

Cancels: 1991 Intercity Transit Personnel Policy Manual; Memo dated July 10, 1989, Overtime/Comptime; Memo dated June 5, 1998, FLSA; Memo dated June 29, 1988, Administration of Ten Hour Shifts; Memo dated December 2, 1988, Memo dated April 28, 1993, FLSA Overtime; Memo dated July 18, 1994, FLSA Exempt Positions; Alternative Work Schedules Policy dated October 24, 1995; Memo dated July 20, 1995, July Performance Evaluations Step Increases; July 22, 1997, Probationary Standards; Policy dated May 5, 1988, Guidelines for Personnel Files; Policy dated May 5, 1988, Guidelines for Employment; Policy dated May 5, 1988, Disciplinary Action Procedures; February 11, 1992, Guidelines for Employee Advancement; Memo dated May 31, 1989, Travel Time Under FLSA for Nonexempt Employees; Intern and Temporary Help Use of PCs/Network Policy, dated March 16, 1992; February 2000 Internship and Temporary Employee Guidelines; Memo dated April 28, 1993, Intern Responsibilities; Memo #95-15, dated April 27, 1995, Attendance Program; January 1, 1993 Policy "Reporting Improper Governmental Action and Protecting Employees Against Retaliation"; Memo dated March 6, 1991, Sexual Harassment Policy; May 5, 1988, Policy Guidelines for Grievances; Memo dated September 9, 1997, Dress Code; Memo dated March 11, 1994, Checkout PCs Policy; Memo dated December 23, 1988, Personal Use of Microcomputers; December 29, 1994 Memo "1995 Tuition Reimbursement"; Memo dated April 30, 1987, Educational Assistance; Policy dated December 14, 1993, Tuition Reimbursement (voluntary educational training); Memo dated January 20, 1988, Employee Telephone Number and Address Form; Memo dated July 2, 1986, Paycheck Distribution; Memo dated February 26, 1997, Meal and Break Times; Memo dated January 23, 1991, Meal and Break Times; Memo dated October 20, 1988, Dependants at Work; Memo dated April 27, 1992, Visitors/Dependents at Work; Memo dated June 23, 1987, Working on Personal Business at Intercity Transit; Memo dated November 5, 1987, Open Door Policy; Memo dated October 12, 1993, Passes for ASAC; Memo dated January 15, 1997, Payroll Processing Errors; Memo dated February 25, 1997, Personal Poster Policy; Repeals Resolutions 03-91; 02-97; 04-97; 08-99; 03-2000; 10-2002; 01-2007

## POLICY-HR-3510

See Also: Exhibit "A" – Human Resource Rules

Approved by: \_\_\_\_\_  
Thomas A. Green, Chair  
Intercity Transit Authority

\_\_\_\_\_  
Mike Harbour, General Manager

Written by: Ed Rutledge

Approved by: \_\_\_\_\_

### ADOPTING HUMAN RESOURCES RULES

#### **Definitions:**

"Human Resources Rules" - The rules governing employment practices, prohibitions of discrimination, equal employment opportunity, classification and compensation, employee performance and conduct, and employee protections which are primarily administered by the Human Resources Department.

"Leave Policies" - Policies establishing leaves for Vacation Leave, Sick Leave, Medical Leave, Jury Duty Leave, Compassionate Leave, Military Leave, and Observed Holidays for non-represented employees.

This policy applies to all employees, except where there is a direct conflict between the provisions in the "Human Resources Rules" or "Leave Policies" and provision of any law, collective bargaining agreement, or employment contract. In such case as a conflict, the law, collective bargaining agreement, or employment contract shall govern when the employee is covered by such law, agreement or contract.

## **POLICY-HR-3510**

See Also: Exhibit "A" – Human Resource Rules

### **1. Intercity Transit Replaces Personnel Policy Manual**

The Authority replaces the 1991 Intercity Transit Personnel Policy Manual and subsequent attachments, thereto, with the Human Resources Rules, Exhibit A.

### **2. Intercity Transit Adopts Human Resources Rules**

The Authority shall adopt a resolution approving the Human Resources Rules as attached in Exhibit A.

### **3. Administering the Human Resources Rules**

The Human Resources Director or the General Manager, or his/her designee shall administer the Human Resources Rules.