



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director   
**DATE:** June 25, 2019  
**SUBJECT:** Southwest Washington Regional Transportation Council Personnel Policy Manual, Resolution 07-19-17

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### ***AT A GLANCE – ACTION***

*The purpose of this Resolution is to authorize the Executive Director to publish and implement the Southwest Washington Regional Transportation Council Personnel Policy Manual and to establish July 2, 2019 as the current version effective date.*

### **BACKGROUND**

In July 1992, RTC was formed by Interlocal Agreement (ILA) among member agencies. At that time, member agencies to the 1992 RTC ILA established personnel related expectations and commitments to effect an orderly transition of staff and systems from the Intergovernmental Resource Center to RTC. Further, RTC entered into a Memorandum of Understanding (MOU) with Clark County to put in place a series of business relationships covering the topics of Personnel, Purchasing, Payroll, and Accounting Services.

The 1992 ILA and implementing MOU established that RTC would adopt substantively equal personnel policies and benefit programs 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.

The RTC Board has taken periodic steps to promote continuity in personnel policies. When necessary, the RTC Director has recommended periodic updates to reflect changes in program design, market conditions, current regulations, and best practices. Further, relying on Clark County's more comprehensive human resources, legal research, and policy development capacities covering personnel topics ensures RTC benefits from the state of practice in the areas of policy development and best-practices compliance.

### **CURRENT ASSESSMENT**

The RTC Executive Director's current assessment finds that the substance of the Personnel Policy Manual (PPM) should remain unchanged. It is proposed that the PPM be reformatted and extraneous provisions removed and to include references to type of work, activities and equipment conducted and used at RTC.

### **DOCUMENT**

The complete Southwest Washington Regional Transportation Council Personnel Policy Manual is provided in electronic format at this web link:

<https://www.rtc.wa.gov/packets/board/2019/07/201907-05-C-PersonnelManual.zip>

**POLICY IMPLICATION**

As proposed, the Personnel Policy Manual is in conformance with applicable federal and state regulations pertaining to personnel management and benefit programs and administration. The Personnel Policy Manual will document expectations of employment policies and benefits, and create a system and guidelines for management's administration of all personnel and related programs offered by RTC.

**BUDGET IMPLICATION**

None.

**ACTION REQUESTED**

Adoption of Resolution 07-19-17, which authorizes the Executive Director to publish and implement the Southwest Washington Regional Transportation Council Personnel Policy Manual as of this effective date.

ADOPTED this 2nd day of July 2019, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

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Anne McEnery-Ogle  
Chair of the Board

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Matt Ransom  
Executive Director

Attachments: Southwest Washington Regional Transportation Council Personnel Policy Manual  
(July 2, 2019 edition) Link to full document:

<https://www.rtc.wa.gov/packets/board/2019/07/201907-05-C-PersonnelManual.zip>