



Finance, Administration and Oversight Committee

Action Item III-G

February 14, 2008

**Changes to Personnel Policy and Procedures
Manual and Delegation of Authority to the
General Manager**

**Washington Metropolitan Area Transportation Authority
Board Action/Information Summary**

Action
 Information

MEAD Number:

Resolution:
 Yes No

PURPOSE

The Board of Directors is hereby requested to grant authority to the General Manager to amend, revise, or repeal Sections 1.8/2, 3.1/1, 3.2/1, 3.3/1,3.4/1, 3.5/1, 4.3/1, 4.7/1, 4.8/1, 5.2/5, 5.3/2, 5.4/3, 5.5/1, 6.1/1, 6.6/1, 6.8/1 and 6.9/1 of the Personnel Policies and Procedures as reflected in Attachment A of the proposed resolution provided such changes are consistent with the personnel philosophy set forth in Section 1.2 of the Personnel Policies and Procedures Manual.

DESCRIPTION

Currently, the policies contained within the Metro Personnel Policies and Procedures Manual can only be amended with Board of Directors approval. However, the majority of subject areas addressed in the Personnel Policies and Procedures are policy matters that are administrative in nature.

Consistent with the WMATA Compact, it is in the best interest of the Board of Directors to improve the retention and recruitment of Metro non-represented employees by way of delegating such administrative matters to the General Manager. The General Manager will then be provided the appropriate latitude to modify the personnel and pay practices applicable to non-represented employees in a manner consistent with market considerations and within the approved budget.

FUNDING

Not Applicable

RECOMMENDATION

Staff recommends that the current procedure for amending the Personnel Policies and Procedures Manual be changed to provide the General Manager with the appropriate latitude to change policies to meet the new realities of the workforce and full authority over matters that are administrative in nature.

PROPOSED & ADOPTED:

SUBJECT: GRANT OF AUTHORITY TO GENERAL MANAGER TO AMEND THE PERSONNEL MANUAL AND JOB FAMILY PAY RANGES FOR NON-REPRESENTED EMPLOYEES

PROPOSED
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

WHEREAS, The WMATA Compact provides that the General Manager is responsible for all activities of the Authority, subject to the Board of Directors' policy direction; and

WHEREAS, The Board of Directors holds the General Manager fully accountable for the successful operation of the Authority, and recognizes that the General Manager requires greater flexibility to manage the non-represented workforce in order to accomplish the policy directives established by the Board of Directors and his own initiatives; and

WHEREAS, The policies contained in the Personnel Policies and Procedures Manual (PPPM) currently can only be amended with Board of Directors approval because the Policies were as a whole adopted by the Board; and

WHEREAS, Many of the subject areas addressed in the Personnel Policies and Procedures as policy matters are more properly characterized as administrative in nature; and

WHEREAS, Staff recommends that the current procedure for amending the PPPM be changed to provide the General Manager with appropriate latitude to change policies to meet the new realities of the workforce and full authority over matters which are administrative in nature; and

WHEREAS, In December 2000, the Board of Directors approved the design and implementation of a market-based classification system using six (6) separate job family salary structures, which was amended in May 2002, to add a separate legal job family structure for attorneys, including the adoption of specific job family salary range structures; and

WHEREAS, In adopting the original market-based classification system, the Board of Directors recognized that the cost impact for subsequent fiscal years would be absorbed in the budget development process; and

WHEREAS, Consistent with the WMATA Compact, the Board of Directors wishes to give the General Manager greater latitude to modify the personnel and pay practices applicable to non-represented employees, to improve retention and recruitment of such employees, consistent with market considerations and within the approved budget and to vest full responsibility for all administrative matters with the General Manager; now, therefore be it

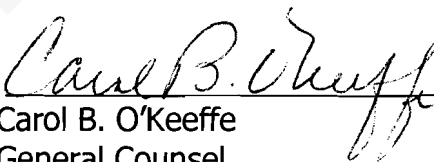
RESOLVED, That the Board of Directors hereby delegates to the General Manager the authority to amend, revise or repeal Sections 1.8/2, 3.1/1, 3.2/1, 3.3/1, 3.4/1, 3.5/1, 4.3/1, 4.7/1, 4.8/1, 5.2/5, 5.3/2, 5.4/3, 5.5/1, 6.1/1, 6.6/1, 6.8/1 and 6.9/1 of the Personnel Policies and Procedures Manual as reflected in Attachment A provided such changes are consistent with the personnel philosophy set forth in Section 1.2 of the Personnel Policies and Procedures Manual; and be it further

RESOLVED, That the General Manager is hereby authorized to modify any of the existing job family pay ranges applicable to non-represented employees and to adopt rules regarding adjustment of the base salary of any individual whose base salary falls below the minimum after the General Manager adopts a new range, taking into account market considerations and based on an examination of appropriate public and private employees, consistent with principles of merit and fitness and within the approved budget; and be it further

RESOLVED, That the General Manager will advise the Board of Directors of any changes to the job family pay ranges annually as part of the budget process; and be it finally

RESOLVED, That this Resolution shall be effective immediately upon its passage.

Reviewed as to form and legal sufficiency,



Carol B. O'Keeffe
General Counsel

Personnel Policies and Procedures Manual

Table of Contents

	Policies	Procedures
Section 1.0	<u>General</u>	
	1.1/1 <u>Personnel Policies and Procedures Manual</u>	1.1 No Procedures
	1.2/2 <u>Personnel Philosophy</u>	1.2 No Procedures
	1.3/3 <u>Equal Employment Opportunity & Affirmative Action</u>	1.3/3 <u>EEO &Affirmative Action</u>
	1.4/2 <u>Standards of Conduct</u>	1.4 No Procedures
	1.5/1 <u>Civic and Other Outside Activities</u>	1.5 No Procedures
	1.6/2 <u>Disciplinary Actions</u>	1.6/2 <u>Disciplinary Actions</u>
	1.7/2 <u>Employee Dispute Resolution</u>	1.7/2 <u>Employee Dispute Resolution</u>
	1.8/2 <u>Career Development Training</u>	1.8/2 <u>Career Development Training</u>
	1.9/3 <u>Substance Abuse Policy</u>	1.9 No Procedures
	1.10/1 <u>Drug and Alcohol Testing Program</u>	1.10 No Procedures
Section 2.0	<u>WMATA Organization</u>	
	2.1/1 <u>Organization Structure</u>	2.1 No Procedures Required
Section 3.0	<u>General Administration Policies</u>	
	3.1/1 <u>Hours of Work</u>	3.1/1 <u>Hours of Work</u>
	3.2/1 <u>Attendance: Absent without Leave</u>	3.2 No Procedures Required
	3.3/1 <u>Employee Personnel Files</u>	3.3/1 <u>Employee Personnel Files</u>
	3.4/1 <u>Safety</u>	3.4 No Procedures Required
	3.5/1 <u>Professional Association Memberships</u>	3.5 No Procedures Required

**Section
4.0**

Employment Policies

- 4.1/7 Categories of Employment
- 4.2/2 Recruitment and Hiring
- 4.3/1 Interview and Relocation Expenses**
- 4.4/1 Nepotism
- 4.5/2 Termination From Employment
- 4.6/3 Reduction-In-Force
- 4.7/1 Background Investigations**
- 4.8/1 Medical Examinations**
- 4.9/1 Abolishment of Positions

- 4.1 No Procedures Required
- 4.2/2 Recruitment and Hiring
- 4.3/2 Interview and Relocation Expenses
- 4.4 No Procedures Required
- 4.5/1 Termination From Employment
- 4.6/2 Reduction-In-Force
- 4.7 No Procedures Required
- 4.8 No Procedures Required
- 4.9 No Procedures Required

**Section
5.0**

Compensation and Benefits Policies

- 5.1/3 Position Evaluation System
- 5.2/5 Salary Administration**
- 5.3/2 Cash Awards**
- 5.4/3 Tuition Reimbursement**
- 5.5/1 Non-Salary Benefits

- 5.1/3 Position Evaluation System
- 5.2/5 Salary Administration
- 5.3/1 Cash Awards
- 5.4/3 Tuition Reimbursement
- 5.5 No Procedures Required

**Section
6.0**

Leave

- 6.1/1 Administrative Leave**
- 6.2/4 Annual Leave
- 6.3/2 Holiday Leave
- 6.4/2 Sick Leave
- 6.5/3 Other Paid Leave
- 6.6/1 Leave Without Pay (LWOP)**
- 6.7/1 Compensatory Time Off
- 6.8/1 Annual Leave Donation**
- 6.9/1 Sick Leave Bank Program**

- 6.1 No Procedures Required
- 6.2 /1 Annual Leave
- 6.3 No Procedures Required
- 6.4/1 Sick Leave
- 6.5/1 Other Paid Leave
- 6.6/1 Leave Without Pay (LWOP)
- 6.7 No Procedures Required
- 6.8/1 Annual Leave Donation
- 6.9/1 Sick Leave Bank Program

Changes to Personnel Policies and Procedures Manual and Delegation of Authority to the General Manager

Presented to the Board of Directors:

**Finance, Administration, and Oversight
Committee**

February 14, 2008





Changes to Personnel Policies and Procedures Manual and Delegation of Authority to the General Manager

BACKGROUND: Personnel Policies

- Per the WMATA Compact the General Manager is responsible for all Authority activities, with Board policy direction
- The General Manager needs greater flexibility in administrative matters to successfully implement policy directives & management initiatives



Changes to Personnel Policies and Procedures Manual and Delegation of Authority to the General Manager

BACKGROUND: Personnel Policies

- Many Personnel Policies and Procedures Manual (PPPM) subjects are properly characterized as administrative
- Any amendment to the PPPM – even of an administrative nature – now requires Board approval



Changes to Personnel Policies and Procedures Manual and Delegation of Authority to the General Manager

RECOMMENDATION: Personnel Policies

- The Board of Directors delegate to the General Manager the authority to amend, revise or repeal sections of the PPPM that are administrative in nature



Changes to Personnel Policies and Procedures Manual and Delegation of Authority to the General Manager

ADMINISTRATIVE POLICIES

- ✓ Career development
- ✓ Hours of work
- ✓ Attendance
- ✓ Employee files
- ✓ Safety
- ✓ Interview/Relocation
- ✓ Background investigations
- ✓ Medical exams
- ✓ Salary administration
- ✓ Cash awards
- ✓ Tuition reimbursement
- ✓ Admin. leave
- ✓ Leave w/o pay
- ✓ Leave donation
- ✓ Sick leave bank
- ✓ Memberships