b. The temporary vacancy will exceed five continuous working days.
- c. The work proposed for the temporary employee cannot be reasonably redistributed to other members of the department.
- d. Personnel from other departments cannot be temporarily utilized to perform the work.
- e. Utilization of temporary personnel to perform the work does not conflict with the respective labor/management agreement, e.g., no more than 29 working days for temporary help filling a TCU position.

2. Preparation of Memo.

- a. The Department Head/Supervisor shall prepare a memo to the Director of Personnel with the following information:
  - (1) Title of the position and whether it is TCU or Non-Contract.
  - (2) Type of work to be done and whether specialized skills (i.e., shorthand, bilingual, etc.) are required.
  - (3) Estimated length of time the temporary help is required (if it becomes necessary to keep a temporary employee for a longer period, another memo should be submitted to the Director of Personnel at least 24 hours prior to the last day of the assignment so that continuation of assignment can be approved.)
  - (4) Projected hiring costs (obtained for the Employment Section):
    - o Costs not exceeding \$5,000 require approval of the Department Head and the Director of Personnel.
    - o Costs (usually incurred for specialized skills, i.e., accountant, programmer, etc.), of more than \$5,000 but less than \$100,000 requires approval by the

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Director of Personnel, the Director of Contracts, Procurement and Materiel, and the General Manager.

- o Costs exceeding \$100,000 must have Board of Directors' approval prior to project initiation.

- (5) Assigned work hours.
- (6) Justification details.
- (7) Purchase requisition number.

- b. The purchase requisition must be sent to the Director of Personnel for his/her signature attached to the request for temporary help. The Office of Contracts, Procurement and Materiel requires the approval of the Director of Personnel before the purchase requisition can be processed.
- c. After the request for temporary personnel has been approved by the Office of Contracts, Procurement and Materiel, they will contact the Employment Section authorizing the placement of the order.
- d. When the temporary assignment is completed, the Employment Section should be notified by telephone (Ext. 6295) immediately.
- e. Overtime will not be paid to a temporary employee unless hours worked during the week exceed 40. When it is necessary to keep a temporary employee longer than eight hours on any one day, only straight time will be paid. All temporary employees must take a minimum of one half-hour lunch break.

3. Efficient Use of Temporary Staff.

- a. There must be no direct contact between the department and outside temporary agencies. All contact will be made through the Employment Section.
- b. If the department is dissatisfied in any way with the temporary help, the Employment Section should be notified immediately. RTD will not be billed by

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a temporary employment agency for unsatisfactory personnel if the Employment Section and the temporary agency are notified within four hours of the starting time. It is the responsibility of the Employment Section to provide that notification to the temporary agency.

- c. If invoices from the temporary employment agency are received by a department, they must be sent immediately to the Employment Section to avoid delay in payment.
- d. To improve the quality and efficiency of temporary help, the Director of Personnel should be notified in writing of your need for temporary help at least 72 hours in advance to allow both the Employment Section and the temporary agency time to obtain the best qualified person available.

#### 4. Controls

- a. The Department requesting temporary help is responsible for: (1) monitoring the purchase requisition of the temporary employee to ensure that the purchase requisition cost or time limitation is not exceeded; and (2) submitting accurate time sheets to the Employment Section on Friday of each week.
- b. The Employment Section is responsible for:
  - (1) requesting staff from temporary agencies,
  - (2) releasing temporary employees as scheduled; and
  - (3) checking invoices for accuracy and receiving approval for payment.

#### V. FURTHER INFORMATION

If you need more information or have any questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.55

Effective Date  
10-1-89

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RESIGNATION

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### I. POLICY STATEMENT

It is the District's policy to require a written notice as far in advance as possible when an employee wishes to resign from the District.

### II. PURPOSE

The purpose of this policy is to establish guidelines for closing an employee's file upon resignation from the District.

### III. APPLICATION

This policy applies to all employees.

### IV. PROCEDURE

When an employee decides to resign, the employee's department must prepare a Clearance Order (PERS-95) and a Personnel Action Form (PERS 200).

- A. The Clearance Order reflects all moneys due the employee as well as any moneys (s)he may owe the District.
- B. The Personnel Action Form terminates the employee from the data base, rendering his/her status inactive.
- C. The Clearance Order is completed by the employee's supervisor.
  1. The effective date is normally the last day worked.
  2. The final check will be mailed to the address on the Clearance Order unless other arrangements are made with the Accounting Department, Payroll Section. The address on the form does not have to be the employee's address. If the employee wishes to pick up the check, the date and time of pickup should be indicated on the form. The Accounting Department needs approximately five working days to prepare the check. All checks are issued by the Cashier's Office to the Department Head or his/her representative, or directly to the employee upon showing proper identification.

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3. The Clearance Order form is used to record the calculations of all moneys due the employee. The total hours the employee has worked during the current payroll period will be entered in the left-hand column and paid at the employee's current hourly rate. A time report (ACCT 123) reflecting the hours to be paid should accompany the Clearance Order.

D. Unused sick time is not paid to employees who resign.

E. The Clearance Order and the Personnel Action Form should be placed in the employee's personnel file and the file should be forwarded to the Office Supervisor in the Personnel Department.

V. FURTHER INFORMATION

If you need more information or have questions regarding this policy, please contact the Personnel Department, Ext. 27184.



## HUMAN RESOURCES POLICY MANUAL

Section  
3.60

Effective Date  
10-1-89

Subject  
LAYOFF

Supersedes

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### I. POLICY STATEMENT

It is the District's policy to conduct Non-Contract layoffs based solely on merit, with consideration to minimizing adverse impact. Contract employees will be laid off pursuant to the provisions in the respective bargaining agreement.

### II. PURPOSE

The purpose of this policy is to establish procedures to be utilized if it is necessary for the District to lay off employees as a result of reductions in funding, changes in workloads, reorganization, or other reasons related to the District's operations.

### III. APPLICATION

This policy applies to all Non-Contract employees. The appropriate bargaining agreement contains layoff procedures for union employees.

### IV. PROCEDURE

#### A. Layoff Plan

If a reduction in work force is required, the affected Department Head will review the operating and manpower needs of the department to:

1. Determine the department's operating needs.
2. Determine the positions required to meet the operating needs.
3. Review the requirements of each position identified as necessary.
4. Review the qualifications of each person in the department relative to the necessary positions.

The Department Head will then prepare a plan indicating which positions should be abolished. The plan must outline, for each recommended cut, the title of the position; the name of the incumbent; the duties of the position; and how those

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duties will be eliminated, absorbed, or performed differently after the position is abolished. The plan must be approved by the Executive Staff person over the Department Head preparing the plan, the Personnel Review Committee, and the General Manager.

## B. Non-Contract Layoff Procedures

### 1. Displacement Rights

When a non-contract employee has been laid off, s(he) may request a demotion to a lower-level classification within the department if he/she previously held the position or is qualified to hold the position and the lower-level position is vacant.

There are no automatic rights of displacement ("bumping") across department lines. However, if an employee being laid off or displaced has previously worked in another department in a position at an equal or lower salary grade, the Department Head of the previous department may elect to take the displaced employee into his/her department. The displaced employee may be placed into a vacant position in a classification in which (s)he has previously served and is qualified to serve, or the Department Head may elect to lay off a current employee to provide a position for the displaced employee if, based on merit, the displaced employee is considered to be the better employee.

Example: An outstanding Transit Operations Supervisor (TOS) - Vehicle Operations becomes a Transit Operations Supervisor (TOS) - Communications. (S)he is then laid off because of a reduction in force. The Director of Transportation could elect to take the displaced TOS - Communications back as a TOS - Vehicle Operations and lay off a less-qualified TOS - Vehicle Operations. However, the Department Head is not required to accept the displaced TOS - Communications; the department head is only required to consider him/her based on merit.

### 2. One-Position Classification

If a single-position class is being cut, the incumbent will be laid off unless displacement rights as identified in Section 1 (above) are available.

3. Multiple-Position Classification

If there is more than one position in a classification and only some of the positions in the classification are being cut, the Department Head will select those employees who will be retained based on merit using the following criteria:

- a. Experience (work history, jobs held, etc.).
- b. Proven ability (quality and quantity of work performed, results, skills necessary for the functioning of the department, adaptability, length of time on current level of work, versatility, etc.).
- c. Potential for greater contributions and/or responsibilities.
- d. Attendance.

4. Salary Step Placement

Movement of an employee to a lower salary grade as a result of placement into a lower level position will be to a step within the new salary grade with a salary equivalent to the employee's old salary. If there is no equivalent salary step in the lower salary grade, the employee will be placed on the step with the closest lower salary amount, not to exceed Step DD placement.

5. Notification

Notification of pending layoff will be issued by the Personnel Department, which will provide information on the employee's fringe benefit entitlements.

6. Administrative Appeal

Layoffs are not grievable. However, an employee who wishes to appeal may address his/her appeal in writing, within five working days from the date the notice is given, to the General Manager, who has authority to make the final decision.

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## 7. Benefits During Layoff Period

Benefits during the layoff period are as follows:

### a. Group Life Insurance

An employee may elect one year of coverage for Basic Life, Supplemental Life, and Accidental Death and Dismemberment Insurance, but (s)he must pay the full premium to the Employee Benefits Section of the Personnel Department. (The Voluntary Life Insurance Plan may be continued at the same rate by paying the premium directly to the Insurance Carrier.

### b. Medical Insurance

An employee may elect up to 18 months of coverage under COBRA, and (s)he must pay the premium to the District (Personnel Department, Attention: Employee Benefits).

### c. Pension Plan

If an employee is not vested in the pension plan, contributions will be refunded. If the employee is vested at the time of the layoff, the options open to the employee are described in the Pension Booklet.

### d. Bus Pass

An employee and his/her dependents will have bus pass privileges from the date of the layoff until the end of the calendar year, provided the employee has been employed for six months.

### e. Long Term Disability Insurance

Coverage ends with layoff.

Benefits which end with layoff are as follows:

### a. Vacation

One hundred percent (100%) of accumulated vacation hours will be paid to the employee at separation.

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b. Sick Leave

Sick leave is not vested. The employee receives no sick pay at separation.

8. Reemployment

Employees being laid off do not have automatic rights of reemployment when a position becomes vacant. However, they may reapply and go through the normal selection process where they should do well because of prior work experience.

A laid-off employee who is re-hired via the selection process within one year will not lose District-earned benefits. However, vacation and sick leave does not accrue during the time an employee is laid off. If rehired within one year of the layoff, the employee may elect whether or not to reimburse the pension plan and retain credit for past service under the plan.

9. Severance Pay

Severance pay will be provided to laid off employees based on the length of service as follows:

<u>Length of Service</u>	<u>Amount of Base Pay</u>
- Employees with less than 6 months of service	None
- Non-Probationary Employees with less than 2 years' service	1 week
- Employees with more than 2 years but less than 5 years of service	2 weeks
- Employees with greater than 5 years of service	3 weeks

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.65

Effective Date

10-1-89

Subject

PERSONNEL RECORDS

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### I. POLICY STATEMENT

It is the District's policy that all employees' personnel records are confidential. The Personnel Department is required to maintain accurate and complete personnel records, for each employee. A second file (3IR) is kept in the employee's department or division. Much of the material is private and may not be released except under certain circumstances and to designated parties.

### II. APPLICATION

This policy applies to all District employees.

### III. PURPOSE

The purpose of this policy is to establish guidelines for maintaining the confidentiality of the personnel records of all employees.

### IV. PROCEDURE

The Employment Office of the Personnel Department maintains a personnel file containing original employment applications and documents related to the initial hiring process of the employee, as well as memos of disciplinary action. This information is of value in the evaluation of background and experience for purposes of job change or promotion. Departments or Divisions maintain a personnel file for each employee where the following is recorded: vacation; holidays; sick leave accrued, earned, and taken; instances of tardiness and absence; requests for time off; commendations; and memos of disciplinary action.

Both the Personnel Department files and Department/Division files contain copies of Personnel Action Forms (PERS 200) reflecting changes in name, address, telephone number, pay status, position, or tax withholding status; copies of all performance evaluations; and training completion letters.

The official Personnel Record File consists of the department or division "3IR" file plus the Personnel Department Record. The "3IR" (38-48) Employee Record is a brief, up-to-date capsulized record of an employee's entire work history. It contains information having a direct bearing on the conditions of his/her

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employment and on his/her performance in current and past positions with the District. A "3IR" Employee Record will be maintained for each Contract and Non-Contract employee. The "3IR-A" Efficiency Record (Form 38-23), is used to record information for which space is not provided on the regular 3IR.

A. Maintenance of Employee Records

Information entered on the "3IR" is intended for use by the employee's immediate supervisor in the day-to-day operations of the District. Each department is responsible for the maintenance and safekeeping of the records in an appropriate location within the department. The employee's personnel records must be treated with the utmost confidentiality and all entries must be accurate and uncompromised by inappropriate filing and posting practices. All entries in the "3IR" must have supporting documents in the same file or at another location. These supporting documents must be dated and signed by the responsible supervisor or his/her delegated representative, and, when appropriate, by the employee.

In addition to the above, the following practices and procedures must be implemented by the management employee responsible for the maintenance and safekeeping of "3IR" files:

1. Each Department Head is responsible for assigning the posting of information on the "3IR" to specific employees. (Contract employees are not authorized to make entries on Non-Contract personnel records.)
2. Except for the employee's address, all entries should be typed or written in ink.
3. Any alteration made must be initialed and dated.
4. The employee must be notified of any addition to his/her file which relates to job performance.
5. The employee has the right to inspect his/her record, in the presence of the Department Head or his/her specified representative.
6. All "3IR" records must be locked up when not in use and only the Department Head or his/her designated representative should have keys.

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7. For inter-office transmittal of a "3IR", the record should be sealed in an envelope marked "Confidential".
8. Nothing may be removed from a "3IR", except by written order of the General Manager.
9. Employees may not remove material, but may have copies.
10. Department Heads, supervisory personnel, and employees through their Department Heads may add items to files. In keeping with District policy, an employee must be made aware of any addition to his/her file. Once a memo, notation, or evaluation is placed in a file, it becomes a permanent record. Authority to alter or destroy any portion of an active or inactive personnel file is reserved solely for the General Manager. When a memo concerns any incident, behavior, or charges against an employee and later evidence or changing circumstances require either reversal or amendment of conclusions, a second memo should be added to the file. The original statement must not be altered, destroyed, or removed from the file.
11. Employees must submit any changes in the following information directly to their supervisor as soon as there is a change from the data already on record:
  - a. Home address.
  - b. Phone number.
  - c. Emergency phone number and the name of the person to be notified in case of a personal emergency.
  - d. Name
  - e. Marital status (i.e. marriage, remarriage, death, divorce).
  - f. Additions to the family.
  - g. Beneficiary(ies) for group life insurance, medical or transportation pass privileges.
  - h. Tax exemption status.
  - i. Educational courses completed, degrees completed, or specialized licenses obtained other than through

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courses offered through District training programs.

The Department or division will submit the above changes on a Personal Data Sheet to the Personnel Department.

#### B. Records Disclosure Requirements

The extent to which Personnel Department files and records must be disclosed upon request by a District employee or a member of the public is governed by the following:

1. A review by an employee or a former employee of his/her file requires advance arrangements, identification of the material to be reviewed, and the presence of the Director of Personnel or a designated Non-Contract employee. An out-of-service employee must pay 10 cents per page for duplication of records.
  - a. An employee, the representative of an employee, or a former employee may review his/her personnel file, except for pre-employment references and material relating to evaluation for job selection by making an appointment with his/her supervisor or the Personnel Department.
  - b. An employee's Department Head and the department's Executive Staff member may review an employee's personnel file.
  - c. Any personnel file may be reviewed by the General Manager, Director of Personnel, Director of Employee Relations, Assistant General Manager - Equipment and Facilities, Assistant General Manager - Equal Opportunity, General Counsel and, for specified purposes, their designees.
  - d. The Director of Personnel and certain employees in the Personnel Department designated by the Director have access to personnel files.
  - e. A Department Head may review an employee's personnel file when the employee is being considered for a transfer or promotion into his/her department.
  - f. Information from personnel files may be required incidental to grievance hearings, administrative

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agency proceedings, and lawsuits. Outside requests or subpoenas for this information are to be referred to the Director of Personnel.

If doubt exists as to whether a request for inspection of Personnel Department records must be honored, the Director of Personnel should be consulted.

2. Employment Verification

All requests for information pertaining to present or former employees, whether the request relates to employment or salary verification, or other information, must be referred to the Personnel Department Verification Desk, Ext. 27177.

However, routine credit inquiries from the Transit District Employee's Federal Credit Union which request the number of absences, missouts, and accidents within a specified period of time may be answered by the employee's supervisor.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.70

Effective Date  
3-14-91

Subject

CLASSIFICATION & SALARY PLAN

Supersedes

10-1-89

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### I. POLICY STATEMENT

It is the District's policy to provide appropriate job classification and compensation for services performed.

### II. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the administration of the District's classification and salary plans for employees in Non-Contract positions.

### III. APPLICATION

This policy applies to all Non-Contract employees except the General Manager. Information on wages for union employees is contained in the respective collective bargaining agreements.

### IV. PROCEDURE

#### A. Classifying Positions

When a new position is created, or when a significant change occurs in the duties and responsibilities of an existing position because of an organizational change or gradual accretion of duties, the position may be subject to reclassification.

1. The Department Head must submit a written description of these new duties, responsibilities, and special qualifications, as applicable, to the Director of Human Resources.
2. The Director of Human Resources will make a determination and recommendation to the General Manager if the position should be reclassified to another existing classification, or to a new classification. To assist in this determination, a desk audit and interview may be made of the employee occupying the position(s) and/or the immediate supervisor/Department Head by a representative from the Human Resources Department to ensure that there is a full knowledge and understanding of the present or proposed assigned duties. The Human Resources Department staff member conducting the study may ask the incumbent(s) to complete a position (job) description form which will

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be used in conjunction with the desk audit.

3. If a revision to the present classification description is needed, the Director of Human Resources is responsible for the preparation of a new job description and allocation of the classification within the salary structure. If the duties of a classification are significantly modified, the existing description must be reviewed and the position evaluated for re-allocation within the salary structure.

Recommendations to the Director of Human Resources for new classifications or changes to existing classifications and salary grade allocations should be accompanied by other supporting pertinent information. If the recommendations are approved by the General Manager or Board of Directors, the incumbent's pay rate will be adjusted according to the guidelines on reclassification contained in this policy.

B. Classification Maintenance Program

To ensure that the classification plan is current, all Non-Contract classification specifications will be routinely reviewed and revised, if applicable, on a biennial basis. They also may be reviewed and changed at the time a selection process is initiated.

C. Approvals

1. The Board of Directors has authority to do the following:
  - a. Review and approve the classification and salary plans, salary grade structure, and administrative procedures related thereto.
  - b. Approve establishment of Non-Contract positions in existing or new classifications.
  - c. Approve reclassifications of positions.
2. The General Manager or his designated representative has authority to do the following:
  - a. Hire employees into positions in existing classifications.
  - b. Approve or disapprove Pay-For-Performance increases.
  - c. Promote and demote employees into existing positions.

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- d. Transfer employees between positions in classifications having the same salary grade.
- e. Approve classification (job) descriptions, title changes, and reclassifications which do not require an increase in salary grade.

D. Salary Step Placement

The salary grade (range) structure contains 28 pay grades, each having 30 steps designated as A to DD. Non-Contract employees receive annual Pay-For-Performance salary increases based on an annual performance appraisal written by their immediate supervisors and reviewed by management. The size of the increase is also determined by the employee's performance rating and by his/her quintile placement in the salary range. Details of the policy are covered in the Pay-For-Performance Policy.

1. Hiring Rate

Normally, all new employees hired from outside the District are hired at the first step (Step A) of the appropriate salary grade for the classification. In exceptional situations, and with approval from the Director of Human Resources, an employee may be hired at higher than Step A. These situations may include:

- a. When a position is established which requires new skills, the new employee possesses qualifications far exceeding the minimum requirements for the position, and market salaries require a higher entry salary.
- b. When significant and unexpected changes have occurred in the labor market (competitive demands) for the skills involved and this requires advanced-step employment to attract qualified employee(s). If these demands continue, an eventual change will be made to the salary plan to reflect the change in the competitive labor market.

The respective bargaining agreements contain the hiring rates for positions represented by a bargaining unit, i.e., Security Guard, Transit Police Officer, Schedule Maker.

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2. Promotions (See also Section 3.30)

When an employee is permanently appointed to another position in a classification having a higher salary grade, s(he) will be given compensation at the lowest salary step of the new salary grade which constitutes at least a 10% salary increase. All promotions and any accompanying salary increases will be effective on the date the new assignment begins. Employees must be released from their old assignment and moved to the new assignment within 10 working days from the date the Personnel Action Form (PAF) PERS-200 is signed.

3. Demotions (See also Section 3.25)

a. Voluntary Demotions

If an employee who has been promoted and is still in the qualifying period for the new position requests to be demoted, his/her salary should return to the rate of pay received in the lower position. If an employee who has been promoted and has completed the probationary period requests a demotion, his/her salary will be placed on the lower salary range in the step closest but not exceeding the current salary.

b. Involuntary Demotions

An employee demoted for disciplinary reasons will be placed in the lower salary range at the step closest to his/her current salary, with no change in anniversary date. If the lower salary range can not accommodate the current salary, then the employee's salary will be maintained (frozen) until such time as the salary grade exceeds the employee's frozen rate.

4. Transfers

An employee transferring from one position to another position in the same salary range will continue on the same designated salary step.

5. Reclassification

If a Non-Contract position is reclassified to a classification in a higher salary range due to changes in complexity or level of responsibility of the job or

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changing market conditions, the employee will be placed in the higher salary range at the lowest step which represents at least a 10% salary increase. This increase applies only to those employees who have completed their initial probationary period. Employees who have not completed their initial probationary period will have their salary placed on the step in the new range which is closest to their current salary.

An employee whose position is reclassified to a classification having a lower salary grade, will be placed in the lower salary range at the closest step to his/her current salary. If the lower salary range can not accommodate the current salary, then the employee's salary will be maintained (frozen) until such time as the salary grade exceeds the employee's frozen rate.

#### 6. Compression Salary Changes

Non-Contract employees whose salaries fall below those of their immediate union-represented subordinates may be placed on a higher step in their current salary range. When the union-represented employee's salary reaches or exceeds the salary of the Non-Contract supervisor, the department should write a memo to the Director of Human Resources to request a compression study.

#### E. Salary Differentials

A 3% salary differential is added to the base pay for employees in the Engineering and Architectural series who possess California Registration as an Engineer or Architect.

Employees in the Transit Police Department who possess P.O.S.T. Certificates receive salary differentials as follows:

Intermediate P.O.S.T. Certificate	2.5%
Advanced P.O.S.T. Certificate	5.0%
Supervisory P.O.S.T. Certificate	7.5%

These percentages are not cumulative.

#### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Human Resources Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

3.75

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Subject

OVERTIME

### I. POLICY STATEMENT

It is the District's policy to pay for overtime consistent with the Fair Labor Standards Act (FLSA).

### II. PURPOSE

The purpose of this policy is to establish guidelines for compensation for overtime.

### III. APPLICATION

This policy applies to all Non-Contract employees. The respective bargaining agreements contain information on overtime for union-represented employees.

### IV. PROCEDURE

Non-Contract employees may be required to work over 40 hours in a week to ensure completion of their duties.

A. Non-Contract employees are separated into three categories for overtime eligibility based on their job classification:

Group I - Non-Exempt: those classifications eligible for overtime at one and one-half times their normal pay rates (based on the Fair Labor Standards Act definitions.)

Group II - Exempt(S): those classifications designated as exempt from overtime under the Fair Labor Standards Act definitions, but to whom the District chooses to pay overtime on a straight time basis.

Group III - Exempt: those classifications designated as Exempt from overtime under the Fair Labor Standards Act definitions and to whom no overtime will be paid.

The attached list of job classifications specifies the Fair Labor Standards Act (FLSA) application to the District's salary structure. This list is updated periodically by Personnel Department to reflect new classifications. The column entitled "FLSA" lists one of the following letter codes for each job classification. The letter "N" indicates the Non-Exempt classifications described in Group I above.

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The letter "S" indicates the Exempt classifications described in Group II. The letter "E" indicates the Exempt classifications from Group III.

- B. Employees in Non-Exempt and Exempt(S) classifications will be paid overtime at the indicated rate for work performed in excess of 40 hours in a work week. Overtime accumulation is based on tenth of an hour increments. Prior written orders from the employee's immediate supervisor are required to work overtime, except in emergency situations.
- C. In the event of extraordinary service resulting in severe disruption of the personal time of an employee in the Exempt category, the General Manager, at his discretion, may grant paid time off to such an employee. Authorization must be in writing and the time off must be properly recorded as Administrative Leave on the employee's time sheet. Administrative Leave will not be granted on an hour-for-hour basis.
- D. Non-Contract employees do not accrue compensatory time. Compensatory time off can be granted only to employees in classifications designated Exempt-(S). The decision whether to grant compensatory time off or pay overtime rests exclusively with the department head and will depend on department needs and workload. If management elects to direct or permit such employees to take compensatory time off, it must be taken within the same pay period as the overtime was earned, or within 5 working days after the end of the pay period if earned during the last 5 working days of the pay period.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
ACTIVE JOBCLASS LIST/JOB TITLE ORDER  
POSITION CONTROL, HUMAN RESOURCES  
FOCUS D1-03-91/JOBALPHA

JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
ACCOUNTANT	647	ND9		NC	S	P	22
ACCOUNTING SYSTEMS COORD	714	N14		NC	E	P	22
ACCOUNTS CLERK	949	BD3	B53	B1	N	N	26
ACCOUNTS PAYABLE CLERK	940	BD4	B54	B1	N	N	26
ACCOUNTS PAYABLE SPECLST	330	NO7		NC	N	N	23
ACCOUNTS PAYABLE SUPV	331	N11		NC	S	P	23
ACCOUNTS REP	472	N10		NC	S	A	23
ACTIVE DECEASED	707	X01		XX	E	N	
ADMINISTRATIVE ANALYST	712	N10		NC	S	A	22
AGM - EQUAL OPPORTUNITY	028	N26		NC	E	E	21
AGM - EQUIP & FACILITIES	047	N28		NC	E	E	21
AGM - INSPECTOR GENERAL	027	N26		NC	E	E	21
AGM - OPERATIONS	137	N28		NC	E	E	21
AGM - PLAN & PUBLIC AFFRS	031	N26		NC	E	E	21
AGM - TRANSIT SYSTEMS DEV	003	N26		NC	E	E	21
AIR CONDITIONING TECH	799	A02		A3	N	N	27
AIR CONDITIONING TECH LDR	839	A16		A3	N	N	27
ARCHITECT	686	N17		NC	E	P	22
ARCHITECT ASSISTANT	688	N14		NC	E	P	22
ARCHITECT ASSOCIATE	164	N16		NC	E	P	22
ASSIGNMENT COORD CLERK	886	B27	B77	B1	N	N	26
ASSOCIATE COUNSEL	380	N19		NC	E	P	22
ASST ACCOUNTS REP	475	NO8		NC	N	N	25
ASST ADMINISTR ANALYST	713	ND8		NC	S	A	22
ASST CCC SUPERVISOR	656	ND9		NC	S	E	23
ASST COMPUTER SYS ENGR	062	N15		NC	E	P	22
ASST CONTRACT ADMINISTR	580	N10		NC	S	A	22
ASST COUNSEL	123	N17		NC	E	P	22
ASST CUSTODIAN OF REC	116	ND4		NC	N	N	23
ASST DIR OF CPM	578	N21		NC	E	E	21
ASST DIR OF CPM-MATERIEL	229	N21		NC	E	E	21
ASST DIR OF CUSTOMER RELS	407	N19		NC	E	E	21
ASST DIR OF EQUIP MAINT	273	N22		NC	E	E	21
ASST DIR OF FACILS MAINT	644	N22		NC	E	P	21
ASST DIR OF HUMAN RESOURC	516	N18		NC	E	E	21
ASST DIR OF MGMT INFO SYS	570	N23		NC	E	E	21
ASST DIR OF PRGM MGMT-CC	743	N23		NC	E	E	21
ASST DIR OF TRANSP	193	N22		NC	E	E	21
ASST DISTRICT SECRETARY	115	N14		NC	E	P	22
ASST DIVISION TRANSP MGR	233	N15		NC	E	E	22
ASST GENERAL ACCTG MGR	607	N14		NC	E	P	22
ASST GENERAL COUNSEL	121	N25		NC	E	E	21
ASST GRAPHIC ARTIST	591	NO8		NC	N	N	23
ASST INSP GNL-INTNL AUDTS	032	N21		NC	E	E	21

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
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POSITION CONTROL, HUMAN RESOURCES  
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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
ASST INSP GNL-MR & INVEST	036	N19		NC	E	E	22
ASST LIBRARIAN	269	N08		NC	S	P	25
ASST MGMT & BUDGET ANALY	727	N09		NC	S	A	22
ASST PAYROLL MANAGER	609	N12		NC	S	P	22
ASST PROGRAM CONTROL ANAL	625	N09		NC	S	P	22
ASST SECURITY RECORDER	624	N01		NC	N	N	28
ASST SERVICE INSPECTOR	357	N04		NC	N	N	24
ASST TO GENERAL MGR	139	N22		NC	E	A	22
ASST TRANSIT OPRNS SUPV	245	N10		NC	S	A	23
ASST TREASURER	596	N13		NC	E	E	22
ASST VEHICLE OPRNS MGR	212	N15		NC	E	E	21
AUDIT MANAGER	628	N17		NC	E	P	22
AUDITOR	632	N12		NC	S	P	22
BENEFITS TECHNICIAN	400	N08		NC	N	N	23
BINDERY OPERATOR II	971	B82		B1	N	N	28
BLDG&GRNDS MAINT SUPV I	288	N16		NC	E	E	22
BUDGET MANAGER	717	N17		NC	E	E	21
BUS OPERATOR (F/T)	850	U01		U1	N	N	28
BUS OPERATOR (P/T)	999	U01		U1	N	N	28
BUS OPERATOR TRAIN (F/T)	848	U05		U1	N	N	28
BUS OPERATOR TRAIN (P/T)	998	U05		U1	N	N	28
BUS OPERATOR/EX SCHED CKR	856	U01		U1	N	N	28
BUSINESS DEVELOPMENT MGR	274	N17		NC	E	E	21
BUYER	525	N10		NC	S	A	22
BUYER ASSISTANT	527	N08		NC	N	N	25
CABINET MAKER	801	A02		A3	N	N	27
CABINET MAKER LEADER	800	A16		A3	N	N	27
CAMERA OPERATOR	793	A04		A3	N	N	27
CASH CLERK	903	B06	856	B1	N	N	26
CASH CLERK/ASST CCC SUPV	657	B06	856	B1	N	N	26
CASH CLERK/MOPPER WAXER	902	B06	856	B1	N	N	26
CASH CLK/REL VAULT TRK DR	884	B06	856	B1	N	N	26
CASHIER	511	N07		NC	N	N	26
CCTV OBSERVER	080	N04		NC	N	N	26
CENTRAL CASH COUNTNG SUPV	362	N11		NC	S	E	23
CENTRAL CONTROL FACIL MGR	378	N17		NC	E	E	21
CENTRAL MAINTENANCE SUPT	381	N19		NC	E	E	21
CLAIMS MANAGER	020	N17		NC	E	E	21
CLERK	977	B03	853	B1	N	N	26
COMPUTER OPERATIONS SUPV	404	N12		NC	S	E	23
COMPUTER OPS ANALYST	618	N10		NC	S	A	22
COMPUTER SYSTEMS ENGINEER	630	N17		NC	E	P	22
CONFIGURATION CONTRL ANAL	682	N10		NC	S	P	22
CONSTRUCTION INSPECTOR	700	N10		NC	S	P	23

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
ACTIVE JOBCLASS LIST/JOB TITLE ORDER  
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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
CONTRACT ADMINISTR MGR	611	N18		NC	E	E	21
CONTRACT ADMINISTRATOR	579	N15		NC	S	A	22
CONTRACT CLAIMS MANAGER	084	N21		NC	E	E	21
CONTRACT COMPLIANCE MGR	197	N17		NC	E	E	21
CONTRACT COMPLIANCE REP	091	N12		NC	S	P	22
CONTROLLER-TREASURER	563	N28		NC	E	E	21
CUSTOMER INFO INSTRUCTOR	486	N12		NC	S	A	22
CUSTOMER INFO MANAGER	482	N17		NC	E	E	22
CUSTOMER INFO SUPERVISOR	466	N10		NC	S	E	22
CUSTOMER INFO SYS ANALYST	468	N10		NC	S	A	22
CUSTOMER INFO SYS ASST	469	N08		NC	N	N	25
CUSTOMER INFO SYS COORD	501	N15		NC	E	P	22
CUSTOMER MATL PROD COORD	266	N09		NC	S	A	23
CUSTOMER RELATIONS SYS CD	405	N11		NC	S	A	22
CUSTOMER SERVICE SUPV	484	N13		NC	E	E	22
CUSTOMER SERVICE&SALES MC	483	N17		NC	E	E	21
DATA BASE ADMINISTRN MGR	565	N21		NC	E	E	22
DATA BASE ANALYST	587	N16		NC	E	P	22
DATA CENTER MANAGER	564	N22		NC	E	E	21
DATA CONTROL SPECIALIST	993	B16	866	B1	N	N	26
DATA ENTRY OPERATOR	869	B03	853	B1	N	N	26
DATA PROCESS DOCUMENT CLK	876	B17	867	B1	N	N	26
DATA PROCESS LIBRARY CLK	874	B17	867	B1	N	N	26
DATA PROCESSING LIBRARIAN	583	N06		NC	N	N	23
DATA PROCESSING OPS SUPV	608	N11		NC	S	E	22
DATA PROCESSOR OP I	875	B18		B1	N	N	23
DATA PROCESSOR OP II	878	B19		B1	N	N	23
DATA TECHNICIAN - TCU	978	B47		B1	N	N	23
DBE REPRESENTATIVE	092	N12		NC	S	P	22
DBE/WBE MANAGER	148	N17		NC	E	E	21
DEC BENEF/BENEFIT TERM	730	X01		XX	E	N	
DEPENDENT CARE COORD	541	N10		NC	S	P	22
DIGITAL SYSTEMS TECH	836	A01		A3	N	N	27
DIGITAL SYSTEMS TECH LDR	838	A17		A3	N	N	23
DIGITAL TECHNICIAN	808	A02		A3	N	N	27
DIR OF BUS FACILITIES ENG	662	N25		NC	E	E	21
DIR OF CONSTRUCTION MGMT	666	N25		NC	E	E	21
DIR OF CONTRS, PROC&MATRL	572	N22		NC	E	E	21
DIR OF CUSTOMER RELATIONS	470	N22		NC	E	E	21
DIR OF EMPLOYEE RELATIONS	512	N22		NC	E	E	21
DIR OF EQUIPMENT MAINT	271	N26		NC	E	E	21
DIR OF FACILITIES MAINT	147	N24		NC	E	E	21
DIR OF FINANCE	566	N22		NC	E	E	21
DIR OF HUMAN RESOURCES	513	N22		NC	E	E	21

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
DIR OF LOCAL GVNT&COM AFF	376	N22		NC	E	E	21
DIR OF MGMT & BUDGET	004	N22		NC	E	E	21
DIR OF MGMT INFO SYSTEMS	569	N25		NC	E	E	21
DIR OF MRKTG & COMMUN	417	N22		NC	E	E	21
DIR OF PLANNING	372	N22		NC	E	E	21
DIR OF RAIL FACIL ENGRNG	667	N25		NC	E	E	21
DIR OF RISK MANAGEMENT	011	N22		NC	E	E	21
DIR OF SCHEDLG&OPRNS PLNG	037	N22		NC	E	E	21
DIR OF SYS & CONSTR SAFTY	638	N23		NC	E	E	21
DIR OF TRANSPORTATION	191	N26		NC	E	E	21
DISBURSEMENT TYPIST	916	B03	B53	B1	N	N	26
DISTRIBUTED SYSTEMS MGR	562	N21		NC	E	E	21
DISTRICT SECRETARY	112	N19		NC	E	E	21
DIVISION STENOGRAPHER	951	B13	B63	B1	N	N	26
DIVISION TRANSPORT MGR	203	N17		NC	E	E	21
DOCUMENT CONTROL AIDE	039	N04		NC	N	N	26
DOCUMENT CONTROL ASST	069	N06		NC	N	N	23
DRAFTING TECHNICIAN	693	N09		NC	N	N	23
EEO REPRESENTATIVE	090	N12		NC	S	P	22
ELECTRICAL MAINT SUPV I	289	N16		NC	E	E	23
ELECTRICIAN	805	A02		A3	N	N	27
ELECTRICIAN HELPER	825	A08	A07	A3	N	N	27
ELECTRICIAN LEADER	802	A16		A3	N	N	27
ELECTRONIC COMM TECH	803	A02		A2	N	N	27
ELECTRONIC COMM TECH LDR	815	A16		A2	N	N	27
ELECTRONIC MAINT SUPV I	290	N16		NC	E	E	23
EMERGNY PREPAREDNESS SPLT	133	N10		NC	S	P	22
EMPLOYEE ACTIVITES ASST	517	N01		NC	N	N	28
EMPLOYEE ACTIVITIES COORD	523	N13		NC	S	E	22
EMPLOYEE RELATIONS ANLYST	539	N12		NC	S	P	22
EMPLOYEE RELATIONS MGR	519	N17		NC	E	E	21
EMPLOYMENT MANAGER	549	N17		NC	E	E	21
ENGINEER	681	N17		NC	E	P	22
ENGINEERING ASSISTANT	160	N14		NC	E	P	22
ENGINEERING ASSOCIATE	672	N16		NC	E	P	22
ENGINEERING TECHNICIAN	159	N09		NC	S	P	23
EQUAL EMPLOYMENT OPPT MGR	429	N17		NC	E	E	21
EQUIPMENT ENGRG MANAGER	275	N18		NC	E	E	21
EQUIPMENT ENGRG TECHN	162	N12		NC	S	E	23
EQUIPMENT INVENTORY SPEC	908	B27	B77	B1	N	N	26
EQUIPMENT MAINT LABR SUPV	307	N15		NC	E	A	22
EQUIPMENT MAINT MANAGER	280	N17		NC	E	E	21
EQUIPMENT MAINT SUPV	295	N15		NC	E	E	23
EQUIPMENT RECORDS SPECLST	907	B27	B77	B1	N	N	26

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARC UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
EQUIPMENT SERVICE SUPV	304	N12		NC	S	E	23
EQUIPMENT&FACILS PROJS MG	195	N17		NC	E	E	21
EXECUTIVE SECRETARY	014	N08		NC	N	N	25
EXTRA SCHEDULE CHECKER	855	U02		U2	N	N	26
FACILITIES CONSTR MANAGER	636	N23		NC	E	E	21
FACILITIES MAINT ENGINEER	192	N17		NC	E	P	22
FACILITIES MAINT MANAGER	190	N17		NC	E	E	23
FACILITIES MAINT SUPT	208	N19		NC	E	E	21
FACILITIES MAINT SUPV I	308	N16		NC	E	E	23
FARE COLLECTION&CCTV SUPV	085	N16		NC	E	E	22
FIELD EQUIPMENT TECHN	298	N11		NC	N	N	23
FINANCIAL ANALYST	042	N10		NC	S	A	22
FLEET COORDINATOR	033	N08		NC	N	N	23
GENERAL & TICKET CLERK	981	B06	B56	B1	N	N	26
GENERAL & TICKET CLERK I	986	B31	B81	B1	N	N	26
GENERAL ACCOUNTING MGR	603	N19		NC	E	E	21
GENERAL CLERK	881	B22	B72	B1	N	N	26
GENERAL CLERK I	913	B24	B74	B1	N	N	26
GENERAL CLERK II	975	B21	B71	B1	N	N	26
GENERAL CLERK/MARKETING	979	B29	B79	B1	N	N	26
GENERAL COUNSEL	118	N27		NC	E	E	21
GENERAL MANAGER	001	N28		NC	E	E	21
GENERAL SERVICES MANAGER	167	N17		NC	E	E	21
GENERAL SERVICES SUPV	174	N11		NC	S	E	23
GRANTS MANAGER	721	N17		NC	E	E	21
GRAPHIC ARTIST	592	N09		NC	N	N	23
HUMAN RESOURCES ANALYST	544	N12		NC	S	P	22
HUMAN RESOURCES ASSISTANT	546	N09		NC	S	P	25
INDUSTRIAL ENGINEER	677	N17		NC	E	P	22
INDUSTRIAL HYGIENE SPCLST	138	N10		NC	S	P	22
INFO/SCHEDULE ROOM CLERK	871	B12	B62	B1	N	N	26
INFORMATION CLERK	969	B12	B62	B1	N	N	26
INFORMATION SECURITY ANAL	506	N16		NC	E	P	22
INFORMATION SECURITY OFFR	599	N20		NC	E	P	22
INSPECTOR GENERAL INVSTGR	019	N12		NC	S	A	22
INVENTORY CONTROL SUPV	641	N13		NC	E	P	23
INVESTMENT MANAGER	567	N17		NC	E	P	22
JANITOR	967	B08	B58	B1	N	N	28
JOINT DEVELOPMENT SPEC	403	N14		NC	E	P	22
JUNIOR SYSTEMS PROGRAMMER	589	N15		NC	S	P	23
LABOR RELATIONS MANAGER	518	N17		NC	E	E	21
LABORER "A"	830	A11		A3	N	N	28
LABORER "A" (STOPS&ZONES)	794	A08	A07	A3	N	N	28
LAYOUT SUPERVISOR	333	N11		NC	S	A	23

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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
LEAD DATA PROCESSOR OP	877	B20		B1	N	N	23
LEAD MOPPER WAXER	972	B02	B52	B1	N	N	28
LEGAL SECRETARY	079	N07		NC	N	N	25
LEGISLATIVE AFFAIRS MGR	462	N17		NC	E	E	21
LEGISLATIVE ANALYST	716	N15		NC	E	P	22
LIBRARIAN	620	N10		NC	S	P	22
LOCKSMITH	797	A02		A3	N	N	27
LOCKSMITH LEADER	795	A16		A3	N	N	27
MAIL & DUPLICATING CLERK	905	B01	B51	B1	N	N	26
MAIL CARRIER	904	B11	B61	B1	N	N	26
MAINT SUPERINTENOENT	146	N19		NC	E	E	21
MAINT SYS SUPPORT ANALYST	287	N12		NC	S	P	22
MAINT SYS SUPPORT ASST	277	N09		NC	S	P	25
MAINTAINER	182	N03		NC	N	N	28
MARKET RESEARCH SPECIALST	394	N14		NC	E	P	23
MARKETING & COMMS REP	311	N12		NC	S	A	22
MATERIAL MNGMT SYS COORD	610	N14		NC	E	P	22
MATERIEL CONTROL CLERK	965	B27	B77	B1	N	N	26
MATERIEL MANAGER	684	N19		NC	E	E	21
MATERIEL SUPERVISOR	598	N12		NC	S	E	23
MATRLS MGMT SYS SUPP ANLY	604	N10		NC	S	A	23
MECHANIC "A"	817	A04		A1	N	N	27
MECHANIC "A" LEADER	814	A03		A1	N	N	27
MECHANIC "A" LEADER-TEMP	781	A03		A1	N	N	27
MECHANIC "AA"	812	A26		A1	N	N	27
MECHANIC "AA" LEADER	810	A27		A1	N	N	27
MECHANIC "B"	B20	A06	A05	A1	N	N	27
MECHANIC "B" LEADER	818	A19		A1	N	N	27
MECHANIC "C"	B22	A08	A07	A1	N	N	27
MECHANIC "C" TRAINEE	821	A24	A25	A1	N	N	27
MESS CLK/REL MAIL CARRIER	867	B10	B60	B1	N	N	26
MESSENGER CLERK	994	B10	B60	B1	N	N	26
MGMT & BUDGET ANALYST	724	N12		NC	S	P	22
MGMT INFO SYS SPEC	568	N28		NC	E	P	23
MICROCOMPUTER APPLS ASST	414	N08		NC	N	N	23
MICROGRAPHICS COORD	114	N09		NC	S	A	23
MILEAGE CALCULATOR	864	B46	B96	B1	N	N	26
MILLWRIGHT	796	A02		A3	N	N	27
MOPPER WAXER	897	B09	B59	B1	N	N	28
MOPPER WAXER/REL MESS CLK	B95	B09	B59	B1	N	N	28
NEWS BUREAU MANAGER	420	N17		NC	E	E	21
NEWS BUREAU REP	458	N12		NC	S	P	22
NONRETIREE	718	X01		XX	E	E	
OCCUP HEALTH & SAFETY MGR	548	N17		NC	E	E	21

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OFFICE SUPERVISOR	554	N09		NC	S	E	23
OPERATIONS STAFF SUPT	007	N19		NC	E	E	21
OPRNS CONTRL & SVCS SUPT	142	N19		NC	E	E	21
OWNER CONTROLLED INS ADMS	040	N19		NC	E	E	21
PAINTER	845	A06	A05	A3	N	N	27
PAINTER LEADER	840	A19		A3	N	N	27
PAINTER TRAINEE	847	A08	A07	A3	N	N	27
PASSENGER RELATIONS MGR	507	N14		NC	E	E	22
PASSENGER RELATIONS SUPV	508	N10		NC	S	E	23
PASSENGER RELATIONS TECH	509	N09		NC	S	A	23
PASSENGER SERVICE REP	899	B14	B64	B1	N	N	26
PAYROLL CLERK	861	B03	B53	B1	N	N	26
PAYROLL MANAGER	157	N17		NC	E	E	21
PAYROLL SPECIALIST	041	N07		NC	N	N	26
PENSION & BENEFITS MGR	520	N17		NC	E	E	21
PENSION & INSURANCE CLERK	982	B13	B63	B1	N	N	26
PENSION BENEFICIARY	710	X01		XX	E	N	
PENSION DECEASED	709	X01		XX	E	N	
PENSION ROLL	715	X01		XX	E	N	
PERSONNEL CLERK	970	B39	B89	B1	N	N	26
PHOTOCOPYING MACHINE OPER	995	B02	B52	B1	N	N	26
PHOTOLITHOGR PROCESS OP	939	B87		B1	N	N	27
PL/PD SPECIALIST	023	N10		NC	S	P	22
PLANNER	402	N13		NC	S	P	22
PLANNING ASSISTANT	408	N09		NC	S	P	23
PLANNING MANAGER	382	N20		NC	E	E	21
PLANNING MGR-PLANNING SYS	386	N20		NC	E	E	21
PLANNING SYS TECH	412	N08		NC	N	N	23
PLUMBER	806	A02		A3	N	N	27
PLUMBER LEADER	804	A16		A3	N	N	27
POLICE RECORDS SUPERVISOR	343	N09		NC	S	E	23
POLICY ANALYSIS MANAGER	385	N19		NC	E	E	21
POLICY ANALYST	389	N12		NC	S	P	22
POSITION CONTROL COORD	555	N09		NC	N	N	23
POWER YARD SWEEPER	798	A08	A07	A3	N	N	28
POWER YARD SWEEPER LEADER	816	A18		A3	N	N	28
PRINTER I	945	B36	B86	B1	N	N	27
PRINTER II	942	B87		B1	N	N	27
PRINTING PROD ESTIMATOR	616	N15		NC	E	A	23
PRINTING SERVICES MANAGER	171	N16		NC	E	E	21
PRINTING SUPERVISOR	302	N15		NC	E	E	23
PRODUCTION PLANNER	231	N15		NC	E	P	22
PROGRAM CONTROL ANALYST	680	N12		NC	S	P	22
PROGRAM CONTROL MANAGER	699	N19		NC	E	P	22

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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
PROGRAMMER	615	N12		NC	S	P	23
PROGRAMMER ANALYST	614	N14		NC	S	P	23
PROGRAMMER ASSISTANT	173	N09		NC	N	N	23
PROJECT ENGINEER	695	N21		NC	E	P	22
PROMOTIONAL PROGRAM MGR	235	N17		NC	E	E	21
PROPERTY MAINTAINER A	843	A02		A3	N	N	27
PROPERTY MAINTAINER A LDR	841	A16		A3	N	N	27
PROPERTY MAINTAINER B	844	A06	A05	A3	N	N	27
PROPERTY MAINTAINER B LDR	842	A19		A3	N	N	27
PROPERTY MAINTAINER C	846	A08	A07	A3	N	N	27
PROPERTY SALES COORO	454	N09		NC	S	P	23
PUBLIC AFFAIRS MANAGER	459	N19		NC	E	E	21
PUBLIC AFFAIRS REP	457	N14		NC	E	P	22
PUBLIC INFORMATION MGR	088	N17		NC	E	E	22
PURCHASE CONTRACT MANAGER	576	N15		NC	E	E	21
QUALITY CONTROL ANALYST	723	N12		NC	S	P	22
RADIO DISPATCH MGR	215	N17		NC	E	E	21
RAIL COMMUNICATIONS SUPV	068	N16		NC	E	E	23
RAIL DIV TRANSP MANAGER	056	N17		NC	E	E	21
RAIL ELECTRO COMM INSPCTR	086	N12		NC	S	P	23
RAIL EQUIP MAINT ASST	751	N34		NC	N	N	23
RAIL EQUIP MAINT MANAGER	057	N17		NC	E	E	21
RAIL EQUIP MAINT SPECILST	750	N10		NC	N	N	23
RAIL EQUIP MAINT SUPT	010	N19		NC	E	E	21
RAIL EQUIP MAINT SUPV	058	N15		NC	E	E	23
RAIL FACIL ENGRG MANAGER	626	N23		NC	E	E	21
RAIL FACIL MAINT INSPECTR	076	N10		NC	N	P	23
RAIL FACIL MAINT SUPT	013	N19		NC	E	E	21
RAIL OPERATIONS SUPT	008	N19		NC	E	E	21
RAIL QUALITY ASSUR SUPVR	059	N15		NC	E	P	23
RAIL SAFETY ENGINEER	065	N17		NC	E	P	22
RAIL SIGNAL INSPECTOR	078	N12		NC	S	P	23
RAIL SIGNAL SUPERVISOR	055	N16		NC	E	P	22
RAIL SYS ELECTRO INSPCTR	075	N12		NC	S	P	23
RAIL SYSTEMS ENGINEER	143	N17		NC	E	P	22
RAIL TRACK INSPECTOR	046	N10		NC	N	P	23
RAIL TRACK SUPERVISOR	067	N16		NC	E	P	23
RAIL TRACTION POWER INSPC	077	N12		NC	S	P	23
RAIL TRACTION POWER SUPV	066	N16		NC	E	P	23
RAIL WARRANTY FAILURE ANL	063	N12		NC	S	P	22
REAL ESTATE ASSISTANT	595	N10		NC	S	P	22
REAL ESTATE DEVELOP MGR	703	N18		NC	E	E	21
REAL ESTATE MANAGER	676	N18		NC	E	E	21
REAL ESTATE SPECIALIST	685	N14		NC	E	P	22

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JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT COOE
RECORDING SECRETARY	016	N08		NC	N	N	26
RECORDS CLERK	889	B02	B52	B1	N	N	26
RECORDS RETENTION SPCLST	561	N14		NC	E	P	23
RESEARCH ASSISTANT	332	N09		NC	S	P	23
RETIREE MED & LIFE INSUR	719	X01		XX	E	N	
REVENUE CLERK	863	B03	B53	B1	N	N	26
RISK MGMT SYSTEMS COORD	025	N11		NC	S	P	22
ROAD JANITOR	834	A12		A3	N	N	28
ROAD JANITOR LEADER	832	A22		A3	N	N	28
ROVING JANITOR	837	A13		A3	N	N	28
SAFETY SPECIALIST	022	N10		NC	S	P	22
SCHEDULE CHECKER	853	U02		U2	N	N	26
SCHEDULE CHECKER SUPV	336	N12		NC	S	E	23
SCHEDULE CLERK	976	B46	B96	B1	N	N	26
SCHEDULE MAKER I	329	U03		U3	N	N	23
SCHEDULE MAKER II	327	U04		U3	N	N	23
SCHEDULE MANAGER	315	N19		NC	E	E	21
SCHEDULE PLANNER	391	N16		NC	E	P	22
SCHEDULE SUPERVISOR	334	N15		NC	E	E	23
SCHEDULING APPLIC TECH	038	N06		NC	N	N	23
SCHEDULING SYSTEMS ANLYST	045	N14		NC	E	P	22
SCHEDULING SYSTEMS MGR	048	N19		NC	E	E	22
SCHEDULING SYSTEMS SUPV	051	N17		NC	E	P	22
SCHEDULING SYSTEMS TECH	393	N08		NC	N	N	23
SECRETARY	015	N04		NC	N	N	26
SECURITY GUARD I	309	T03	T01	T1	N	N	24
SECURITY GUARD II	363	T04	T02	T1	N	N	24
SECURITY RECORDER	360	N04		NC	N	N	26
SERVICE ATTENDANT	829	A14		A2	N	N	28
SERVICE ATTENDANT LD	827	A21		A2	N	N	28
SERVICE ATTENDANT LD-TEMP	785	A21		A2	N	N	28
SERVICE DIRECTOR	957	B48	B98	B1	N	N	25
SERVICE INSPECTOR	351	N05		NC	N	N	24
SHEET METAL WORKER	809	A02		A3	N	N	27
SHEET METAL WORKER LEADER	811	A16		A3	N	N	27
SOFTWARE ENGINEER	573	N19		NC	E	P	22
SPECIAL ASSISTANT	739	N31		NC	N	N	26
SR ACCOUNTANT	597	N11		NC	S	P	22
SR ACCOUNTS PAYABLE CLERK	922	B05	B55	B1	N	N	26
SR ACCOUNTS REP	474	N12		NC	S	P	22
SR ADMINISTRATIVE ANALYST	728	N12		NC	S	P	22
SR ASSOCIATE COUNSEL	113	N21		NC	E	P	21
SR ATTENDANT	185	N03		NC	N	N	28
SR AUDITOR	631	N14		NC	S	P	22

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SR BUYER	529	N12		NC	S	A	22
SR CDMPTER OPRNS SUPV	398	N15		NC	E	P	23
SR CONFIG CONTRDL ANALYST	705	N14		NC	E	E	22
SR CONTRACT ADMNISTRATOR	635	N17		NC	E	E	22
SR CONTRACT COMPLIANCE RP	094	N14		NC	E	P	22
SR CUSTOMER INFO SUPV	485	N12		NC	S	E	22
SR CUSTOMER INFO SYS ANAL	487	N12		NC	S	P	22
SR DATA BASE ANALYST	415	N18		NC	E	P	23
SR DBE REPRESENTATIVE	095	N14		NC	E	P	22
SR DRAFTING TECHNICIAN	692	N11		NC	S	P	23
SR EEO REPRESENTATIVE	093	N14		NC	E	P	22
SR EMPLOYEE RELS ANALYST	540	N14		NC	E	P	22
SR ENGINEER	679	N19		NC	E	P	22
SR EQUIPMENT MAINT SUPV	296	N16		NC	E	E	22
SR FACIL MAINT ENGINEER	281	N19		NC	E	P	22
SR FINANCIAL ANALYST	560	N14		NC	E	P	22
SR HUMAN RESOURCES ANLYST	543	N14		NC	E	P	22
SR INDUSTRIAL HYGIENIST	135	N14		NC	E	P	22
SR LEGISLATIVE ANALYST	111	N16		NC	E	P	22
SR LITIGATOR	110	N23		NC	E	E	21
SR MATERIEL SUPERVISOR	600	N14		NC	E	P	23
SR MGMT & BUDGET ANALYST	722	N14		NC	E	P	22
SR NEWS BUREAU REP	456	N14		NC	E	P	22
SR PL/PD SPECIALIST	021	N14		NC	S	P	22
SR PLANNER	396	N15		NC	E	P	22
SR PLANNING SYSTEMS ANAL	392	N16		NC	E	P	22
SR PROG CONTROL ANALYST	161	N16		NC	E	P	22
SR PROGRAMMER ANALYST	584	N17		NC	E	P	22
SR PUBLIC AFFAIRS REP	451	N16		NC	E	P	22
SR RAIL EQUIP MAINT SUPV	276	N16		NC	E	E	22
SR SAFETY SPECIALIST	026	N12		NC	S	P	22
SR SCHEDULING CHECKR SUPV	050	N14		NC	E	E	23
SR SECRETARY	009	N06		NC	N	N	26
SR STAFF ASSISTANT	303	N10		NC	S	P	22
SR STATISTICAL ANALYST	323	N14		NC	E	P	22
SR TRAINING COORD	260	N14		NC	S	P	22
SR TRANSIT OPRNS SUPV	246	N14		NC	E	A	23
SR TRUCK DRIVER/CLERK	930	B34	B84	B1	N	N	28
SR WORKERS' COMP SPECL	024	N14		NC	S	P	22
STAFF AIDE	006	N07		NC	N	N	26
STAFF ASSISTANT	163	N08		NC	S	A	25
STATISTICAL ANALYST	251	N12		NC	S	P	22
STENOGRAPHER	890	B13	B63	B1	N	N	26
STOCK CLERK	947	B43	B93	B1	N	N	26

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STOPS & ZONES MAINT SUPV	227	N14		NC	E	A	23
STOPS & ZONES MANAGER	225	N16		NC	E	E	22
STOPS & ZONES REP	230	N14		NC	E	A	23
STOREKEEPER	963	B27	B77	B1	N	N	26
STUDENT INTERN	740	N29		NC	N	N	25
STUDENT INTERN ASSISTANT	741	N33		NC	N	N	25
SUPVG ACCOUNTANT	594	N13		NC	E	P	22
SUPVG ACCOUNTS CLERK	879	B07	B57	B1	N	N	26
SUPVG ACCTS PAYABLE CLERK	960	B07	B57	B1	N	N	26
SUPVG CASHIER	629	N10		NC	S	A	22
SUPVG CONTROL CLERK	880	B07	B57	B1	N	N	26
SUPVG DATA ENTRY OPERATOR	872	B15	B65	B1	N	N	26
SUPVG ENGINEER	678	N21		NC	E	P	22
SUPVG PLANNER	383	N18		NC	E	P	22
SUPVG PLANNER-PLANNING SY	388	N18		NC	E	P	22
SUPVG SERVICE DIRECTOR	964	B50	BA1	B1	N	N	26
SUPVG SERVICE INSPECTOR	347	N09		NC	S	E	22
SYS ELECTRO COMM TECH	819	A01		A3	N	N	27
SYS ELECTRO COMM TECH LDR	813	A17		A3	N	N	27
SYSTEMS PROGRAMMER	613	N18		NC	E	P	23
SYSTEMS PROJECT LEADER	585	N19		NC	E	P	22
SYSTEMS PROJECT MANAGER	582	N21		NC	E	E	21
TECHNICAL SUPPORT SUPV	590	N20		NC	E	P	22
TELEPHONE SERVICE REP	300	N10		NC	N	N	25
TEST ENGINEER	661	N19		NC	E	P	22
TICKET CLERK	953	B06	B56	B1	N	N	26
TICKET OFF & REP CLERK	985	B35	B85	B1	N	N	26
TICKET/INFORMATION CLERK	959	B13	B63	B1	N	N	26
TIMETABLE STOREKEEPER	937	B27	B77	B1	N	N	26
TRAIN OPERATOR (F/T)	859	U01		U1	N	N	28
TRAIN OPERATOR (P/T)	997	U01		U1	N	N	28
TRAIN OPERATOR TRN (F/T)	858	U05		U1	N	N	28
TRAIN OPERATOR TRN (P/T)	996	U05		U1	N	N	28
TRAINING ASSISTANT	348	N08		NC	N	N	25
TRAINING COORINATOR	552	N12		NC	S	P	22
TRAINING MANAGER	043	N17		NC	E	E	21
TRANSIT OPERATIONS SUPV	239	N13		NC	S	A	23
TRANSIT POLICE CAPTAIN	344	N20		NC	E	E	22
TRANSIT POLICE CHIEF	338	N24		NC	E	E	21
TRANSIT POLICE INVEST	355	P20		P1	N	N	24
TRANSIT POLICE LIEUTENANT	337	N18		NC	E	E	22
TRANSIT POLICE OFF (A/N)	353	N30		NC	N	N	24
TRANSIT POLICE OFF (TRN)	356	P40		P1	N	N	24
TRANSIT POLICE OFFICER	359	P30		P1	N	N	24

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
ACTIVE JOBCLASS LIST/JOB TITLE ORDER  
POSITION CONTROL, HUMAN RESOURCES  
FOCUS 01-03-91/JOBALPHA

JOB TITLE	JOB CLASS	SALARY GRADE	GRADE_2	BARG UNIT	FLSA STATUS	EMPLOYEE CLASS	EEO CAT CODE
TRANSIT POLICE SERGEANT	349	P10		P1	N	N	24
TRANSP SUPERINTENDENT	194	N19		NC	E	E	21
TRANSP SYSTEMS COORD	234	N14		NC	E	P	22
TRAVEL TECHNICIAN	522	N08		NC	N	N	23
TRUCK DRIVER/CLERK	931	B23	B80	B1	N	N	28
TYPESETTING LAYOUT OP	973	B83		B1	N	N	27
TYPIST CLERK	893	B02	B52	B1	N	N	26
UTILITIES ENGINEER	646	N19		NC	E	P	22
UTILITY "A"	826	A09		A2	N	N	28
UTILITY "A" LEADER	824	A20		A2	N	N	28
UTILITY "A" LEADER-TEMP	783	A20		A2	N	N	28
UTILITY "A"/TCU	961	B40	B90	B1	N	N	28
UTILITY "B"	828	A10		A2	N	N	28
VAULT TRUCK DRIVER	974	B25	B93	B1	N	N	28
VEHICLE OPERATIONS MGR	144	N17		NC	E	E	21
VEHICLE VERIFICATION CLK	992	B26	B76	B1	N	N	26
WARRANTY & EQUIP MECHANIC	807	A03		A1	N	N	27
WELDER (CMF)	833	A04		A1	N	N	27
WORD PROCESSOR OPERATOR	892	B92		B1	N	N	23
WORKERS' COMP COORDINATOR	134	N10		NC	S	P	22
WORKERS' COMP SPECIALIST	130	N12		NC	S	P	22
YOUTH SERVICES COORD	083	N09		NC	S	A	23



## HUMAN RESOURCES POLICY MANUAL

Section

4.05

Effective Date

08-17-90

Subject

LEAVES OF ABSENCE

Supersedes

10-01-89

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### I. POLICY STATEMENT

It is the District's policy to minimize employee absences.

### II. PURPOSE

The purpose of this policy is to establish consistent guidelines to govern arrangements for time away from work.

### III. APPLICATION

This policy applies to all District employees. If a conflict occurs between the implementation of this policy or any provision of this policy and any current collective bargaining agreement, the collective bargaining agreement shall prevail.

### IV. PROCEDURE

Employees are responsible for maintaining communication with the District regarding leave status, work availability, and any change in name, address, and/or telephone number.

All employees on a Long Term Medical Leave of Absence must contact the Personnel Department at least 48 hours before their scheduled return to work date for processing of paperwork and a return to work physical.

Before actually returning to work, any employee who is absent more than ten (10) calendar days may be required to have a return to work physical, if requested by the employee's supervisor. All employees absent for 30 calendar days or more must submit to a return to work physical. (See Sec. 3.45)

#### A. SICK LEAVE

Sick Leave is a privilege to be used only for a personal illness or an illness within the immediate family, or for personal medical or dental appointments. (Immediate family includes the employee's spouse, minor children, or spouse's minor children.) Employees must notify their supervisor as far in advance as possible when illness or injury necessitates an absence.

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## 1. Accumulation of Sick Pay

Non-Contract employees earn sick pay at the rate of one day (8 hours) per two months of service from the date of hire to the third anniversary of employment. Earned sick pay is added to the employees' sick pay accrual every two months

during this period. On the third anniversary of employment, four additional days (32 hours) are awarded as an adjustment.

After three years of employment, employees are awarded ten days (80 hours) per year, which are added to sick pay accruals in lump sums at the conclusion of each year of service.

After seven years of employment, the employee begins accumulating one month (173 hours and 20 minutes) per year, which is added to sick pay accruals in lump sums at the conclusion of each year of service.

The maximum accumulation of sick leave allowed is 210 days (1,680 hours). One hundred percent of accumulated sick pay is payable upon death and 75 percent is payable upon retirement. Accumulated sick leave is forfeited if an employee resigns or is terminated prior to retirement.

## 2. State Disability Insurance and Worker's Compensation

State Disability Insurance is a wage loss insurance for California workers who become disabled. Worker's Compensation is a wage loss payment made instead of wages for workers who have occupational injury.

Employee sick pay is offset by State Disability Insurance (SDI) or Worker's Compensation, where applicable.

The employee initiates the SDI or Worker's Compensation. The employee's monthly salary is converted to an hourly rate and (s)he is paid the difference between the outside benefit and his/her normal pay. Only the proportion of sick time actually paid to the employee is charged against his/her accrued sick pay. If the employee's sick pay has been exhausted, (s)he may request vacation pay integrated with SDI payments. Employees may also request vacation pay that is not integrated with SDI payments. However, s(he) must report receipt of this payment to the State Employment Development

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Department (EDD) if s(he) is collecting SDI payments at the same time. Failure to report to EDD additional payments received from the District constitutes fraud and the employee will be required to pay back all monies paid by EDD.

Employees receiving Worker's Compensation must accept an offer of modified work if so directed by the Worker's Compensation Adjuster.

### 3. Long Term Disability

- a. If the employee is disabled from work for more than six months, (s)he may become eligible to receive Long Term Disability (LTD) benefits. There is a six month waiting period for the LTD benefit. However, if an absence is projected to be six months or more, the employee may apply for benefits at any time but will not receive pay for the first six months of the absence.
- b. The benefit is 60 percent of the employee's salary up to a maximum monthly benefit of \$3,000.
- c. The LTD benefit may continue up to two years if the employee is unable to perform the duties of his or her position. At this time, a re-evaluation will be done if the employee is still disabled and the disability is not for psychological reasons. If the disability is psychological, the maximum benefit period is two years.
- d. If the disability is not psychological and continues after the two years, and the employee is disabled from all work, the LTD benefits could continue until the employee reaches age 65 or until the employee is able to work, whichever occurs sooner.
- e. The LTD benefit is coordinated with, not in addition to, sick pay, Social Security, Worker's Compensation and State Disability Insurance benefits.

### 4. Maternity Disability

In accordance with State law, a woman is disabled by pregnancy, childbirth or a related medical condition if in the opinion of her own doctor or other licensed health care practitioner she is unable because of pregnancy, childbirth or a related medical condition to perform the essential

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duties of her job or to perform these duties without undue risk to herself or other persons.

When an employee is disabled due to pregnancy, such absence may be excused if the employee provides medical verification of disability. State law also provides that pregnancy-related disability need not be one continuous absence.

If an employee is not disabled by pregnancy but requests time off, the provisions of Section C, below, regarding Personal Leave for maternity will apply.

#### 5. Illness During Vacation

If an employee becomes ill for more than three days during his/her scheduled vacation time, (s)he may submit a physician's verification of the illness in order to utilize sick pay benefits instead of vacation time. The vacation time missed will then be rescheduled at a later time.

#### B. LONG TERM MEDICAL LEAVE OF ABSENCE

The following are specific procedures that must be followed by all regular employees if medical problems arise which necessitate them to be absent from their jobs for a period of more than 15 consecutive working days.

Long-Term Medical Leave is provided for illness or injury for all employees. Employees covered by collective bargaining agreements may have specific provisions in those agreements with regard to the maximum allowable leave of absence. For Non-Contract and other employees without express agreement to the contrary, the following time limits shall apply:

A Long-Term Medical Leave of Absence for illness or injury may be granted for up to 24 months from the last day worked. Benefits will be protected when employees submit medical verification of their illnesses or injuries. This verification must have an approximate return-to-work date and must be updated monthly by submitting an Attending Physician's Statement Form (Pers 97, Attachment A).

If an employee returns to work from a long-term medical leave of absence and subsequently becomes disabled again due to any reason, a new Long-Term Medical Leave of Absence will not be automatically granted.

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The 24-month period means any period of time totaling 24 months in which the employee performed no service for the District within a floating 36-month period. If an employee returns to work following a Long-Term Medical Leave of Absence, and subsequently goes on another Long-Term Medical Leave of Absence, the 24-month limitation may only be extended for the time worked within the 36-month period.

1. Employee Procedure

- a. After 15 working days of continuous absence, an employee must submit to his or her manager/supervisor medical verification of illness or injury in the form of an Attending Physician's Statement. It is the employee's responsibility to obtain this form from his/her department or from the Personnel Department. Failure to submit the Attending Physician's Statement after 15 working days of continuous absence may subject the employee to disciplinary action.
- b. After an absence of at least 30 calendar days, an employee will be placed on a long-term medical leave of absence. While an employee is on long-term medical leave, (s)he must submit an updated Attending Physician's Statement to the Indefinite Leave Analyst in the Personnel Department within 30 days of the last Attending Physician's Statement on file. Failure to submit an updated Attending Physician's Statement in a timely manner each month may subject the employee to disciplinary action.
- c. While an employee is on long-term medical leave, (s)he must keep the Indefinite Leave Analyst informed of his/her current address and telephone number.
- d. After a continuous absence of 90 calendar days, an employee may be required to appear before a medical review panel to determine his/her medical competence. The panel may request a medical examination of the employee, paid for by the District.
  1. The committee may meet sooner if information is received indicating a permanent disability, or a disability which will last six months or longer. The committee will be composed of a representative of the employee's department, a representative of the Personnel Department, and a medically-trained professional. Medical evidence

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will be discussed, including statements submitted by the affected employee, and the needs of the department will be considered.

2. The committee may request a medical examination of the employee, paid for by the District, prior to rendering a decision. If medical evidence indicates that the employee is very likely to return to work within six months from the last day worked, the employee will retain rights to his/her present position. If medical evidence indicates that the employee is not likely to return to work within six months from the last day worked, the employee will be placed on a disability roster.
  3. When an employee is placed on the disability roster, his/her position will be permanently filled.
  4. When an employee, who has been on the disability roster, is ready to return to work, s(he) will return to his/her regular job if a vacancy exists. If a vacancy does not exist, the employee may apply for other jobs in the District when they become available.
- e. To return to work after a long-term medical leave of absence, the employee must:
1. contact the Indefinite Leave Analyst at (213) 972-7171 at least 48 hours (excluding Saturdays, Sundays, and holidays) in advance of the expected return to work date;
  2. present to the Indefinite Leave Analyst a completed Attending Physician's Statement from each of his/her attending or treating physicians which releases him/her to return to his/her normal duties without restrictions. If applicable, the employee must also present his/her driver's license and medical card. Failure to present unrestricted releases from all attending physicians may result in the employee not being allowed to return to work. The District will not be responsible for wages lost due to the employee's failure to present the appropriate releases;

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3. successfully pass a return-to-work physical examination at a District-authorized medical clinic; and

4. cooperate with the District physician if (s)he advises the employee that additional information (Example: results of tests such as EKG, EEG, etc.) is necessary to assist him/her in determining the employee's fitness to return to normal duties without restriction.

2. Management Procedure

a. Department Heads will post the Personnel Department bulletin outlining the long-term medical leave of absence procedures and keep a copy of it in the Human Resources Policy Manual.

b. Management will be responsible for enforcing the procedures to be followed by the employee. Managers/supervisors shall:

1. after an employee has been absent for a period of 15 consecutive working days, require medical verification of an employee's illness or injury in the form of an Attending Physician's Statement and provide the employee with that form, together with a copy of this procedure.

2. require that each Attending Physician's Statement submitted be complete (and obtain further verification of any questionable Attending Physician's Statement by phoning the treating physicians).

3. institute disciplinary proceedings if an employee fails to submit the Attending Physician's Statement after 15 working days of continuous absence.

4. institute disciplinary proceedings if an employee fails to submit an updated Attending Physician's Statement to the Indefinite Leave Analyst in a timely manner.

5. notify employee of termination if (s)he fails to

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return to work at the expiration of his/her long-term medical leave.

- c. The employee's manager/supervisor will transfer an employee to long-term medical leave status by sending a completed Personnel Action Form (PAF) and the first Attending Physician's Statement to the Indefinite Leave Analyst in the Personnel Department. This transfer shall occur as soon as the manager/supervisor receives medical documentation or first hand knowledge that the employee's absence will exceed 30 calendar days or at the expiration of 30 calendar days, whichever occurs first. Where there is no Attending Physician's Statement, the manager/supervisor must send a memo to the Indefinite Leave Analyst explaining why the employee has been placed on a long-term medical leave status.
  - d. The employee's manager/supervisor shall notify the employee that (s)he has been placed on long-term medical leave by sending a notification letter (PERS 132, Attachment B) and an Attending Physician's Statement form (PERS 97) by certified mail and regular mail. This notification sets forth the requirement for the employee to submit a completed Attending Physician's Statement every month, within 30 days of the last Attending Physician's Statement on file.
  - e. After the employee has been transferred to long-term medical leave status, the Indefinite Leave Analyst is responsible for tracking the employee's absence and compliance with procedural requirements. The Indefinite Leave Analyst will return the employee's long-term medical leave of absence file to his/her manager/supervisor for action whenever the employee fails to comply with these procedures.
3. Disciplinary Procedures For Failure to Provide Medical Documentation
- If an employee fails to submit medical verification of his/her illness or injury, in compliance with Section 1 a and b, the employee's manager/supervisor shall schedule and hold a disciplinary hearing even if the employee turns in an updated Attending Physician's Statement prior to or at the hearing.
- a. If the employee provides an updated Attending

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Physician's Statement prior to or at the hearing, the manager/supervisor shall formally counsel the employee on the necessity of keeping the Indefinite Leave Analyst in the Personnel Department informed of his/her medical condition while on leave by timely submittal of an Attending Physician's Statement each month. The manager/supervisor shall inform the employee that a subsequent failure to submit a timely updated Attending Physician's Statement may result in disciplinary action up to and including termination. The manager/supervisor shall have the employee sign and date an acknowledgment of receipt of another copy of the Long-Term Medical Leave of Absence Procedure. (see Attachment C)

- b. If the employee does not submit an updated Attending Physician's Statement prior to or at the hearing and has not been released to return to work by all of his/her attending physicians, and if there are no valid extenuating circumstances, (s)he shall be subject to progressive discipline up to and including termination.
  - c. If the employee, after once failing to submit an updated Attending Physician's Statement in a timely manner, again fails to do so, (s)he shall be subject to discipline up to and including termination.
4. Expiration of The Long-Term Medical Leave
- a. The length of an employee's long-term medical leave is determined by the District policy or Union contract applicable to the employee's position.
  - b. Approximately 60 days prior to the expiration of the long-term medical leave, the Indefinite Leave Analyst will notify the employee of the expiration date through a certified letter and a letter sent by regular mail, and send a copy to the Union (if applicable) and the employee's manager/supervisor.
  - c. If the employee fails to return to work with full releases prior to the expiration date of the long-term medical leave, the Indefinite Leave Analyst will forward the employee's long-term medical leave file to his/her manager or supervisor to notify employee of termination.

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5. Benefits While Off-Duty Due to Illness or Injury

Because of the differences in benefits available to each employee group, the employee should seek further information from the Benefits Section of the Personnel Department at (213) 972-7170, or his/her union representative regarding the impact of long-term medical leave on benefits applicable to his/her position.

This policy does not affect the rights or obligations of employees who qualify for Worker's Compensation benefits.

For Non-Contract employees, the following apply while off for illness or injury:

- a. The current sick and vacation policies remain in effect.
- b. While on Long-Term Medical Leave, the District will continue to provide the District-paid portion of Life Insurance coverage and will maintain the employee in the Medical/Dental Plans.

Employees on leaves will be billed for their normal payroll deductions for Voluntary Life Insurance, Voluntary Accidental Death and Dismemberment Insurance, and Dependent Medical/Dental coverage. All benefits will terminate at the expiration of the Leave of Absence unless the employee wishes to continue medical coverage at his/her own expense.

All employees leaving the District are offered an option to continue medical and dental coverage in the plans in which they are currently enrolled for up to 18 months at the cost that the District pays for these benefits plus 2% administrative costs.

- c. Employee contributions to the pension plan will be collected for as long as the employee is in pay status. If the employee is not in pay status, his/her contributions will be deferred until (s)he returns to work or severs his/her employment with the District.

6. Restrictions While on Long-Term Medical Leave

- a. School Attendance or Employment Outside the District  
Employees who are on long-term medical leave must

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obtain written permission from the Indefinite Leave Analyst in the Personnel Department prior to attending school or working outside the District. A District physician will evaluate the employee's medical status and determine if the outside school attendance or work is consistent with the employee's medical restrictions. District management will determine if the school attendance or work is a conflict of interest for the District. If an employee's request to attend school or to work is denied, the employee is required to comply. Disciplinary action, up to and including termination, will be taken for non-compliance with District decisions or for failure to request permission.

b. Travel Restrictions

Employees on long-term medical leave must request written permission from the Indefinite Leave Analyst in the Personnel Department prior to leaving the District service area, or the area of their permanent residence for trips of over 7 days duration. A District physician will evaluate the employee's medical status and determine if the travel contemplated is consistent with the employee's medical restrictions. If an employee's request to travel is denied, the employee is required to comply. Disciplinary action, up to and including termination, will be taken for non-compliance with District decisions or for failure to request permission.

c. PERSONAL LEAVE

A Personal Leave of Absence is an unpaid absence granted for personal reasons. All vacation time must be exhausted prior to approval of a personal leave.

1. Leave approval is contingent upon the department's workload, the employee's work record, and District services affected, and is entirely at the discretion of the District. To request a Personal Leave of Absence, it is necessary to complete the Request for Personal Leave of Absence Form (PERS-33) and have it approved as follows:

- a. Leaves of Absence for less than 16 calendar days may be approved by the Department Head, provided the employee has at least one year of service with the

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District. Personal Leaves of absence will not be granted for any employee with less than one year of service.

- b. Leaves of Absence for 16 calendar days or longer but less than six months require approval by the employee's Department Head, the Director of Personnel, the appropriate Executive Staff Member and the General Manager. Any Leave over 90 calendar days will be reported to the Board of Directors.
- c. Leaves for six months or longer will require the approval of all of the above and the Board of Directors.

2. Personal Leaves of Absence may be granted for the following reasons:

- a. Illness in the immediate family if the employee's presence is required.

- b. Emergencies and Personal Problems

Illness of someone outside the immediate family, or other emergencies requiring the employee's presence, or major personal problems including court appearances; home emergencies; appointments with lawyers, school counselors, teachers, or the Department of Motor Vehicles; and car problems or accidents.

- c. Natural Causes

Inability to report due to natural causes such as severe weather, earthquakes, and/or fire, that prevent the employee from reporting to work.

- d. Non-emergencies

Non-emergencies such as weddings, personal responsibilities that cannot be reasonably handled during off work hours, care of children, or political campaigning.

- e. Educational

Educational Leave may be granted under limited circumstances to employees desiring training or skills

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for present or immediate promotional positions.

f. Maternity/Paternity

A four-month Personal Leave may be granted before or after the birth of the employee's child. However, a personal leave will be granted only for four months total leave of absence, including disability absences for each pregnancy.

g. Outside Employment

A Personal Leave for employees who are elected or appointed to government service or a civic post may be granted if there is no conflict of interest for the District. Requests from employees wishing to work in a temporary assignment to gain experience or knowledge that would be valuable to the District will also be considered.

3. The District will continue to provide benefits as if the employee is still in service for the first 90 calendar days of the Leave of Absence; the employee is responsible for paying his/her normal payroll deductions for this period. After 90 calendar days, the employee is required to pay 50% of the District's benefit costs for medical, dental, and life insurance.

Employees on Personal Leave for 100 working days or more during the year will have their vacation accruals prorated. (Refer to the Vacation Policy.)

D. BEREAVEMENT LEAVE

An employee shall be entitled to three consecutive days off to attend the funeral or memorial service and bereave the death of a member of the employee's immediate family.

1. For the purpose of bereavement leave, the immediate family includes the employee's spouse and the employee's or spouses' children, parents, siblings, step-parents, foster parents, grandparents, and grandchildren.
2. Employees must be in regular pay status or on vacation to be eligible for bereavement leave.
3. The supervisor must be notified as soon as possible when an employee intends to request Bereavement Leave. The

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supervisor may request proof of the date of the funeral or memorial service and the relationship of the deceased to the employee. Proof consists of printed documentation of the funeral date, including funeral cards, announcements, or newspaper articles and notices.

4. In order for the employee to be paid bereavement leave, the following conditions must be met:
  - a. The three days off must be consecutive, must include the day of the funeral or memorial service, and must be the employee's regular scheduled work days.
  - b. The pay for bereavement leave will be eight hours of straight-time pay for each day of the leave.

E. ADMINISTRATIVE LEAVE

Information on Administrative Leave is contained in the Overtime Policy.

F. ABSENCE TO VOTE

Employees who are registered voters may claim necessary time off to vote at general, direct primary, or presidential primary elections under the following provisions of the State Election Code:

"Section 14400. If a registered voter does not have sufficient time outside of his/her working hours within which to vote at any general, direct primary, or presidential primary elections, (s)he may, without loss of pay, take off so much working time as will, when added to his/her voting time outside his/her working hours, enable him/her to vote.

An employee may take off so much time as will enable him/her to vote, but not more than two hours of which shall be without loss of pay; provided, that (s)he shall be allowed time off for voting only at the beginning or end of his/her regular working shift, whichever allows him/her the most free time for voting and the least time off from his/her regular working shift, unless otherwise mutually agreed.

If the employee on the third working day prior to the day of election, knows or has reason to believe that (s)he will

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need time off to enable him/her to vote on election day, (s)he shall give his/her employer at least two working days' notice that (s)he desires time off in accordance with provisions of this section."

## G. MILITARY LEAVE

Employees shall be granted a Military Leave of Absence when the employee has been drafted or voluntarily enlists in the Armed Forces of the United States or State National Guard.

### 1. Voluntary or Involuntary Enlistment

- a. If the employee is drafted or voluntarily enlists in the U.S. Armed Forces or State National guard, the employee will be placed on Military Leave with no loss of seniority.
- b. If the employee has one or more years of District service at the time of entrance into regular military service, the employee is entitled to receive his/her usual compensation for the first 30 calendar days of military leave.
- c. Upon separation from military service, the employee must present the District with a copy of his/her separation papers (DD214) and report for work within six months of the date of separation to be eligible for reinstatement to his/her former classification. (This applies only to the initial tour of active military service.)
- d. A voluntary re-enlistment of longer than one year will automatically terminate the employee's eligibility for reinstatement to his/her previously-held job.

### 2. Reserve Duty

- a. If the employee is a member of a reserve component of the U.S. Armed Forces or State National Guard and has at least one year of District service or a qualifying period of recognized military service, (s)he is entitled to a leave of absence for active duty under California Military and Veteran's Code.
- b. This leave of absence will be with pay for up to 30 calendar days each fiscal year while away on ordered active duty (including training).

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	LEAVES OF ABSENCE	08-17-90	4.05
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- c. If the employee is required to be on Military Leave, (s)he must furnish his/her Department Head and the Personnel Department with a signed copy of the military orders along with a Request for Military Leave of Absence Form, (RTD PERS-134).
- d. Failure to submit proper documentation, including orders and a completed Leave of Absence Form, will result in the employee's salary payment being denied.
- e. The employee must notify his/her supervisor as far in advance as possible of an anticipated Military Leave, and when possible, (s)he must schedule the leave in accordance with the workload of his/her department.

### 3. Inactive Duty

- a. Military Leave will not be granted for Inactive Duty for training (weekend drills, appointments for physical exams, etc.).
- b. The District will make reasonable attempts to informally adjust the employee's work days to allow attendance at training activities required for inactive duty.

NOTE: The qualifying period of recognized military service is defined as full-time active duty of 180 days or more in any branch of the Armed Forces, or a comparable period of service when the Governor has declared a state of military emergency.

## V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.

# ATTACHMENT "A"

PERS-97  
12/89

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
425 SOUTH MAIN STREET, LOS ANGELES, CALIFORNIA 90013  
PERSONNEL DEPARTMENT • (213) 972-7171

## ATTENDING PHYSICIAN'S STATEMENT

Name of Employee		Dept./Div.	Badge	Telephone	
Home Address		City		State	Zip Code
AUTHORIZATION TO RELEASE INFORMATION: I hereby authorize the undersigned physician to release any information acquired in the course of my examination or treatment.					
				Patient's Signature	
				Date	
Diagnosis and concurrent conditions					
2. Is condition due to injury or sickness arising out of patient's employment?			Pregnancy?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No    EDC _____		
3. Report of services					
Date of Services		Description of surgical or medical services rendered			
4. Date symptoms first appeared or date of injury			5. Will diagnosis be reported to the DMV?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will diagnosis be reported to our Worker's Compensation Carrier?			7. Patient still under your care for this condition?		
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
This employee may:					
_____ Climb stairs, ladders		_____ Be exposed to chemicals or fumes		_____ Repeatedly bend, stoop, twist	
_____ Drive heavy equipment		_____ Perform repeated heavy lifting		_____ Sit for prolonged periods	
_____ Drive to and from work		_____ Operate machinery		_____ Stand for prolonged periods	
_____ Other _____					
9. If still disabled, approximate date patient should be able to return to work			10. Patient is able to return to regular work on _____ Date		
			<input type="checkbox"/> With no restrictions <input type="checkbox"/> With the following restrictions:		
ADDITIONAL COMMENTS:					
11. Will patient be required to take medication(s) when returned to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, will those medications restrict employee's regular work?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date	Physician's Name (Print)		Signature		Degree
Street Address		City or Town		State or Province	Zip Code    Telephone

ATTACHMENT "B"



Southern California Rapid Transit District · 425 So. Main Street · Los Angeles, CA 90013-1393 · (213) 972-7171

Dear

Effective \_\_\_\_\_, you will be transferred to a Leave of Absence. This is standard procedure within the District and is followed when an employee is on sick leave for 30 days, or it appears an employee will be out of work for an extended period of time.

While on a Leave of Absence, you will deal directly with the Personnel Department. District rules require reporting any change of status, including change of address or phone number to the Personnel Department at the following address:

Southern California Rapid Transit District  
Personnel Department  
425 South Main Street  
Los Angeles, California 90013  
(213) 972-7171

District policy requires all employees on a Leave of Absence to keep a current statement from their physician on file. Please note the box checked on the reverse of this page for instructions concerning submission of a Physician's Statement. The enclosed Attending Physician's Statement should be used for this purpose. Additional copies are available at the Personnel Department or at any operating division throughout the District. You are required to submit a completed, original RTD Form PERS-97 Attending Physician's Statement each month signed by your physician.

Your failure to comply with these guidelines will result in your being considered Absent Without Permission and subject to disciplinary action, including discharge.

# ATTACHMENT "C"

Name: Sample, Joe

Badge: #12345

Dept/Div: 3201

Subject: LONG TERM MEDICAL LEAVE OF ABSENCE PROCEDURE

I have received a copy of the District's Long Term Medical Leaves of Absence Procedures.

7/30/90  
date received

Joe Sample  
employee signature

cc: Personnel Dept.



## HUMAN RESOURCES POLICY MANUAL

Section  
4.10

Effective Date  
10-1-89

Subject

JURY DUTY

Supersedes

Page 1 of  
3

### I. POLICY STATEMENT

It is the District's policy to compensate Non-Contract employees who serve on jury duty for a maximum of ten days (80 hours) per fiscal year minus the amount of court compensation received.

### II. PURPOSE

The purpose of this policy is to establish guidelines to compensate Non-Contract employees for time away from work while on jury service.

### III. APPLICATION

This policy applies to all District employees (both full and part-time) and must be followed when an employee is summoned for jury service. Provision for jury duty may be included in the collective bargaining agreements. If a conflict occurs between this policy and a collective bargaining agreement, the collective bargaining agreement shall prevail.

### IV. PROCEDURE

#### A. General

1. When the employee receives a Jury Questionnaire, (s)he must fill it out and return it to the designated court. If serving on a lengthy court case will cause the employee a financial or personal burden, it is the employee's responsibility to inform the court of the potential hardship.
2. When the employee receives a Jury Summons, (s)he must show the original or a copy to his/her supervisor and arrange for time off.
3. Employees who cannot serve as a juror at the present time must complete, sign and forward the prospective juror questionnaire to the Director of Personnel. The Personnel Department will submit a letter requesting a deferment for the employee from jury duty or service, to the appropriate jury commissioner whose decision on when the employee will serve the court is final.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	JURY DUTY	10-1-89	4.10
		Supersedes	Page 3 of 3

his/her salary an amount equal to the court's compensation as shown below:

\$5.00 per day for Superior/Municipal court service in Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties.

\$30.00 per day for service in U.S. District Courts of the Central District of California.

Compensation for jury service and reimbursable mileage expenses will be paid directly to the employee by the court.

2. If the employee fails to submit a valid certification document to his/her department within 30 days of his/her return to work, any amount paid to the employee under this policy will be deducted from the employee's future paycheck(s). In addition, the employee could be subject to discipline for being Absent Without Permission if he/she submits no documentation verifying the days of service.

3. Jury duty is not subject to shift differential pay.

D. UTU employees

The UTU contract does not provide for jury duty compensation. The operator must contact Personnel to prepare an exemption, or apply directly to the jury commissioner sending the jury summons.

E. Compensation for ATU and TCU employees

Employees will be paid supplemental pay equal to the difference between the fee received for jury service and the employee's regular daily pay, total compensation not to exceed eight hours in one day.

There are no time limits for District compensation of ATU or TCU employees serving jury duty. However, employees are encouraged to tell the courts that any time over three weeks spent on jury duty places a burden on the District.

V. FURTHER INFORMATION

If you need further information or have questions regarding this policy, please contact the Personnel Department, Ext. 27181.



## HUMAN RESOURCES POLICY MANUAL

Section

5.05

Effective Date

10-1-89

Subject

DISCIPLINE

Supersedes

Page 1 of 3

### I. POLICY STATEMENT

It is the District's policy to motivate its Non-Contract employees to perform effectively by positive encouragement, recognition, and reward. However, unacceptable work performance, misconduct, or violations of District policy or practice may result in disciplinary action. Non-Contract employees hold positions of responsibility and are expected to exercise sound judgment and discretion and to observe generally accepted standards of personal conduct, as well as the guidelines set forth in state laws and regulations governing conduct of public employees, other applicable District Rules and Policies, and the Non-Contract Personnel Manual.

### II. PURPOSE

The purpose of this policy is to establish guidelines for fair and consistent discipline of Non-Contract employees and to ensure that they are provided with due process rights of law.

### III. APPLICATION

This policy applies to all regular Non-Contract employees (both full and part-time) and must be followed for all formal disciplinary actions, i.e., suspension, demotion, and termination. This policy does not apply to As-Needed employees or employees who have not yet completed their initial probationary period.

Informal discipline, which includes oral and written reprimands, is not subject to this policy. However, a copy of any written reprimand must be given to the affected employee prior to placing a copy in the employee's personnel record.

### IV. PROCEDURE

A. Before formal disciplinary action may be taken the employee must be given:

1. Notice of the proposed action (discipline).
2. The reason for the action (i.e., the charges against him/her).
3. A copy of the charges and materials upon which the proposed action is based.

HUMAN RESOURCES POLICY MANUAL	Subject  DISCIPLINE	Effective Date 10-1-89	Section 5.05
		Supersedes	Page 3 of 3

the employee. The observer/consultant shall not participate in the Formal Review in any way. Any District employee who serves as an observer/consultant will not be paid for work time spent at the Formal Review.

6. Consider information presented at the Formal Review and then make a decision as to what discipline, if any, is appropriate. The severity of the discipline should take into account the nature of the offense, the employee's work record, and any prior discipline assessed to this employee.
7. Prepare Notice of Formal Disciplinary Action - Form B and have it approved in advance by your Department Head, Executive Staff member, and Director of Personnel. After approval, give the Notice to the affected employee along with a copy of the Non-Contract Formal Hearing Policy (appeal rights).
8. Prepare the necessary paperwork to effect the disciplinary action. Employee appeals do not affect the timely carrying out of discipline.

#### V. FURTHER INFORMATION

If you need more information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.

FORM A

SAMPLE  
NOTICE OF FORMAL DISCIPLINARY ACTION  
FOR NON-CONTRACT EMPLOYEE

Date: \_\_\_\_\_:

Mr./Mrs./Ms. \_\_\_\_\_:

You are hereby informed that a Formal Review will be held with respect to your conduct and appropriate disciplinary action on (date and time: form two (2) to five (5) working days from service) in Room \_\_\_\_\_ in the District Administration Building. The Formal Review could result in your (discharge, suspension, demotion, or other disciplinary action - specify which).

The charge(s) is/are: (List applicable charges)

The above charge(s) is/are based upon the following acts or omissions:

(At this point, set out clearly and specifically the details of the conduct which necessitated the disciplinary action, giving names, dates and places.)

Copies of applicable District rules, regulations, or procedures on which these charges are based are attached, and copies of documents and other materials which support the proposed action are attached. You have the right to respond to me regarding this notice, either orally or in writing. In addition, you are required, under the District's Non-Contract Discipline Policy, to be present during the Formal Review. Your response will be considered prior to finalization of formal disciplinary action.

\_\_\_\_\_  
Signature and Title

Attachments: Applicable rules, regulations, or procedures, including a copy of the Non-Contract Discipline Policy and Procedure, and documents supporting the charge or charges.

cc: Appropriate Executive Staff Member

FORM B

SAMPLE  
NOTICE OF FORMAL DISCIPLINARY ACTION  
FOR NON-CONTRACT EMPLOYEE

Date \_\_\_\_\_:

Mr./Mrs./Ms. \_\_\_\_\_ (Badge # \_\_\_\_\_):

You are hereby notified that as a result of the Formal Review conducted on (date) \_\_\_\_\_, 19\_\_\_\_, disciplinary action in the form of (dismissal, suspension without pay for \_\_\_\_\_ days, demotion to \_\_\_\_\_ or other disciplinary action) is being taken against you effective on (date) \_\_\_\_\_. (If an employee is to be dismissed, a Clearance Order RTD Form PERS-95 needs to be processed and the resulting paycheck given to the employee with this Notice). (If the employee was given a suspension for the safety and welfare of the District, its employees, and/or the public pending the result of the Formal Review, a statement regarding whether the suspension was appropriate or not should be included).

This action is based on the following findings made by me: (here describe your findings and discuss the employee's defense/justification, if there was any given. Then make your conclusion.)

You have the right to appeal this decision under the District's Non-Contract Grievance and Hearing Procedures; however, your appeal will not delay the timely carrying out of the Formal Discipline.

cc: Department Head  
Executive Staff Member  
Director of Personnel



## HUMAN RESOURCES POLICY MANUAL

Section

5.10

Effective Date

10-1-89

Subject

GRIEVANCE

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to resolve problems fairly and appropriately, whenever possible, before the initiation of grievance procedures becomes necessary. However, when problems cannot be resolved by other means, the District has formulated a grievance procedure designed to assure the employee that the grievance will be heard and corrective action taken, if appropriate.

### II. PURPOSE

The purpose of the grievance procedure is to provide a uniform, systematic, and business-like method for the timely resolution of grievances at the point nearest their origin. The grievance procedure assures an employee that his/her grievance will be heard and that corrective action, if appropriate, will be taken without reprisal, coercion, or discrimination against the employee submitting the grievance.

### III. APPLICATION

This policy applies to all Non-Contract employees who have passed their initial probationary period.

### IV. DEFINITION

A "grievance" is a complaint by an employee concerning the interpretation or application of policies and procedures governing personnel practices, departmental work rules, unsafe or unhealthy working conditions, or alleged improper treatment that cannot be satisfactorily resolved in an informal manner between the employee and the immediate supervisor. The employee filing the grievance must be personally affected by the matter being grieved.

### V. SCOPE

This procedure shall be used to resolve disputes about demotion, suspension, or discharge as well as matters described in IV. DEFINITION above.

Performance evaluations are not grievable except for "Needs Improvement" evaluations, or evaluations which result in termination. In addition, legislative acts and matters pertaining to the adoption of compensation schedules or classification of positions are not grievable.

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## VII. TIME LIMITS AND WAIVERS

- A. An employee must initiate any grievance within 20 days of the occurrence, or knowledge of the occurrence, of the matter on which the complaint is based. Failure to meet the time limit will result in denial of consideration of the grievance and absolute loss of the right to any other internal remedy.
- B. If an employee fails to appeal from one level to the next level within the time limits and in the manner provided under Section VIII. PROCEDURE, the grievance shall be deemed denied and shall not be subject to further appeal, reconsideration, or a fact-finding hearing.
- C. Any time limits established in this procedure may be waived or extended by mutual agreement in writing between the employee and management.
- D. Management must reply to the employee's grievance in a timely and reasonable manner.

## VIII. PROCEDURE

NOTE: A terminated employee who wishes to appeal his/her termination begins the process at Step III of this procedure.

### A. Informal Discussion

Prior to initiating a written grievance and within the 20-day limit specified in VII.A, the grievant shall discuss his/her complaint or grievance informally with the appropriate supervisor, state the nature of the grievance and the remedy or solution sought. The supervisor shall investigate the matter and grant any proper remedy or deny the grievance. If the employee is not satisfied, the grievant may then proceed to Step 1.

A grievant shall initiate a grievance as follows:

### B. STEP I Written Grievance

The grievant shall fill out the SCRTD Grievance Form and give a copy of it to the supervisor within ten days of receipt of the supervisor's decision resulting from the informal discussion. The supervisor shall fill out the SCRTD Grievance Response Form and give a copy to the grievant.

SCRTD GRIEVANCE FORM  
(Non-Contract)

Date: \_\_\_\_\_

Grievance No. \_\_\_\_\_  
(RTD use only)

Employee's Name \_\_\_\_\_ Badge No. \_\_\_\_\_

Department/Division \_\_\_\_\_ Job Title \_\_\_\_\_

.....  
.....  
What policy, procedure/what work rule/part of manual/was violated? Be specific.

.....  
.....  
State how the violation occurred. (Give dates, times, locations, names, if applicable.)

.....  
I discussed this matter informally with my supervisor on

Date \_\_\_\_\_

What remedy do you seek? What do you want the District to do about your complaint?

.....  
.....  
When you discussed this with your supervisor, what was the response?

.....  
.....  
Other comments: \_\_\_\_\_

.....  
.....  
Grievant's Signature \_\_\_\_\_

Date signed \_\_\_\_\_

//////  
.....  
Supervisor's Signature \_\_\_\_\_

Date signed \_\_\_\_\_

SCRTD GRIEVANCE RESPONSE FORM

(Non-Contract)

Date: \_\_\_\_\_

Grievance No. \_\_\_\_\_  
(RTD use only)

Employee's Name \_\_\_\_\_ Badge No. \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

Filing date of Grievance: \_\_\_\_\_ Level of Review \_\_\_\_\_  
1st/ 2nd/ 3rd

What are the issues involved in this grievance? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your decision? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the basis for your decision? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's name (Print) \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Dept. \_\_\_\_\_

Received by: \_\_\_\_\_ on: \_\_\_\_\_  
Grievant's Signature Date

SCRTD GRIEVANCE APPEAL FORM  
(Non-Contract)

Date: \_\_\_\_\_

Grievance No. \_\_\_\_\_  
(RTD use only)

Employee's Name \_\_\_\_\_ Badge No. \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

.....  
I wish to appeal the Grievance Response signed by: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_\_\_

Level to which grievance is being appealed: (check one)

2nd level	3rd level	Outside Arbitration	District panel Arbitration
-----------	-----------	------------------------	-------------------------------

Signature \_\_\_\_\_  
Grievant

Reason for Appeal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
.....

Received by: \_\_\_\_\_ on \_\_\_\_\_  
Print name of recipient Date

\_\_\_\_\_  
Signature of recipient



## HUMAN RESOURCES POLICY MANUAL

Section

5.15

Effective Date

10-01-89

Subject

FORMAL HEARING

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to provide a uniform, systematic, and impartial hearing process to resolve grievances.

### II. PURPOSE

The purpose of this policy is to establish guidelines for conducting formal hearings.

### III. DEFINITION

Formal Hearing - a hearing by a panel of three District Management employees, not involved in the issue being grieved.

Outside Formal Hearing - a hearing by an outside hearing officer selected by the District to resolve employee grievances.

### IV. APPLICATION

This policy applies to all Non-Contract employees who have passed their initial probationary period.

### V. REQUESTING A FORMAL HEARING

An employee who qualifies for a formal hearing may request one by filing a Grievance Appeal Form with the General Counsel after exhausting the steps of the Grievance Procedure. The employee shall file a Grievance Appeal Form directly with the General Counsel within ten days from the date of the decision of the Director of Employee Relations. The employee may select either a District panel or outside hearing officer to hear the matter.

### VI. REPRESENTATIVES, WITNESSES AND DOCUMENTS

A. The grievant may utilize a representative to assist in the presentation of his/her case. District employees serving as a grievant's representative shall not be compensated for time spent preparing for a hearing. Either side may call witnesses. Employee witnesses shall be compensated by the District for work time spent testifying at the hearing.

B. Employee representatives and witnesses shall be released from their duties to attend the hearing, provided the District

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	FORMAL HEARING	10-1-89	5.15
		Supersedes	Page 3 of 4

two members must personally attend the hearing and may not delegate a representative to attend on their behalf.

- G. One person may accompany the grievant before the panel; this person may be an attorney. This person may address the panel. If an attorney is to be used, the Chairman of the grievance panel must be so notified at least two weeks prior to the hearing.
- H. The order in which evidence is presented and witnesses are called shall be determined by the panel. Strict rules of evidence shall not apply.
- I. The panel will prepare and submit a written report setting forth findings, the factual basis for such findings, and recommendations. Copies of the report shall be served on the General Manager and the grievant or his/her attorney.

#### VIII. OUTSIDE FORMAL HEARING

- A. The hearing officer will be appointed by the District. When the hearing officer has been selected, the grievant will be advised of the selection. A mutually agreeable date for the hearing will be selected from those offered by the hearing officer.
- B. The District shall provide a suitable room for the hearing which will be held on the District's premises.
- C. If the grievant is to be represented by an attorney, the General Counsel shall be notified of this fact by the grievant at least two weeks in advance of the hearing.
- D. The order in which evidence is presented and witnesses are called shall be determined by the hearing officer. Strict rules of evidence shall not apply.
- E. The presentation of closing arguments or written briefs, if any, shall be within the sole discretion of the hearing officer.
- F. The hearing officer will prepare and submit a written report setting forth findings, the factual basis for such findings, and recommendations. Copies of the report shall be served on the General Manager and the grievant or his/her attorney.



## HUMAN RESOURCES POLICY MANUAL

Section

5.20

Effective Date

07/15/90

Supersedes

10/01/89

Page 1 of

6

Subject

ATTENDANCE

### I. POLICY STATEMENT

It is the District's policy that all employees must be punctual and must maintain good attendance. Department attendance control practices will be determined by District policy, department's goals and objectives, and employee job performance standards.

The District encourages positive health practices by its employees and will try to accommodate employee requests for health care appointments.

An employee may be dismissed for excessive absenteeism.

### II. PURPOSE

This policy outlines District attendance standards and general responsibilities of District managers and employees.

### III. APPLICATION

This policy applies to all District employees except those represented by the United Transportation Union and the Amalgamated Transit Union. If a conflict occurs between the implementation of this policy or any provision of this policy and any current collective bargaining agreement, the collective bargaining agreement shall prevail.

### IV. PROCEDURE

Each Department Head is responsible for informing department employees of the District's Attendance Policy and for enforcing the policy. Deviations from the District's policy are permissible if the deviations are justified by job or position-related reasons; any such deviations must be approved in advance in writing by the Director of Personnel.

The supervisor is responsible for the application of progressive discipline to correct employees' excessive absenteeism. All discipline must be recorded in the employee's file.

excess of four months will also be counted as an instance of absence.

5. Falsification of sickness is grounds for discipline.

B. Management Responsibilities and Guidelines

1. Each manager should communicate the District's attendance policy to all affected employees.
2. Attendance and tardiness standards shall be enforced to maximize department efficiency and operation. Strict tardiness enforcement (down to the minute) is appropriate when the job demands are such that any deviation from the scheduled hours would interfere with effective performance on the job.
3. Each manager shall ensure that absences are properly recorded in employee records and in the HRMIS Attendance Monitoring System, consistent with Personnel Department procedure.
4. Because poor attendance is disruptive to the work environment, absences or tardiness which exceed District minimum standards are violations of District policy.
5. Employees may be instructed to leave work when ill if they jeopardize the health or safety of themselves or others. All such instances are chargeable.
6. Absences for vacation, holidays, military leave, bereavement leave, "off with permission", industrial injuries, and pregnancy disability up to four months (cumulative) shall not count as instances of absence under this policy.
7. An acceptable alternative to granting time off is to permit an employee to come in early or work late to make up for time taken that day for a medical appointment, provided adequate supervision is available during the extended hours. This lessens the employee's use of time off and results in the department receiving a full day's work from the employee. This alternative does not trigger overtime provisions.
8. Managers shall review medical verification of any

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	ATTENDANCE	07/15/90	5.20
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Second step - Employees will receive a written reprimand regarding their attendance record and will be offered a referral to EAP when they:

- a) accumulate six instances of absence within a floating six month period, or
- b) accumulate three instances of absence with a total work time loss of 60 hours or more in a floating six month period, or
- c) receive a second warning for absenteeism at step 1 within six months of the first warning.

Third step - Employees will be given a written notice of formal hearing to determine appropriate disciplinary action, including suspension when they:

- a) accumulate seven instances of absence in a floating six month period, or
- b) accumulate four instances of absence with a total work time loss of 60 hours or more in a floating six month period, or
- c) receive a second written reprimand at step 2 within six months of the first written reprimand.

Disciplinary action at this step will be determined by the department and may take into consideration any mitigating circumstances.

Fourth step - Employees shall be given a written notice of hearing to determine disciplinary action, including termination, when they:

- a) accrue eight instances of absence in a floating six month period, or
- b) accrue five or more instances of absence exceeding 60 hours lost time within a floating six month period, or
- c) receive a second hearing at step 3 within six months of the first hearing.

Disciplinary action at this step will be determined by the



## HUMAN RESOURCES POLICY MANUAL

Section

5.25

Effective Date

10-1-89

Subject

CONFLICT OF INTEREST

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy that employees shall not engage in any outside enterprise or employment which is detrimental to the operation of the District, or which compromises performance of one's duties as an employee of the District, or which creates the appearance of impropriety.

### II. PURPOSE

The purpose of this policy is to set forth guidelines to ensure that District employees are not involved in any activities that will affect the quality or quantity of their work at the District, create a conflict of interest, or create an appearance of impropriety.

### III. APPLICATION

This policy applies to all District employees.

This policy covers business relationships, outside employment and consulting activities, gifts and gratuities, and any other potential conflicts of interest.

If an employee occupies a designated position, the employee will be required to comply with the Financial Disclosure requirements outlined in the California Political Reform Act of 1974. The Personnel Department will notify the employee if (s)he is subject to these requirements and provide the forms, instructions, and procedures for complying with them.

### IV. PROCEDURE

A. The primary responsibility of a District employee is the performance of the duties of his/her position with the District. An employee's behavior must be above reproach and therefore, an employee is not permitted to:

1. Use RTD facilities for an outside business purpose or conduct outside business while on duty or on RTD property, or in an RTD vehicle or uniform.
2. Curtail his/her RTD work quality in order to pursue outside employment or business activities.



## HUMAN RESOURCES POLICY MANUAL

Section

5.30

Effective Date

10-1-89

Supersedes

Page 1 of

2

Subject

CONFIDENTIAL INFORMATION

### I. POLICY STATEMENT

It is the District's policy that confidential District information will not be released to unauthorized persons. The confidential nature of many of the materials to which employees of the District have access makes it especially important that established security procedures are followed. Violation of this policy on confidentiality may result in severe disciplinary action.

### II. PURPOSE

The purpose of this policy is to inform District employees of their special responsibilities with respect to confidential material. The established procedures and guidelines for securing confidential information are outlined in the sample Statement of Special Responsibilities of Department Employees and Acknowledgment (Confidentiality Statement).

### III. APPLICATION

This policy applies to all District employees (full-time, part-time, and As-Needed) who work with confidential District information.

### IV. PROCEDURE

The following guidelines should be followed by each department to ensure that confidential District information is not released to unauthorized persons:

- A. Supervisors shall review a Confidentiality Statement with each department employee who handles confidential information. (A sample is attached which may be adapted to individual department requirements.)
- B. Each employee must sign the Confidentiality Statement immediately after his/her assignment to a department to ensure that each employee understands his/her responsibility.
- C. Once the Confidentiality Statement is signed by both the employee and Department Head, a copy should be placed in the employee's personnel file.

SAMPLE

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
PERSONNEL DEPARTMENT

Statement of Special Responsibilities of  
Department Employees and Acknowledgment

STATEMENT

The confidential nature of many of the materials to which employees of the Personnel Department have access makes it especially important that every department employee understand thoroughly what his/her special responsibilities are with respect to sensitive information.

No employee shall disclose confidential information acquired by or available to him/her in the course of employment or use such information for speculation or personal gain.

Every new Personnel Department employee, therefore, is asked to sign an acknowledgment immediately after assignment to the department. This does not imply a lack of trust or confidence. The purpose of signing the acknowledgment is to ensure that each employee understands his/her responsibility, and that failure to carry it out will result in disciplinary action.

This responsibility covers all areas where it is necessary to safeguard confidential materials. These areas and the employee's responsibilities are as follows:

Examination Security

1. Employees must not discuss or divulge examination contents, identity of candidates, the names of examination interviewers before the interviews, or examination results, except in line with their departmental job duties.
2. Except in line with departmental job duties, neither current nor obsolete examination materials may be removed from the premises. Employees must now allow these materials to be seen by unauthorized persons.
3. Every employee must take whatever steps are necessary to safeguard confidential materials in his/her custody, and must call to the immediate attention of his/her supervisor any situation or incident which might indicate a violation of examination security.

S A M P L E

ACKNOWLEDGMENT

I have read and understand the foregoing statement. I understand completely my obligations with respect to the confidentiality of personnel records and other departmental information which could be considered confidential. I understand also that it is my duty to act only in ways which will uphold the reputation of the District for providing equal employment opportunities for all, on the basis of merit. I understand that a copy of this acknowledgment will be placed in my personnel folder.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Personnel's Signature

Personnel Department  
Revised 5/85



## HUMAN RESOURCES POLICY MANUAL

Section

5.35

Effective Date

10-1-89

Subject

DRESS CODE

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to require all employees to maintain a standard of dress and appearance which is businesslike and appropriate for their position. District employees must avoid practices that degrade the image of the District.

### II. PURPOSE

The purpose of this policy is to establish guidelines for acceptable dress and appearance for District employees.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

- A. An employee's clothing should be clean, pressed and in good repair without excessive frills, fringes, or fullness that interfere with normal work activities or with safety.
- B. Employees issued uniforms are required to wear them while on duty.
  1. No alteration shall be made to issued uniforms, other than tailoring for proper fit.
- C. While at work, female employees are required to:
  1. Wear dresses, pant suits, or coordinated items which are of moderate style and color and appropriate for business wear.
  2. Avoid halter tops, low neck lines, bare midriffs, evening wear, costumes, blue jeans, and beach attire.
  3. Wear shoes of moderate design without excessive height of heels or designs that may create safety hazards.



## HUMAN RESOURCES POLICY MANUAL

Section

5.40

Effective Date

10-1-89

Subject

GARNISHMENT

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to require all employees to meet their financial obligations to prevent garnishments. Employees' personal finances concern the District when the management of those finances directly affect the District through garnishments which require additional processing and bookkeeping costs.

### II. PURPOSE

The purpose of this policy is to establish the employee's responsibilities for maintaining his/her financial affairs to prevent undue hardship on the District.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

- A. Supervisors will receive a list of employees who are having garnishments deducted from their checks.
- B. All employees who receive a first garnishment must be counseled.
- C. All employees who receive subsequent garnishments from a different creditor(s) will be subject to discipline or discharge if:
  1. The subsequent garnishment from a different creditor(s) occurs within one calendar year of the last payment of a previous garnishment.
  2. The subsequent garnishment from a different creditor(s) is ordered and a prior continuing garnishment is still being deducted from the employee's paycheck.

Employees who experience difficulties in the management of their personal finances are encouraged to seek counseling through the Employee Assistance Program and from the Credit Union. Employees' attempts to resolve and improve their financial difficulties will be one of the factors examined when discipline or discharge is being considered.



## HUMAN RESOURCES POLICY MANUAL

Section

5.45

Effective Date

10-1-89

Subject

HOURS OF WORK

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to establish standard hours of operation for District offices.

### II. PURPOSE

The purpose of this policy is to establish guidelines for hours of work for District employees.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

District business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Office coverage is mandatory during these times. However, some departments require around-the-clock coverage.

- A. In departments with 24-hour service, the supervisor will assign employees to specific days and hours. Some union employees are required to bid for days and hours they wish to work.
- B. Certain District classifications require employees to adjust their normal work schedule to accommodate work assignments during evening and weekend hours.
- C. Non-Contract and TCU employees have a choice of a 30-minute lunch period with two 15-minute breaks, or a 60-minute lunch period with no breaks. However, the employee must see his/her supervisor for department preference.

### V. FURTHER INFORMATION

If you need more information or have any questions regarding this policy, please contact the Personnel Department, Ext. 27172.



# HUMAN RESOURCES POLICY MANUAL

Section

5.50

Effective Date

10-1-89

Supersedes

Subject

IDENTIFICATION BADGES

Page 1 of 2

## I. POLICY STATEMENT

It is the District's policy to require all employees to wear photo identification badges at all times in the Administration Building.

## II. PURPOSE

The purpose of this policy is to provide internal security for the Administration Building and the annex at 124 West Fourth Street.

## III. APPLICATION

This policy applies to all employees who work, or have frequent business, in the Administration Building. Those who are required to wear an official District uniform are exempt from wearing photo identification badges while in uniform at the Administration Building.

## IV. PROCEDURE

Employees are required to wear a photo badge prominently displayed at all times while on duty. These special badges are issued for identification purposes only and cannot be used for transportation privileges.

### A. Issuance

Every employee who works in the Administration Building will be issued an identification badge by the Employment Office upon original employment.

This identification badge is yellow-green for Administration Building employees or orange for employees from divisions having frequent business at the Administration Building.

### B. Display

All Administration Building personnel will be required to show their badges to the lobby Security Guards, without prompting, for entrance to the building, and are expected to wear them throughout the work day.



## HUMAN RESOURCES POLICY MANUAL

Section

5.55

Effective Date

10-1-89

Subject

EMPLOYEE HANDBOOK

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to provide Non-Contract and TCU employees with handbooks summarizing District policies, benefits, guidelines, and work rules.

### II. PURPOSE

The purpose of this policy is to establish guidelines for issuance and use of the employees' handbook.

### III. APPLICATION

This policy applies to all Non-Contract and TCU employees.

### IV. PROCEDURE

Employee handbooks are given to Non-Contract and TCU employees by the Personnel Department on the first day of work. When an employee is issued a handbook (s)he is required to sign for receipt of it. The handbook should be kept at the employee's work station for easy reference. Employees are responsible for having knowledge of all information contained in the handbook.

Revised copies of the handbook are sent to all supervisors periodically for distribution to all Non-Contract and TCU employees.

### V. FURTHER INFORMATION

If you need additional information or have question regarding this policy, please contact the Personnel Department, Ext. 27184.



## HUMAN RESOURCES POLICY MANUAL

Section

5.60

Effective Date

10-1-89

Subject

LOST AND FOUND

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to maintain a Lost and Found Facility so that employees and the public can retrieve lost articles or deposit items found on District property.

### II. PURPOSE

The purpose of this policy is to outline the procedures concerning the Lost and Found.

### III. PROCEDURE

- The Lost and Found is located at 5315 Wilshire Boulevard, Los Angeles, (213) 937-8920.
- Business hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. However, telephone inquiries are accepted Monday through Friday from 11:00 a.m. to 5:00 p.m. only.
- The person must be able to relay the date the article was lost, description of the lost article, and the line number (s)he was riding.
- All items unclaimed after 30 days are donated to charity.

Employees who turn in money valued at \$19.99 or less may be entitled to it if left unclaimed after 30 days. Funds equivalent to or in excess of \$20 are retained for six months and if unclaimed, returned to the employee. Employees may also turn in items on behalf of passengers and when items are unclaimed, the employee is entitled to the article.

### IV. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Lost and Found at (213) 937-8920 or Ext. 27950.



## HUMAN RESOURCES POLICY MANUAL

Section

5.65

Effective Date

10-1-89

Subject

MEDICAL AND DENTAL APPOINTMENTS

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to encourage all employees to be on time and remain at work all day. However, there may be instances when it is necessary to schedule a medical or dental appointment during work hours.

### II. PURPOSE

The purpose of this policy is to establish a uniform procedure for allowing employees to attend medical and dental appointments during work hours.

### III. APPLICATION

This policy applies to all District employees. Language in labor union contracts shall prevail.

### IV. PROCEDURE

#### 1. Non-Contract employees:

Reasonable requests for time off should be granted as long as the employee making the request has an attendance record which is in compliance with District policy and the department's workload can accommodate such absence.

Unless vacation time is used for medical and dental appointments, or arrangements have been made and permission granted by the employee's supervisor for the employee to come in early or work late to make up for time taken for medical or dental appointments, the absence counts as an instance (see Attendance Policy).

Employees requesting time off for medical and dental appointments must:

- A. Attempt to schedule these appointments during non-working hours when possible, or at the beginning or end of the work day to minimize disruption of the work schedule.
- B. Write a memo to the supervisor, at least one day in advance, for approval of the time off.



## HUMAN RESOURCES POLICY MANUAL

Section

5.70

Effective Date

10-1-89

Subject

MEMBERSHIPS

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to encourage its employees to participate in professional activities related to District business, as long as there is no conflict with the employee's District duties and responsibilities.

### II. PURPOSE

The purpose of this policy is to establish guidelines that will allow employees to actively participate in business organizations and professional affiliations that will enhance expertise in their field and promote good will on behalf of the District.

### III. APPLICATION

This policy applies to all regular employees.

### IV. PROCEDURE

Each Department is responsible for budgeting membership in professional organizations and participation in meetings which are related to District and Department functions. The Office of Management and Budget provides guidance on appropriate District expenditure in conjunction with the annual budget submittals.

In the event professional meetings or activities are held during an employee's assigned work hours, (s)he may request permission from his/her department to attend. The Director or authorized supervisor shall take into consideration the employee's attendance record, the department's workload, and the value of the activity to the District when granting or denying the request.

Employees participating in professional meetings and conferences are responsible for collecting and submitting all necessary receipts in order to receive reimbursement in accordance with Accounting Department guidelines. Registration fees, travel, meals, and lodging are normally eligible for reimbursement.

Employees may participate in professional organizations as individuals. An employee may attend such meetings on District time, if permitted by the employee's department. If an employee is not authorized to use work time to attend a meeting or conference, the employee may use vacation time only if supervisor says okay for



## HUMAN RESOURCES POLICY MANUAL

Section

5.75

Effective Date

10-1-89

Subject

OFFICE DECORUM

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy that all employees maintain their work area in a neat, efficient, and business-like manner. Work areas reflect upon services provided by the District and the image the public has of that service.

### II. PURPOSE

The purpose of this policy is to prescribe guidelines for maintaining the workplace in a business-like fashion.

### III. APPLICATION

This policy applies to all District employees except when an employee may not have a designated work area (i.e., Bus Operators). All employees are responsible for conveying professionalism and extending courteous service.

### IV. PROCEDURE

A. If an employee's work area is open to public view, it is important that:

1. The work area remain tidy at all times.
2. The employee does not eat at his/her desk.
3. The employee does not put his/her feet on the furniture or act in any manner which is inconsistent with an orderly business environment.

B. If the employee's work area is not open to public view, it is expected that:

1. The work area is kept neat.
2. The employee's conduct is professional and consistent with a business environment.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

5.80

Effective Date

10-1-89

Subject

PAY ADVANCES

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to allow employees to request pay advances for earned vacation wages. These funds will be paid in accordance with applicable sections of the Non-Contract Vacation Policy and the District's labor contracts.

### II. PURPOSE

The purpose of this policy is to establish guidelines by which employees can request an advance in pay.

### III. APPLICATION

This policy shall apply to all employees.

### IV. PROCEDURE

All employees requesting early vacation checks must submit a Request for Advance - Vacation Wages (RTD Form 22-31) at least two weeks before the last day actually worked prior to the vacation. Signed approval of the employee's Department Head or designee is required.

No other payroll advances will be granted except for corrections of payroll errors made by Control Accounting, the Division/Department, or Data Processing.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section  
5.85

Effective Date  
10-1-89

Subject  
POLITICAL ACTIVITIES

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

Employees are encouraged to become informed on public issues and to exercise the rights available to them as responsible citizens. However, it is the District's policy that employees shall not do anything, or coerce others to do anything, which reflects badly on the District, or which gives the appearance of conflict of interest with District purposes.

### II. PURPOSE

The purpose of this policy is to set standards that employees must observe when engaging in political activities.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

While on duty, on District property, or in a District uniform, employees shall not:

- A. Say or publish any statement which implies District endorsement of any candidate or political issue.
- B. Engage in any political activity, including soliciting funds, during the employee's work shift.
- C. Engage in any political activity which interferes with the proper conduct of one's own job or the job of one's fellow employees.
- D. Wear any campaign buttons or other insignia with political connotations.

### V. FURTHER INFORMATION

If you need more information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

5.90

Effective Date

10-1-89

Subject

TELEPHONE USE

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy that District telephones shall be used only for District business. Employees are required to exercise professional restraint and responsibility in the use of RTD telephones. It is the responsibility of Executive Staff/Department Heads to monitor and control telephone usage.

### II. PURPOSE

The purpose of this policy is to outline the proper uses of District telephones and identify the responsibility for monitoring and controlling telephone use.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

#### A. Executive Staff/Department Head Responsibility

1. It is the responsibility of the Executive Staff/Department Head to control telephone costs by eliminating unnecessary message units and long-distance calls. It is also his/her responsibility to minimize the frequency of necessary business calls consistent with cost-effective management.
2. Monthly itemized telephone bills will be distributed to the appropriate Executive Staff/Department Head.
3. It is the responsibility of the Executive Staff/Department Head to review the monthly itemized bills to ensure that all charges which are incurred are directly related to District business.

#### B. Employee Responsibility

1. Employees shall not make personal calls from office telephones. Pay telephones are available in the cafeteria and on the second and fourth floors of the Administration Building for personal calls. Additionally, pay telephones are located at all District



## HUMAN RESOURCES POLICY MANUAL

Section

5.95

Effective Date

10-1-89

Subject

PERFORMANCE APPRAISAL

Supersedes

Page 1 of

8

### I. POLICY STATEMENT

It is the District's policy to maintain a performance appraisal program to improve employee performance and provide employees with feedback on their performance.

### II. PURPOSE

The purpose of this policy is to establish guidelines for the fair and consistent evaluation of work performance.

### III. APPLICATION

This policy applies to regular Non-Contract employees, and employees in Schedule Maker, Transit Police Officer, and Security Guard positions who have completed their initial probationary period.

### IV. PROCEDURE

At least once a year, each employee's performance is to be evaluated, recorded on the Performance Appraisal Form, and discussed with the employee.

#### A. Schedule for Performance Appraisal

1. When an employee starts his/her job or is promoted to a new job, the supervisor should give the employee the tasks and standards for his/her position, within the first few weeks of the new assignment, and ask that it be read and considered carefully, as these are the duties for which the employee will be held accountable.
2. One or two weeks later, the supervisor must discuss the tasks and standards with the employee. If the employee has suggestions for revisions in tasks or standards, they should be considered.
3. After three months, the first formal (written) performance appraisal takes place. Its purpose is to inform the employee of his/her performance level. It is very important that an employee receives this written appraisal on time so (s)he will have time to improve performance. Areas of accomplishment should be noted as

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positions. The supervisor, alone or with the incumbent, begins by writing eight to ten task statements for the employee's classification. A task statement describes a task or activity which the employee is expected to perform and is developed from the "Examples of Duties" section of the class specification for the position. For employees who have supervisory responsibility, that task must always be listed.

Those employees having responsibility for achieving departmental goals and objectives should be evaluated on successful achievement of those goals.

Following the drafting of task statements, one or more standards for each task should be stated. A standard describes both a particular measure and a level of expected performance for a given task. The standard may be a completed project, the definition of the expected product, a list of activities to be performed, the manner in which tasks are to be performed, or a quantitative level of achievement. The standard involving supervisory responsibilities should include monitoring attendance, training, motivating, evaluating, and disciplining subordinates.

The tasks and standards must be updated as the need arises during the year and forwarded to the Personnel Department for approval. Tasks and standards for new positions must be written and approved prior to or as soon as possible following the hiring of a new employee.

#### C. Writing Performance Appraisals

1. One month before a 3-month, 6-month or follow-up to an "Improvement Needed" performance evaluation is due, the Personnel Department reminds the employee's department by sending a summary form.
2. During the evaluation time span, the supervisor should be observing and documenting the employee's progress. The supervisor should document acceptable, as well as unacceptable performance. For all classifications, it is also necessary to have regular, ongoing informal (oral) evaluations. If the employee's performance is below standard, the supervisor should act immediately to help correct the problem. No subordinate should hear about a perceived shortcoming for the first time in a formal (written) evaluation. If several employees are having difficulties with similar tasks, the supervisor

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average employee. The employee demonstrates an unusual level of independence, initiative, and imagination in furthering department and District goals and objectives, and his/her contributions are a highly significant factor, relative to the level and scope of the job, in achieving or surpassing those goals during the rating period. The employee's own work objectives were either greatly surpassed or fully achieved in spite of unusually difficult constraints.

- b. Exceeds Expectations (E): Performance consistently exceeds the normal, reasonable expectations for the job. Work quality and quantity in many areas of responsibility are at a significantly higher level than is acceptable. The employee demonstrates a better-than-expected level of independence, initiative, and imagination in furthering department and District goals and objectives, and his/her contributions are a significant factor, relative to the level and scope of the job, in achieving or surpassing those goals and objectives during the rating period. The employee's own work objectives were either surpassed or met in spite of unexpected constraints.
- c. Meets Expectations (M): Performance consistently meets the reasonable expectations for the job. Work quality and quantity in all major areas of responsibility are at a fully-acceptable level. The employee demonstrated the necessary level of independence and initiative and has made a distinctly positive contribution to fulfillment of the department's goals and objectives. The employee's work objectives were met to the supervisor's satisfaction.
- d. Improvement Needed (I): Performance does not meet the expectations for the job. There are one or more major areas of unacceptable work quality or quantity, and the employee has not corrected the problem(s), even after notification. Although some elements of the employee's contribution may have been satisfactory, the extra time and effort spent in supervising and correcting the employee's work has resulted in the overall contribution being less than positive. The employee's work objectives were not met to the supervisor's satisfaction.

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7. Before discussing the annual performance appraisal with the employee, the supervisor should give the completed forms to his/her superior for review. If the reviewer believes that changes are necessary, (s)he should discuss the recommended changes with the supervisor.

The supervisor should review each form to ensure that they are filled out completely, the dates are correct and the official title has been included.

This higher supervisor review is designed to ensure that standards set by the supervisors under his/her direction are equitable and consistent. Supervisors and their superiors must confer and agree prior to supervisor-employee conferences to avoid post-conference revisions.

8. The performance appraisal conference plays a vital role in the performance appraisal process. This is when the supervisor discusses the evaluation with the employee. The key to a successful performance appraisal conference is to structure the conference so that both parties view it as problem-solving rather than fault finding. Feedback must be presented in a manner that makes the person receiving it willing to listen to what is said, consider it and react to it.

The supervisor is responsible for creating the proper climate for the conference.

The following steps should be followed:

- a. The employee is given a copy of his/her completed Performance Appraisal Form with the supervisor's ratings typed in. The supervisor tells the employee (s)he will first outline his/her observations and then the employee can do the same. The supervisor outlines his/her supervisor's observations and ratings in specific and descriptive terms.
- b. The employee will give his/her observations on his/her performance. The supervisor should avoid a defensive attitude if some of the employee's comments pertain to the supervisor's behavior. The observations should be viewed as valuable feedback, worthy of consideration.
- c. For the communication process to be effective, the



## HUMAN RESOURCES POLICY MANUAL

Section

5.100

Effective Date

10-1-89

Subject

PAY FOR PERFORMANCE

Supersedes

Page 1 of 5

### I. POLICY STATEMENT

It is the District's policy to reward its' employees for productivity rather than longevity. An employee should receive raises based on his/her performance as evaluated by his/her supervisor, and the amount of any such raise should reflect the level of performance the employee has achieved. This means that high-achieving employees would receive more money than low or moderate achievers.

### II. PURPOSE

The underlying premise of the Pay-for-Performance program is that pay can (and should be) provided in differing amounts based on performance. This will encourage employees to put forth more effort toward achieving District goals and the increase in effort will result in increased performance.

The goals of the Pay-for-Performance Program are:

- To reward employee's past performance
- To remain competitive in the labor market
- To maintain salary equity among employees
- To motivate employees' future performance
- To maintain the budget
- To attract new employees
- To reduce unnecessary turnover
- To increase employees' job satisfaction
- To avoid conflict in the work unit
- To weed out sub-standard employees
- To meet employees' personal goals

### III. APPLICATION

The Pay for Performance Program applies only to the District's Non-Contract employees, including all Executive Staff members, but excluding the General Manager. The General Manager's salary is set by the Board of Directors. Compensation of union employees is covered by union contracts, as approved by the Board of Directors.

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performance rating is dropped to "Unsatisfactory" and a termination hearing must be held.

Employees receiving a "Needs Improvement" rating for an annual performance appraisal do not receive a pay for performance raise for that year.

5. Unsatisfactory: There has been no improvement on a previous "Needs Improvement" rating. Work performance is inadequate and definitely below required standards, or an act has been committed which makes the employee unsuitable for employment with the District. Termination accompanies this rating.

See Section 5.95 for additional information on ratings.

#### C. Salary ranges

It is important to maintain a salary range system to insure that employees are not being paid way above nor way below the market rate for the job in question.

The Pay-for-Performance program uses a 28 range salary system with an approximate difference of 31% between the minimum and maximum salaries of each range. The salary schedule breaks down each range into equal steps of approximately one per cent each, which makes a percentage increase easy to calculate.

Each salary range is divided into quintiles:

Steps Z - DD	Quintile 5
Steps U - Y	Quintile 4
Steps P - T	Quintile 3
Steps K - O	Quintile 2
Steps A - J	Quintile 1

Individual salary rates should eventually be:

In the first quintile when performance is at a minimum level for new employees.

In the second and third quintiles when performance is at a level of a fully qualified employee.

In the fourth quintile when the individual has demonstrated performance exceeding expectations over a period of time.

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of any such raises will be July 1 of that fiscal year. If any deviation from the plan is desired, the respective Executive Staff member must obtain approval from the General Manager.

Executive Staff members, who will also be assigned to salary ranges, will be evaluated and awarded pay increases by the General Manager.

D. New hires

New hires will continue to have their performance evaluated at three and six months following hire, as is current practice. However, no increases will be awarded until July 1, when the new hires will be evaluated along with all other Non-Contract employees. New hires will receive increases along with other employees, based on their performance and the length of time in their position.

E. Administrative Appeal

District policy allows the filing of grievances only for performance evaluations which do not meet expectations (i.e., Needs Improvement or Unsatisfactory). This is because those evaluations withhold step increases and put the employee potentially on the road to termination. This rule precludes grievances for Meets Expectations and above. Since a raise of any particular monetary amount is not guaranteed, the employee is not being deprived of a "property right."

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact Personnel Department, Ext. 27135.



## HUMAN RESOURCES POLICY MANUAL

Section

5.105

Effective Date

12-21-89

Subject -

COMPREHENSIVE DRUG AND ALCOHOL POLICY

Supersedes

10-1-89

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### 1.0 INTROOUCION

There is no single greater potential threat to the future of the District and society in general, than that posed by drug and alcohol abuse. Increasing drug use among society members is rapidly becoming the most serious problem of the twentieth century. Not only is drug abuse very costly, it causes such changes in behavior among users that the safety of the workplace and the ability of workers to properly carry out their responsibilities and duties are severely threatened.

The District must have a drug and alcohol free environment for its employees and the approximately 1.5 million people it carries each day. It was in this context that the District, working with the leadership of its unions and the policy makers in the larger community, first developed a sound, consistent Alcohol and Drug Abuse Policy in 1985, with revisions in 1986. When incident-based drug and alcohol testing was first implemented in 1985, 20.5% of the tests were positive. By 1989 the percentage of positive tests dropped to between two and three percent.

The Drug-free Workplace Act enacted by the Federal government in 1988, and the Guidelines for Control of Drug Use in Mass Transportation Operations, issued by the Urban Mass Transportation Administration in 1988, required additions to this policy to foster a sober and drug free workforce, in which employees do not manufacture, sell, distribute, possess, or use drugs without a prescription. The impairing effects of drugs and the substantial risks to public safety by transit personnel who use drugs underlie the compelling governmental interest in requiring drug testing of transit workers.

The Policy emphasizes deterrence from use of drugs and abuse of alcohol by employees as its first element. Its second element is detection, if persons cannot be deterred from use of drugs and abuse of alcohol. Its third element is rehabilitation from use and abuse, which is of critical importance in making the Policy work in the real world. Finally, the Policy has a detailed enforcement element which is absolutely essential if deterrence, detection, and rehabilitation are to be successful.

To get the drug free environment to which every transit rider, citizen, and employee of the District is entitled will require the best efforts of employees, management, and labor union leadership.

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substance.

7. Extended Leave - An absence from work of thirty calendar days or more by an employee because of illness or injury.
8. Formal Hearing/Review - Part of a discharge proceeding convened to consider the accuracy of allegations regarding the performance of an employee who has been charged with a violation of this Policy.
9. Incident - A single event or occurrence which triggers a drug and alcohol test, as defined in this Policy.
10. Missout - A failure to report for assignment at the scheduled time. If inability to report is because of illness, and the employee calls in at least 40 minutes prior to his/her scheduled work time, it will not be charged as a missout.
11. Off Duty - The status of an employee who is not required to report to work.
12. On Duty - The status of an employee who is working. Any time the employee is not fully and completely released from work.
13. Pattern - Any behavior that is so routine as to become generally predictable.
14. Periodic Testing - Unannounced drug and alcohol tests given to employees who have returned to duty after management referral to EAP.
15. Positive Alcohol Test - Any breath, urine or blood that is chemically tested (screened) and shows the presence of alcohol.
16. Positive Drug Test - Any urine or blood that is chemically tested (screened), and shows the presence of controlled substances.
17. Random Drug/Alcohol Test - Drug and alcohol testing conducted on an unannounced basis using a scientifically valid random number generation method. Each employee shall have an equal chance of selection and shall remain in the pool from which random selection is made, even after being tested.
18. Return to Work - The status of an employee who: is released from medical care by his/her treating physician after an extended leave; is reinstated to employment; or has been off work as a mandatory participant in EAP.

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include union, management, and peer identification, incident based testing, random testing, and periodic testing. Other state of the art methods available to detect possible users may be employed.

#### 4.3 REHABILITATION

The third element in the Policy is rehabilitation. This means that users of drugs and abusers of alcohol must be encouraged to make every effort to overcome the abuse and addiction that comes from use. Successful rehabilitation hinges upon users rehabilitating themselves, with the assistance of outside professionals. The District, working with the leadership of its labor unions, has established a comprehensive Employee Assistance Program (EAP) for employees who have problems with use of drugs and alcohol. The EAP is the vehicle or means for rehabilitation. Employees of the District who have a problem with drug or alcohol use are strongly encouraged to go to the EAP on their own, voluntarily. [For confidential assistance from EAP, employees may call 1-(800) 221-0942.]

#### 4.4 ENFORCEMENT

The final element of the Policy is enforcement. It is the responsibility of all employees to insure that the specific procedures contained in the policy are carried out and the standards of performance in the Policy are met by every District employee. Enforcement of the Policy must occur when deterrence fails and when rehabilitation of the users of drugs and alcohol does not occur.

Each of the elements of the comprehensive policy --deterrence, detection, rehabilitation, and enforcement -- is detailed further in later paragraphs. These four elements together form the basis for insuring that a drug free environment can and will be created and sustained in the District.

### 5.0 GENERAL POLICY PROVISIONS FOR ALCOHOL AND DRUG FREE ENVIRONMENT

#### 5.1 POLICY STATEMENT

Employees shall not report to work with alcohol or drugs in their systems or the odor of alcohol on their breath, or possess or utilize such substances while they are on duty or subject to duty. In order to maintain a drug free workplace, employees shall not use, possess, manufacture, sell or distribute controlled substances in the workplace.

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Assistance Program (EAP) to assist those employees who voluntarily seek help for a range of problems including alcohol or substance abuse. Employees who have job performance problems or other personal problems, such as poor attendance, tardiness, garnishments, alcohol, or substance abuse, may also be referred to EAP by supervisors.

There are three ways to begin rehabilitation through the EAP. The first is for an employee to voluntarily seek help. District management is not involved in the rehabilitation. The second is for management to refer an employee for any problems impacting job performance. The third is to send the employee when marijuana use is detected, instead of initiating formal disciplinary proceedings, as provided for in Section 6.4.2 of this Policy.

#### 5.5 ENFORCEMENT OF THE POLICY

All managers and supervisors are responsible for enforcement of this Policy.

An employee will be subject to discharge proceedings if:

1. An alcohol or drug test performed when she/he is on duty or subject to duty is positive for alcohol or a controlled substance for which the employee does not possess a valid prescription; or
2. An alcohol or drug test performed off duty (resulting from an incident on duty) which is positive for alcohol or a controlled substance for which the employee does not possess a valid prescription; or
3. The employee uses, manufactures, distributes, sells, or possesses controlled substances on property or in equipment owned, leased, or operated by the District.

Violations of this Policy shall be grounds for discharge proceedings, except as provided for in Section 6.4.2. Refusal to submit immediately to a drug and alcohol analysis at a District-authorized medical clinic when ordered by a District supervisor, manager, or law enforcement personnel shall be grounds for discharge for insubordination and gross misconduct. Such refusal shall be considered an admission of guilt.

#### 6.0 STANDARDS FOR IMPLEMENTATION OF THE POLICY

##### 6.1 APPLICATION OF POLICY

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8. notify his/her supervisor of any criminal drug statute conviction he/she receives for a violation occurring in the workplace, no later than five days after such a conviction.

### 6.3 MANAGEMENT RESPONSIBILITIES

#### 6.3.1 REQUIRED ACTIONS

Managers and supervisors are responsible for enforcement of this Policy. The supervisor shall send any employee for an alcohol and controlled substance test after an employee is involved in any event, altercation, or accident as described below:

1. Accidents:
  - (a) A fatal accident.
  - (b) Any accident where an individual is injured by a bus or other District owned or operated vehicle or equipment, and is transported by ambulance to the hospital.
  - (c) Any collision involving the operator of a District owned or operated vehicle or equipment where the total property damage from the accident exceeds \$1,000.
  - (d) Any accident or incident which may have been caused by employee negligence on facilities owned, leased, or operated by the District, regardless of whether the employee is on duty or off duty.
2. When traumatic injuries may have been caused by negligence and require medical treatment. Both the employee who caused the injury and the employee who has been injured, where more than one employee is involved, shall be tested.
3. A physical altercation between two or more employees. In such cases all employees involved shall be tested. When one or more employees is attempting to restrain those involved in the altercation, or police or security officers are performing their official duties, they shall not be tested.
4. An employee shall be tested when two supervisors can articulate and substantiate specific behavioral,

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altercation, or accident. However, the employee must be tested as soon as practicable.

4. Following a test, an employee shall be removed from service until the results of the test are known to the District and the employee.

#### 6.3.3 ACTIONS AFTER TESTING PROCEDURES ARE UNDERWAY

1. A positive test for drugs or alcohol, except for marijuana as described in Section 6.4 below, will result in discharge proceedings being initiated. A formal hearing/review must be scheduled.
2. Following a positive finding of the presence of any drugs (except hallucinogens) or alcohol, detected during an off-duty physical exam, an employee shall be retested immediately upon return to work. The employee shall be withheld from service, unless light duty is available, until the results of the on-duty test are known to the District and the employee.

#### 6.4 STANDARDS FOR DISCHARGE OR REHABILITATION PROCEEDINGS

When a test shows the presence of alcohol or drugs, the following standards shall apply.

6.4.1 Marijuana: A positive on duty test will result in discharge proceedings when the test follows:

1. An "on street" accident;
  2. Moving, or "yard", accident;
  3. Physical altercation; or
- when the employee has a history of using controlled substances.

6.4.2 When a positive test for marijuana occurs in all other instances, the employee shall be permitted to enter the EAP on a management referral, in lieu of a hearing which may result in discharge, if the employee agrees in writing to each of the following conditions:

1. The employee must agree to rehabilitation proceedings within twenty-four hours after the test results are known and must start them within seventy-two hours.
2. The employee must satisfactorily complete EAP;

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policy;

- b. during any annual or biennial physical examinations at District contracted clinics;
- c. during return to work physical examinations for an employee who has been on extended leave, reinstated to employment, or been a management referred participant in the EAP.
- d. on a random basis, in accordance with federal regulations; and
- e. on a periodic basis for management referred EAP participants.

#### 8.0 CONCLUSION

The District must make every possible effort to ensure a drug-free workplace. It is an agency-wide task, and every employee has a specific responsibility to maintain public confidence in the transportation system and provide safe, reliable service.

#### IX. FURTHER INFORMATION

If you need more information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section 5.110

Effective Date  
10-1-89

Subject  
SMOKING

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

To provide a healthy, comfortable, and productive work environment, it is the District's policy to prohibit smoking on all District premises except for designated smoking areas.

### II. PURPOSE

The purpose of this policy is to outline the procedures and general responsibilities of District employees and supervisors with regard to smoking on District premises.

### III. DEFINITION

"Smoke" or "Smoking" shall include the carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other lighted smoking equipment or the lighting or emitting or exhaling the smoke of a pipe, cigar or cigarette of any kind.

### IV. APPLICATION

This policy applies to all District employees, customers and visitors.

### V. PROCEDURE

#### A. "No Smoking" Areas - Headquarters

1. Smoking shall be prohibited at all workplaces unless otherwise specified.
2. Workplace areas include common areas, such as open office areas, elevators, stairwells, lobbies, waiting rooms, hallways, copier rooms, mail rooms, reception areas, customer service areas, restrooms and the cafeteria, which are open to either employees or the public. (Refer to "Smoking Permitted" section for exceptions to these areas.)
3. Smoking shall be allowed only in areas which are specifically designated as "Smoking Permitted" by signage.

#### B. "Smoking Permitted" Areas - Headquarters

"Smoking Permitted" areas are those locations which have been

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2. Maintenance Division

a. "No Smoking" Areas

- 1) all workplaces unless otherwise specified
- 2) common areas, including garage area, lunch rooms, locker rooms, office areas and restrooms
- 3) any area in which a fire hazard exists

b. "Smoking Permitted" Areas

- 1) all Maintenance Yards excluding the posted "No Smoking" areas
- 2) a designated restroom facility only if there are two public facilities available (two male restrooms and two female restrooms)

D. Other Areas/Locations

1. Smoking shall be prohibited at all District satellite locations unless otherwise specified.
2. Private offices are designated "no smoking" except by petition. Private offices are considered to be enclosed areas that can be closed off by a door.
3. District vehicles are designated "no smoking."

E. Petitioning For Change in Designated Areas

1. An employee can petition to change his/her private office to "Smoking Permitted". Where smoking is permitted in a private office, the occupant should, nevertheless, refrain from smoking when a non-smoking employee or visitor is present.
2. A work area may be designated "Smoking Permitted" only by unanimous petition of all affected parties, as long as such designation would not conflict with any other applicable safety or health regulations. Affected parties are considered to be those who are assigned to that work area on a permanent basis.
3. Petition forms are available in the Safety Department.



## HUMAN RESOURCES POLICY MANUAL

Section  
6.05

Effective Date  
10-1-89

Subject

EMPLOYEE BENEFITS (SUMMARY)

Supersedes

Page 1 of 8

### I. POLICY STATEMENT

It is the District's policy to provide all regular, full-time Non-Contract employees with a comprehensive employee benefits package.

### II. PURPOSE

The purpose of this policy is to provide a summary of current benefit options and established policies/procedures to assist in the timely and accurate processing of benefits under the Non-Contract Employee Benefit Program.

### III. APPLICATION

This policy applies to all eligible regular, full-time Non-Contract employees.

### IV. PROCEDURE

The procedures that follow are presented in summary form. More detailed information is presented in either booklet form or brochures available in the Benefits Section of the Personnel Department.

#### A. Group Health Insurance

The District provides employees with a comprehensive group health insurance package consisting of several group insurance policies with different insurance carriers. The overall package, as well as the individual policies, change due to changes in the law, premium rates, employees' needs, and other factors.

##### 1. Coverage

Currently, the employee must choose one of the three individual medical/vision plans and one of the three individual dental plans.

##### 2. Eligibility

The employee is eligible for coverage in all of the above plans on the first day of the month following his/her hire date. If the employee was hired on the first day of a

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not be changed until the following Open Enrollment period.

c. Open Enrollment

The employee may change his/her medical and dental plan providers during the annual Open Enrollment period which is usually in December of each year. Any changes will be effective on January 1 of the following year.

5. Continuation of Coverage

a. Termination of Employment

Employees who resign or are terminated may continue their medical and/or dental coverage through the District's group plan under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA allows employees and/or eligible dependents to remain covered for up to 18 months as long as the employee pays the premium.

b. Retirement

Employees who retire under a District Pension Plan and are between the age of 62 and 65 at the time of retirement (or less than age 62 with 30 years of service) will be treated like any active employee for purposes of insurance under the District's medical and dental plans. Benefits will continue until the employee reaches age 65 at which point coverage terminates. The provisions of this paragraph do not apply if the employee retires in lieu of discharge or is discharged.

In the event the District modifies, changes, or terminates its medical and dental plans for active employees, such a change shall apply to all enrolled retirees. The District reserves the right to modify, change, or terminate this plan at any time, subject to approval by the Board of Directors.

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they enroll within 31 days of eligibility. If the employee does not complete a life insurance enrollment application within 31 days of the eligibility date, proof of good health must be submitted before (s)he will be allowed to enroll. Coverage is effective on the first day of the month following hire date, or on his/her hire date if that is the first of the month. The spouse of an employee is subject to underwriting approval before any insurance coverage is effective.

b. Accidental Death and Dismemberment Insurance (AD&D)

In addition to the \$50,000 coverage provided by the District, the employee has the option of purchasing additional amounts of AD&D coverage. The employee may also elect to cover his/her dependents. Enrollment is always open so the employee can change amounts, enroll, or drop coverage at any time. AD&D Insurance may be purchased in the amounts of \$50,000, \$100,000, \$150,000, \$200,000, \$250,000, \$300,000, \$400,000, and \$500,000.

c. Payroll Deductions

If the employee subscribes to the Voluntary Life Insurance Plan or the Voluntary Accidental Death and Dismemberment Plan, the premium will be deducted from each pay check. If the employee receives no pay, (s)he will be billed for the premium, or double deductions will be made from the employee's pay when (s)he returns to work until all uncollected amounts are paid.

3. Beneficiary Designation

a. Completing the Form

The employee completes a Beneficiary Designation Form during orientation in the Employment Office on his/her first day of employment.

b. Changing the Beneficiary

A change in beneficiary may be made at any time by completing a new Beneficiary Designation Form.

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C. Long-Term Disability (LTD) Plan

The employee is covered for 60% of his/her salary up to a maximum monthly benefit of \$3,000. If the employee has a period of disability, (s)he will be paid the LTD benefit after a six-month waiting period. The LTD benefit will continue until the employee reaches age 65, or longer if the employee is age 62 or older on the date LTD benefits commence, provided (s)he meets the benefit eligibility requirements. For the first six months of the disability, the employee will be paid for accrued sick leave and may receive State Disability Insurance.

The Long-Term Disability benefit is coordinated with, not in addition to, Social Security, Workers' Compensation, the District Retirement Income Plan, and State Disability benefits. The full premium for LTD insurance is paid for by the District.

Please refer to the LTD booklet for more detailed information on the Long-Term Disability Plan.

D. Other Benefits

In addition to the benefits discussed in this policy, the following are currently available to all regular Non-Contract employees. Please refer to the appropriate personnel policies within this manual for more information:

1. Bus transportation passes for employee and family.
2. Tuition reimbursement program - career planning.
3. District-sponsored training programs.
4. Credit Union Membership.
5. State Disability Insurance.
6. Employee Assistance Program.
7. Deferred Compensation Plan.
8. Thrift Plan (401K).
9. Vacation/Holidays.
10. Employee Activities.
11. Paid Absences.
12. Pension Plan.
13. Social Security (F.I.C.A.).
14. Workers' Compensation.
15. Flexible Spending Accounts.



## HUMAN RESOURCES POLICY MANUAL

Section

6.10

Effective Date

10-1-89

Subject

PARKING

Supersedes

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### I. POLICY STATEMENT

It is the District's policy to provide, insofar as possible, automobile parking spaces to District employees. These automobile parking spaces will be provided subject to the availability of space. Parking is a privilege -- not a right.

The District assumes no responsibility for any damage that may occur to an employee's car while parked on any property of the District.

### II. PURPOSE

The purpose of this policy is to establish guidelines for parking on District property.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

The District encourages employees to use public transportation to travel to and from work. However, if employees choose to drive their cars to work, it is their responsibility to locate parking facilities.

A. Parking currently available for Maintenance and Transportation Divisions includes:

Division 1 - Employee parking is available on-site with additional parking at 6th and Central. Parking permits can be obtained from the Division Manager.

Division 3 - Parking facilities are provided at the Division. Employees must obtain permits from the Division Manager.

Division 4 - Employee parking is available on-site. Permits can be obtained from the employee's supervisor.

Division 5 - Parking structures are located at the Division for employee use. Permits are not required.

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Parking is available in the Headquarters Building and in the adjacent lot for employees who are required to work night shifts. Employees seeking night shift parking must contact General Services directly for their designated area.

District vehicles from other locations may be parked in the Headquarters Building on the mezzanine or street levels. Unfortunately, it is not possible for the District to provide parking accommodations for all employees who may have business to conduct in the Headquarters Building. Several pay-parking lots are available nearby for this purpose.

V. FURTHER INFORMATION

If you need additional information or have any questions regarding this policy, please contact the respective division or the General Services Department, Ext. 24800.



## HUMAN RESOURCES POLICY MANUAL

Section

6.15

Effective Date

10-1-89

Subject

TRANSPORTATION PASSES

Supersedes

Page 1 of 9

### I. POLICY STATEMENT

It is the District's policy to provide transportation passes to regular and retired employees and their eligible dependents. These passes are for the personal use of the individual(s) to whom they are issued and are not transferable to any other persons.

### II. PURPOSE

This policy outlines the specific eligibility criteria and the procedures for issuing transportation passes.

### III. APPLICATION

A. The District provides transportation passes to the following groups of employees:

1. Regular full-time employees and their eligible dependents.
2. Regular part-time bus operators represented by the UTU and their eligible dependents.
3. Regular part-time Non-Contract employees.
4. Retirees and their eligible dependents (provided the employee is not discharged or retiring in lieu of discharge).
5. Non-Contract employees and their eligible dependents who have been approved by the Pension Committee for continued membership in the pension plan following termination of employment (equivalent to disability retirement).
6. Members of the Board of Directors and their eligible dependents.

B. This policy excludes temporary employees listed below who are not eligible for transportation passes:

1. "As-Needed" employees.
2. Consultants.

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- a. Regular full-time District employees.
- b. Regular part-time District employees. Part-time bus operators and their eligible dependents can receive passes. All other part-time employees are eligible only for passes for themselves.
- c. Spouses of regular full-time employees.
- d. Children ages 5 through 19 of regular full-time employees and part-time bus operators.
- e. Children ages 20 through 22 of regular full-time employees and part-time bus operators who are full-time students and living with the employee.
- f. Stepchildren of regular full-time employees and part-time bus operators who are living with and being supported by the employee and who meet the preceding eligibility provisions of d and e.
- g. Mentally or physically handicapped children of regular full-time employees and part-time bus operators, regardless of age who are living with and dependent upon the employee.
- h. Retired employees' children eligible in accordance with the preceding provisions d, e, f, and g.
- i. Minor children of DECEASED employees who have completed 10 years of service are eligible under provision d. Spouses of deceased employees with 10 or more years of service are eligible for permanent passes (See Permanent Passes). Children must renew passes each year and lose their eligibility for passes at age 20. (If the employee had less than 10 years of service, the spouse and children keep their current passes until the passes expire. No renewal is permitted.)
- j. Members of the Board of Directors, their spouses, and minor children as outlined in d, e, f, and g above.
- k. Employees of the Transit District Employees Federal Credit Union.

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show the relationship to the employee or to the employee's legal spouse. If the employee and spouse are divorced, renewal of stepchildren's passes is not permitted.

- For adopted children (5 - 19 years of age), a legal adoption decree must be submitted from the court and must show the employee's name and/or legal spouse's name as parent(s). Adoption needs to be verified once for each child.
  - For children who are handicapped and 20 or more years of age, proof of permanent handicap from the State of California or Social Security is required. Proof of permanent handicap needs to be submitted once for each child.
  - For children who are full-time students and 20 - 22 years of age, proof of full-time attendance from the college/university must be submitted on Verification Form (RTD 9500-1). The information received will be verified with the school. Verification of full-time attendance must be renewed each year and must cover the current year for which the pass is requested.
- d. At the close of the 90-day period stamped on the employee temporary pass, the employee may pick up and sign for annual transportation passes for self and eligible dependents at the Pass Bureau.
- e. There is no charge for the initial issuance of annual transportation pass(es) upon hire, or when there is a District-wide distribution of the new annual transportation passes. There is a service fee on all other replacement(s) of passes.
3. Procedures for Replacement of Lost/Stolen Annual Transportation Passes

Lost or Stolen annual passes may be replaced once in any calendar year upon payment of a \$15.00 fee collected through payroll deduction. If an employee loses a pass

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- f. No temporary passes will be issued for this 30-day waiting period.
- g. Replacement passes must be picked up from the Pass Bureau Office and must be signed for by the employee.
- h. A \$15.00 fee will be charged for each pass replaced. This fee will be collected through payroll deduction from the employee's payroll check. (Employees on Leave of Absence must pay cash.)

4. Employee Responsibilities when Terminating Service with the District

Every employee/dependent pass issued to an employee must be turned in to the Pass Bureau or paid for by the employee at termination of District employment.

- a. The filing of a lost/stolen pass(es) report on a Pers-56 form at the time of separation from service does not relieve the employee of responsibility for the return or payment of penalty fees for pass(es) issued either to the employee and/or eligible dependents.
- b. Passes are to be reported lost/stolen as soon as possible after the event occurs. TO AVOID PAYMENT PENALTIES AT TERMINATION OF EMPLOYMENT:
  - (1) A pink TRANSPORTATION PASS REQUEST FORM (Pers-56) must have been filed to notify the Pass Bureau of the loss whether or not replacement pass(es) are being requested, AND
  - (2) This notification must have been received by the Pass Bureau at least 45 days before the date of separation from District service.
- c. Unless an employee has complied with the 45-day notification procedure described above, pass fees will be assessed and collected.
- d. Fee Assessment

For each employee/dependent pass not turned in at termination of District employment, a charge of \$20

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VI. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Pass Bureau, Ext. 27172.

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The term "children" refers to natural and adopted children of the employee or the employee's legal spouse. It does not include legal wards or other children living with the employee even though they may be totally dependent upon the employee for support.



## HUMAN RESOURCES POLICY MANUAL

Section

6.20

Effective Date

10-1-89

Subject

TRAVEL/EXPENSE REIMBURSEMENT

Supersedes

Page 1 of 12

### I. POLICY STATEMENT

It is the District's policy that authorized travel and business expenses incurred by District employees in connection with their official District responsibilities will be reimbursed in accordance with established procedures.

### II. PURPOSE

The purpose of this policy is to set forth reimbursement provisions for employees incurring travel and other expenses while conducting District business.

### III. APPLICATION

This policy is applicable to all District employees.

### IV. PROCEDURE

Authorized travel and business expenses incurred by District employees in connection with their official District responsibilities will be reimbursed in accordance with the procedures established herein.

#### A. Responsibility

##### 1. General Manager Responsibility

The procedures established to implement this policy are intended to ensure that employees use good judgment in incurring travel and related expenses in the most economical means possible. The General Manager will authorize all employee travel and enforce adherence to the policy including disciplinary action if appropriate.

##### 2. Controller Responsibility

Periodically, the Controller will review this policy so the mileage rates to be paid District employees when using privately-owned vehicles in carrying out District business, as well as limits for meals for authorized over-night and out-of-state travel as contained in the

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federal regulations.

- d. On-site inspections related to procurements, methods and procedures, and operational techniques.
- e. Reimbursable training programs.
- f. Worthwhile seminars, workshops, or training programs that are without any local, i.e., intrastate, alternatives or substitutes.
- g. Speakers, committee chairpersons, etc., for approved conferences and meetings.

4. Instances Where Out-of-State Travel is Specifically Not Allowed

- a. Seminars, workshops, or training programs where intrastate alternatives or substitutes are available.
- b. Meetings or conferences not directly related to forwarding District interests, as determined by the General Manager.

C. Intrastate and Out-of-District Travel Guidelines

- 1. District automobiles shall not be driven outside the District's service area without prior authorization from the General Manager or Assistant General Manager -- Operations.
- 2. The procedures for airline travel in connection with intrastate travel are the same as outlined in Section E, Interstate Travel Reimbursement Procedures.

D. Guidelines for Travel Within Los Angeles County

- 1. Whenever possible, travel within Los Angeles County shall be by public transportation. If it is impractical to use public transit, a District automobile shall be obtained through the General Services Department.
- 2. In the event that no other means of transportation is available or practical, employees will be reimbursed for mileage and parking when using a privately-owned vehicle on District business.
- 3. Mileage Reimbursement Rate

HUMAN RESOURCES POLICY MANUAL	Subject TRAVEL/EXPENSE REIMBURSEMENT	Effective Date 10-1-89	Section 6.20
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b. Procedure for Completing TA Forms

- (1) Obtain TA numbers from the District's Travel Technician [Phone Number: (213) 972-4736].
- (2) Use one TA form for each person per trip. A request to cancel and reschedule travel arrangements must be accompanied by a new TA form.
- (3) The TA form must include the employee's badge number, applicable contract number, work order or AFE number, and department code number in the appropriate spaces.
- (4) The employee is responsible for obtaining all necessary signatures for approval before the form is submitted to the Travel Technician for processing.

3. Reimbursement for Expenses

An Expense Reimbursement Report must be submitted for approval within two weeks after returning to the District and completed in accordance with the procedures outlined in Section G herein. A Travel Report (see Section H) shall accompany this report.

4. Hotel Reservations and Airline Tickets

- a. The District's Travel Technician shall make reservations as requested through an approved TA form for a moderately and reasonably priced, single-occupancy hotel room.
- b. All hotel reservations are guaranteed to the District's credit card but not prepaid by the District.
- c. Airline tickets will be issued by the District's Travel Technician and include an itinerary/invoice, hotel, address, phone number, and room rate. The Travel Technician will be responsible for obtaining travel arrangements that, to the greatest extent possible, are in the best interest of both the District and the traveler.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	TRAVEL/EXPENSE REIMBURSEMENT	10-1-89	6.20
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rental cars are to be inspected before driving and any physical damage immediately reported to the rental company.

6. Miscellaneous Expenses

a. Long Distance Telephone Calls

1. Telephone calls to the District or other long distance business telephone calls will be eligible for reimbursement as approved by the appropriate Department Head. The request for reimbursement shall show the person or agency called, city/state, date, and total cost.
2. The District will reimburse the traveler for one personal long distance telephone call home on all trips, not to exceed \$5.00.
3. Travelers who are required to be out of town for more than three consecutive days may receive reimbursement for personal long distance telephone calls home not to exceed \$5.00 per call, and at every-other-day intervals.

b. Laundry and Dry Cleaning

Travelers who are required to be out of town for more than six consecutive days may be reimbursed for reasonable laundry/dry cleaning expenses.

c. Travel Between Airport and Hotel

The cost of ground transportation between the airport and the hotel is a reimbursable expense. Travelers should use airport buses or shared taxis whenever possible.

- d. All reimbursement for expenses in this category shall be requested through the Expense Reimbursement Report form (see Section G), and must be justified and accompanied by a receipt for amounts greater than \$10.00.

7. Travel Trust International (TTI) 24-Hour Service



## SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT INSTRUCTIONS FOR SUBMISSION OF EXPENSES

1. All expenses shall be clearly and accurately listed under the appropriate categories on the Expense Report form.
2. Within the expense category of "Transportation" should be listed air fare, private automobile mileage, parking, taxi or public transit fares and car rentals.  
Under "Meals" should be included any meal expenses incurred at or because of business conferences, overtime work and out-of-town District business trips.  
Miscellaneous expenses include local and long distance telephone calls, gratuities, registration for business conferences and other reimbursements for personal expense which are covered as proper business expense.
3. It is the personal and professional responsibility of each individual submitting expense statements to use great care in maintaining accurate records, in listing separately those expenses which are covered in a larger receipt in a clear and concise fashion, in fully explaining and justifying each expense and in providing a complete record by way of receipts.
4. To be processed, expense receipts must be submitted for all expenses whenever practicable, but in any event for all items exceeding \$10.00.
5. In compiling a statement, each expense item which is justified by a receipt shall be designated by an "R" following the dollar amount listed in the appropriate column on the expense form.
6. Only Executive Staff and designated departmental staff are authorized to incur expenses related to meetings with others while officially representing the District. These expenses may be submitted provided the following information is stated in the claim: date, purpose of meeting, place, names and affiliations of persons present, subjects discussed, cost and a receipt or copy attached to the claim and noted on the statement.
7. All expenses must be directly related to District business.
8. Whenever possible, travel should be by public transit. If it is impractical to use public transit, District automobiles should be used.  
When private automobiles must be used, mileage will be reimbursed at a rate of \$.21 per mile (actual direct mileage of the trip to the destination from home or regular District assignment location, whichever is shortest).
9. Submissions are to be made monthly, but may be made more often if the amount exceeds \$50.

These are general instructions only! It is your responsibility to be familiar with and to carefully follow the Southern California Rapid Transit District Travel and Business Expense Reimbursement procedures.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT  
TRAVEL REPORT

TD: \_\_\_\_\_

1. NAME: \_\_\_\_\_

2. DESTINATION: \_\_\_\_\_

3. DATE: \_\_\_\_\_ THRU \_\_\_\_\_

4. PURPOSE OF TRIP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. OFFICES/PERSONS VISITED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. BUSINESS DISCUSSED/ACCOMPLISHED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. IF PROFESSIONAL CONFERENCE OR TRAINING/EDUCATION MEETING:  
SESSIONS ATTENDED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HIGHLIGHTS BENEFITING YOU MOST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If necessary, continue on additional sheets and attach other material)

Would you recommend same for other RTD employees? Yes  No

Why? \_\_\_\_\_

8. OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

cc: John Dyer

GM

STATE OF CALIFORNIA  
EMPLOYEE - EMPLOYER  
REPORT  
OF OCCUPATIONAL  
INJURY OR ILLNESS

EMPLOYER	1. <b>RTD</b>
	2. Southern California Rapid Transit District 25 South Main Street Los Angeles, CA 90001
	3. (213) 872-0000 Labority Uninsured UI # 010-0370

FORWARD ORIGINAL  
& FIRST COPY TO:  
LJR Insurance Service, Inc.  
P. O. Box 92287  
San Francisco, CA 94109  
(415) 216-8986

OSHA CASE NO:  
**85-3200-**  
(YEAR) (DEPT NO)

TO BE FILLED OUT BY THE INJURED  
EMPLOYEE WHENEVER POSSIBLE  
WITHIN 12 HOURS OF THE INJURY

WRITE FIRMLY - YOU ARE MAKING THREE COPIES

EMPLOYEE	4. NAME (LAST, FIRST, MI) <b>OPERATOR, OLIVER T.</b>	7. BADGE NUMBER <b>11534</b>	8. SOCIAL SECURITY NUMBER <b>517-64-5613</b>	PLE DO NOT THIS C	
	9. HOME ADDRESS (Number and Street City ZIP) <b>5715 DAK ST. LOS ANGELES 90043</b>	10. HOME PHONE NUMBER <b>(213) 665-1436</b>		CAS	
	11. SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	12. OCCUPATION (regular job title, not specific activity at time of injury) <b>BUS DRIVER</b>	13. DATE OF BIRTH <b>4.15.57</b> AGE <b>28</b> Month Day Year		EMPL
	14. DEPARTMENT IN WHICH REGULARLY EMPLOYED <b>3200 TRANS</b>	15. PAYROLL STATUS <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	16. AVG NO OF HRS WORKED PER WK <b>45</b>	17. DATE OF HIRE <b>10.23.81</b> Month Day Year	IND
	18. WAGES <b>13.00</b> Per month Per week Per hour	19. HEIGHT <b>5' 11"</b>	20. WEIGHT <b>175</b>	21. MARITAL STATUS <b>MARRIED</b>	S
	22. DRIVERS LICENSE NO <b>D 347479</b>		23. WHERE DID ACCIDENT OR EXPOSURE OCCUR (Address, City) <b>4th + BROADWAY</b>		OCCL
	24. ON EMPLOYER PREMISES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		25. RTD vehicle involved, give equip No <b>8849</b>		WEEK
26. WHAT WERE YOU DOING WHEN INJURED? (Please be specific, identify tools, equipment or material you were using) <b>PULLING INTO FAR SIDE STOP ON BROADWAY NORTH OF 4th STREET</b>				CC	
27. HOW DID THE ACCIDENT OR EXPOSURE OCCUR? (Please describe fully the events that resulted in injury or occupational disease. Tell what happened. Please use separate sheet if necessary) <b>CAR REARENDED BUS PULLING INTO BUS ZONE. I WAS THROWN OUT OF SEAT + STRUCK MY HEAD ON FAREBOX</b>				ACCID	

INJURY OR ILLNESS	28. OBJECT OR SUBSTANCE THAT DIRECTLY INJURED EMPLOYEE (e.g. the machine employee struck against or which struck him, the vapor or poison inhaled or swallowed, the chemical that irritated his skin, in cases of strains, the thing he was lifting, pulling, etc.) <b>FAREBOX</b>				AG
	29. NATURE OF INJURY OR ILLNESS AND PART OF BODY AFFECTED <b>CUT ON HEAD + BRUISED RIGHT SHOULDER</b>				AGEN
	30. NAME AND ADDRESS OF PHYSICIAN <b>TEMPLE MEDICAL 124 N. VIGNES</b>		31. IF HOSPITALIZED, NAME OF HOSPITAL <b>CALIFORNIA HOSPITAL</b>		SUPPL AC
	32. DATE OF INJURY OR ILLNESS <b>4.23.85</b> Month Day Year		33. TIME OF DAY <b>10:00 AM</b>	34. SIGN-ON TIME <b>7:30 AM</b>	MAT IA
35. DID YOU LOSE AT LEAST ONE FULL DAY'S WORK AFTER THE INJURY? <input checked="" type="checkbox"/> YES, DATE LAST WORKED <b>4-23-85</b>				PART	
36. WITNESS NAME <b>MARY JONES</b>		37. ADDRESS <b>1643 MAPLE AVE L.A.</b>		INJU	
38. TELEPHONE NO <b>443-2176</b>		39. WAS ANOTHER PERSON RESPONSIBLE FOR YOUR INJURY OR ILLNESS? IF SO, GIVE NAME, ADDRESS, TELEPHONE, DRIVERS LICENSE <b>JOHN BROWN 6341 LA BREA INGLEWOOD 674-2613 D 479263</b>		EXT	
40. COULD YOU OR YOUR SUPERVISOR HAVE DONE ANYTHING TO PREVENT INJURY? IF SO, PLEASE EXPLAIN. <b>NO</b>		41. DATE INJURY REPORTED TO SUPERVISOR <b>4-23-85</b>		EXT	
42. TIME <b>10:00 AM</b>		43. ARE YOU ENGAGED IN ANY OTHER TYPE OF WORK, EMPLOYMENT OR ENTERPRISE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		INVS	
44. IF "YES" ON A SEPARATE SHEET STATE NAME AND ADDRESS OF EMPLOYERS, TYPE OF WORK, POSITION AND DATE LAST WORKED				C	
45. EMPLOYEE'S STATEMENT: I certify that all statements in this report are true, and I agree and understand that any misstatement or omission of a material fact herein may constitute cause for dismissal. I AUTHORIZE THE RELEASE OF MEDICAL INFORMATION REGARDING THIS INJURY OR ILLNESS TO REPRESENTATIVES OF MY EMPLOYER <b>Oliver T. Operator 4/25/85</b> EMPLOYEE'S SIGNATURE DATE				REP	

SUPERVISOR	46. WAS EMPLOYEE RETURNED TO WORK? <input checked="" type="checkbox"/> No end of work <input type="checkbox"/> Yes, date returned	47. DID EMPLOYEE DIE? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, date	48. DATES OF OCCUPATIONAL INJURY OR ILLNESS DURING PAST THREE YEARS (M/Y/BOD, EYR) <b>6/24/82 BACK 11/6/84 LEE</b>	CO
	49. IN YOUR JUDGEMENT, COULD YOU OR THE EMPLOYEE HAVE DONE ANYTHING TO PREVENT INJURY? EXPLAIN YOUR ANSWER. <b>NO</b>		50. WAS ACCIDENT PREVENTABLE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	LD
	51. SUPERVISOR'S STATEMENT: I CERTIFY THAT I HAVE THOROUGHLY INVESTIGATED THIS INCIDENT AND THAT THE INFORMATION AS REPORTED IS COMPLETE AND CORRECT. IF NOT, ATTACH SHEET WITH EXPLANATION. <b>Michael Manazer 7643 Bus Manager 6000 4/25/85</b> SIGNATURE OF SUPERVISOR BADGE NO TITLE TELEPHONE DATE			

ORIGINAL - LJR Insurance Serv.  
YELLOW - LJR Insurance Serv.  
PINK - Labor Department  
GOLDENROD - Employee Personnel File

FILING OF THIS REPORT IS NOT AN ADMISSION OF LIABILITY  
(STATE FORM 5020)



## HUMAN RESOURCES POLICY MANUAL

Section

6.25

Effective Date

06/01/90

Supersedes

10/01/89

Page 1 of

6

Subject

BULLETIN BOARDS

### I. POLICY STATEMENT

It is the District's policy to maintain bulletin boards to provide a regular method to communicate information to employees. There shall be no posting of notices on any walls, in hallways, inside elevators, or public areas of any District office buildings except on established bulletin boards.

### II. PURPOSE

The purpose of this policy is to provide a means of distributing bulletins for employee information while maintaining a professional environment in public areas of District offices.

### III. PROCEDURE

#### A. Required Materials for Posting

1. Bulletins to Employees. Bulletins addressed to "All Employees" must be signed by the Department Head of the initiating department or by the General Manager.
2. Personnel Department Bulletins. To ensure employee understanding and familiarity with policies and procedures. Bulletins may be posted indefinitely.
3. Employment Notices. Non-Contract Job Vacancy and Contract Job Bid and Award Notices must be posted in accordance with appropriately noted dates.
4. Memoranda to Employees. Memoranda addressed to all the employees of a particular department must be signed by the head of the initiating department and posted within that particular department only.
5. Permanent Notices. Federal Non-Discrimination in Employment poster, OSHA and wage and hour laws, and similar legal notices must be posted indefinitely.
6. Safety Notices. These documents include safety awareness materials, safety records, and other such bulletins.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	BULLETIN BOARDS	06/01/90 Supersedes 10/01/89	6.25 Page 3 of 6

documents. In the Headquarters building, these legal notices should be posted on the bulletin boards in the work areas rather than in the bulletin board cases on each floor.

#### D. Employee Notices

1. Employees may post personal notices, such as items for sale or thank you cards, on designated Employee Notices Bulletin boards. Personal notices shall not be posted on walls, hallways, or public areas of District offices.
2. Each notice must include the date posted. Posting of employee notices shall not exceed 30 days.
3. At work locations outside of the Headquarters building, and within each department, the cards should be submitted to the Department Head or Division Manager for approval and posting on an Employee Notices bulletin board.
4. At Headquarters, employees may post personal notices by the employee on the bulletin board located in the third floor cafeteria area. There is only room for 5x7" cards, or smaller. General Services will remove all cards over 30 days old.

#### E. Public Area Bulletins

1. Locked bulletin boards at each front elevator lobby shall be used for District-related announcements such as retirements, parking lottery, meetings and seminars, blood drives or other medical programs. Fifteen (15) copies of each bulletin must be delivered to General Services for posting and must include a removal date.
2. Job vacancies and union notices are posted by Personnel Department in the locked cases by the back (service) elevator.
3. Employee Activities notices are posted by Personnel Department in the locked cases in the front elevator lobbies.
4. Cafeteria menu and related notices are posted in the elevator bulletin boards.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	BULLETIN BOARDS	06/01/90	6.25
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Department	Dept/ Loc #	Location 425 S. Main	No. of Copies
Assistant General Manager - Equal Opportunity	6099	6th Floor	1
Assistant General Manager - Equip. & Facilities	9099	"	1
Assistant General Manager - Operations	3099	"	1
Assistant General Manager - Plng. & Marketing	4099	"	1
Assistant to the General Manager	1100	"	1
Director of Government Affairs	4100	"	1
Director of Management & Budget	9700	"	2
Director of Risk Management	7900	"	1
General Counsel	2200	"	1
General Manager	1100	"	2
Manager of Contract Compliance	6200	"	1
Manager of Customer Relations	4800	"	6
Manager of DBE	6400	"	1
Manager of Equal Employment Opportunity	6100	"	1
Director of Bus Facilities Engineering	9200	5th Floor	1
Director of Planning	4200	"	2
Director of Scheduling & Operations Planning	3900	"	4
General Services Manager	9610	"	2
Director, Management Information Systems	7200	4th Floor	3
Telephone Information Manager	4800	"	1
Operations Control & Services Superintendent	3296	"	10.
Controller-Treasurer	7099	3rd Floor	8
Director of Transportation	3299	"	15
Director of Personnel	9500	2nd Floor	9
District Secretary	1200	"	2
Employee Activities	9500	"	1
Training Manager	6300	"	1
Guard	1800	1st Fl.-Lobby	1
Reduced Fare Office - Ticket Office	4400	1st Floor	2
Mail Room	9610	"	1
Print Shop Manager	3940	Basement	1
Assistant General Manager - Transit Systems Dev.	8099	6th Floor	2
Director of Real Estate & Development	8100	"	
Director of Contracts, Procurement & Materiel	9400	CMF	4
Labor Relations Manager	2300	4th Floor	1
Director of Employee Relations	2300	4th Floor	1
Director of Equipment Maintenance	9399	CMF	2
Director of Marketing & Communications	4400	4th Floor	13
Director of Safety	7900	5th Floor	1
Director of Local Govt. & Community Affairs	4300	"	1
Stops & Zones Supervisor	9660	1st Floor	1



## HUMAN RESOURCES POLICY MANUAL

Section

6.30

Effective Date

10-1-89

Subject

CREDIT UNION

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to provide employees with the opportunity to become members of the Transit District Employees Federal Credit Union, hereinafter called Credit Union.

### II. PURPOSE

The purpose of this policy is to outline the procedure for becoming a Credit Union member.

### III. APPLICATION

This policy applies to all regular employees (both full and part-time) and their immediate families. However, regular, part-time employees will be subject to limited borrowing. In addition, as-needed and part-time bus operators are restricted to Credit Union use for savings purposes only.

Upon leaving the employment of the District, members and their immediate families may retain membership with the Credit Union.

### IV. PROCEDURE

Membership applications can be obtained through the Credit Union. Members are required to maintain a minimum balance of \$50.00 in their account. A \$5.00 membership fee must be paid to the Credit Union upon submitting the application.

The Credit Union is located on the 8th Floor of the First Interstate Bank, 600 South Spring Street, Suite 804, Los Angeles (corner of Sixth and Spring Streets). The hours of operation are Monday through Friday, from 10:00 a.m. to 3:00 p.m. The Credit Union is closed on the last working day of each month.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Credit Union, Ext. 26183 or 26196.



## HUMAN RESOURCES POLICY MANUAL

Section

6.35

Effective Date

10-1-89

Subject

EMPLOYEE SUGGESTION

Supersedes

Page 1 of 3

### I. POLICY STATEMENT

It is the District's policy to provide an Employee Suggestion Program (ESP) to encourage employees to present ideas that will reduce costs through increased efficiency and productivity, improved procedures, and safer working conditions. The program provides recognition and/or cash awards for acceptable suggestions which are implemented.

### II. PURPOSE

The purpose of this policy is to establish guidelines to be followed for submitting suggestions and providing monetary awards for suggestions.

### III. DEFINITIONS

The following definitions shall apply in the administration of the program:

"Program" means the District's Employee Suggestion Program.

"Supervisor" means an individual appointed to administer the Employee Suggestion Program.

"Joint Suggestion" is a suggestion submitted by more than one employee.

### IV. PROCEDURE

#### A. Submitting an Award

1. Suggestions must be completed on the Employee Suggestion Application (Form No. PERS-128). Each work site is stocked with forms, brochures, and envelopes. Extra forms are ordered as needed by each location.
2. Suggestions are deposited in the Suggestion Box provided at each work location. Upon receipt, suggestions are acknowledged by form letter. Ineligible suggestions are returned with an explanation of ineligibility.

Employees are expected, as part of their job, to suggest better ways of doing things. Therefore, awards will not

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	EMPLOYEE SUGGESTION	10-1-89	6.35
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A. copy of any Certificate of Commendation for a non-monetary award shall be sent to the work location to be placed in the employee's file.

C. Maintenance of Suggestions

All suggestions shall be held by the Program Supervisor indefinitely. During this period any suggestion may be reconsidered upon presentation of additional, pertinent information by the original suggestor.

All suggestions remain the property of the suggestor until the suggestor has been notified of the final action. When a suggestion is approved for a monetary or non-monetary award, the suggestion becomes the property of the District. If the suggestion is patentable, the District reserves full right to the patent and to commercial exploitation.

V. FURTHER INFORMATION

If you need further information or have questions regarding this policy, please contact the Personnel Department, Ext. 27172.



## HUMAN RESOURCES POLICY MANUAL

Section

6.40

Effective Date

10-1-89

Subject

EMPLOYEE ASSISTANCE PROGRAM

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to provide an Employee Assistance Program (EAP) to assist employees with personal problems. The District recognizes that poor employee performance may be due to personal problems such as marital or financial difficulties, medical problems, or an alcohol or drug abuse problem.

### II. PURPOSE

The purpose of this policy is to establish guidelines for use of the Employee Assistance Program.

### III. APPLICATION

This policy applies to all regular employees.

### IV. PROCEDURE

The Employee Assistance Program provides prompt, professionally rendered problem assessment, crisis intervention, and appropriate community referrals and counseling services for a wide variety of problems.

Three visits to the Employee Assistance Program for any one problem may be made by any employee and/or an immediate family member(s) without charge to the employee. The EAP may refer employees to other agencies or benefit programs. Costs for additional visits are the responsibility of the employee or the employee's insurance plan.

Employees are encouraged to use the Employee Assistance Program. Any employee and/or eligible family member may make a confidential self-referral by telephoning the EAP directly to schedule an appointment to see a counselor. The EAP Helpline number is listed on current brochures or may be obtained from the supervisor or the Personnel Department.

Managers and supervisors may refer an employee to the Employee Assistance Program when job performance is deteriorating. The existence of a personal problem is not justification for lowering job requirements. Participation in the Employee Assistance Program does not imply or result in any special privileges or exemptions from the requirements established for satisfactory job performance.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	EMPLOYEE ASSISTANCE PROGRAM	10-1-89	6.40 .
		Supersedes	Page 3 of 4

supervisor's concern is job performance. The supervisor should recommend the employee use the EAP, if necessary, to resolve any personal factors affecting job performance.

- Step 4. If an employee agrees to a referral, the supervisor should schedule an appointment for the employee while (s)he is in the office. The supervisor should indicate to the employee that improvements in job performance are still expected, and that accepting the offer to utilize the EAP does not constitute a guarantee of continued employment, nor will it prevent future disciplinary action if performance fails to improve.
- Step 5. If an employee rejects the offer of a referral to the EAP, the supervisor still must monitor the employee's performance. If job performance improves to meet standards for the job, the problem may have been resolved and further action is not necessary.
- Step 6. If the employee's job performance does not improve to meet standards or continues to deteriorate, the next step in the progressive discipline process should be taken. The supervisor should repeat the offer of a referral to the EAP. However, the employee is still subject to disciplinary action. An offer to use the EAP and the acceptance of the offer is not a substitute for administering discipline.
- Step 7. If the employee's performance still has not improved, the employee will be subject to further disciplinary proceedings leading to more severe discipline or termination. The employee should be offered a referral to the EAP at each step of the disciplinary process. However, if job performance still has not improved and the employee is subject to termination, the employee cannot choose then to use the EAP in lieu of termination.
- Step 8. Offers of a management referral to the Employee Assistance Program are to be noted in the employee's 3IR file. If the employee agrees to a referral, the supervisor should call the EAP prior to the employee's appointment to describe the specific job performance problems which have prompted the referral.

When a supervisor refers an employee to the EAP, the supervisor will only be advised whether the employee kept the appointment as



## HUMAN RESOURCES POLICY MANUAL

**Section**

6.45

**Effective Date**

2/1/89

**Supersedes**

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5

**Subject**

RELOCATION

### I. POLICY STATEMENT

It is the District's policy to reimburse for certain relocation expenses as agreed upon by Personnel and the hiring department. Itemized allowances are determined with consideration for the needs of the individual employee. The expenses will be reimbursed upon submittal of receipts, but the total reimbursement will not exceed a maximum amount established in advance by estimating the costs of the itemized allowances approved for reimbursement. Maximum relocation allowance for any position will not exceed \$25,000.

### II. PURPOSE

The purpose of this policy is to establish guidelines for reimbursing new employees for reasonable relocation expenses.

### III. APPLICATION

This policy applies to employees whose permanent residence is more than 100 miles outside the metropolitan area and for whom the Personnel Department and the hiring department have agreed to provide a relocation allowance.

### IV. PROCEDURE

All offers of relocation allowances will be confirmed by letter from the Director of Personnel. When a relocated employee begins work, (s)he may begin submitting Relocation Reimbursement Request forms (see attached) to the Personnel Department for approval. The new employee should group expenses together so that the requisition process occurs a minimum number of times. Expenses to be reimbursed must be submitted within one year from an employee's hire date. Employees are encouraged to relocate as soon as possible so that personal disruptions that interfere with the work environment are kept to a minimum. Allowable reimbursable expenses are outlined below.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	RELOCATION	2/1/89	6.45
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D. Trip to Seek Permanent Housing

The District may reimburse the actual cost of round-trip economy (coach) airfare for the employee and his/her spouse to Los Angeles to find permanent housing. The District reserves the right to make travel arrangements in order to obtain the most advantageous fares. The maximum length of stay for such a trip is ten days. Allowable living expenses include reasonable cost of lodging and rental car, as approved in advance, and \$25 per day per person for meals, laundry, and other incidental expenses.

E. Travel to Los Angeles

The District may reimburse actual travel expenses for employee, spouse, and dependent children to Los Angeles.

1. Plane travel should be economy (coach) fare or special low fares whenever possible. The District reserves the right to make travel arrangements in order to obtain the most advantageous fares. Miscellaneous transportation expenses at both ends of the trip are also reimbursable.
2. Car travel reimbursement will not exceed the amount set by the General Manager (revised periodically) and shall be for an agreed upon number of days. Travel expenses while enroute may include reasonable cost of lodging, laundry, and telephone calls, and meals at \$25 per day per person for the employee and spouse, and \$15 for each dependent child.

If the employee precedes the dependents to Los Angeles and returns to assist them at the time of their relocation, the District may reimburse expenses for one such round-trip.

F. Temporary Living Expenses

1. Upon arrival in Los Angeles, reimbursement may be made for actual, reasonable living expenses incurred by the employee and his/her family for a period of time sufficient to enable the employee to locate and move in to suitable permanent residence, or while the employee may be paying for two permanent residences. The length of time during which costs may be reimbursed will be dependent on whether the employee is selling and/or purchasing a home, and whether the employee moves to Los Angeles ahead of his/her family to report to work. The

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	RELOCATION	2/1/89	6.45
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J. Special Situations

The Director of Personnel may authorize reimbursement of expenses not covered above when called for by special situations, provided the total amount does not exceed the maximum allowable reimbursement of \$25,000.

K. Other Provisions

1. All reimbursement requests must be accompanied by appropriate receipts for expenses of \$10 or more, including requests for per diem allowance.
2. If the employee's employment with the District should terminate prior to completion of one year's service, unless such termination is due to reduction in force or organizational change, (s)he will be required to repay reimbursed relocation expenses within one calendar year from the date of separation.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, (213) 972-7172.





## HUMAN RESOURCES POLICY MANUAL

Section

6.50

Effective Date

10-1-89

Subject

DEATH OF AN EMPLOYEE:  
NOTICE, BENEFICIARY PAYMENTS

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to close out the file of a deceased employee.

### II. PURPOSE

The purpose of this policy is to describe the procedure to follow when closing out the file of a deceased active or retired employee and to assist in the provision of benefits due the beneficiary.

### III. APPLICATION

This policy applies to all active and retired District employees.

### IV. PROCEDURE

A. An active or retired employee's file is closed out as follows:

#### 1. Active Employee

- The employee's supervisor or Department Head must submit a Clearance Order (PERS-95) and a Personnel Action Form (PERS-200) to the Personnel Department for processing.
- The supervisor should advise the employee's beneficiary to contact the Personnel Department (Benefits Section) for information and instructions.

#### 2. Retired Employee

- Upon verification of death of the retiree, the Personnel Department (Benefits Section) will process the Clearance Order (PERS-95) and a Personnel Action Form (PERS-200) to close out the retiree's file.

NOTE: The beneficiary will be compensated according to the benefits selected by the deceased employee.

B. A death notice with the deceased employee's picture is distributed to all Department Heads and posted on various bulletin boards.



## HUMAN RESOURCES POLICY MANUAL

Section  
6.55

Effective Date  
06-01-90

Subject  
DEFERRED COMPENSATION/THRIFT PLAN

Supersedes  
10-01-89

Page 1 of 10

### I. POLICY STATEMENT

It is the District's policy to provide its employees with a program designed to permit employees and Board of Director members to defer a portion of their compensation in preparation for retirement.

### II. PURPOSE

The purpose of this policy is to provide an opportunity for District employees to defer compensation and to reduce taxable income. This policy provides guidelines for participation in the Deferred Compensation and Tax Saver Thrift Plans.

### III. APPLICATION

The Tax Saver Thrift Plan is available only to Non-Contract employees. The Deferred Compensation Plan is available to Contract and Non-Contract employees, and the Board of Directors.

### IV. DEFINITIONS

- A. "The District" means the Southern California Rapid Transit District.
- B. "Participant" means any current or former employee or Board of Director member of the District who has elected to defer a portion of his/her compensation under this Plan and who continues to have an account balance remaining with the Plan.
- C. "Beneficiary" means any person, trust, corporation or firm, or any combination of the foregoing, designated by a Participant to receive benefits under the Plan. Any such designation shall be by written instrument filed with the District and shall be revocable unless otherwise provided in such instrument. If a participant does not file a beneficiary designation with the District, his/her Beneficiary shall be the estate of such Participant. The District provides a universal Beneficiary Designation form which is used for all District plans.
- D. "Deferral Agreement" means the election form which must be completed in order to participate in the Plan.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
	DEFERRED COMPENSATION/ THRIFT PLAN	06-01-90	6.55
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under the Plan. The District shall invest in such Account amounts equal to the compensation deferred by the Participant under this Plan. The assets of the Account shall be invested in such investments as the laws of the State of California may allow. The Investment Account shall at all times remain a part of the general assets of

the District and shall remain available for the payment of District debts. Neither the existence of the Plan nor the Investment Account shall be deemed to create a trust and the District shall at all times be the legal and beneficial owner of all assets of the Investment Account. Neither the existence of the Plan nor the Investment account shall entitle any Participant, the Beneficiary of any Participant, or a creditor of any Participant to a claim or lien against the assets of the Investment Account. The Participant and his/her Beneficiary shall have only the right to receive the benefits payable under the Plan.

3. Allocations to Book Accounts

The District shall maintain a book account ("the Book Account") for each Participant, to which it shall credit an amount equal to the deferred income of the Participant. The Participant's Book account shall further be credited monthly with earnings, gains, or losses applicable thereto, which may have been earned by the Participant's Investment Account during the preceding month.

4. Benefits

a. Retirement

Upon attaining normal retirement age or disability, as defined under the Plan, a Participant can elect to have his/her account paid in one of the following ways:

- (1) A single lump sum payment.
- (2) Consecutive monthly payments for a number of months not less than six nor more than 180 months (15 years).
- (3) Consecutive monthly payments for the rest of his/her life.

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Participant fails to select a payment method within the required time limit, an election will be made for him/her by the Administrative Office of the Plan.

c. Disability

In the event a Participant is determined eligible to receive disability benefits under one of the District's Retirement Income Plans, (s)he will likewise be considered disabled under the Plan and eligible to elect to receive benefits under the provisions of 4a of this section. If a Participant does not elect, by written notice to the Administrative Office of the Plan, to commence receiving benefits within 60 days after the close of the calendar year following his/her eligibility to receive disability benefits, the provision of 4a and 4b will become effective.

d. Termination or Death Prior to Attainment of Normal Retirement Age

If a Participant's account balance is at least \$10,000 at the time of termination of full-time employment or in the event of death, the Participant or the Beneficiary may elect in writing, no later than 60 days after the termination or death, to be covered under the provisions of 4b. Eligibility for benefits, that is, normal retirement date, will be determined as if termination or death of the Participant had not occurred. Neither the Participant nor the Beneficiary need select the payment option until 30 days preceding the date payment is to commence. If a payment option was previously selected, it may be changed up to 30 days before the commencement of first payment.

Nothing in the above paragraph should be construed as prohibiting a Participant or Beneficiary from taking a partial lump sum payment prior to 60 days after the close of the calendar year in which termination or death occurred. In no event, however, may the balance remaining with the Plan until a later date be under \$10,000.

If an account balance is under \$10,000, payment will be made in a lump sum no later than 60 days

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g. Administration of the Plan

The Plan shall be administered by the District Controller-Treasurer under the direction of the District's Board of Directors. At the discretion of the District Controller-Treasurer, any or all amounts in the Investment Accounts may be invested as the laws of the State of California allow pursuant to the following provisions:

- (1) That the investment of all amounts in the Investment Accounts, including earnings on such amounts and the proceeds of any sale or disposition of assets thereof, shall be made according to instructions of the District Controller-Treasurer.
- (2) That the owner of record of all amounts in the Investment Accounts shall be the District.
- (3) That the District Controller-Treasurer will maintain records of the Investment Accounts and the Book Accounts of each Participant.

h. Amendment and Termination

This Plan may be amended or terminated by the District at any time, or the District may, without amending or terminating the Plan, cease to set aside assets under the Plan. No amendment or termination of the Plan and no cessation of setting aside assets shall reduce or impair the rights of any Participant or Beneficiary which may have already accrued. Upon termination of the Plan, the District shall distribute to all Participants amounts equal to the balance of their Book Accounts as of the month-end following such termination.

i. Miscellaneous

- (1) The Plan shall not be construed as giving any Participant any right to continue his/her employment with the District.
- (2) The Plan has been authorized by the laws of the United States of America and the State of California and shall be construed and administered in all respects under and by such

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
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individual employee's balance up to \$100,000 by the Federal Savings and Loan Insurance Corporation.

- b. The Fidelity Intermediate Bond Fund which has investments primarily in high and upper grade government and corporate bonds and money market instruments with a total average maturity not to exceed ten years.
- c. The Pennsylvania Mutual Fund, Inc., which has investments normally in stocks and convertible securities of small and medium size companies. The objective is appreciation of capital.

2. Benefits:

Distribution from the plan will be made promptly after one of the following events occur:

- a. Retirement.
- b. Separation from service.
- c. Death.
- d. Disability, if desired.
- e. Attainment of age 59-1/2 - on request and once only.
- f. "Hardship".

Generally, the employee's account will be paid in one lump sum. Other forms of payment may be made available. An employee will receive information on payment methods at the time (s)he is eligible to receive a benefit.

For a hardship withdrawal a participant must have an immediate and heavy financial need with no other resources reasonably available to meet the need. Qualification for a hardship withdrawal will be determined by the District Treasurer's Office based on the facts and circumstances of the need. Hardship cases may include:

- 1) medical expenses;
- 2) purchase of a principal residence (excluding mortgage payments);
- 3) payment of the next term's tuition for college or



## HUMAN RESOURCES POLICY MANUAL

Section

6.60

Effective Date

10-1-89

Subject

DISABILITY

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy, as mandated by state statute, to cover all employees with State Disability Insurance (SDI). State Disability Insurance is a wage loss insurance for California workers. A portion of the employee's monthly check is automatically contributed to the Program, as required by law.

### II. PURPOSE

The purpose of this policy is to establish a procedure for receipt of benefits under the SDI Program if an employee is off work due to a non-occupational injury, illness, or accident.

### III. APPLICATION

This policy applies to all regular employees (both full and part-time) and As-Needed employees.

### IV. PROCEDURE

A. Employees must apply for SDI benefits; they are not automatic.

1. Claim forms are available in most doctors' offices and hospitals, and can also be obtained from the Personnel Department by calling Ext. 27184.
2. The employee must complete the left side of the claim form and the doctor must complete the right side of the claim form.
3. The completed form should be mailed to the address on the front of the form.
4. To receive credit from the first day that the employee became disabled, the completed form should be mailed within 28 days of the day the employee became disabled.

B. Benefits are payable immediately if the employee is hospitalized. Otherwise the employee must wait seven days before collecting benefits. The waiting period is waived if the total period of disability exceeds 21 days.



## HUMAN RESOURCES POLICY MANUAL

Section

6.65

Effective Date

10-1-89

Subject

HEADWAY

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to provide its employees and retirees with an in-house newspaper, the Headway, that imparts information regarding the District's activities and personalities and provides a forum for employee recognition.

### II. PURPOSE

The purpose of this policy is to outline procedures for using the District's newspaper as an informational tool.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

- A. A copy of each month's Headway is sent to each employee's and retiree's home.
- B. Employees and retirees who are interested in making a contribution or a suggestion must turn in articles or information by the 5th of each month. Those wishing to contribute photographs must use black-and-white film.
- C. Requests for photographic coverage of District events must be preceded by 72 hours' notice.
- D. The mailing address for the Headway is 425 South Main Street, 2nd Floor, Los Angeles, CA 90013.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please call the Headway Editor, Ext. 27165.



## HUMAN RESOURCES POLICY MANUAL

Section

6.70

Effective Date

10-1-89

Subject

LIBRARY

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to provide a centralized source of reference data for employees to use for research relating to District business and the transit industry.

### II. PURPOSE

The purpose of this policy is to establish a set of procedures for using the materials and services provided by the District's Library.

### III. APPLICATION

This policy applies to all District employees and the public.

### IV. PROCEDURE

The Library is located on the 5th Floor in the Planning Department.

#### A. Data and Services Available

1. Documents
2. Journals
3. Books
4. Micro-Computer software
5. Literature searches
6. Inter-library loans

#### B. Hours

1. For employee use, the library is open Monday through Friday, 8:00 a.m. to 4:30 p.m.
2. For the public's use, the library is open Monday from 8:30 a.m. to 11:30 a.m. and Friday from 1:30 p.m. to 4:30 p.m.

#### C. Use of Library Materials

1. Employees may borrow books and journals available in the library for as long as the item is needed.
2. The library will order special items for departments and



## HUMAN RESOURCES POLICY MANUAL

Section

6.75

Effective Date

10-1-89

Subject

UNEMPLOYMENT INSURANCE

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to provide unemployment insurance benefits pursuant to State law. Unemployment Insurance (UI) is a wage loss insurance for California workers.

### II. PURPOSE

The purpose of this policy is to establish the procedure for applying for Unemployment Insurance Benefits.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

An employee who has been terminated because of job abolishment, reduction in force, or inability to perform his/her job duties may file a claim with any State of California Employment Development Department Office. An interview will be granted and a determination rendered as to the claimant's eligibility.

A. Employees must apply for UI benefits, they are not automatic.

1. Claim forms are available at any State of California Employment Development Department (EDD) Office.
2. The completed claim form should be mailed to the address indicated on the form.
3. The EDD Office will notify the District that a benefit claim has been filed.
4. The District will complete the employer section of the form and return it to EDD for processing.

B. Amount of benefit varies and is based on the employee's highest quarterly income for a given base period.

1. The maximum benefit is currently \$166 per week.



## HUMAN RESOURCES POLICY MANUAL

Section  
6.80

Effective Date  
10-1-89

Subject  
CHARITABLE CAMPAIGNS

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to conduct charitable campaigns so that employees can contribute to the charity of their choice.

### II. PURPOSE

The purpose of this policy is to establish guidelines for conducting charitable campaigns at the District.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

- A. Any and all charitable campaigns to be conducted at the District must be approved by the Board of Directors.
- B. United Way and the Brotherhood Crusade have been authorized by the Board of Directors to conduct annual campaigns at the District.
- C. Employees who wish to contribute to approved charitable campaigns may do so by the following methods:

1. Payroll Deduction

Monthly donations can be made to the charitable agency of the employee's choice through payroll deductions. The employee must complete a campaign form and designate the bimonthly amount to be deducted from each paycheck. To designate a specific agency to receive contributions, a Designation Card must be obtained and completed along with the Payroll Deduction Form. To stop payroll deductions, an employee must send a memo to the Pension Clerk in the Personnel Department.

2. Cash Contributions

Cash contributions may be made using the campaign envelopes provided. The envelopes should be given to the campaign representative in the employee's department.

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	WORKERS' COMPENSATION	Supersedes	Page 3 of 4

1(800)888-8003 within 12 hours of the occurrence.

- a. If the injury is due to a traffic accident, attach a copy of the accident report, Form No. 32-43.
2. Complete the Medical Service Order/Return-to-Work Form (SAFE-4) and give it to the employee to take to the doctor at the time of treatment.
  - a. The employee is not required to ask for treatment.
  - b. The ill or injured employee should be directed to the authorized Workers' Compensation medical facilities assigned to his/her division or work location, and given the claim number issue by ARS.
3. Complete the Occupational Injury/Illness Investigation Report Form (SAFE-5).

The supervisor is responsible for reporting every work-related injury or illness as soon as it occurs. This reporting includes investigating, reconstructing, and documenting the events and circumstances surrounding the work-related injury or illness.

In case of an emergency requiring immediate medical treatment, the supervisor is directed to:

1. Call the Dispatch Center on Ext. 6111 and they will make arrangements for an ambulance if necessary; or,  
  
Transport the injured employee to the nearest Workers' Compensation medical facility if (s)he is able to be moved.
2. Call the medical facility to authorize treatment if there is not time to complete the Medical Service Order Form.
3. Contact the employee's family as soon as possible and provide assistance to them.

Supervisors should advise their employees of the above emergency procedure. In the supervisor's absence any employee can arrange emergency medical treatment.

C. Return to Work

Written medical authorization is required for an employee to



## HUMAN RESOURCES POLICY MANUAL

Section  
6.90

Effective Date  
10-1-89

Subject  
SAVINGS BONDS

Supersedes  
  
Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy to offer employees an opportunity to purchase United States Savings Bonds through payroll deduction.

### II. PURPOSE

The purpose of this policy is to outline steps to be taken for the purchase of savings bonds.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

The withdrawal of money from an employee's paycheck for the purchase of savings bonds may be requested on a U.S. Savings Bonds Payroll Authorization form. This form can be obtained from the Pension Clerk in the Personnel Department, Ext. 6381. Bonds are available in denominations of \$100, \$200, \$500, and \$1000. The purchase price of each bond is equivalent to one-half the face value of the bond. For example, a \$50 bond would cost \$25.

The employee should designate the amount of money to be withheld from each paycheck and the value of the bond desired. When the employee has had enough money withheld to purchase the bond denomination requested, the Federal Reserve will send the bond directly to the employee's home.

An employee who wishes to discontinue payroll deductions for savings bonds should notify the Personnel Department by submitting a memo to the Pension Insurance Clerk.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27187.



## HUMAN RESOURCES POLICY MANUAL

Section

6.95

Effective Date

10-1-89

Subject

AUTOMOBILES

Supersedes

Page 1 of 4

### I. POLICY STATEMENT

It is the District's policy to provide automobiles for District personnel when conducting District business and when use of public transportation is inconvenient. Such situations include emergencies and other operational situations which require expedited action.

Wherever practical, public transportation shall be used in lieu of an automobile when conducting District business, even though an automobile might be assigned to a department or an individual.

Authority for enforcing this policy is outlined in Sections 5.1, 5.3a and 5.3b of the District's Rules and Regulations Manual.

### II. PURPOSE

The purpose of this policy is to establish procedures for the assignment of District-owned non-revenue vehicles and to ensure that assignments and usage are in accordance with District priorities and the purposes for which the vehicles were purchased.

### III. APPLICATION

This policy applies to all District employees and shall be used by all departments and individual employees who require the use of non-revenue vehicles in the performance of District activities.

### IV. PROCEDURE

#### A. Responsibility for Procedure Implementation

1. The AGM for Operations shall be responsible for, and is hereby authorized to:
  - (a) Approve all individual 24-hour vehicle assignments.
  - (b) Approve requests to take District-owned vehicles outside the District's service area.
  - (c) Rescind all vehicle assignments for unsafe or improper use of District-owned vehicles, or for changes in job duties which no longer justify specific vehicle assignments.



# HUMAN RESOURCES POLICY MANUAL

Section

6.100

Effective Date

10-1-89

Subject

VACATION

Supersedes

Page 1 of 5

## I. POLICY STATEMENT

It is the District's policy to allow its employees to earn vacation as a benefit of employment. In order to earn vacations at the normal rate, an employee must attend work regularly.

## II. PURPOSE

The purpose of this policy is to establish guidelines which allow employees to acquire vacation time according to the number of years of service with the District.

## III. APPLICATION

This policy applies to all Non-Contract employees.

## IV. PROCEDURE

### A. Vacation Earnings

Each employee will earn vacation pay entitlements on a weekly basis. The amount accrued weekly is based upon years of service, measured from the anniversary date of employment to anniversary date of employment. The amount earned is as follows:

<u>YEARS OF SERVICE</u>	<u>NUMBER OF HOURS EARNED WEEKLY</u>	<u>EQUIVALENT HOURS PER YEAR</u>
Hire date to 4th anniversary	2.46	128
4 thru 9	3.23	168
9 thru 14	4.00	208
14 thru 25	4.77	248
25 and thereafter	5.54	288

When an employee's anniversary date passes, and such anniversary date would increase the employee's weekly earnings of vacation hours, the vacation hours earned for that particular week will be at the higher rate.

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verification of his/her illness in order to utilize his/her sick leave benefits instead of vacation.

H. Continuity of Service

When employees are reemployed by the District within one year after layoff, or are reinstated within 90 days from the date of their honorable discharge after service in the military forces of the United States, they shall begin earning vacation time as if they had continuous service from their original employment date. Vacation time is earned for time spent on layoff or in the military, except as provided in Section B.

I. Payoff of Vacation Time

On each employee's anniversary date of employment, employees may request to be paid for any earned vacation hours in excess of two times their equivalent annual vacation earnings, at their current rate of pay, subject to the limitations and conditions listed below:

1. The employee may choose to carry over all or part of the vacation hours in his/her bank without restriction or risk of forfeiture. This provides employees with the opportunity to plan for an extended vacation.
2. The employee may choose to be paid in cash, in which case all appropriate taxes will be withheld. The employee will be paid at his/her current salary rate.
3. The employee may choose to have the money deposited into the District's Deferred Compensation Plan or the Thrift Plan. This will defer taxation of the payoff. The minimum deposit is \$250 and the contribution limitations of the Deferred Compensation Plan or the Thrift Plan shall apply.
4. The employees may elect to split the amounts paid between the Deferred Compensation Plan, the Thrift Plan, or a cash payment settlement. The percentage split between cash, Deferred Compensation, or the Thrift Plan shall be determined by the employee, subject to the limitations indicated in No. 3 above.
5. Employees who failed to use at least 80 hours of their vacation time in the previous year will not be entitled to elect options 2, 3, or 4 of this section, but will have all earned hours carried over per No. 1 of this

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
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of floating holiday hours awarded and placed into the employee's vacation bank will be 1/12 of the normal award based upon each month or major portion thereof of employment from the previous June 1 to the date of transfer. The normal accrual rate is pursuant to the respective collective bargaining agreement.

- c. An employee with less than one year of service will be awarded 1/12 of the normal accrual amount for each month or major portion thereof of employment from the hire date to the date of transfer.
- d. If the date of transfer is June 1, the vacation amounts normally awarded on June 1 will be placed into the employee's vacation bank. No other adjustments are necessary.

L. Transfer to a Union Plan

In the event a Non-Contract employee transfers to a position covered by a collective bargaining agreement, (s)he shall be treated as terminated and paid in full for all vacation time. The employee may choose to defer some income by transferring funds to the District's Deferred Compensation Plan, or the Thrift Plan, subject to limitations.

M. Leave of Absence

All vacation hours must be utilized prior to granting an unpaid leave of absence.

V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Personnel Department, Ext. 27184.

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

Vacation Payoff for Non-Contract Employees

The Non-Contract Vacation Policy provides for a payoff of vacation hours in excess of two times your annual accrual; and this payoff may be made only once per year, concurrent with your anniversary date of employment. In addition, 80 hours of vacation time must have been utilized in the 12 months immediately preceding your anniversary.

The following table indicates the minimum hours which must remain as a vacation balance not subject to payoff:

<u>Anniversary</u>	<u>Hours</u>
01 - 04	256 hours
05 - 10	336 hours
11 - 15	416 hours
16 - 26	496 hours
27+	576 hours

I hereby elect the following option(s):  
(more than one option may be selected)

- I wish to be paid in cash \_\_\_\_\_ vacation hours. I understand that the appropriate taxes will be withheld. These hours are to be reported on the time report (Acct 123) coded "VCW".
- I wish to have \_\_\_\_\_ vacation hours credited to the Deferred Compensation Plan.
- I wish to have \_\_\_\_\_ vacation hours credited to the Thrift Plan (401K).

Requested By:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

NOTE: This form must be submitted, approved and paid within one month prior to or following employees' anniversary date.

Distribution:

Original - Control Accounting  
CC - Employee File  
CC - Employee



## HUMAN RESOURCES POLICY MANUAL

Section  
6.105

Effective Date  
10-1-89

Subject

HOLIDAYS

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to compensate eligible employees at the straight-time rate of pay for holidays recognized by the District.

### II. PURPOSE

The purpose of this policy is to set forth holidays recognized by the District and to provide procedures for compensating employees for these days.

### III. APPLICATION

This policy applies to all regular full and part-time Non-Contract employees.

### IV. PROCEDURE

The following are designated as holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Employee's Birthday	Employee's Anniversary Date of Employment

- A. If the holiday falls on a Sunday, it will usually be recognized on the following Monday.
- B. If the holiday falls on a Saturday, eight hours will be added to the employee's vacation time, unless otherwise stated in advance by the General Manager that it will be observed on another day.
- C. If an employee takes a day off work to observe the holiday, (s)he will be paid eight hours at his/her straight time rate of pay.
- D. If an employee is required to work on the holiday or it is observed on the employee's normal day off, eight hours will be added to the employee's vacation time. (See Vacation Policy)
- E. The employee must work the regular shift or be on vacation or



## HUMAN RESOURCES POLICY MANUAL

Section  
6.110

Effective Date  
10-1-89

Subject  
EMPLOYEE RECOGNITION

Supersedes

Page 1 of 6

### I. POLICY STATEMENT

It is the District's policy to recognize employees who perform their duties in an outstanding manner and make significant contributions toward increasing the District's efficiency.

### II. PURPOSE

The purpose of this policy is to recognize significant contributions and to reward, in some measure, those who make such contributions. Recognition and rewards promote the awareness of District goals and needs. This awareness increases motivation and initiative to make contributions to further District goals and services. Recognition of contributions increases employee morale.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

#### A. Employee of the Quarter or Month

Different divisions and departments have awards earned and given within the department. It is necessary to contact either the specific department or division for the particulars of these awards. Employee of the Quarter programs exist in the Personnel, Printing, Scheduling, Transit Police, Marketing, Facilities Maintenance, and Equipment Maintenance departments.

Employee of the Month programs exist in the Telephone Information, Transportation, and Equipment Maintenance departments.

#### B. Operator Recognition (In Pursuit of Excellence)

The Transportation Department gives four separate awards to Bus Operators.

There are two types of award periods: monthly and annually. All operators begin each award period with a clean slate.

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d. Presentation.

Operator Recognition Day.

2. Annual Meritorious Operator Award

To receive a Meritorious Operator Award, an operator must meet the following in either the attendance or operations categories:

a. Attendance.

(1) Accumulate no more than two instances of sick, missout, and unexcused absences combined, not to exceed a total of five days.

(2) No suspensions.

(3) No indefinite leave during the year.

b. Operations.

(1) No chargeable accidents.

(2) No chargeable passenger complaints.

(3) No more than one chargeable safety violation.

(4) No more than one rule violation.

All operators who achieve the standards in one of these categories will qualify for this award.

c. Recognition.

(1) Headway coverage.

d. Award.

(1) \$25.00 cash award.

(2) Certificate of Recognition.

e. Presentation.

(1) Operator Recognition Day.

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c. Award.

(1) \$100.00 cash award.

d. Presentation.

(1) Division Monthly Drawing.

C. Safety Department's Safety Award

1. Eligibility

All permanent, full-time Transportation and Equipment Maintenance Department employees.

2. Award Presentation

An annual award is presented at a departmental luncheon in December and covers the calendar year.

3. Selection Committee

The Department Head reviews and evaluates recommendations received from department staff in selecting the award recipient. Recommendations are submitted in early December.

4. Type of Award

The award recipient receives a plaque which is presented at a departmental luncheon and a certificate redeemable at the Employee Activities Department (\$100 value).

5. Program Announcement

The program criteria is announced to employees by issuance of a memo and discussed in a staff meeting.

6. Criteria

The following six job factors and performance measures are used to evaluate the award winner. The first five factors are evaluated by the employee's peers.

a. Job skills.

b. Quantity of work.



# HUMAN RESOURCES POLICY MANUAL

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<b>Subject</b>	UNIFORM ALLOWANCE
----------------	-------------------

## I. POLICY STATEMENT

It is the District's policy to provide reimbursement to those Non-Contract employees who are required to wear uniforms in the performance of their duties.

## II. PURPOSE

The purpose of this policy is to set out guidelines to follow to receive a Non-Contract uniform allowance.

## III. APPLICATION

This policy applies to the following categories of Non-Contract employees who are required to wear uniforms in the performance of their duties:

Transit Police Chief	Transit Operations Supervisor - Instruction
Assistant Transit Police Chief	Transit Operations Supervisor - Vehicles
Transit Police Lieutenant	

## IV. PROCEDURE

### A. Transit Police Department

The District provides a Class "A" uniform and additional required equipment to Transit Police Lieutenants, Assistant Transit Police Chief, and Transit Police Chief as specified below:

#### Class "A" Uniform

1 - Jacket - Duty	2 - Shirts, Blue Long Sleeve
2 - Shirts, Blue Short Sleeve	2 - Pairs of Trousers, Blue*

-----  
\* Females can be issued one skirt in lieu of one pair of trousers.

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- 3 - shirts
- 3 - pairs of trousers
- 1 - sweater

2. Additional issue

Those persons in regular TOS positions requiring a uniform will receive a "completer" uniform at the completion of their training. This will not be issued to persons in acting positions or on temporary assignment as part of the Management Development Program. The "completer" uniform must be purchased from Becnel Uniforms only under a special purchase order authorization. This uniform includes the following pieces:

- 2 - shirts, short or long sleeve (optional)\*
- 1 - pair of trousers
- 2 - ties
- 1 - blazer (red, blue or navy)
- 1 - jacket
- 1 - pair of shoes
- 1 - belt (basketweave)

-----  
 \* Shirts with sports collars are optional; if this option is selected, ties are not authorized.

3. Annual Uniform Allowance

Employees in regular status are entitled to a maximum annual uniform allowance of \$175. This does not apply to persons in acting positions or those on temporary assignment as part of the Management Development Program.

The appointment date for which the employee received a "starter" set will become the yearly anniversary date for eligibility for the \$175 annual uniform allowance thereafter.

Persons in acting positions who become regular in a position requiring a uniform will receive "completer" sets if they have completed their training. Their anniversary will be as described above.

Persons in the Management Development Program who become regular in a position requiring a uniform will receive "completer" sets if they have completed their training.



## HUMAN RESOURCES POLICY MANUAL

Section 7.05

Effective Date

10-1-89

Subject

COMMUNICATIONS BROCHURES

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to ensure that all publications representing any department or policy of the District are produced in a professional manner. All brochures must receive appropriate approval before release.

### II. PURPOSE

The purpose of this policy is to establish specific steps and procedures necessary to produce a District-approved brochure.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

A. Brochures initiated for the use of one department and produced with in-house supplies and facilities.

1. Multi-color brochures can be printed in the Print Shop on available stock. The originator of the brochure must lay out the design and word content and secure approval of the Department Head. (With the Print Shop Manager's approval, the Print Shop may assist with graphics and print.)
2. Printing Form 1 (from stationery suppliers) must be completed and submitted with final form to the Print Shop Supervisor.
3. The Print Shop will pull the first print and return it for approval to the originating department.
4. The originating department's supervisor will proofread the print for errors in printing or style. Then the proof will be initialed and returned for the final printing run.

B. Brochure projects assigned to the Print Shop must be approved by the Print Shop Manager.

1. Projects shall be submitted with a minimum of two weeks' lead time.



## HUMAN RESOURCES POLICY MANUAL

Section

7.10

Effective Date

10-1-89

Subject

MEDIA RELEASE

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy that all oral and written releases to the news media be coordinated by the Marketing and Communications Department's News Bureau.

### II. PURPOSE

The purpose of this policy is to establish procedures for issuing information regarding District affairs to members of the news media.

### III. PROCEDURE

- A. Oral and written requests from representatives of the news media for information on District affairs shall be referred to the News Bureau.
- B. Personal and telephone interviews with news media personnel shall be coordinated by the News Bureau.
- C. Written and visual materials prepared by RTD staff, or vendors under contract to RTD, shall be approved by the News Bureau/Director of Marketing and Communications before dissemination to the news media.
- D. RTD staff who expect to come in contact with news media personnel shall contact the News Bureau for consultation and direction.
- E. Supervisors handling District emergencies shall contact the News Bureau, Ext. 6323. After work hours, the Radio Dispatch Center, Ext. 6111, can reach a News Bureau representative at home. The home phone numbers of staff members must not be released to media representatives.
- F. District employees handling emergency situations shall not:
  1. Release names, ages, or the extent of injuries of those persons involved in an accident, crime, or other emergency.
  2. Discuss the cause of an accident or other emergency.
  3. Answer or comment on questions concerning responsibility



## HUMAN RESOURCES POLICY MANUAL

Section  
7.15

Effective Date  
10-1-89

Subject

PATENTS

Supersedes

Page 1 of 1

### I. POLICY STATEMENT

It is the District's policy that all inventions or improvements of tools, processes, machinery, etc., developed on District property, using District equipment, or during an employee's work hours automatically become the property of the District.

### II. PURPOSE

The purpose of this policy is to delineate the legal rights of employees and the District regarding patents.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

- A. Inventions and improvements created during an employee's work hours, on District property, or using District tools or materials are not patentable by the employee.
- B. Inventions and improvements created, planned, or designed away from District property on an employee's own time are subject to District review if such plans or procedures relate to District tools, machines, or procedures.

### V. FURTHER INFORMATION

If you need additional information or have questions regarding this policy, please contact the Legal Department, Ext. 24331.



## HUMAN RESOURCES POLICY MANUAL

Section

7.20

Effective Date

10-1-89

Subject

MAIL

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to operate an internal mail system to facilitate communications among work locations. District mail facilities are to be used only for District business. Employees are not to use the District's mailing address for personal mail.

### II. PURPOSE

The purpose of this policy is to outline the proper procedures for using the District's mail service.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

The procedures for handling the various types of District mail are as follows:

#### A. Internal Mail

Use a manila interdepartmental envelope with the following information written legibly:

1. Name of person.
2. Name or number of department or division.

If a regular envelope must be used for interdepartment mailing, put that envelope inside departmental envelope or stamp "company mail" on the upper right-hand corner of the envelope. This will prevent mail from being sent to the "dead mail" at the U.S. Post Office.

#### B. External Mail

Any type of envelope may be used for external mail except the manila interdepartmental envelope. The envelope must have the following:

1. Correct forwarding address.
2. District's return address plus the name of the department or person sending the correspondence.



## HUMAN RESOURCES POLICY MANUAL

<b>Section</b>	8.05
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<b>Subject</b>	EMERGENCY SAFETY PROCEDURES
----------------	-----------------------------

### I. POLICY STATEMENT

It is the District's policy to provide a safe and healthful work place. In turn, employees are expected to follow all rules and procedures.

### II. PURPOSE

The purpose of this policy is to inform all employees of proper safety procedures and guidelines to be followed in an emergency. Once familiar with this information, employees will be better prepared to protect and perhaps save the lives of themselves and others.

### III. APPLICATION

This policy applies to all District employees.

### IV. PROCEDURE

#### A. Coping in an Emergency

1. Use of the telephone must be for emergency purposes only. Use of a phone for any other purpose may contribute to potential circuit overload and/or collapse which may in turn prevent other emergency calls from getting through. Use a portable radio for giving emergency information and instruction.
2. Primary emergency broadcasting stations which have direct links with public agencies and governmental authorities will broadcast related information continuously following a catastrophe.
3. Most local telephone company directories provide an informational Survival Guide in the front pages. This guide provides simple procedures which may save a life in an emergency and should provide help until medical assistance becomes available. Copies of this information are also available from the District's Safety Department.
4. Mass care and casualty care facilities offering basic assistance following a major catastrophe are operated by the Red Cross, governmental agencies, and other

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- b. Activate the fire alarm box nearest the location of the fire.
- c. Use the fire extinguisher if personal safety permits.
- d. Follow the instructions of Transit Police, floor monitors, or other emergency personnel who will direct employees to the proper evacuation routes.
- e. Do not use elevators. Evacuate as quickly as possible by posted evacuation routes using stairways only.
- f. Do not open hot doors. Before opening any door including those leading into stairwells, touch the door near the top to see if it's warm. A fire on the other side will blast through the smallest opening with tremendous heat and force.
- g. If smoke is present, stay close to the floor--crawl; don't walk to the exit. Remember smoke can be as deadly as fire.
- h. Block off smoke and heat with closed doors. Use an alternate exit, and seal off cracks around doors and vents.
- i. WALK, DON'T RUN! Hold handrails. Women should remove high heels to avoid tripping on stairs. Follow specific instructions and use nearest assigned evacuation route exit unless otherwise instructed by security or emergency personnel.
- j. Assist handicapped persons if they are present.
- k. If exiting is onto a roof, quickly move away from the exit door to avoid congestion. Stay away from the edge of the building and use designated walkways and/or fire escapes.
- l. If exiting is onto the sidewalk, quickly move away from the exit door and proceed to an area where interference with fire fighters is least possible. Do not return to the building until instructed to do so.

HUMAN RESOURCES POLICY MANUAL	Subject	Effective Date	Section
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inside the vehicle. Avoid stopping near overpasses, wires, high structures, or anything that could fall on the vehicle.

### 3. Floods

Although the threat of flash floods or dam breakage exists, modern methods of forecasting have limited the chance of a flood disaster without prior warning. The National Weather Service monitors these events and broadcasts warnings to the public over radio and television.

Depending on the time the warning is received, employees may be advised to stay at home. If at work, stay in the building until it is safe to leave. Leave only if a safe area is available before access is cut off by flood water.

- a. Move to higher ground. Avoid areas subject to sudden flooding.
- b. Do not attempt to cross a water flow which is above the knees.
- c. Do not attempt to drive over a flooded road, as the vehicle may become trapped and stranded. If the vehicle stalls, abandon it and seek higher ground.

### 4. Tornadoes, Gales, and Hurricanes

The National Weather Service issues watches and warnings to the public. A WATCH means tornadoes, hurricanes, or high winds are expected to develop. A WARNING means the danger has actually been sighted in the vicinity.

Depending on the conditions, instructions may be given to go home. But, if there is no time to leave:

- a. Seek safety immediately. There is usually very little time to react.
- b. Follow the instructions of Security and Emergency Personnel to take shelter or relocate to a safer area. The best protection is available within a substantial steel framed or concrete building or underground shelter.

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When there has been a threat and a package or foreign object is seen in an unusual place -- don't touch it. Survey the immediate work area and immediately call Transit Police to report any unusual devices.

All bomb threats are assumed to be real; they are to be considered a threat to employees and business operations. After Transit Police have been notified, instructions will be given if evacuation is necessary. Follow the instructions which are given by the Transit Police personnel. If an explosion of any type occurs at anytime, it should be reported immediately to the Transit Police Dispatcher.

#### Bomb Threat Checklist

Employees receiving a bomb threat should immediately ask the following questions and notify Transit Police on Ext. 6371 on the standard phone or 362 on the special red phone in the Administration Building.

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

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## 6. Civil Disturbances

Should a civil disturbance arise which may jeopardize the employees' safety and well-being, Transit Police personnel will take necessary action. In the interim:

- a. Remain calm -- do not provoke further incident.
- b. Do not become a spectator. Leave or avoid the area to prevent injury, further disruptions, or possible arrest.
- c. Leave the building only under the direction of Transit Police or Emergency Personnel. Employees may be directed to a safer area in the building, or advised to leave, depending upon the type of incident.

## 7. Chemical/Gas Explosion/Hazardous Material Spills

Falling aircraft, chemical accidents (i.e., tanker truck accidents involving toxic gases), and leaking gas of faulty boilers could all be the cause of life endangering explosions on or near the premises. If there is a potential for an explosion:

- a. Follow instructions of Security/Emergency Personnel; directions will be given to take cover, or to evacuate the location.
- b. Stay away from windows.
- c. Do not light matches or cigarettes.

If an explosion occurs in the building:

- a. Follow instructions for evacuation; do not return to the building unless instructed to do so.
- b. Avoid inhaling toxic fumes if possible.

## 8. Nuclear Explosions

Federal, state, and local governments maintain and operate a nationwide emergency broadcasting system to carry out early warnings.



# HUMAN RESOURCES POLICY MANUAL

Section	8.10
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Subject	AIR POLLUTION EPISODES
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## I. POLICY STATEMENT

It is the District's policy to encourage employees to use buses or carpools to travel to and from work during air pollution episodes. The District's goal is to reduce vehicle miles of employee travel by 65% if possible.

The SCRTD policy approved by the South Coast Air Quality Management District (AQMD) states: "No action is to be taken at any stage which would impair the District's ability to continue the operation of the bus system. The continued operation of the system is expected to play an essential role in area-wide efforts to respond to air pollution episodes. It will help to minimize the disruption which could result from either voluntary or mandatory measures to curtail auto travel."

The specific guidelines set forth in this policy statement are in accordance with the SCRTD Air Pollution Episode Emergency Plan.

## II. PURPOSE

The purpose of this policy is to establish guidelines for District employees when an air pollution episode is declared by the AQMD. The policy defines the three categories of air pollution episodes and provides procedures to be followed by District employees when an air pollution episode is declared.

## III. APPLICATION

This policy applies to all District employees.

## IV. PROCEDURE

A. Notification by AQMD: Official notification of forecasted or existing air pollution episodes and related official notices from the AQMD will be received by the District's Radio Dispatch Center from AQMD air pollution episode radio broadcasts which are received by special radio equipment located in the Dispatch Center.

B. Notification to General Manager and Assistant General Manager for Operations: The Radio Dispatch Center, upon receipt of an AQMD message pertaining to a first, second, or third stage episode shall immediately relay the message to the General

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Division Managers to ensure that the operation of District-owned automobiles and trucks within or into the affected area is avoided or postponed where feasible. The assigned uses of CEA, Transportation Department Supervisor, and Transit Police automobiles will not be covered by this action. Any other use of automobiles or trucks must be approved by the appropriate Department Head or Division Manager.

3. Third Stage Episode

- a. The General Manager will advise the Executive Staff of a third stage episode.
- b. "Third Stage Smog Alert" signs will be posted and removed by Division personnel and the General Services Manager as previously described.
- c. It is the responsibility of all Department Heads and Division Managers to ensure that the operation of District-owned automobiles and trucks within or into the affected area is discontinued except on assignments essential to the operation of the bus system. The assigned uses of CEA, Transportation Department Supervisor, and Transit Police automobiles will not be covered by this restriction. Any other use of automobiles or trucks must be approved by the appropriate Department Head or Division Manager.
- d. If a third stage episode is officially predicted and declared for the following day, Department Heads and Division Managers at the affected working locations will advise those employees who are working in positions not essential to the day-to-day operation or security of the bus system, and not essential to the minimum maintenance and security of District-owned property and facilities, not to report to work on the day of the predicted episode. As a general guideline, those offices not normally open on weekends or holidays and those functions not normally performed on weekends or holidays will not be open or performed if a third stage air pollution episode is officially predicted and declared in advance. Employees assigned to positions which are essential to bus systems operation and security, including customer information services, or essential to the minimum maintenance and security of District-owned



## HUMAN RESOURCES POLICY MANUAL

Section

8.15

Effective Date

10-12-89

Subject

INDUSTRIAL ACCIDENT PREVENTION

Supersedes

Page 1 of 5

### I. POLICY STATEMENT

It is the District's policy that industrial accident prevention is the responsibility of managers and employees at all levels.

### II. PURPOSE

The purpose of this policy is to outline the District's position toward industrial accident prevention through training programs, safety awareness, and discipline. It outlines examples of violations and procedures for dealing with violations.

### III. APPLICATION

This policy applies to all District employees.

### IV. DEFINITION

A preventable industrial accident is any accident in which the employee fails to exercise every reasonable precaution to prevent the accident, including his/her action or inaction which has a direct bearing on the results of the accident -- regardless of the extent of property damage or whether or not an injury occurs.

### V. PROCEDURE

#### A. Training

Supervisors and managers are expected to maintain a consistent on-the-job training program to promote placement of signs and publishing of rules. Training should be administered consistently, fairly, and impartially, with checking and correcting of unsafe behavior. Follow-up training and counseling should be performed to supplement efforts and ensure optimum safe performance.

#### B. Safety Warning

The attached "Safety Warning" will be used to document a warning given for any violation of any District safety rule where a warning is deemed appropriate. This form will be prepared in duplicate. Should an employee refuse to sign it,

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- substances.
- r. Working on moving or dangerous equipment or machines.
- s. Storing tools or materials in "Keep Clear" areas.
- t. Tampering with fire extinguishers or other emergency or first aid equipment.
- u. Any act that endangers oneself or the safety or health of another employee.

D. Violations Procedure

The following procedure will be effective where safety violations are noted:

1. On the first observed or noted safety rule violation of a general nature, the supervisor or manager will informally counsel the employee and explain the policy in detail.
2. On the second violation by an employee, the supervisor or manager will formally counsel the employee and issue a Safety Warning Notice, following the procedure previously described. Further violations are subject to progressive discipline.
3. Any employee who commits a serious violation of a District safety rule at any time is subject to disciplinary action of varying severity including dismissal. The following defines "serious" violation:

A serious violation is one in which there is a significant possibility that death or serious physical harm to the employee or some other person could result from the violation.

4. Any employee who willfully or repeatedly violates any safety rule, regulation, practice, procedure, or special order, shall be subject to severe disciplinary action up to and including dismissal.
5. Any employee who violates the posted warning signs shall be subject to disciplinary action.

E. Discipline

1. Discipline is necessary to correct willful misconduct, whether the offense has to do with safety rules or other District regulations. When discipline is necessary, supervisors and managers must act firmly and fairly as the

SAFETY WARNING NOTICE

, this warning notice is being issued as a follow-up to previous oral instructions and will be made a matter of public record. Your failure to observe the instructions previously directed to you, and your disregard for these instructions, resulted in:

- 1. Unsafe conditions for yourself and other persons.

(Example: Failure to wear safety glasses)

- 2. Injury to yourself or other persons.

(Example: Eye injury while not wearing safety glasses)

- 3. Property damage as described.

(Example: Careless vehicle operation)

- 4. Other (Specify)

The above incident occurred at (Time) on (Date) at (Location)

Signature of Supervisor Date

I certify that I have read and understand the above warning. I further understand that a copy will be placed in my Personnel file and that repeated occurrences will be cause for further disciplinary action.

Signature of Employee Date

A copy of this warning notice was given to the employee.

Signature of Division/Section Manager, Date

Distribution: Original: Employee Copy: Personnel Record



## HUMAN RESOURCES POLICY MANUAL

Section

8.20

Effective Date

10-1-89

Subject

OCCUPATIONAL SAFETY AND HEALTH

Supersedes

Page 1 of 2

### I. POLICY STATEMENT

It is the District's policy to provide a safe environment for its employees and passengers. The District strives to ensure that each employee is provided a safe and healthful work place with proper tools and machines to do the job without danger to life or health. The District also strives to ensure that the public receives safe service to its destination.

### II. PURPOSE

The purpose of this policy is to provide an outline of the District's plan regarding Occupational Safety and Health. The safety of employees and passengers is one of the most important responsibilities of the District.

### III. PROCEDURE

- A. Safety is a management responsibility and shall be integrated into every District program, practice, and plan.
- B. To implement this policy, District managers and supervisors will:
  1. Build safety into every plan for District expansion or modification.
  2. Consider the safety implications of all purchases of equipment and supplies.
  3. Acquire, maintain, and require the use of safety equipment and personal protective equipment reasonably necessary to protect employees.
  4. Maintain work areas in a clean and orderly state to encourage safe and efficient operations.
  5. Continually audit procedures and operating techniques to ensure safety is thoroughly included.
  6. Train all employees and indoctrinate all new employees in the safety requirements of their jobs.
  7. Establish standards of performance for each job and task

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9.00

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