

NON - CONTRACT  
EMPLOYEE  
MANUAL

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## INTRODUCTION

Welcome to the Southern California Rapid Transit District.

The District has earned a reputation as a good place to work. This reputation is based upon challenging work, fair treatment of employees and respect for the individual. During your employment here, you will receive the same consideration. In turn, the District expects your best efforts in the performance of your job. Clearly, your contribution is important to your own success, the success of your co-workers, the success of the District as a whole, and the satisfaction of our patrons and the larger community.

As a new member of the staff, it is important that you are informed of the policies and procedures that may affect you when you commence work. This manual is designed to acquaint you with the Southern California Rapid Transit District's personnel policies and procedures. It will also provide you with basic information regarding your benefits and responsibilities. In many instances, the information in this manual only summarizes policy statements and bulletins which may be obtained through your supervisor if more detail is needed. Your supervisor will provide you with more specific information about your work and your department.

The information in this manual applies to all Non-Contract employees (employees who are not represented by a union). The manual is not a contract of employment. But, it will give you a good overview of the policies, benefits, guidelines, and work rules that apply to you as a Non-Contract employee.

This is your copy of the manual. It will be updated from time to time, and you will receive copies of these revisions and additions. Please keep your handbook at your work station for easy reference.

I am pleased that you have chosen to become a part of our dedicated staff. I hope you will find your work extremely challenging and rewarding.

General Manager



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YOUR JOB  
WITH  
THE DISTRICT



## EQUAL EMPLOYMENT OPPORTUNITY

The District provides employment opportunities to qualified persons regardless of race, color, religion, gender, national origin, age, handicap, or sexual preference.

This policy applies to all District employment practices and decisions including, but not limited to, hiring, promotion, classification, pay, benefits, layoff, training, transfer, demotion, termination, or any other terms, conditions, or privileges of employment. A copy of the District's EEO Plan is available for review by applicants and employees in the Equal Opportunity Office.

The EEO Plan follows federal and state laws and guidelines. It is administered by EEO officers responsible to the General Manager and ensures that the District attracts and retains a quality workforce that reflects the diversity of persons available in the local workforce.

## SEXUAL HARASSMENT

It is not the District's intent to regulate social relationships at work. However, it is the District's goal to provide a work environment that is free of conduct that can be considered sexually harassing, abusive, disorderly, or disruptive.

Any obligation to submit to requests for sexual favors, or unwelcome or unwanted sexual advances, as a condition of employment or as a criteria of a hiring decision, is sexual harassment. Also, any conduct which unreasonably interferes with work performance or creates a sexually intimidating, hostile, or offensive work environment may be considered sexual harassment.

Sexual harassment may take place as part of a superior/subordinate relationship or as part of a peer relationship. If you are subject to sexual harassment, you must immediately report the circumstances surrounding the incident to either your supervisor, Department Head, the Director of Personnel, the Director of Employee Relations, or the Assistant General Manager-Equal Opportunity.

All allegations of sexual harassment will be promptly investigated and appropriate action taken.

## EMPLOYMENT STATUS

Non-Contract positions are categorized as follows:

- I. Regular Full-Time -- If you are a regular full-time employee, you are required to work 40 hours a week and are eligible to receive all Non-Contract benefits and accrue vacation, holiday, and sick leave. Your employment is contingent upon the successful completion of your probationary period.
  
- II. Regular Part-Time -- If you are a regular part-time employee, your work week will consist of 20-32 hours of work, depending on your department's needs. You and your eligible dependents will receive a bus pass. However, you do not receive medical or life insurance and pension benefits. Vacation and sick leave are accrued at a prorated formula according to the number of hours you work. For example, if you work only 20 hours weekly, you accrue half the number of hours for vacation and sick leave that a full-time employee receives. Regular part-time employees receive pay for fixed holidays only when the holiday falls on one of their regularly scheduled workdays. Vacant part-time positions are filled through the standard Non-Contract selection process. The length of your probationary period is the same as that of a regular full-time employee in your same classification.
  
- III. Exempt -- These positions are created by the General Manager with the approval of the Board of Directors. Exempt positions are usually at the department head level or above and serve at the pleasure of the hiring authority (usually the General Manager or an Executive Staff Member). If you are in an exempt position, you are entitled to all Non-Contract benefits. However, unlike a regular Non-Contract employee, you do not serve a probationary period, nor are you governed by Non-Contract disciplinary procedures. You are considered an "at-will" employee. If you are terminated, you are precluded from grieving your termination.

Exempt positions may not necessarily be filled through a selection process as set forth in the District's Procedures for Recruitment and Selection of Non-Contract Employees; however, any selection will be made consistent with the EEOC Uniform Guidelines on Employee Selection.

- IV. As-Needed -- Often, it may be necessary for a department to hire temporary employees to work on a one-time or seasonal project. These temporary employees are hired on an "as-needed" basis. The positions the as-needed employees fill are not regularly budgeted positions in the department and are not filled through the normal Non-Contract selection process. As-needed employees receive an hourly wage for hours worked. They are not eligible for an employee bus pass or any 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 desires to apply for a permanent Non-Contract position with the District, (s)he must compete through the normal Non-Contract selection process. As-needed employees are not eligible to compete for promotional opportunities labeled "In-House Only." Any time worked while in an as-needed position is not applicable toward accrual of benefits, vacation and sick leave.

- V. Acting Appointment -- It may be necessary for your department to fill a regularly budgeted position with the acting appointment of an employee at a lower level. This may occur if: 1) the incumbent of the higher level position will be away for a significant period of time due to leave of absence, vacation, or other circumstances 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 the duties of the position during the recruitment period. If you are appointed to an acting position, you will be compensated at the salary grade of the higher level position at the lowest step which

represents an increase of at least 4% more than your current salary. This compensation will begin after you have served at least five consecutive working days in the position and have assumed full responsibilities for all job duties of the position.

## PROBATIONARY PERIOD

When a regular Non-Contract employee enters a new position, (s)he must serve a probationary period. This applies to anyone who transfers into a new position, even if there is no change in job title. If you are in a position which is in salary ranges 1 through 18, your probationary period is six months. If you are in a position which is at salary range 19 or above, the probationary period is one year. (Employees filling positions in the Transit Police Department at the Lieutenant level and above and employees filling positions in the Legal Department at the Assistant Counsel level are also required to complete a one-year probationary period.)

The probationary period you serve when newly hired into the District is referred to as an "initial" probationary period. New hires have certain restrictions on their exercise of benefits and rights; these restrictions are explained in the relevant sections of this manual. The restrictions do not apply during any other probationary period you may serve as a result of promotion or transfer into another position.

Your probationary period permits both you and your supervisor to learn how well you fit into the assigned job. The District wants you to succeed. Your supervisor will work closely with you during this time monitoring your work and providing information and advice which will assist you in learning your tasks.

During the probationary period, your record of performance is evaluated at least twice, once after three months and once after six months. Your supervisor uses these evaluations to determine whether you are qualified to remain in the position. The evaluations will be carried out according to the procedures explained in the Performance Evaluation section of this manual. Your supervisor has the right to terminate you at any time during your probationary period.

If you are absent for more than 22 working days during a six-month probationary period, or more than 30 working days during a one-year probationary period, your probationary period will be extended for the total number of working days you are absent. A probationary period may also be extended when evaluation of your performance is not possible because of unusual circumstances. This requires the approval of your Department Head and the Director of Personnel.

## CLASSIFICATION AND PAY

### I. Job Classifications

Each job in the District is categorized according to the duties performed in the job, the knowledge and abilities needed and the experience and education necessary to perform those duties. Similar types of jobs are grouped together to form a job classification.

Every Non-Contract classification is routinely studied at least once every two years by the Personnel Department to determine if any changes have occurred within the job. An employee can request that a classification study be performed on his/her position prior to the regular review if the job duties have changed. The classification study request must be submitted to the employee's immediate supervisor. The employee's Department Head will submit the request to the Personnel Department.

The Employment Office of the Personnel Department publishes a book of job specifications for Non-Contract positions. Copies are distributed to all Department Heads. You may review this book to examine your job specification.

### II. Salary Assignments and Pay-for-Performance

Every classification is assigned to a salary range according to the duties performed and the level of responsibility. Each year salary ranges are adjusted after careful evaluation of inflation, budgetary and fiscal conditions, and the salary being paid for similar work outside the District. Salary range adjustments are determined by the Board of Directors.

The current Non-Contract salary structure has 28 ranges. Each range has 30 steps and is divided into five quintiles. The difference between each step is approximately one percent.



Although salary ranges are reviewed and may be adjusted upward each year by the Board of Directors, your salary will not be automatically increased. The salary increase you receive will be dependent upon your work performance and the step you are on in your assigned salary range.

At or close to the beginning of the fiscal year (July 1), your performance will be reviewed and evaluated by your supervisor and discussed with you (see the Performance Evaluation section of this manual). Your increase is contingent upon your overall evaluation.

Newly hired Non-Contract employees are normally hired at the minimum step of the salary range, and progress through the quintiles at their own pace, based on performance.

If you have been with the District for less than a full year by July 1, and are recommended for a salary increase, your raise will be prorated according to the number of months you have been with the District. If you began your employment with the District in June, you will not be evaluated in July. You will be evaluated at the mid-point and end of your probationary period, but will not be eligible for any raise during that fiscal year.

Contract employees who promote to Non-Contract positions will be evaluated in July. If you are such an employee, and have been in the position for less than a full year by July 1, and are recommended for a salary increase, your raise will be prorated based on the number of months you have been in the Non-Contract position. If you entered into the Non-Contract position in June, you will not be evaluated in July. You will be evaluated at the mid-point and end of your probationary period, but will not be eligible for any raise during that fiscal year.

If you are promoted from one Non-Contract position to another, you will be placed on the lowest step of the new salary range that will

provide you with not less than a 4% salary increase on the effective date of the promotion. A transfer is not a promotion and does not carry any salary increase with it.

If your promotion or transfer occurs at any point prior to the end of the fiscal year, the supervisor you are leaving will evaluate you at that time. Then, in July your new supervisor will also evaluate you for your performance while under his/her supervision. If you are recommended for a raise from both supervisors, your raise will be prorated based upon the evaluation from each supervisor.

If you have been absent from work during the fiscal year for over 66 working days, your raise will be prorated less the number of full months you were off work.

Salary adjustments are not grievable. However, if the overall performance rating is less than "Meets Expectations," it is grievable as long as you have satisfactorily completed your probationary period. Refer to the Performance Evaluation section of this manual for further information.

## PERFORMANCE EVALUATION

### I. General Guidelines

The District believes that your work satisfaction and efficiency increase when your individual efforts are recognized and when you have full information regarding what your job entails, at what standards you are expected to work, and your supervisor's assessment as to how you measure up to those standards. Therefore, the District has established a performance evaluation system which mandates that your supervisor review your performance at least once each year, in July. This review is designed to help you and your supervisor do the following:

1. identify and discuss areas of your performance where you are meeting or exceeding established standards;
2. identify and discuss any areas where your performance is below standard; and
3. set performance goals which will help you to correct deficiencies, further your career objectives and fulfill your role in meeting department objectives.

At the beginning of the evaluation period--perhaps as a part of your annual review--you and your supervisor will prepare a list of the major tasks you perform. For each task, a series of standards are written which state the required performance levels for the task. These tasks and standards will provide the basis for your next evaluation. You will receive a rating on how well you have fulfilled each standard and an "Overall" rating on how well you performed your entire job.

Your performance appraisal will be documented. A copy will be placed in your personnel record file and you will be given a copy. You will

be asked to sign your evaluation. Your signature does not indicate agreement; it only indicates that your supervisor has discussed the evaluation with you.

The overall rating assigned to your performance will be the basis for your salary increase. Refer to the "Classification and Pay" section of this manual for further information.

## II. Probationary Period Performance Evaluation

When you are newly hired or promoted into a regular position, you are placed on probation for a set period of time (six months or one year, depending on your classification). Your supervisor will discuss with you the tasks and standards for your job as part of your orientation. (S)he will give you a copy of the official "Tasks and Standards" performance appraisal form for your job. If your job is a new one, or one that has changed, new "Tasks and Standards" will have to be prepared. Please ask your supervisor for your "Tasks and Standards" within your first two weeks of employment. Your performance will be evaluated at the end of three and six months. These reviews are in the same format as the annual reviews described above.

## III. Review Following "Improvement Needed" Overall Rating

If during your annual or probationary review your overall rating is "Improvement Needed," this means that serious effort is needed by you to improve your performance. You and your supervisor must draw up a "Plan of Improvement" for your performance to be satisfied before an established deadline; you will not receive a salary increase if this review occurs at the time of the annual review.

Your supervisor will evaluate your performance again at the end of 90 days. If your performance has not improved, your overall rating will be "Unsatisfactory" and your employment will be terminated.

IV. Appeals of Performance Evaluations

If you receive an overall performance rating of "Improvement Needed" or "Unsatisfactory" and you are off probation, you may appeal the rating through the grievance procedure, starting at the appropriate level (see the Grievance Procedure section on p. 20). An overall rating of "Meets Expectations" or higher is not grievable, even if you have been rated below "Meets Expectations" on any of the individual standards.

### HOURS OF WORK

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. If you work in a department which maintains 24-hour service, your supervisor will assign you your specific days and hours.

Certain District classifications require that you adjust your normal work schedule to accommodate work assignments during evening and weekend hours. Your supervisor may assign you days and hours of work which could vary on a weekly or daily basis. If you work in excess of 40 hours per week, the overtime policy applies.

Non-Contract employees have a choice of a 30-minute lunch period with two 15-minute breaks, or a 60-minute lunch period with no breaks. See your supervisor for department preference.

## OVERTIME

At some time, it may be necessary for you to work in excess of your normal 40 hours per week to ensure completion of an assignment. In these instances you may be requested to work overtime by your supervisor, or you may request to work. Except in emergency situations, if you want to work overtime, you must receive prior written permission from your supervisor.

Non-Contract employees are separated into three categories based on job classification under the District's overtime policy:

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; and

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.

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, is authorized to grant paid time off to such an employee. Such 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.

Please refer to the Non-Contract Overtime Policy for an itemized listing of the positions in each group.

## PHYSICAL EXAMINATIONS

Throughout your period of employment with the District, you may be required to take physical examinations. Some of the examinations will be paid for by the District and conducted on District time. Others may not be paid for by the District and will be conducted on your own time. Your first exam was your preemployment physical which was completed just prior to your becoming an employee of the District. The purpose of the preemployment physical was to ascertain whether you were physically able to perform the duties of your position safely. If you apply for another position at the District which requires different physical abilities than your current position, you may be required to take another physical examination before you can be placed in that position.

Biennial physical examinations are available to you on a voluntary basis. These exams are performed by physicians at District-approved medical facilities at District expense. Your supervisor will notify you when you become eligible for a biennial physical examination. You are encouraged to take advantage of these medical checkups to update yourself on your health.

If, in your position at the District, you are exposed to certain harmful substances or environmental conditions, you may be required to take physical examinations at regular intervals so that the District can monitor the effects of such substances or conditions to your health and take corrective action, if necessary. You may also be required to take a physical exam when you terminate your employment or retire from the District if you have been exposed to harmful substances or environmental conditions.

If you are off work due to an injury or illness, you may be required to take one or two physical examinations prior to your return to work. The first physical examination will be conducted by your doctor when (s)he is releasing you to return to work. A second exam, at District expense, may be required to verify that you can safely perform the duties of your position.



If you are a member of the management group, you are eligible to participate in the Management Physical Examination Program. Under this program, you will be reimbursed for that portion of a physical examination which is not covered by any group health insurance plan, up to \$250 per examination. You are eligible for examination reimbursement based upon your age:

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

You will be notified by the Personnel Department when you are eligible for reimbursement. You must be employed with the District for 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 (X6165).

## REIMBURSEMENT OF EXPENSES

The District reimburses you for travel and related expenses which are necessary to accomplish your official duties. The District depends on you to use good judgment while incurring such expenses and to hold costs down. You must keep accurate records of all expenses and submit receipts, reports and justifications.

The General Manager will authorize all employee travel. For travel within the District's service area, you may, in certain instances, use your personal car. The District will reimburse you at the current District rate for actual miles driven and any parking fees incurred while you use your car for District business.

Trips outside the District's service area must be approved in advance by your Department Head and the General Manager. Transportation will be arranged for you and you will be reimbursed within established District limits for the cost of lodging, ground transportation, meals and incidentals. (The District does not reimburse the costs of entertainment.) If approved by your Department Head, you may obtain an advance of funds for estimated travel expenses.

The District reimburses you for long-distance telephone calls and other such communications which are necessary while conducting District business away from your normal work location. The District does not reimburse you for membership in outside professional or technical organizations unless it assigns you to participate in these organizations or their activities.

Forms for authorization and reporting of expenses are available from your department. For more information regarding reimbursement of expenses, see your supervisor.

## DISCIPLINE

As a Non-Contract employee, you hold a position of responsibility and are expected to exercise sound judgment and discretion and to observe generally accepted standards of personal conduct. You are also expected to follow the guidelines set forth in state laws and regulations governing conduct of public employees, other applicable District rules and policies, and this manual.

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. The Non-Contract Discipline Policy<sup>1</sup> provides guidelines for discipline, inclusive of due process rights, if your behavior fails to conform to Non-Contract employee standards. Formal review procedures are also included in the policy.

Most discipline is corrective or informal and intended to help you alter unacceptable behavior. Punitive or formal discipline may be imposed when corrective discipline is considered inappropriate or ineffective.

If you have questions regarding disciplinary procedures, your supervisor or the Personnel Department (x6198) can provide you with additional information and a copy of the policy.

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If a specific policy addresses the problem with more particularity, i.e., Attendance, Performance Appraisal, that section's guidelines will prevail.

## GRIEVANCE

Any problems which arise during your employment with the District should be discussed with your supervisor who will try to resolve the matter. However, since there may be times when your supervisor cannot resolve a problem, the District has initiated a Grievance Procedure designed to assure you that your grievance will be heard and corrective action taken in a timely manner. The grievance procedure is available only to employees who are off probation.

You must initiate any grievance within 20 working days of the occurrence, or knowledge of the occurrence, of the matter on which the complaint is based. Failure to meet this time limit will result in denial of consideration of the grievance and absolute loss of the right to any other internal remedy, including arbitration.

After informally discussing your grievance with your supervisor, the Grievance Procedure allows you to take your grievance to three different levels of review. You must submit your grievance in writing to the appropriate person at each level. Each level has a set limit on the time in which you must receive a response; you will then have an equal amount of time in which to submit your grievance to the next level. The following is a summary of the levels of review:

<u>Level</u>	<u>Grievance To:</u>	<u>Response Time Limit</u>
Informal Discussion	Appropriate Supervisor	5 Working Days
1	Appropriate Supervisor	10 Working Days
2	Department Head	10 Working Days
3	Assistant General Manager - Management (copy to Department Head)	10 Working Days

The Assistant General Manager - Management may certify the grievance as an official grievance. At this point, the matter may be referred to arbitration (in accordance with the Non-Contract Formal Hearing Procedure).

## FORMAL HEARING AND ARBITRATION

A formal hearing is a hearing by either (1) a grievance panel composed of three District management employees appointed by the General Manager; or (2) an outside arbitrator selected from a panel of ten persons affiliated with the State Mediation and Conciliation Service.

When and if the Assistant General Manager - Management certifies the matter as an official grievance, arrangements may be made for the formal hearing. You will be given a choice of having the matter heard by a grievance panel or an outside arbitrator.

If the matter is to be heard by a grievance panel, the General Manager will appoint three District management employees not involved in the issue to serve on the committee. The chairman of the grievance panel will set the date of the hearing and will preside at the hearing. If an outside arbitrator is to hear the case, a mutually agreeable date for the hearing will be chosen from those offered by the arbitrator.

If you wish to bring an attorney to the hearing, you must notify the Assistant General Manager - Management at least two weeks in advance of the hearing. The order in which evidence is presented and witnesses are called shall be determined by the arbitrator. Strict rules of evidence shall not apply.

The grievance panel or the outside arbitrator will submit a written report after the close of the hearing setting forth findings and recommendations. Within ten working days after receiving the grievance panel's or outside arbitrator's report and recommendation, the General Manager shall decide on the disposition of the case and shall notify you and the Assistant General Manager - Management in writing of his decision and the basis thereof.

The Assistant General Manager - Management shall inform the affected Executive Staff member and see that the General Manager's decision is implemented.

If you have any questions, ask your supervisor for a copy of the Formal Hearing and Arbitration Policy or contact the Personnel Department, Ext. 6198.

## PERSONNEL RECORDS

Your employment history with the District is maintained in your personnel record. All such records are confidential.

Two personnel files are maintained for each employee. One file is kept in the Employment Office of the Personnel Department; the other is kept in your department. Both files contain copies of Personnel Action Forms (PERS-200) reflecting changes in pay status, position, copies of Personal Data Sheets (PERS-201) reflecting changes in name, address, or marital status, copies of all performance evaluations, and copies of Memos of Notification of Training Completed.

The file in the Employment Office contains your original employment application, beneficiaries for pension and insurance and documents related to your initial hiring process.

The file in your department is used as a working file to record vacation and sick time earned and taken, and instances of tardies and absences. It also contains requests for time off, commendations, and memos of disciplinary action.

You have the right to review your personnel files. A designated person in your department is responsible for maintaining all departmental records (that person may be an Office Supervisor, Staff Assistant, or Senior Secretary) and has direct access to all personnel files in the department. This is the person you should contact if you wish to see any of your records.

Your personnel file is available to your department head and your supervisor. If your name is certified to another department head as the result of a Non-Contract selection process, that department head may wish to review your record. Staff of the Legal, Equal Opportunity, and Employee Relations Departments may also request to review your file, if necessary.



Any requests to verify your employment with the District should be directed to the Personnel Department, x6549. Inquiries regarding your pay must be approved by you and submitted in writing to the Personnel Department. Subpoenas for records will be processed through the District Secretary's Office and forwarded to your department.

To help us keep your records current, you must report promptly any changes in name, home address, home telephone number, marital status, tax exemption status, and change of beneficiaries to your department recordkeeper. This will also assure that any correspondence mailed from the District is delivered to you in a timely manner.

OBLIGATIONS  
AS AN  
EMPLOYEE

## ADMINISTRATION BUILDING IDENTIFICATION BADGE PROCEDURES

Any time you are in the Administration Building at 425 South Main Street or the annex at 124 West Fourth Street, you are required to wear a photo badge prominently displayed. Those who are required to wear an official District uniform are exempt from this requirement while in uniform at the Administration Building or annex.

The acceptable identification for everyone assigned to the Administration Building or annex is the employee identification badge with photo. Neither department special purpose badges nor bus passes will be honored for admittance to the Administration Building or annex.

This badge is either the bright yellow-green for Administration Building employees or orange for employees from Divisions having frequent business at the Administration Building. All Administration Building personnel will be required to show badges to lobby Security Guards, without prompting, for entrance to the building and are expected to wear them throughout the work day.

The Employment Office will issue and accept returns of employee photo identification badges. If you are stationed at the Administration Building or annex and lose your employee identification badge, contact the Employment Office (x6753) so that they can issue you a new one. If you terminate your employment with the District, you must return your photo identification badge. You will be charged \$100 if you do not turn in your badge when you leave the District.

The Employment Office (x6753) will issue free clips or chains so that you can wear the badge on your clothing or around your neck. Magnetic holders for badges may be purchased from the Employee Activities Office at the Administration Building.

SPECIAL BADGES ISSUED FOR IDENTIFICATION PURPOSES ONLY CANNOT BE USED FOR TRANSPORTATION PRIVILEGES.

## ATTENDANCE

All employees are expected to be punctual and to maintain good attendance. Department attendance control practices will be determined by District policy, department goals and objectives, and employee job performance standards.

### General Requirements

As a condition of continued employment, you must maintain a satisfactory attendance record, be on time and remain at work during your entire work shift, be able to account for your whereabouts and activities while on duty, and notify your immediate supervisor and receive prior approval for each absence.

You must make every effort to adhere to normal working hours and avoid disruption of the work schedule. Appointments for medical/dental exams should be scheduled during non-work hours when possible, or at the beginning or end of the work day to minimize disruption of the work schedule. Whenever you are unable to report for work, you must call your supervisor before or at the beginning of your work shift stating the reason for the absence.

An attendance pattern of frequent unexpected absences and/or tardies disrupts your department's work and is unacceptable. This pattern may be a sign that you are having personal difficulties (family, financial, emotional, drugs or alcohol). If you are experiencing personal difficulties, you may find it helpful to contact the Employee Assistance Program.

If you have a serious medical problem, talk to your supervisor and try to work out a mutually satisfactory plan for your anticipated absences.

### Definitions

Instance - An absence period of one or more consecutive working days or a portion of a day of one hour or greater.

Tardy - An absence of less than an hour at the beginning of the work shift. Two tardinesses equal one instance of absenteeism.

Excessive Absenteeism - Six or more instances of absence in a floating six-month period; or three or more instances of absence with a total work time lost of 60 hours or more in a floating six-month period.

"Off With Permission" - Allowing you to be absent without pay, when you need time off for an emergency or special event, but have no accrued leave time to use. "Off with permission" is granted only to excellent workers whose attendance record is in compliance with District policy and only when the department workload can accommodate such absence.

If you have any questions ask your supervisor for a copy of the Attendance Policy or contact the Personnel Department, Ext. 6198.

## ALCOHOL AND DRUG ABUSE

You may be disciplined up to and including discharge for any of the following:

1. If an alcohol or drug screen performed when you are on duty or subject to duty is positive for alcohol or a drug which interferes with the safe and effective performance of duties or operation of District equipment.
2. If you report to work under the influence of alcohol or drugs, possess or utilize such substances while you are subject to District duty, or have your ability to work impaired as a result of the use of alcohol or drugs either on or off duty.
3. If you refuse to submit immediately to an alcohol and drug analysis when requested by District or law enforcement personnel.

Your supervisor shall send you for an alcohol and drug analysis after you are involved in an accident, traumatic injury, physical altercation, verbal altercation, or exhibition of aberrant behavior.

If you have any questions, ask your supervisor for a copy of the Alcohol and Drug Abuse Policy or contact the Personnel Department, Ext. 6198.

## OFFICE DECORUM

You are expected to act in a businesslike manner and to maintain your work area to reflect a neat, efficient, and businesslike appearance. You must always be courteous when dealing with members of the public and fellow employees, whether in person or on the telephone.

If your work area is open to public view, it is particularly important that it be tidy at all times and that you do not eat at your desk, put your feet on the furniture or act in any manner which is inconsistent with an orderly business environment.

You should not leave your work area unless a specific assignment requires information or materials from other locations. You should always inform an appropriate person (usually the one who will take your calls) if you find it necessary to leave your work area.

### DRESS CODE

You are required to maintain a standard of dress and appearance which is businesslike and appropriate to your professional position, regardless of whether or not you work directly with the public. While you are at work, your clothing should be clean, pressed, and in good repair.

Department Heads may liberalize or restrict dress standards in their departments because of special circumstances. You must conform to the standard of your department or division. If you have any questions regarding appropriate dress or appearance, ask your supervisor.



## SAFETY

Your safety on the job is important for the sake of others as well as yourself. The District will do its part to ensure that each employee is provided a safe and healthful work place with proper equipment and machines to do the job without danger to life or health. You, in turn, are expected to work in a safe manner and follow all rules and procedures. You should report any unsafe practices or conditions to your supervisor or the Safety Department (x6545).

In the event of an emergency at your worksite, you should dial x6371 for the Transit Police dispatcher who will send an ambulance or other emergency services, if necessary.

### SECURITY OF CONFIDENTIAL DISTRICT INFORMATION

You may encounter information, either written or spoken, which should not be known outside of your specific work unit. The information may be about District business matters and may include personal information about other employees.

Although District information may be transmitted to the public, only designated employees are permitted to grant access to this information. All information you encounter should be kept confidential unless it must be used in the normal course of your employment duties.

It is important that you respect the privacy of District employees and never transmit information about them to others. This information must not be discussed with other employees, family, friends, or the public.

Information marked "Confidential" should only be revealed by direct order of your supervisor. Violation of this policy on confidentiality may result in severe disciplinary action.

### USE OF TELEPHONES AND SUPPLIES

District telephones are to be used only for District business. You should use the pay telephone for personal calls. These calls should only be made during lunch or other break periods. You may use a District telephone if there is an emergency or if the call is specifically related to work (e.g., you are unexpectedly asked to work overtime).

You may not use any District supplies for personal purposes. All District equipment, facilities and supplies including stationery, postal services, office machines, and copying machines are to be used only for District business.

### PERSONAL MAIL

The District operates an internal mail and delivery system to facilitate communications among the various work locations. Messengers are responsible for collecting, sorting, and delivering large amounts of mail several times daily. Therefore, District mail facilities must be used only for District business and not employees' personal mail. Please ask all businesses or friends who may send you mail at the RTD to redirect their communications to your home or another designated mailing address.

### PROFESSIONAL INVOLVEMENT

You are encouraged to participate in professional activities related to District work as long as there is no conflict with your District duties and responsibilities. If professional meetings or activities are held during your assigned work hours, you may ask your supervisor for permission to attend. Your supervisor has the discretion to grant or deny your request.

If you are paid an honorarium or expense money while you are acting on the District's behalf or using District time, materials or services not available to the general public, you must turn over the honorarium or expense money to the District. You may keep the honorarium or expense money if the activity takes place on your own time without use of District time or money.

If you have any questions on this matter, ask your supervisor or the Director of Personnel for clarification.

### POLITICAL ACTIVITY

You are encouraged to become informed on public issues and to exercise the rights available to you as a responsible citizen. However, the following standards must be observed because you are a public employee:

1. You may not say or publish any statement which implies District endorsement of any political candidate or political issue.
2. You may not engage in any political activity, including soliciting funds, during your work shift.
3. You may not engage in any political activity while wearing a District uniform or while on District property which is not generally open to the public.
4. You may not engage in any political activity which interferes with the proper conduct of your own or your fellow employees' jobs.
5. You may not wear any campaign buttons or other insignia with political connotations while wearing a District uniform or during your work shift.

If you have any questions, please contact the Personnel Department, ext. 6198.

### BUSINESS RELATIONSHIPS

If you come in contact with vendors or representatives of businesses who solicit service contracts from the District, the following guidelines must be followed:

You shall not solicit or accept gratuities, favors, or anything of monetary value from contractors/consultants or subcontractors/consultants. An unsolicited gift of a value less than \$25.00 shall be considered to be of nominal intrinsic value and not in violation of these guidelines, provided, however, that each District department shall set more restrictive requirements regarding unsolicited gifts as directed by the General Manager.

If you have any questions, please contact the Legal Department, x6646.

### CONFLICT OF INTEREST

As a public employee, you are subject to certain laws which deal with incompatible activities for public officials and employees. If you are a member of the management group or occupy a certain designated position, you may be required to comply with the financial disclosure requirements outlined in the California Political Reform Act of 1974. The Personnel Department will notify you if you are subject to these requirements.

The District has established certain restrictions which apply to all employees. They have been established to avoid questions about the ethics of the District's business practices and to avoid even the appearance of impropriety.

In order to avoid potential legal problems, the District will not sell to, buy from, or accept bids from any business owned in whole or in part by you or your spouse, or contract for business services of any kind to be performed by you or your spouse. You or your spouse may not have any kind of financial interest in any contract, sale or transaction which may come before you in the course of your duties. You and your spouse are also prohibited from bidding on District property sold at public auction.

Since you are a public employee, your behavior must be above reproach. If you have any questions regarding this subject, you should discuss the matter with your supervisor, Department Head or the Director of Personnel (x6198).



## OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY

Your primary responsibility as a District employee is the performance of the duties of your position. You may engage in outside employment or business activities provided they do not involve hours of work and effort that will reduce the quality or quantity of your work at the District or create a conflict of interest (see p. 39).

You are not permitted to:

1. use RTD facilities for an outside business purpose or conduct outside business while on duty or while on RTD property;
2. curtail your RTD work quality or quantity so you may pursue outside employment or business;
3. fail to be available when "on call" because of your commitments to another business.

If you are uncertain whether an outside employment or business activity poses a conflict of interest, you should discuss the matter with your supervisor or the Personnel Department.

### NEPOTISM

Relatives of employees may apply for employment at the District, unless the person is related to a member or spouse of the District's Board of Directors, the General Manager, or a member of the Executive Staff. A relative is defined as a spouse, child, parent, sibling, grandparent, stepparent, or foster parent.

## DEALING WITH THE MEDIA

It is the District's policy that all dealings with the media be handled by the Marketing and Communications Department, specifically the News Bureau.

Any time a representative of the media requests information from you, refer that person immediately to the Marketing and Communications Department. Members of the media may use the nearest telephones and writing facilities upon request, but they should not be allowed to wander around offices or the scenes of incidents unescorted.

If you are the first District employee to report an emergency or incident during normal work hours, Monday through Friday, it is your responsibility to notify the News Bureau at x6323, in addition to contacting District emergency personnel. If the incident occurs after hours, you may ask the District emergency personnel to contact the News Bureau.

If you are at the scene of an incident or emergency, and reporters arrive before the News Bureau Representative, refer the reporters to the District employee who is in charge at the scene. Only the News Bureau Representative or, in his/her absence, the employee in charge, has the authority to make statements to the media.

The Marketing and Communications Department will provide training to employees likely to come in contact with media representatives on how to avoid confrontations with the media.

EMPLOYEE  
BENEFITS

## HOLIDAYS

You are entitled to eight holidays each year, paid at eight hours of your straight time rate of pay. They are:

NEW YEAR'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS DAY  
YOUR BIRTHDAY  
YOUR EMPLOYMENT ANNIVERSARY

- 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 Bereavement Leave on either the regular work day before or after the holiday to receive pay or credit for the holiday. If the holiday occurs while an employee is absent due to sickness or due to a personal leave of absence, the employee will not be paid or receive credit for that holiday.

## VACATION

### A. Vacation Earnings

Non-Contract employees earn vacation pay entitlements on a weekly basis. The amount accrued weekly is based upon years of service, measured from 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 to 9	3.23	168
9 to 14	4.00	208
14 to 25	4.77	248
25 and thereafter	5.54	288

When your anniversary date passes, and such anniversary date would increase your weekly earning of vacation hours, the vacation hours earned for that particular week will be at the higher rate.

You are immediately eligible to use all earned vacation time. However, you must secure advance written approval from your supervisor.

You may request payment of your vacation wages prior to the start of your vacation by notifying your supervisor in writing at least two weeks prior to the scheduled vacation date. Payment may be requested by using the Request for Advance-Vacation Wages Form (RTD 22-31).

### B. Work Requirement

If you are absent from your duties for 100 working days or less during a calendar year because of illness, injury or leave of

absence, you will be entitled to full vacation earnings. If you are absent from your duties for more than 100 working days during the calendar year, you will be entitled to 1/12 of your normal vacation for each month or major fraction thereof that you worked. If you are absent because of occupational injury or illness, you will not be subject to this latter provision.

C. Payoff of Vacation Time

On your anniversary date of employment, you may request to be paid for any earned vacation hours in excess of two times your equivalent annual vacation earnings, at your current rate of pay, subject to the limitations and conditions listed below:

1. You may choose to carry over all or part of the vacation hours in your bank without restriction or risk of forfeiture. This provides you with the opportunity to receive pay at a higher rate of pay in the future or to plan for an extended vacation.
2. You may choose to be paid in cash, in which case all appropriate taxes will be withheld. You will be paid at your current salary rate.
3. You 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. You 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 you, subject to the limitations indicated in No. 3 of this section.

5. If you fail to use at least 80 hours of your vacation time in the previous year you will not be entitled to options 2, 3, or 4 of this section, but will have all earned hours carried over per. No. 1 of this section. For purposes of the payment/carry-over decision, the year will be measured from anniversary date of employment to anniversary date.

If you leave service for any reason, all earned vacation hours will be paid at 100% of your current rate of pay.

If you have any questions, ask your supervisor for a copy of the Vacation Policy or contact the Personnel Department, Ext. 6165.



## RETIREMENT

### Participation

As a regular full-time Non-Contract employee, you are required to participate in the Pension Plan.

### Employee Contributions

You are required to make contributions toward your pension benefits. These contributions are deducted from your biweekly paycheck. The amount of your contribution is a percentage of salary that is determined by the District Board of Directors. The official employee pension contribution rate is 2% of pay, but is currently 1% and is subject to change. Your biweekly deduction is calculated as follows:

$$\frac{\text{Hourly Pay Rate} \times 173.333 \times \text{Contribution Rate}}{2}$$

For example, if your hourly pay rate is \$18.25 and your contribution rate is 1%, your biweekly deduction would be calculated as follows:

$$\frac{18.25 \times 173.333 \times .01}{2} = 15.82$$

Your biweekly pension contribution would be \$15.82.

You will be sent an annual statement of your contributions and interest in January of each year.

If you are unable to make your normal pension contribution because of a missed paycheck or any other reason, your normal pension contribution will be doubled when you return to work until all unpaid contributions are paid up.

If you terminate your employment with less than ten years of service with the District, you will receive a refund of your pension contributions plus interest. This refund is automatic. It will be mailed directly to your home address six to eight weeks after your termination date.

#### Eligibility and Information

The District has prepared a Pension Plan Booklet which provides a detailed explanation of the provisions of the Pension Plan. You will receive a copy of this booklet on your first day of employment and thereafter whenever the booklet is revised. This booklet will answer most of your questions about your pension benefit.

#### Preretirement Counseling

Employees who are eligible to retire may wish to have estimates of how much their pension will be. The Benefits Section of the Personnel Department prepares pension estimates upon request from employees who are eligible to retire. If you would like this information, please call x6165. You will need to tell the person who takes the request your spouse's date of birth. Your estimate will be mailed to your home address within one to two weeks after you make the request. If you need additional information about your pension benefit after you receive the estimate, you should make an appointment to meet with a representative from the Personnel Department by calling x6165.

The Employee Education, Training and Development Department conducts preretirement seminars for employees who are considering retirement. If you would like to attend a seminar, you can sign up by calling x3416.

#### How to Retire

When you plan to retire, you should first get a pension benefit estimate and then make a retirement counseling appointment with a representative from the Personnel Department. This appointment should be made about three months

prior to your proposed retirement date. During the retirement counseling session, you will decide on an exact retirement date and select a pension benefit option. The representative will explain your rights and obligations and answer your questions. Prior to the commencement of any retirement benefits, your date of birth must be verified. Certain retirement options require verification of your spouse's date of birth. Additionally, you may be required to submit a statement from a physician indicating that you are in good health.

#### Social Security and Medicare

All District employees participate in Social Security. Regular Social Security retirement benefits can begin as early as age 62 for retirees. Social Security benefits are not automatic upon retirement. You must apply for them through a Social Security Office at least three months prior to your retirement date or your Social Security benefits will be delayed.

Medicare is part of Social Security. Active and retired employees become eligible to participate in Medicare at age 65. Like Social Security retirement benefits, Medicare participation is not automatic. You must sign up for Medicare through a Social Security office.

#### Deferred Retirement

If you have ten or more years of service and you are less than age 55 when you terminate employment with the District, you have two pension options:

1. you can leave your contributions with the pension plan and receive a pension as early as age 55; or
2. you can receive a refund of your contributions upon termination and forfeit your pension benefits.

If you terminate with ten or more years of service, the Personnel Department will automatically contact you to explain these options.

## GROUP HEALTH INSURANCE

### I. Coverage

You are eligible for the medical/vision and dental health plans. However, you must complete enrollment cards for the medical and dental plans of your choice before your coverage is effective.

### II. Eligibility

As a Non-Contract employee, you are eligible for coverage in all of the above plans on the first day of the month following your hire date. If you are hired on the first day of a month, you are eligible for coverage on that day.

### III. Cost

The District pays the full premium for your coverage in the medical/dental plans, but you pay a portion of the premium if you want to cover eligible dependents. If you subscribe to dependent coverage, the premium will be deducted from each paycheck. If you have no earnings and your status is active, the unpaid premium amount may be collected by doubling your regular deduction when you do have earnings. These double deductions will be made until all uncollected amounts are paid. If you have no earnings and you are in leave of absence status, you must pay the monthly deduction amount to the District. If you have not paid the monthly deductions after three months on a leave of absence, your dependent coverage may be cancelled.

IV. Medical/Vision and Dental

You are entitled to one medical/vision plan and one dental plan. You may choose an indemnity plan, which allows you to use your own private physician, or one of several health maintenance organizations, which cover a larger portion of the cost but restrict your choice of physicians to those of the organizations. You may choose among three dental plans, one of which is an indemnity plan, and the other two are prepaid plans. You will receive detailed information regarding each plan when you are hired as a Non-Contract employee. Information is also available during open enrollment periods. We encourage you to consider each plan carefully before making your choice. Booklets and brochures on each plan are available from the Personnel Department's Benefits Section.

V. Open Enrollment

You may change your 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.

VI. Medical Plan Booklets

You should place your benefit plan booklets in the back of this binder for handy reference.

VII. Further Information

For further information regarding any of these plans, please contact the Personnel Department (x6400).

### LONG-TERM DISABILITY

You are eligible for coverage in the Long-Term Disability Plan on the first day of the month following your hire date. If you are hired on the first day of the month, you are eligible for coverage on that day.

The District pays the full premium for long-term disability.

You are covered for 60% of your salary up to a maximum monthly benefit of \$3,000. If you have a period of disability, you will be paid your LTD benefit after a six-month waiting period. Your benefit will continue until you reach age 65, provided you meet the benefit eligibility requirements. For the six months of your disability, you will be paid your accrued sick leave and you may receive State Disability Insurance (See page 58).

Your long-term disability benefit is coordinated with, not in addition to, sick leave pay, Social Security, Workers' Compensation and State Disability benefits.

Please refer to your LTD booklet for more detailed information. For claim forms or further information you may call x6400.

## GROUP LIFE INSURANCE

### I. Basic Life Insurance: District-Paid

#### A. Group Life

As a Non-Contract employee you are required to participate in the District's group life insurance plan. You must complete a life insurance enrollment card. Your life insurance coverage is effective at 12:01 a.m. on the first day of the month following your hire date if you have returned the completed card prior to that day. If you transfer from a Contract position to a Non-Contract position, your insurance is effective on the first of the month following your transfer date. If your hire date or your transfer date is the first of a month, your coverage is effective immediately.

The amount of District-paid life insurance coverage in force is equal to your annual salary rounded to the nearest \$500; if your salary is less than \$25,000, then you have \$25,000 life insurance coverage. Each January 1 your amount of life insurance coverage is adjusted to reflect changes in your salary.

#### B. Accidental Death and Dismemberment (AOD & D)

This plan pays a benefit in the event of accidental death or dismemberment. You are covered for \$50,000.

### II. Additional Life Insurance: Employee-Paid

#### A. Supplemental Life Insurance

In addition to the life insurance paid by the District, you have the option of purchasing supplemental life insurance. The amount

of supplemental life insurance coverage that you can purchase is equal to the basic life insurance paid by the District. This insurance is voluntary. You are eligible for coverage on the first day of the month following your hire date, or on your hire date if that date is the first of the month.

If you do not complete a life insurance enrollment card within 31 days of your eligibility date, you must submit proof of good health before you will be allowed to enroll. Proof of good health may consist of a physical examination completed at your expense. If you cannot prove that you are in good health, you will not be allowed to enroll.

B. Voluntary Accidental Death and Dismemberment Insurance (AD & D)

In addition to the \$50,000 coverage provided by the District, you have the option of purchasing one of several different additional amounts of AD & D coverage. You may also elect to cover your dependents. Enrollment is always open so you can change amounts, enroll or drop coverage at any time.

C. Payroll Deductions

If you subscribe to the Supplemental Life Plan or the Voluntary Accidental Death and Dismemberment Plan, the premium will be deducted from your pay each payday. If you receive no pay and you are in active status, you must pay the premium, or double deductions will be made from your pay when you return to work until all uncollected amounts are paid. If you have no earnings and you are in leave of absence status, you must pay the monthly deduction amount to the District. If you have not paid the monthly deductions after three months on a leave of absence, your dependent coverage may be cancelled.



### III. Continuation of Coverage

#### A. Sick Leave

If you are on extended sick leave, the District will continue your District-paid life insurance for up to two years. If you are in active status and subscribe to supplemental life or accidental death and dismemberment coverage and you receive no pay, you must pay the premium or double deductions will be made from your pay when you return to work. If you have no earnings and you are in leave of absence status, you must pay the monthly deduction amount to the District. If you have not paid the monthly deductions after three months on a leave of absence, your dependent coverage may be cancelled.

#### B. Termination

An employee who terminates employment with the District may convert all or part of the District-paid or supplemental life coverage to an individual policy within 31 days of termination by applying directly to the insurance company. Forms required to apply for conversion are available in the Personnel Department. The accidental death and dismemberment plan is not convertible.

#### C. Retirement

When you retire you will receive information regarding your options for continuation of coverage or conversion of your life insurance.

### IV. Beneficiary Designation

The universal Beneficiary Designation Form (RTD PERS-220) is used to name primary and/or contingent beneficiaries for all District Plans. These plans include life insurance, Deferred Compensation, Pension Plan, and Thrift Plan.

V. Further Information

Further information on these plans is provided in your booklet/certificate provided by the insurance company. If you have questions, please call X6381 for information.

## STATE DISABILITY INSURANCE

All District employees are covered by the State Disability Insurance Program (S.D.I.). A portion of your pay is automatically deducted each pay period as required by state statute. If you are off work due to a non-occupational injury, illness, or accident, you may qualify to receive S.D.I. benefits. Benefits are payable immediately if you are hospitalized. Otherwise, you must wait seven days before collecting your benefits. This waiting period is waived if your total period of disability exceeds 21 days.

You must apply for S.D.I. benefits; they are not automatic. Claim forms are available in most doctors' offices and hospitals. In addition, claim forms can be obtained from the Personnel Department by calling x6400. You complete the left side of the claim form and your doctor completes the right side. After both sides of the form are completed, it should be mailed to the address on the front of the form. In order to receive credit from the first day that you become disabled, the completed form must be mailed within 28 days of the date that you become disabled.

The maximum S.D.I. benefit is currently \$224.00 per week. Most District employees qualify for the maximum benefit. This benefit is payable for 52 weeks of disability. If you have sick leave pay available, your sick leave pay will be offset by any amounts payable to you under S.D.I.

If your sick pay is exhausted you may request to have your vacation day integrated with S.D.I. payments. You may also request to receive payment for vacation time available without it being integrated with S.D.I. However, you must report receipt of this payment to the Employment Development Department (E.D.D.). Failure to report to the E.D.D. payments received from the District constitutes fraud and you will be required to pay back all monies paid to you by the E.D.D.

If you have questions about S.D.I., call the Personnel Department Office Supervisor (x6300).

## SICK LEAVE

Sick leave is a privilege to be used only if you are ill, or if you have medical or dental appointments.

### I. Notification

When you are going to be absent from work due to illness or injury you should notify your supervisor as far in advance as possible. Your supervisor will give you instructions on whom to notify in the event that (s)he is not available.

### II. Accumulation of Benefits

You accrue one day (8 hours) of sick leave for each two months of service from your hire date until your third anniversary of employment. On your third anniversary of employment, you accrue an additional four days of sick leave. You accrue ten days (80 hours) of sick leave per year beginning from your fourth anniversary date through your sixth year of employment. On your seventh anniversary date and on subsequent anniversary dates thereafter, you accrue one month of sick leave on each anniversary date. One month is equal to 173 hours and 20 minutes.

If you do not use your sick leave, it will accumulate. The maximum accumulation allowed is 210 days (1,680 hours) of sick leave. One hundred percent of your accumulated sick leave is payable to your beneficiary if you die, and 75 percent is payable to you if you retire. Unused sick leave is forfeited if you terminate your employment, retire in lieu of discharge or resign in lieu of discharge.

III. Integration of Benefits with State Disability Insurance and Workers' Compensation

If you incur an injury while on the job or if you get a work-related illness, you may qualify for Workers' Compensation. Workers' Compensation pays a benefit for each day that an injured or ill worker cannot work. The amount which is paid to you from the Workers' Compensation plan is integrated with your sick leave pay. (See page 69 for more information about Workers' Compensation.)

If you are off work due to a non-occupational illness or injury, you may qualify for State Disability Insurance benefits. Any amount which is paid to you from State Disability Insurance is also integrated with your sick leave pay. If your sick leave pay is exhausted, you may request to have your vacation pay integrated with your S.D.I. or Workers' Compensation payments. You may also request to receive payment for vacation time available without it being integrated with S.D.I. However, you must report receipt of this payment to the Employment Development Department (E.D.D.). Failure to report to the E.D.D. payments received from the District constitutes fraud and you will be required to pay back all monies paid to you by the E.D.D. (See page 58 for more information about State Disability Insurance.)

IV. Extended Leave

An extended leave of absence, due to illness or injury, will be granted for 24 months from the last day worked. Benefits will be protected when you submit medical verification of your illness or injury. This verification must have an approximate return-to-work date and must be updated monthly by submitting an Attending Physician's Statement on or before the 25th of each month.

If you return to work from a medical leave of absence and subsequently become disabled due to the same physical or psychological reasons, a new extended leave of absence will not be automatically granted.

The 24-month period means any period(s) of time totaling 24 months in which you performed no service for the District in a floating 36-month period. If you return to work following a leave of absence, you are given credit toward the time worked in the floating 36 months.

After three months of continuous absence due to illness or injury, a committee will be formed to ascertain your medical competence. 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 your department, a representative of the Personnel Department, and a medically-trained professional. Medical evidence will be discussed, including statements submitted by you; and the needs of the department will be weighed.

The committee may request a medical examination of you, paid for by the District, prior to rendering a decision. If the medical evidence indicates that you will very likely return to work within six months from the last day worked, you will retain rights to your present position. The committee will render its decision within five working days after its meeting.

If you remain off work for six months, you will be placed on a disability roster. When medical evidence is submitted at the beginning of the absence indicating that you will not return to work within six months from the last day worked, the committee will place you on a disability roster.

Once you are placed on the disability roster, your position will be permanently filled. When you are able to return to work, you may apply for any job within the District that you are qualified to perform. If a disability transfer is requested, you may be allowed to transfer, benefiting from the present transfer policy (see page 94).

Benefits while off due to illness or injury:

- A. The current Sick and Vacation Policies remain in effect.
- B. While on extended leave, the District will continue to provide the District-paid portion of life insurance coverage and will maintain you in the medical/dental plans. While on leave, you will be billed for your normal payroll deductions for supplemental life, voluntary accidental death and dismemberment insurance, and dependent medical coverage. These benefits will terminate at the expiration of the leave of absence. You may continue your benefits by converting to an individual plan, if the plan has provisions for conversion.
- C. Your contributions to the pension plan will be collected as long as you are in pay status. If you are not in pay status, your contributions will be deferred until you return to work or terminate your employment with the District.

This policy does not affect State of California Workers' Compensation benefits being received by an occupationally injured employee.

## NON-MEDICAL LEAVES OF ABSENCE

### I. Personal Leave of Absence

At some time during your service with the District, you may need to take a personal leave of absence. A personal leave of absence may be allowed at the District's discretion if you have more than one year of service and you need to take some time away from work to attend to personal business.

#### A. Definition

To request a personal leave of absence, you should complete form PERS 38-33, Request For Personal Leave of Absence. Your personal leave of absence may be granted for the following reason:

1. Illness of Spouse or Child: your presence is required and the family member who is ill resides with you.
2. Other Emergencies: when illness affects someone other than your spouse or child or other emergencies require your presence or when there are major personal problems.
3. Inability to Report Due to Natural Causes: when severe weather, earthquakes, fire, etc., prevent you from reporting to work.
4. Non-Emergencies: for occasions such as weddings, vacation, holiday care of children, or political campaigning. Also included here are personal responsibilities that cannot be reasonably handled during off hours.



5. Educational leave: if you desire to gain training and skills for your present or immediate promotional position.
6. Outside Employment or Civic Duty: if you are appointed or elected to a government or civic post, or if you want to work for a firm on a temporary assignment that will enable you to gain knowledge and experience valuable to the District. (If you want to work for a government agency or private firm while on Leave of Absence status with the District, it is advised you seek counsel for determination of any conflict of interest.)
7. Maternity/Paternity: if you would like to have some time off before or after the birth of your child.

Your Department Head can grant your leave if it is for 15 calendar days or less. If your leave is for more than 15 calendar days, but less than 90 calendar days, it must be approved by your Department Head, the Director of Personnel, the appropriate Executive Staff member and the General Manager. If your leave is for more than 90 calendar days, but less than six months, it must be reported to the Board of Directors. If your leave is for more than six months, it must be approved by the Board of Directors.

Sick pay may be utilized for time off due to illness of spouse or child. Available vacation leave may be used, with the approval of your supervisor, for time off due to other emergencies, inability to report due to natural causes, post maternity, and non-emergencies. The absence will not be paid if no pay time is available.

If you take a Personal Leave of Absence for up to 90 calendar days, you will continue to receive and accrue all of your regular District benefits and will be billed for your normal life and medical insurance premiums, and any other employee benefits requiring payroll deductions. If you do not pay your insured benefits premiums, your

coverage will be cancelled. If you have no pay, pension contributions will not be collected during your leave, but will be collected when you return to work by doubling your normal monthly contribution until the balance is paid off. If you will be gone for more than 90 calendar days, you will have to make special arrangements with the Personnel Department to continue coverage of medical and life insurance. Vacation and sick leave benefits cease to accrue after 90 calendar days. Questions regarding benefits should be directed to the Benefits Technician (x6400).

## II. Military Leave

### A. Voluntary or Involuntary Enlistment

If you are drafted or voluntarily enlist in the Armed Forces of the United States or State National Guard, you will be placed on military leave with no loss of seniority. If you have one or more years of District service at the time of entrance into regular military service, you are entitled to receive your usual compensation for the first 30 calendar days of military leave. Upon separation from military service, you must present the District with a copy of your separation papers (DD 214) and report for work within six months of the date of separation to be eligible for reinstatement to your former classification. (This applies only to the initial tour of active military service.) A voluntary reenlistment of longer than one year will automatically terminate your eligibility for reinstatement to your previously held job.

### B. Reserve Duty

If you are a member of a reserve component of the U.S. Armed Forces or State National Guard and you have at least one year of District service or a qualifying period of recognized military

service<sup>1</sup>, you are entitled to a leave of absence under the California Military and Veteran's Code. This leave of absence will be with pay for up to 30 calendar days each fiscal year while away on ordered active duty for training, at summer camps, or on cruises. If you are required to be on military leave, you must furnish your 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. Failure to submit proper documentation, including orders and a completed Leave of Absence form, will result in your salary payment being denied.

You must notify your supervisor as far in advance as possible of an anticipated military leave and, when possible, you must schedule the leave in accordance with the workload of your department.

Military leave with pay will not be granted for inactive duty for training (weekend drills, appointments for physical exams, etc.). However, the District will make reasonable attempts to informally adjust your work days to allow attendance at inactive duty for training activities.

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<sup>1</sup>NOTE: The qualifying period of recognized military service is defined as full-time active duty for 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.

### BEREAVEMENT LEAVE OF ABSENCE

In the event that a member of your immediate family dies, you will be granted three consecutive days off, with pay, to bereave that death. One of the three days must be the day of the funeral or memorial service. In order to be granted a bereavement leave, you must notify your immediate supervisor of the death as soon as possible.

Your supervisor may ask you to provide proof of the date of the funeral. Such proof may consist of:

- o a funeral card
- o a funeral announcement
- o a newspaper article
- o a newspaper notice
- o any other printed documentation of the funeral date

For the purpose of this policy, immediate family includes your spouse and your or your spouse's children, parents, siblings, stepparents, fosterparents, grandparents, and grandchildren.

Questions regarding bereavement leave of absence should be referred to the Personnel Department at x6300.

## WORKERS' COMPENSATION

California law requires all employers to provide employees with Workers' Compensation coverage. This coverage provides benefits to employees who are injured on the job or who incur job-related illnesses. Benefits include payments for medical care and temporary disability, and may include permanent disability awards.

If you are injured on the job, or if you become ill due to your job, or if an existing illness or injury is aggravated by your job, report the injury immediately to your supervisor. You should report minor injuries as well as major ones. Your supervisor will give you an Employee/Employer Report of Injury Form (RTD SAFE-1) for you to complete. The completed claim form will be sent to the RTD Claims Administrator, Leonard J. Russo (LJR) Insurance Services. If you need medical care, you should secure a Medical Service Order Form (SAFE-4) from your supervisor and obtain the necessary treatment at the medical clinic assigned to your division or location. Tell the medical clinic that all medical bills will be charged to the RTD, but that the bills and medical reports should be sent to:

LJR Insurance Services  
P.O. Box 92387  
Los Angeles, CA 90009

Workers' Compensation law provides for some compensation for lost wages in the form of temporary disability payments which may be made so long as the doctor says you are unable to work. You must keep your supervisor informed of your status. The amount of Workers' Compensation benefits is determined by the state legislature. The benefit payment for lost wages is two-thirds of your average weekly earnings up to the maximum set by state law. Normally, this benefit is paid every 14 days and is tax free.

If you have sick leave pay available, your sick leave pay may be integrated with your Workers' Compensation payments. If your sick leave is exhausted, you may request to have your vacation pay integrated with your Workers' Compensation payments.

If your injury is serious and you are unable to work for at least five months or more, you may be eligible for additional benefits from Social Security. You can obtain information from an office of the Social Security Administration nearest to your home. Check the white pages of the telephone directory for the office nearest you.

If you have questions regarding your Workers' Compensation benefits, please call either the SCRTD Workers' Compensation Representative at 2098/7 or 0446 or the District's Claim Administrator, ARS/Associated Risk Services at (818) 242-8999.

## JURY SERVICE

If you are called to jury service, you will receive your regular District salary minus the amount of court compensation you receive. The following steps will serve as a guide:

1. When you receive a Jury Questionnaire, fill it out and return the form to the designated court.
2. When you receive a Jury Summons, you must show it or a copy to your supervisor and arrange for time off.
3. If you do not wish to serve on a jury, you may ask for an exemption or deferment from service.

Please note that the courts rarely honor requests for total exemption from service but will sometimes grant deferments. If you are not granted an exemption or deferment, you must appear at court on the date specified on the summons.

4. You must notify your supervisor of the expected length of time away from work.
5. When you have completed jury service, you must submit a verification from the court to your supervisor. It may be called "Certification of Jury Service," "Certificate of Attendance," "Work Slips," or "Confirmation of Service"; it is to be completed and signed by the Jury Supervisor to verify the dates you were paid by the court.
6. For each day you take off for jury service, your department will deduct from your salary an amount equal to the court's compensation as shown below:

\$5 per day for Superior/Municipal Court service in Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties.

\$30 per day for service in U.S. District Courts of the Central District of California.

7. If you fail to submit a valid certification document to your department within 30 days of your return to work, any amount paid to you under this policy will be deducted from your future paycheck(s).



### COURT APPEARANCE AND WITNESS FEES

The District does not want you to suffer a financial loss if you are subpoenaed to testify in a legal action to which the District is a party. You will receive your regular salary from the District when you testify (or are called to testify) if:

1. the District subpoenas you or requests your presence at a legal proceeding;
2. the party opposing the District subpoenas you to testify at a legal proceeding; or
3. the District waives the subpoena and directs you to appear at the request of the opposing party.

You will not be paid under this policy when you testify if:

1. the District has no involvement in the legal matter (is not a party or a witness); or
2. you are opposing the District in a legal action and are testifying on your own behalf.

If you are ineligible to receive your regular pay when testifying, you have the following rights:

1. You may use accrued vacation pay to cover any time off taken to enable you to participate in a legal proceeding.
2. You may keep any witness fees you receive.

Procedures

1. If subpoenas are personally served on you, you should request witness fees from the person serving the subpoena.
2. You must notify your supervisor immediately when you receive a subpoena to testify. If you are required to appear past the date on the subpoena, you must notify your supervisor at the beginning of each work day.
3. You should request that you be placed on call whenever possible to minimize lost work time.
4. You should request your supervisor's assistance when filling out time sheets and requesting pay under this policy.
5. If you expect to be paid under this policy, you should immediately transmit any witness fees you receive to the District Secretary.
  - a. If you keep any witness fees you receive, you are not eligible for payment by the District.
  - b. If you keep the witness fees and also claim reimbursement for time spent testifying, you have committed fraud and will be disciplined. Any money paid to you by the District will be deducted from your future earnings.

## EMPLOYEE TRANSPORTATION PASSES

As part of your benefit package, the District will issue you an annual Employee Transportation Pass which may be used to ride all District lines. If you are a regular employee, your spouse and children are also eligible to receive passes.

On your first day of employment, you will be issued a temporary employee pass. The temporary pass is good for 90 days. You will be notified by company mail within the first 60 days of your employment to make an appointment to come in and have photographs taken of you and your eligible dependents.

During the latter part of the year, announcements will be distributed throughout the District regarding issuance of new annual passes. The Personnel Department will have representatives from the Pass Bureau photograph you and your eligible dependents during specified days and times at various locations.

Eligible dependents are defined as:

1. your legal spouse;
2. your natural and adopted children, or those of your spouse, ages 5 through 19 (eligibility for a dependent child's pass may be extended to age 22 if the child is a full-time student and residing with you); and
3. retarded or handicapped children of any age who are living with and dependent upon you for support.

It is necessary for you to provide certifications of eligibility for dependents.

There is a \$15.00 charge for replacement of any lost or stolen pass, and it will be collected through payroll deduction. Replacement passes are only allowed once during a calendar year. If you lose your pass more than once in any calendar year, you will have to wait until January 1 of the following year before you can obtain a new pass. If passes are not issued for the new year, you will be assessed another \$15.00 for the second replacement pass.

Report any lost or stolen passes to your department immediately. To request a replacement pass, complete a Transportation Pass Request Form (RTD PERS-56) and send it to the Pass Bureau in the Personnel Department. Photographs can be taken on any Wednesday or Thursday, except holidays, from 9:00 a.m. to 12 noon and 1:00 p.m. to 4:00 p.m. in the Employment Office of the Headquarters Building. It is necessary for you to have an appointment. Your replacement pass will be issued 30 days from the date that the completed Transportation Pass Request Form is received in the Pass Bureau.

You must submit the Transportation Pass Request Form to the Pass Bureau even if you do not wish to replace the lost/stolen pass. If you terminate your employment with the District, you must account for every pass issued to you. The filing of a lost, stolen, or mutilated pass report at the time of your separation or within 45 days of separation, does not relieve you of your responsibility for issued passes.

You will be charged \$20.00 monthly for months left in the life of the pass for each pass you do not turn in when you leave the District. If you terminate service after the 15th day of the month, you will only be charged \$10.00 for the current month. If the expiration date of the pass is extended, you will be charged \$20.00 for each month added by the new expiration date.

If you have any questions, please call the Pass Bureau (x6753).

## EDUCATIONAL ASSISTANCE

The District offers numerous training courses and educational opportunities to its employees through the Employee Education, Training and Development Department. On-the-job training is provided by individual departments, and community seminars are available for specialized needs.

The District encourages you to continue your education and training by offering financial assistance through the Tuition Reimbursement Program. You may participate by selecting a course related to the work of the District at a local accredited school or university and submitting a Request For Tuition Reimbursement Form through your Department Head to the Employee Education, Training and Development Department no later than two weeks after commencement of the course. These forms are available in each Department or from the Employee Education, Training and Development Department. Upon satisfactory completion of the course, costs of books and tuition will be refunded to a maximum of \$175 for undergraduate courses and \$325 for graduate courses.

If you wish to explore the education or experience requirements for specific jobs, you may avail yourself of career counseling. The Employee Education, Training and Development Department offers counseling on career ladders, basic qualifications for specific jobs, tuition reimbursement information, and factual discussions of self-development steps and goal setting. Call x6379 to schedule an appointment or for more information.

### SAVINGS BONDS

You have the opportunity to purchase U.S. Savings Bonds through payroll deduction. Purchasing savings bonds is another way to save money.

If you want to buy savings bonds, you should call the Life Insurance Clerk in the Personnel Department (x6381), who will send you a payroll deduction form to complete and sign.

You can purchase bonds for \$25.00, \$37.50, \$50.00, \$100.00, \$250.00, or \$500.00. The face value of the selected bond is double the purchase price, respectively.

To discontinue your bond deductions, please notify the Personnel Department in writing that you no longer wish to buy bonds. You must include your name and badge number in the written notification.

For more information about savings bonds, call x6381.

## DEFERRED COMPENSATION

As a service for its employees, the District offers a Deferred Compensation Plan. By participating in the plan, you set aside a portion of your current income and do not pay taxes on that money until it is received later during retirement when taxes may be lower.

You have the choice of having your money invested in a short-term money market fund, the no-load mutual stock fund, a deposit account with a major savings and loan association, or real estate deeds of trust.

Deferred funds will be paid to you after you retire or if you terminate District employment. You cannot make withdrawals from the plan except for emergencies. Withdrawals are limited to the amount needed to cover the emergency cost.

Enrollment in the plan is open four times a year. Your application must be received by the Treasurer's Office in the Accounting Department by March 15, June 15, September 15, or December 15. During the enrollment period you may increase or decrease the amount of your deferral.

For additional information, please call the Treasurer's Office, Ext. 2084.

### TAX SAVER THRIFT PLAN

The Tax Saver Thrift Plan is very similar to the Deferred Compensation Plan. It permits full-time Non-Contract employees with two or more years of service to accumulate pre-tax dollars toward their retirement. If you have less than two years of employment, you may enroll on the first payday of the calendar quarter following completion of two years of employment.

Payroll deductions ranging from a minimum of \$15.00 or 1% of salary up to a maximum of 10% of salary may be made each pay period. You have the choice of having your money invested in a savings and loan account, the Fidelity Thrift Trust, or the Pennsylvania Mutual Fund, Inc.

Enrollment in the plan is open four times a year. Your application must be received by the Treasurer's Office in the Accounting Department by March 15, June 15, September 15 or December 15. During the enrollment period you may increase or decrease your deferral.

If you need additional information, please call the Treasurer's Office, Ext. 2084.



## RECREATIONAL ACTIVITIES AND DISCOUNTS

You may purchase tickets at a reduced rate from the Employee Activities Office to many recreational activities including sports events, plays, concerts, and movies. Current events are announced through bulletins which are posted at every work location and advertised in the employee newspaper, Headway. The Employee Activities Office also provides membership cards which allow discounted admissions to various amusement parks. For your convenience, the office sells candy and other specialty items at a reduced rate during holiday seasons.

District sports teams and tournaments are coordinated by the Employee Activities Office.

To take advantage of these activities, or for more information, please call x6580.

### PAYDAYS/PAYROLL DEDUCTIONS/PAY ADVANCES

Payroll checks for a two-week period are distributed every other Friday. Special provisions are made in the event a payday falls on a holiday.

As a Non-Contract employee you are required to fill out a time report or punch a time card. It is your responsibility to determine if any errors have been made on your paycheck. All errors should be reported to the person in your department who is in charge of the time sheets. If you fail to report an overpayment immediately, you may be subject to discipline, up to and including discharge. If you have not been paid the correct amount, the Payroll Department will rectify the situation.

Federal and state taxes, social security taxes (OASDI/FICA), State Disability Insurance, and pension contributions are mandatory deductions. Premium payments for all insurance coverages are also automatically deducted from your paycheck when you elect special coverage. If you receive no pay, you will be billed for these premiums or they may be double-deducted from your check when you are receiving compensation. Deductions for deferred compensation, tax saver thrift plan, savings bonds, the credit union, and charitable contributions may be made if you wish.

Pay advances are limited to earned vacation funds. No other payroll advances except corrections of Control Accounting, Division/Department or Data Processing errors shall be granted. A completed "Request for Advance - Vacation Wages" Form (RTD ACCT-31) must be submitted at least two weeks before the start of your vacation. Your department's Office Supervisor (or whoever is in charge of the time sheets) can supply you with this form as well as information on how to submit your request.

CHECK CASHING

- As a courtesy to employees, the Cashier's Office in the Administration Building will cash personal checks for a reasonable amount. Your check should be made to "CASH" and initialed by your Department Head or Executive Staff member.

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is designed to offer counseling services to District employees and their immediate family members when they are faced with difficulties such as alcohol, drug abuse, legal, financial, marital and family problems.

The initial one to three sessions held with the EAP counselor will be to assess the nature of your problem and recommend further counseling if needed. The EAP counselor will refer you to an agency which is best suited to handle your particular problem. The EAP counselor will monitor your progress to assure that you receive the best possible care.

There are two methods of referral:

1. Self-referral -- You or a family member may contact the EAP counselor and schedule an appointment.
2. Management referral -- If your work habits are being affected by your personal problems, your supervisor may ask you to visit the EAP counselor to get the help you may need to improve your job performance. Your supervisor is only interested in your job performance, not the nature of your problem. Attendance at the EAP does not protect you from the usual disciplinary action if your performance continues to decline.

The District contracts with a consulting agency to provide EAP services. All your communication with the EAP agency is confidential. At no time will the nature of your problems be revealed. If you are referred by your supervisor, your supervisor will only be advised as to whether or not you have attended the program.

The EAP 24-hour helpline numbers are (800) 221-0942 or (714) 978-7915. You may call collect if necessary.

GENERAL

### EMPLOYEE SUGGESTION PROGRAM

If you have a suggestion which may save the District money and/or improve operations, you are encouraged to submit it to the Employee Suggestion Program for consideration and possible monetary award.

Forms are available at all work locations. The form should be filled out and placed in the suggestion box. Suggestions are collected weekly and forwarded to the Program Coordinator in the Personnel Department.

The coordinator will review the suggestion to determine if it is applicable to the program. If so, the suggestion is forwarded to the department which would be affected, where it is reviewed for feasibility. If the suggestion is determined to be cost effective and implementable, the Suggestion Committee determines the amount of money to be awarded. If your suggestion earns you a monetary award, your award and a certificate of appreciation will be presented to you at a Board of Directors' meeting.

If your suggestion is not accepted for implementation, you will be notified as soon as possible.

At the present time, bus route and schedule changes are not eligible for award.

For further information, consult the guidelines which are posted at the suggestion box site or call x6674.

## EMPLOYEE HOTLINE

The District maintains an Employee Hotline 24 hours a day, 7 days a week, to maintain effective communication between employees and management.

You may call the Hotline about inquiries and concerns that have not been resolved through normal supervisory channels. You may call to communicate suggestions, comments, questions, and concerns. You may also call if you feel the subject matter requires immediate attention, or even if you just feel more at ease using the telephone rather than putting the idea into a memo.

The hotline number is (213) 972-6683. A recorded voice will give you instructions for leaving a message. Messages are transcribed every week, and referred to the appropriate department for a response.

All calls are treated as confidential and every message receives careful consideration. In order to receive a written response to your communication, you must identify yourself. However, it is not necessary for you to leave your name if you don't need a written response.

The hotline is an added convenience -- it is not intended to replace any of the other means of communication available to you. Suggestions cannot be placed on the hotline if you want them considered under the Employee Suggestion Program for cash awards. Those suggestions must be submitted in writing on an official suggestion form.

## EMPLOYEE RECOGNITION

The District is proud of its employees and has a program to honor you after each five years of service and upon your retirement. You may also be honored for special achievements during your District career.

The five-year service awards are pins imprinted with the District logo and the number of years of service you have completed. The 20-year pin, and each service pin after that, also has a gemstone set into it. Your Department Head will present the pin to you, along with a congratulatory letter. Employees with very long service are photographed for an article in the Headway.

When you retire, you will receive a personal invitation from the General Manager to attend a Board of Directors' meeting during the month you are retiring. A member of the Board of Directors will present a retirement plaque to you. A picture of this ceremony will be published in the Headway. You will be given time off from work to attend this meeting.



### BULLETIN BOARDS

Announcements which are issued by the District's departments are posted on bulletin boards throughout the District. These announcements include information such as policy/procedural changes, current job vacancies, notices of District-wide meetings, training opportunities, and scheduled recreational events. Certain items, especially legal notices or District matters of special importance, may be posted in your own work area rather than on central bulletin boards.

Check both the central and work area bulletin boards periodically to become aware of the District notices and activities which affect you. You will be held accountable for all policy/procedural changes which are posted for your review.

### AUTOMOBILE ASSIGNMENT AND USAGE

You may be assigned to perform work that requires you to travel to some location other than your normal work location. If public transportation is not practical to use, and if your supervisor authorizes you to do so, you can make arrangements to use a District pool vehicle.

Certain departments have such vehicles permanently assigned to them, and you will be expected to check out one of these vehicles when you need to use a vehicle to accomplish your assigned task. For the other departments, pool vehicles can be checked out through the General Services Department, x6107. You must reserve the vehicle in advance to guarantee its availability during the time you need it.

District vehicles are normally checked out to you to use for a short period of time during normal working hours. Requests for longer periods of usage require special approval from the General Services Department.

You are required to possess a valid California Driver's License and to report, upon returning the vehicle, your mileage and the condition of the vehicle. The District expects you to drive defensively and to exercise good judgment when using and operating District vehicles checked out to you. District vehicles are not to be used for personal business.

### PARKING

The District encourages employees to use public transportation to travel to and from work. However, if you must drive your car to work, it is your responsibility to locate parking facilities. Some District sites may provide parking privileges, but the privileges vary from location to location depending upon the availability of parking spaces. Ask your supervisor about the parking situation at your work location. The District assumes no responsibility for any damage that may occur to your car while parked on District property.

It is not possible for the District to provide parking accommodations for all the employees who may have business to conduct in the Headquarters Building. Several nearby pay parking lots are available for your use.

## CREDIT UNION

As a District employee, you and your family may become members of the Transit District Employees Federal Credit Union.

As a member of the Credit Union,

- you can make Credit Union savings deposits and loan payments through payroll deductions;
- you can obtain loans at an interest rate generally lower than those charged by other lending institutions;
- your savings deposits are insured and earn a higher "passbook" interest rate than do savings accounts at other financial institutions;
- you can invest in money market or T-Bill accounts at a higher interest rate than what is available from other financial institutions.

The Credit Union is located on the eighth floor of the First Interstate Bank Building, 600 South Spring Street, Los Angeles (corner of Sixth and Spring Streets). It is open Monday through Friday, except the last working day of each month, from 10:00 a.m. to 3:00 p.m. You may call the Credit Union at (213) 623-0909 for information. You may also phone in advance to request a withdrawal from your account and a check will be ready for you when you arrive.

### UNITED WAY

Each year the District conducts a United Way campaign. You have the opportunity during that campaign, or at any other time, to designate an amount of money to be deducted from your check to be donated to the United Way. During the United Way campaign, you may also make a cash contribution.

If you make a United Way donation, you may designate any agency you wish to receive the money. Some examples of United Way agencies are the American Red Cross, Boys' Clubs, Salvation Army, Children's Hospital and Orthopedic Hospital.

If you wish to make a monthly donation through payroll deduction, you should complete a United Way campaign form (forms available in the Personnel Department) designating the monthly amount that you wish to donate. United Way donations are deducted from your biweekly paycheck.

If you wish to discontinue your United Way deduction, you should notify the Life Insurance Clerk in the Personnel Department in writing.

For more information about United Way donations or deductions, please call the Personnel Department, x6381.

### GARNISHMENT

As a District employee, you are expected to meet your financial obligations. The District will not assume responsibility for the collection of any employee debt (except those owed to the District or when directed by court order) and will provide information to creditors only in accordance with applicable laws and regulations.

Employee garnishments and wage assignments require increased recordkeeping and follow-up processing by the Cashier's Office and add to the District's operating expenses. Therefore, a judgment by the court ordering a garnishment or a wage assignment will result in your being counseled by your supervisor. If you receive a second garnishment or wage assignment as a result of a judgment brought by a second company or individual, you may be disciplined or discharged.

If you are experiencing difficulties in the management of your personal finances, you are encouraged to seek counseling or assistance from the Employee Assistance Program or the Credit Union.

YOU AND  
YOUR  
FUTURE

## TRANSFER

A transfer is the movement of an employee from a Non-Contract position in one department or division to a Non-Contract position in another department or division. There are three types of transfers:

1. Employee-initiated transfer - If you want to move to a position in your classification in another department and you are no longer on probation, you must submit a written request to the Employment Manager in the Personnel Department. When a vacancy occurs in the requested department, your 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 changing workloads, reorganization, or for reasons that are in the best interest of the District.
3. Disability transfer - If you should become permanently disabled and unable to perform the duties of your job, after careful evaluation, you may be transferred into a Non-Contract position which has duties you can perform. A disability transfer is initiated by the Personnel Department. A disability transfer may take precedence over certification of eligible candidates from an eligibility list.

If you are granted a transfer, you must be placed in the new position within 14 days from the date the Personnel paper work is completed.

With the exception of a transfer for disability reasons, transfers do not result in a change of classification.

Following any type of transfer, performance evaluations will be given at both three-month and six-month intervals.



## LAYOFF

If it becomes necessary to lay off personnel because of funding reductions, changing workload, reorganization, or other reasons related to business necessity, the Department Head whose department is affected will prepare a plan indicating which positions should be 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.

Criteria to be used by your department for retention of individual employees may include work history, attendance record, quality and quantity of work performed, and the potential for greater contributions and responsibilities.

If it is decided that you are to be laid off, you have no automatic right to bump into another position. However, your current Department Head may offer to place you into a lower-level position within the department if you have performed or are able to perform the duties of that position. This will only be allowed if there is a vacant position in the class into which you may be placed. The Personnel Department may determine if you are eligible to be placed in a lower-level vacant position in a department in which you have previously worked. The Department Head of your former department decides whether or not to accept you back. If you are placed in another position, your salary grade step will be adjusted to a step in the new salary grade which is equivalent to your current salary grade step.

Layoffs are not grievable.

If you are laid off, severance pay will be determined by length of service as follows:

- Probationary employees	None
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- Non-Probationary employees with less than two years' service One week
- Employees with more than two years' but less than five years' service Two weeks
- Employees with five years' service or more Three weeks

In order to be rehired by the District, you must reapply and participate in the normal selection process. Your RTD experience should place you at an advantage in the selection process.

For more information on the layoff guidelines, please call the Personnel Department (X6198).

## PROMOTIONAL OPPORTUNITIES

As a Non-Contract employee, you have already been through a selection process to obtain your current job. To apply for a promotion, you will have to go through a similar selection process.

Non-Contract job vacancies are advertised on bulletins which are distributed to all departments and divisions and posted on bulletin boards throughout the District. To apply for a vacancy, you must submit a completed application form to the Employment Office in the Personnel Department. Applications can be obtained from the same office. Applications are due by 4:30 p.m. on the closing date stated on the bulletin. It is your responsibility to be sure that your application arrives in time. No allowances are made for delays in either the U.S. or company mail.

You must submit a separate, completed application for each position for which you want to be considered. Your original application for employment, or an application which you have submitted for another vacancy, will not be accepted or considered when applying for a new vacancy.

After the close of the filing period, all applications are reviewed and evaluated by a Personnel Analyst and a representative of the hiring department. You will be notified by mail as to whether or not you are being considered to continue in the selection process. If a test or interview is scheduled during your regular work hours, you are allowed to take the test on company time. However, if the selection process is being held on your day off or before or after your regular scheduled work hours, you are not entitled to compensation for your time.

After the selection process is completed, you will be notified by mail of your ranking on the eligibility list. If you are among the top three candidates, your name will be certified to the hiring department for

consideration for the current vacancy. The Department Head or a designated representative will interview all certified candidates and may choose any one of the three.

If you are the successful candidate, you will be notified by the Personnel Department. All arrangements for your starting date in the new department will be handled by the Personnel Department.

It is important that you apply for a job at the time a bulletin is posted, even if you are not interested in the current opening. Eligibility lists are usually established for one year, and other positions which may become vacant will be filled from among those candidates on the list.

If you are interested in the details of your performance in the selection process, you may schedule an appointment for a feedback interview with the Human Resources Analyst who conducted the selection process. However, you will not be given specific scores.

If you have any questions, please call the Employment Office at X6383 and request a pamphlet entitled "Information for Non-Contract Job Applicants."

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