



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director *MR*
DATE: May 28, 2019
SUBJECT: **RTC Personnel Policy Manual**

AT A GLANCE – DISCUSSION

The purpose of this memorandum is to inform the Board of Directors regarding a recent review of the RTC Personnel Policy Manual. This review is conducted periodically to ensure that RTC policies conform to current legal requirements. RTC staff have completed this review and are proposing that the Board re-adopt the RTC Personnel Policy Manual to make it current.

BACKGROUND

In July 1992, RTC was formed by Interlocal Agreement among member agencies. The Interlocal Agreement provides that any party to the Agreement may sell, lease, give or otherwise supply the RTC services within their legal power to furnish. Further, the Agreement allows the RTC to contract on a fee-for-service basis with parties to provide special services.

RTC PERSONNEL POLICY HISTORY

At RTC formation in 1992, RTC entered into a Memorandum of Understanding (MOU) with Clark County which committed the agencies to a series of business relationships covering the topics of Personnel, Purchasing, Payroll, and Accounting Services. Much of the 1992 MOU established personnel, pay plan and benefit program transition expectations for RTC staff. That is because the agency which preceded RTC (the Intergovernmental Resource Center) was being dissolved. At that time, member agencies to the 1992 RTC Interlocal Agreement needed to establish those personnel related expectations and commitments to effect and orderly transition of staff and systems from the Intergovernmental Resource Center to RTC.

The 1992 MOU established that RTC would establish substantively equal personnel policies, pay plan, and benefit programs and systems to mirror Clark County's. Since that time, RTC has utilized the County's personnel and payroll systems and has purchased a complete employee benefit program package from the County.

To retain consistency, the RTC Board has taken periodic steps to ensure that longstanding commitment was held in place and to promote continuity. When necessary, the RTC Board has updated those systems to reflect changes in Clark County program design, market conditions, current regulations and best practices.

PERSONNEL POLICY MANUAL - UPDATES

Current review has established that the substance of the Personnel Policy Manual (PPM) should remain unchanged. However, it is proposed that PPM be reformatted and extraneous provisions

removed and to include references to type of work, activities and equipment conducted and used at RTC.

Implementing this update to the PPM will promote clear expectations of employment policies and benefits, and create a system for management's administration of all personnel and related programs offered by RTC.

DRAFT DOCUMENT

The complete DRAFT RTC Personnel Policy Manual is provided in electronic format at this web link: <https://www.rtc.wa.gov/packets/board/2019/06/201906-09-C-PersonnelManual.zip>

NEXT STEPS

RTC staff seeks approval of the Personnel Policy Manual at the next Board of Directors meeting.

Attachments: Table of Contents: Southwest Washington Regional Transportation Council Personnel Policy Manual (proposed: July 2019 edition)

RTC
PERSONNEL POLICY MANUAL
TABLE OF CONTENTS

- 1.0 Purpose and Scope of Manual**
 - 1.1 Authority and Revisions
 - 1.2 Employer Rights

- 2.0 Authority and Administration**
 - 2.1 Executive Director
 - 2.2 Appointing Authority
 - 2.3 Human Resources Department
 - 2.4 Reports
 - 2.5 Records
 - 2.6 Access to and Confidentiality of Personnel Records
 - 2.7 Definitions

- 3.0 Equal Opportunity Employment and Harassment**
 - 3.1 Equal Opportunity and Non-Discrimination
 - 3.2 Workplace Harassment
 - 3.3 Complaint Process

- 4.0 Diversity**

- 5.0 Recruitment and Selection**
 - 5.1 Recruitment
 - 5.2 Job Announcements
 - 5.3 Applications
 - 5.4 Alternatives to Posting
 - 5.5 Selection Processes
 - 5.6 Applicant Travel
 - 5.7 Employee Relocation Assistance
 - 5.8 I-9/E-Verify Requirement
 - 5.9 Probationary Period

- 6.0 Other Means of Filling Positions**
 - 6.1 Project Employees
 - 6.2 Job Sharing
 - 6.3 Temporary Employment
 - 6.4 Re-employment

- 7.0 Classification Plan and Change Process**
 - 7.1 Classification Descriptions
 - 7.2 Process for Classification Description Changes
 - 7.3 Process for Classification of Positions

RTC
PERSONNEL POLICY MANUAL
TABLE OF CONTENTS

- 8.0 Compensation**
 - 8.1 Philosophy
 - 8.2 Pay Plan
 - 8.3 Job Categories
 - 8.4 Effective Date of Salary Adjustments

- 9.0 Salary / Wage Administration**
 - 9.1 General
 - 9.2 General Salary / Wage Adjustments
 - 9.3 Merit and Step Adjustments
 - 9.4 Entry Rates
 - 9.5 Promotions
 - 9.6 Transfers
 - 9.7 Reclassifications and Realignments
 - 9.8 Demotions
 - 9.9 Reinstatement and Reemployment
 - 9.10 Red-Circled Employees
 - 9.11 Salary Anniversary Dates
 - 9.12 Work Out of Classification
 - 9.13 Overpayments and Underpayments
 - 9.14 Regular Part-Time or Intermittent Employment

- 10.0 Work Schedules, Work Hours, and Overtime**
 - 10.1 Hours
 - 10.2 Timesheets and Reporting
 - 10.3 Overtime
 - 10.4 Compensatory Time Balances (Non-exempt)

- 11.0 Benefits**
 - 11.1 Insurance Eligibility
 - 11.1A Domestic Partner Insurance Coverage
 - 11.1B Family Status Changes
 - 11.1C Survivor's Benefits Due to Death of Employee
 - 11.1D Health Insurance Continuation Due to Disability
 - 11.2 County 457 Deferred Compensation Plan
 - 11.3 COBRA – Continuation of Benefits
 - 11.4 Retiree Health Care
 - 11.5 Holidays
 - 11.5A Holiday Pay
 - 11.5B Floating Holidays
 - 11.6 Sick Leave
 - 11.7 Vacation

RTC
PERSONNEL POLICY MANUAL
TABLE OF CONTENTS

- 11.8 Paid Time Off (PTO)
- 11.9 Leave Donation Program
- 11.10 Nursing Mother's Support
- 11.11 Faith or Conscience Time Off

12.0 Leaves of Absences

- 12.1 Family Medical Leave
(including Pregnancy Disability)
- 12.2 Family Care
- 12.3 Military Leave
- 12.4 Bereavement and Funeral Leave
- 12.5 Domestic Violence Leave
- 12.6 Civic Duty Leave
- 12.7 Workers Compensation Leave
- 12.8 Leaves of Absence-Personal
- 12.9 Employees in Unpaid Status

13.0 Employment Standards

- 13.1 Ethical Conduct
- 13.2 Employee Use of RTC and Personal Property
- 13.3 Electronic Communications Standards
- 13.4 Substance Abuse Free Workplace
- 13.5 Outside Employment
- 13.6 Political Activity
- 13.7 Charitable Activities and Solicitations
- 13.8 Solicitations for Commercial and Non-Charitable Organizations
- 13.9 Health and Safety
- 13.10 Nepotism
- 13.11 Tobacco
- 13.12 Possession of Firearms
- 13.13 Employee Indemnification
- 13.14 Bulletin Boards

14.0 Corrective Action

- 14.1 General
- 14.2 Meetings That May Result in Disciplinary Action
- 14.3 Corrective Measures
- 14.4 Performance and Conduct Standards and Expectations
- 14.5 Corrective Action Review and Approval
- 14.6 Records

RTC
PERSONNEL POLICY MANUAL
TABLE OF CONTENTS

- 15.0 Complaint Resolution**
 - 15.1 Non – Retaliation
 - 15.2 Timeliness
 - 15.3 Contents of Complaint
 - 15.4 Informal Resolution
 - 15.5 Initial Review
 - 15.6 Executive Director Review
 - 15.7 Suspension of Review Process
 - 15.8 Terminated Employees

- 16.0 Separation from RTC Service**
 - 16.1 Resignation
 - 16.2 Retirement
 - 16.3 Abandonment of Position
 - 16.4 Layoff Policy

- 17.0 Travel, Training and Tuition Reimbursement**
 - 17.1 Travel and Training
 - 17.2 Tuition Reimbursement

- 18.0 Vehicle Use**
 - 18.1 Vehicle Use and Scope
 - 18.2 Definitions
 - 18.3 Insurance
 - 18.4 Use of Personal Vehicles for RTC Business
 - 18.5 Vehicle Use Agreement (VUA)
 - 18.5A Driver License and Insurance Requirements
 - 18.5B Responsibilities
 - 18.6 Accidents and Citations
 - 18.7 General Motor Vehicle Safety

- 19.0 Other Policies**
 - 19.1 Emergency Closures and Response
 - 19.2 Telecommuting

- 20.0 Attendance and Punctuality**
 - 20.1 Definitions
 - 20.2 Employee Expectations
 - 20.3 Exclusions/Exceptions

- 21.0 Personnel Files**
 - 21.1 File Contents and Locations

RTC
PERSONNEL POLICY MANUAL
TABLE OF CONTENTS

- 21.2 Confidential Access to Personnel Files
- 21.3 Handling Requests for Employee File Information
- 21.4 Employment Verification
- 21.5 Responding to Reference Requests

22.0 Reserved for Future Use

23.0 Whistleblower

- 23.1 Definitions
- 23.2 Reporting Procedure and Timelines