

RESOLUTION NO. 2014-03

**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD
ADOPTING A POLICY
FOR DETERMINING RESPONSIBILITY FOR POLICIES**

WHEREAS, Mason Transit Authority (MTA) policies address ongoing business activities which occur often enough that providing long-term guidance simplifies, regulates, and standardizes work.

WHEREAS, the need to ensure policies meet compliance with regulations and given proper authority is established.

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Policy for Determining Responsibility for Policies which is attached hereto as Exhibit A and incorporated herein be established and adopted.

Dated this 15th day of April, 2014.

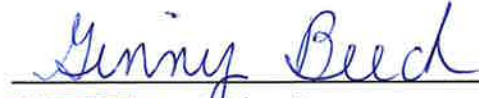


Mike Olsen, Chair

Deborah Petersen, Vice-Chair



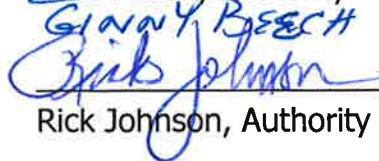
John Campbell, Authority Member



~~Mike Felton, Authority Member~~



Terri Jeffreys, Authority Member



Rick Johnson, Authority Member



Randy Neatherlin, Authority Member



Tim Sheldon, Authority Member

Cheryl Williams, Authority Member

APPROVED AS TO CONTENT:



Brad Patterson, General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST: Jeri A. Wood
Jeri A. Wood, Clerk of the Board

DATE: 4/15/14



Title:	Determining Responsibility for Policies
Number:	XXX
Effective:	XXX
Cancels:	N/A
Prepared by:	Human Resources
Approved by:	Authority Board Resolution No. XXX

POL-XXX DETERMINING RESPONSIBILITY FOR POLICIES

This policy applies to all Mason Transit Authority (MTA) employees.

1.0 Policies Describe Management Decisions

A **policy** describes a management decision which meets any of these criteria:

- Establishes, directs, or limits what work may be done.
- States who is responsible for what work.
- Establishes business requirements.
- Lists criteria for decision making.
- Sets deadlines.
- Establishes exceptions.

2.0 Policies Govern Ongoing Business Activities

Policies address business activities and issues which occur often enough and affect enough employees so that long-term guidance simplifies, regulates, and standardizes work. Policies give direction that is valid more than 90 percent of the time and ensures fair treatment for all employees.

Policies are not intended to address one-time occurrences or unanticipated exceptions, unless required by law, court decisions, or regulations. We issue memos or letters to communicate short-term or single-issue guidance.

3.0 Mason Transit Authority's Governing Board is Responsible for Agency Policy

Mason Transit Authority's by-laws and Washington State law give policy responsibility and authority to the agency's Governing Board. As the agency's legal oversight body, the Governing Board establishes those policies which shape the agency's overall strategic direction.

The Governing Board establishes agency policy by setting long-term agency goals; by approving the Six-Year Transit Development Plan and the annual budget, by approving service changes and fare increases; by approving the general programs, business activities, and services the agency offers; and by evaluating and acting on business issues which are of interest to the agency or that may create a potential liability.

4.0 Policies Must Comply with Regulations, Laws, and Court Decisions

Rules about what business our agency may conduct and how our agency manages its business may come from local, state, and federal laws; from court decisions;

See Also: POL-XXX, POL-XXX, POL-XXX



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and from regulatory agencies. All Mason Transit Authority policies must comply with applicable laws, court decisions, and regulations.

5.0 The General Manager is Responsible for Managing the Agency

The General Manager may develop and implement those policies necessary to manage the agency’s general business activities and Board-approved programs and services. The Governing Board may also delegate other policy responsibilities to the General Manager.

6.0 Department Heads May Develop Department-Specific Policies

Department heads may develop policies designed to manage the specific activities of their departments. The General Manager must concur with all department-specific policies before they are implemented.

7.0 Policies Developed at Subordinate Levels May Not Contradict Policies Developed at Higher Levels