

# **Policies for Admin Employees**

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## **GENERAL**

This document shall be known and may be cited as the Authority's Policy Manual for Administrative Employees, and, along with other policies, shall apply to all administrative employees of the Authority.

The scope of these rules and regulations shall include policies and procedures for determining the merit and fitness of candidates for appointment and promotion; regulating reductions in force and disciplinary actions, including suspension and removal of employees; establishing hours of work, and provisions for sick and vacation leave, holidays and overtime compensation; and handling of grievances including hearings on grievances.

This document does not, however, constitute a contract between the Authority and any of its employees, and the rules and regulations contained herein may be changed, deleted or added to by the Authority's Board of Directors unilaterally from time to time as it determines.

All the Authority's employees and personnel shall consider themselves as an "Authority ambassador" during their working hours as they interface with the customers and general public that contact the Authority.

## **DEFINITIONS**

**Employee** - A person providing regular or part-time services to the Authority, not represented by the Authority's bargaining units, for a salary or wage and for the purpose of these rules and regulations.

**Induction** - All action taken by the Authority to examine, test, and evaluation of applications for positions within the Authority's service. Induction begins at the time an applicant files his application and ends when the probationary period has been completed.

**Outside Employment** - Employment of any kind engaged in by an Authority's employee for which compensation is received from a source other than the Authority.

**Regular Full-Time Employee** - An employee who has completed his/her designated probationary period and who occupies such a regular full-time position.

**Regular Part-Time Employee** - An employee who has completed his/her designated probationary period, who has received a regular appointment, and who occupies a regular part-time position.

**Regular Full-time Position** - A group of duties and responsibilities requiring the full-time employment of one (1) person for the total number of hours in the week on a regular schedule every week in the year.

**Probationary Employee** - A newly appointed employee who has not completed his/her

designated probationary period for the position he/she occupies. During such period, he/she may be separated from the service without recourse to appeal.

Probationary Period- A trial period considered as an integral part of the induction process during which a new employee is required to demonstrate his/her fitness for the position prior to receiving a permanent appointment. The standard probationary period shall be 90 days for new employees.

Promotion - The movement of an employee to a position with a higher pay range.

Promotional Probationary Period - A trial period for a promoted employee during which he/she is required to demonstrate his/her fitness for his/her new position prior to receiving a regular appointment to the position. The probationary period for promotions shall be 90 days.

Reclassification - The reappointment without the utilization of a probationary period of a former employee who resigned in good standing from the Authority service.

Restoration - The return of a promoted probationary employee to his/her former position either during or at the completion of his promotional probationary period.

Shift Employee - An employee who occupies a permanent full-time position that requires work on a regular schedule at any period during the twenty-four (24) hours of day and on any day during the week.

Suspension - The temporary removal with or without pay of an employee from his/her designated position.

Temporary or Seasonal Employee - An employee who occupies a temporary or seasonal position.

Transfer - The movement of an employee to either a different department or divisions within the same pay range.

Work Group - A department. In some cases, a separate section within a department.

## **ADMINISTRATION**

The General Manager shall have the basic responsibility for the administration of the personnel rules and regulations contained herein. As provided in the Authority's By-Laws, the General Manager shall appoint and remove department heads with the approval of the Board of Directors; and the Department heads shall appoint and remove employees of their respective departments subject to approval of the General Manager. In addition to other duties and responsibilities specified throughout these rules and regulations, the General Manager shall be responsible for maintaining personal records, establishing a pay plan, and proposing amendments to these rules and regulations as may be required from time to time.

**A. Employment.** It is the policy of the Authority that equal employment opportunity will be afforded to all individuals regardless of race, color, creed, national origin, sex or age; and will not discriminate on the basis of disability. All employment policies and practices including promotion, compensation, training, work assignments and termination shall be in accordance with this policy.

**B. Term of Employment.** Administrative employees are not hired for any specific term of employment and nothing in this policy manual or individual terms of employment is to be construed as providing continuation of employment for any specific period of time. Rather, continued employment is dependent on the needs of the Authority and the continued satisfactory performance of the employee.

## **APPOINTMENTS AND PROMOTIONS**

**A. Recruitment Policy.** The induction policy of the Authority is to take whatever measures as are necessary in keeping with accepted personnel practices to provide assurance that the best qualified applicants are properly inducted into the Authority's service. The procedures outlined herein shall apply to all persons who wish to obtain employment with the Authority, except former Authority employees who may be re-employed through the reinstatement process with the General Manager's approval. Authority complies with all applicable federal and state Equal Employment Opportunity laws.

### **B. Hiring Procedure.**

1. Hiring of Authority employees shall be made by the General Manager.
2. A W-4, I-9, and the Authority Application form must be on file prior to any person starting employment as an Authority employee.
3. All new employees must pass a pre-placement physical and drug test.
4. In the hiring of students, schoolwork papers must be on file with the Authority Secretary prior to starting employment.
5. Any person under eighteen (18) years of age employed by the Authority shall be utilized in strict compliance with the Pennsylvania Child Labor Laws.
6. New employees must serve a one-hundred eighty (180) day probationary period during which time the employee may be dismissed or position eliminated at the discretion of the General Manager.

**C. Promotion and Transfers.** Vacancies within the Authority's service will be filled by promotion of incumbent Authority employees if appropriate. All promotional procedures shall be governed by these regulations.

1. Notice of Vacancies. Notice of vacancies will be posted in all applicable departments for a period of five working days.
2. Criteria for Promotion. All employees must possess the qualifications necessary for the position to which they seek promotion. The department head and the General Manager shall be responsible for determining whether or not an employee possesses the necessary qualifications for the promotion to a particular position. Appropriate tests may be given to aid in this determination.
3. Promotional Probationary Period. The length of the promotional probationary period shall be ninety (90) days except for any position whose duties, in the opinion of the General Manager, are of such a nature that no predetermined promotional probationary period is feasible, and who may be assigned, at the time when the position is filled, a promotional probationary period which the General Manager considered suitable.
4. Status During Promotional Probationary Period. During a promotional probationary period, a promoted probationary employee shall retain his status as a permanent employee, and may be restored to his former or to a similar position if his/her performance is unsatisfactory in his/her new position, or he/she requests to be restored to his/her former or a similar position either during or at the completion of his/her promotional probationary period. After a regular appointment is received in his/her new position, the promoted employee loses all rights to his/her former position.
5. Conditions of Regular Appointment After Promotion. A promoted employee will receive a regular appointment to his/her new position upon the successful completion of a recommendation of his/her department head, and the approval of the General Manager.

**D. Training.** It is the policy of the Authority to foster and encourage the upgrading of employee job-related skills through more comprehensive on-the-job training, by sponsoring in-service vocational training, and by encouraging employees to utilize existing educational facilities to generally prepare themselves for greater responsibilities and proficiency.

**E. Resignations.** All employees voluntarily resigning from the Authority shall provide two (2) weeks written notice to their department head prior to their leaving. The notice should include the reasons (optional) for the resignation. Failure to provide proper notice may result in the loss of accrued benefits.

**F. Reinstatement.** As a general rule, any employee having resigned from service and who is later rehired will be considered as a new employee with no accrued rights, privileges or benefits with all such benefits being canceled when an employee leaves the Authority's service. The circumstances and particularly in the case of supervisory personnel, reinstate any employee

to any position which will be in the best interest of the service, and may restore benefits accrued in past employment. In case of an extended period of sickness necessitating absence from employment, the provisions of the FMLA Policy shall apply.

### **SUSPENSION, DEMOTION AND DISMISSAL**

**A. Disciplinary Suspension.** The General Manager may, for disciplinary reasons, suspend with or without pay an employee at any time. An employee who is suspended, except probationary, temporary and seasonal employees, shall be given a due process conference giving the reasons for the action, with an opportunity for the employee to give his/her comments in response to the reasons for the suspension.

**B. Suspension During an Investigation.** During investigation, an employee may be suspended by the General Manager with or without pay for the duration of the proceeding. If an employee is suspended and then exonerated of all blame, he/she may be reimbursed for all pay withheld due to the suspension, and for all purposes of employee benefits, the suspension will be considered not to have taken place, as determined by the General Manager.

**C. Demotions for Cause.** An employee may be demoted by a Department Head with approval of the General Manager for just cause in the interest of good discipline, or for the good of the Authority, including but not limited to upon their return to work from a disciplinary suspension. In making a demotion, length of service and personnel record shall be given due consideration. Demotion may be accomplished by reducing the employee's pay within the pay range on the position being held or by assignment to a position in the lower class. An employee who is demoted shall be given written notice by the General Manager of the reasons for the action at the time of demotion and a copy shall be made a part of the employee's personal history record.

**D. Voluntary Demotions.** An employee may request or accept voluntary demotion when the position occupied by the employee is allocated to a lower class or when assignment to less difficult or responsible work would be to the advantage of the employee and in the interest of the service.

**E. Dismissal.** The General Manager may dismiss any employee at any time his/her service or the conduct of his/her office becomes unsatisfactory, including but not limited to receiving a positive result on a drug and/or alcohol test or when the need for the employee's service to the Authority no longer exists. An employee, who is dismissed, except probationary, temporary or seasonal, shall first be given a due process conference prior to dismissal with a written statement of the reasons for the action, and a copy of the notice shall be made part of the employee's personnel file.

**F. Evaluations.** Each employee will receive a performance evaluation periodically. The initial review is generally conducted after six months employment, the end of the probationary period of employment. Thereafter, performance reviews will be conducted at least annually on a schedule to be determined by the General Manager and/or Board of Directors. Reviews will

generally be conducted by the General Manager and/or his or her designated department heads. Copies of evaluations will be maintained in the employee's personnel file.

### **APPEALS AND GRIEVANCES**

**A. Sequence of Appeals.** An employee who wishes to appeal a disciplinary decision of either the Department Head or the Asst. General Manager, or a grievance, must first file an appeal or grievance with the General Manager. Grievances must be filed within ten (10) days of knowledge of the disciplinary action in dispute.

**B. Board of Review.** Any employee may petition the General Manager in writing for review of the decision made by the Department Head. The General Manager shall present the review and decision shall be in writing to the employee within ten (10) business days.

**C. Decision Time Limits for Appeals.** The decision in an appeal to the General Manager shall be rendered within ten (10) office working days of the filing of the appeal.

**D. Board of Directors Review.** In cases of termination, employees shall be entitled to appeal the decision of the General Manager to the Board of Directors within five (5) business days of receiving the decision from the General Manager. The Board of Directors decision shall be final and presented in writing to the employee within five (5) business days.

### **BENEFITS**

In general, benefits for Admin employees mirror those of bargaining unit employees in terms of health insurance, vacation, sick days, personal days, holidays, birthday, bereavement leave, jury duty, pension, etc. as described in the current collective bargaining agreement. Exceptions are to be approved only by the General Manager or the Board of Directors.

### **REIMBURSEMENT OF EXPENSES**

Employees will be reimbursed for all reasonable and necessary expenses for transportation, lodging, and meals incurred when conducting the business of the Authority. All out of town travel, and all training and registration fees for meetings must be approved in advance by the General Manager. The employee must present valid receipts for any expense that is to be reimbursed. Use of the employee's private automobile for business travel must be pre-approved by the General Manager and will be reimbursed at the appropriate GSA-approved rate.

### **COMPENSATION**

**A. Full-Time Salary.** Compensation for full-time personnel is based on an annual salary and is prorated over 26 bi-weekly pay periods with pay day being Thursdays. Employees shall be classified based on their position and responsibilities as exempt, salaried non-exempt or

hourly in accordance with the provisions of the Fair Labor Standards Act (FSLA) for the purposes of payment for overtime.

**B. Part-time.** Compensation for part-time or temporary personnel is based on an hourly rate. Part-time or temporary employees are not eligible for other employee benefits except as specified by the General Manager.

**C. Compensatory Time.** See Compensatory Time Policy.

## HOURS OF WORK

### **A. Regulations pertaining to daily starting times.**

- (1) The normal working hours for administrative employees shall be 8:00 AM to 4:30 PM, Monday through Friday. Department Heads may schedule employees within their department different hours depending on the operational needs of the Authority. A normal workday shall consist of 7 ½ hours of work.
- (2) Procedures for calling-out of employees under his jurisdiction for work under normal or emergency conditions shall be established by the Department Heads.
- (3) No Authority employee shall work more than a twelve (12) hour shift without eight (8) hours expiring before starting another shift. In emergency situations, the Department Heads and key employees may take exception to this requirement if authorized by the General Manager.

**B. Lunch Period.** A lunch period shall normally be taken approximately midway in the working day. The duration of the lunch period shall be uniform within each department and shall be approved by the General Manager. The lunch period shall be not less than one-half (1/2) hour nor more than one (1) hour.

## EMPLOYEE CONDUCT

**A. Misappropriation of Funds.** Employees found guilty of misappropriation, embezzling, or stealing of any Authority funds or falsely applying for reimbursement of expenses shall be subject to immediate termination and face potential criminal prosecution at the discretion of the General Manager.

**B. Falsification of Records.** Employees found guilty of falsifying records or documents and/or any other attempt to hide, conceal, or cover-up an inappropriate action will be subject to immediate termination at the discretion of the General Manager

**C. Confidentiality.** Employees are required to maintain confidentiality in terms of access of information and materials concerning the operations of the Authority. Any employee that is found guilty of a breach of confidentiality will be subject to discipline up to and including termination.

**D. Unlawful Harassment.** See Unlawful Harassment Policy.

**E. Political Activity.** Authority employees and persons appointed to their positions by Authority Boards, Commissions and Authorities, may neither be appointed to nor retained in service as a result of their political activities and affiliations. They are expected to exercise their right of suffrage as citizens and engage in normal political activities; however, they;

1. may not actively engage in political campaigns for Authority offices nor shall they attempt by use of their official position to influence the outcome of any election.
2. may not engage in any political activity during their working hours.

**F. Outside Employment.** Employees may not engage in outside employment that might in any way hinder their objectives and impartial performance of their public duties, embarrass Authority, or impair their efficiency on the job. Employees who wish to obtain outside employment must obtain prior written approval from their department head and the General Manager.

**G. Acceptance of Gifts.** See Code of Conduct Policy.

**H. Communication with the Media.** All official statements to the press and other media shall be issued by the Chairman of the Board of Directors or the General Manager, unless otherwise designated by the General Manager. No other employees are authorized to communicate with the press or other media.

**I. Personal Protection/Workplace Violence.** Authority does not tolerate acts of workplace violence committed by or against employees.

**NOTE:** This is a zero-tolerance policy, meaning that Authority disciplines or terminates every employee found to have violated this policy.

Prohibited conduct includes, but is not limited to:

- Intentionally injuring another person physically;
- Engaging in behavior that creates a reasonable fear of injury in another person (i.e. threatening, intimidating, provoking or harassing, and/or abusive behavior including inappropriate language, symbols or hand gestures);
- Possessing, brandishing, or using a weapon while on Authority premises;
- Intentionally damaging, defacing, sabotaging or destroying property belonging to Authority,

its employees, residents, vendors, or suppliers, including threatening to damage or attempting to damage any of the above; or

If Authority suspects the presence of any illegal or prohibited items, it has the right to search the work area and/or locker of an employee at any time. If any suspected illegal or prohibited items or substances are found, Authority reserves the right to turn them over to the appropriate law enforcement agency.

Employees are urged to immediately report any acts of workplace violence or threats of violence to their supervisor or the General Manager. Authority's designated personnel will immediately investigate any reported violence, harassment, or threats committed on Authority premises.

All employees who commit violent acts or who otherwise violate this policy are subject to corrective action or discipline, up to and including termination of employment.

**J. ADA Policy.** It is the policy of Authority to comply with applicable provisions of the Americans With Disabilities Act (ADA). The Authority is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations whenever necessary, unless an undue burden would result.

We will not discriminate against any qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotion and/or advancement in employment, termination, compensation, training opportunities, or other terms, conditions or privileges of employment.

**K. Use of Authority Vehicles.** The Authority does provide vehicles for administrative employees to use for Authority business. All employees are required to wear seat belts while using or traveling in Authority vehicles. Employees are expected to operate Authority vehicles in a safe and responsible manner at all times. Any employee receiving a citation for a violation of the motor vehicle code must provide a copy to the General Manager within two (2) business days of receipt of such citation and may be subject to disciplinary action up to and including termination at the discretion of the General Manager. The employee is financially responsible for the payment of any fines and costs related to the citation.

In the event that an Authority vehicle is not available and the employees Department Head provides prior approval, the Authority will reimburse employees on a per mileage basis at a rate established for reimbursement by the GSA.

**L. Authority Facility Security Regulations.** The Authority Facility is to be used for conducting Authority business only. Any use of the Authority Facility or Authority equipment for personal use is prohibited. General procedures for the main facility are as follows:

1. All doors in the Authority Building are to be secured/locked when personnel leave sight of the building and no other authorized employee is in charge of their work area.

2. Only Authority employees or officials may enter the garage area of the Authority Building.
3. Only Authority vehicles are permitted in the garage or driveway.
4. Printed materials and other paraphernalia not essential to the Authority's work may be prohibited at the discretion of the General Manager.

The Authority welcomes and encourages guests to visit our facilities and observe the Authority in action. Guests may include employee relatives, customers, and community groups. To ensure the safety of our visitors, and to minimize work disruptions, all visitors must receive prior approval from the employee's Department Head, and be accompanied by an employee while on Authority property.

**M. Personal Telephone Calls.** Telephones are provided for business uses. Employees are provided an access code for the telephone system that tracks all calls made each employee. However, the Authority recognizes that staff members may be required to make a personal telephone call from time to time to conduct personal business or in case of an emergency. Please follow the guidelines for using the telephones for personal business:

1. Incoming personal telephone calls should be accepted only on an occasional basis and must be kept to a minimum. Incoming personal telephone calls are viewed as interruptions in work schedules and can affect performance reviews.
2. All necessary personal telephone calls should be outbound, made at a time when they do not interfere with your work or the work of other staff members.
3. All personal telephone calls should be brief and made in the local dialing area.

Direct long distance personal telephone calls are not permitted. Long distance personal telephone calls must be billed to staff member's home telephone number or personal calling card.

**N. Smoking Policy.** In accordance with the Clean Indoor Act of the Commonwealth of Pennsylvania, smoking is prohibited at all times within Authority Buildings and vehicles. The General Manager may designate appropriate smoking areas outside the Authority's facilities.

### **DRUG FREE WORK PLACE**

As part of its commitment to a safe, healthy, and productive work environment and as a recipient of funds from the Federal Transit Administration (FTA), the Authority is committed to providing a drug-free workplace for its employee. As part of this commitment, all employees are notified that:

1. Unlawfully manufacturing, distributing, dispensing, possessing, or using any controlled substance on Authority property, (including vehicles) or while on duty (whether on or off

Authority property) is strictly prohibited.

2. Any employee violating this prohibition will be subject to disciplinary action, up to and including discharge.
3. Any employee convicted of any criminal drug statute violation occurring on Authority property or while on duty must notify the Authority of such conviction no later than 5 calendar days after the conviction. Such conviction will result in appropriate disciplinary action, up to and including discharge and/or a requirement that the employee participate satisfactorily in a drug abuse assistance program or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
4. It is a condition of employment of the Authority that each employee abide by the requirements of Paragraphs 1, 2, and 3 above.
5. The Authority will notify FTA of any conviction pertinent to this policy within 10 days of receiving notice of such conviction.
6. Any employee who has a substance abuse problem can report the problem to their supervisor, the General Manager, or the Asst. General Manager, and drug counseling, rehabilitation, and employee assistance will be provided.

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