

**RESOLUTION NO. 2020-18**

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD  
ADOPTING A REVISED NUMBERING AND INDEXING POLICIES,  
PROCEDURES AND TASK OUTLINES POLICY (POL-101) WHICH SHALL  
SUPERSEDE AND REPLACE IN FULL ANY PREVIOUSLY ADOPTED  
NUMBERING AND INDEXING POLICIES, PROCEDURES AND TASK  
OUTLINES POLICY (POL-101).**

**WHEREAS**, the Mason Transit Authority Board approved, by motion, Mason Transit Authority's Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101) which became effective on May 1, 2014; and


**WHEREAS**, upon periodic review of MTA's policies it was determined that, based on the current structure of MTA's Executive team that the Executive Assistant is to maintain the numbering and indexing of policies, procedures and task outlines of MTA's policies;

**NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD** that the revised Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101), which is attached hereto and incorporated herein, be established and adopted; and

**BE IT FURTHER RESOLVED THAT** this Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101) shall supersede and replace in full any previously adopted or approved Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-101).

Adopted this 18<sup>th</sup> day of August, 2020.


  
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Wes Martin, Chair

  
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Sharon Trask, Vice-Chair

DocuSigned by:  
  
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John Campbell, Authority Member

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Kevin Dorcy, Authority Member

  
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Matt Jewett, Authority Member

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Randy Neatherlin, Authority Member

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[Vacant], Authority Member

DocuSigned by:  
Kevin Shetty  
Kevin Shetty, Authority Member

DocuSigned by:  
Sandy Tarzwell  
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT: Danette Brannin  
Danette Brannin, General Manager

APPROVED AS TO FORM: Rob Johnson  
Robert W. Johnson, Legal Counsel

ATTEST: Tracy Becht DATE: 8/24/2020  
Tracy Becht, Clerk of the Board



Title: Numbering and Indexing Policies, Procedures, and Task Outlines  
Number: 101  
Effective: August 18, 2020  
Cancels: May 1, 2014  
Prepared by: Administrative Services  
Approved by: Authority Board  
Resolution No. 2020-17

**POL-101 NUMBERING AND INDEXING POLICIES, PROCEDURES, AND TASK OUTLINES**

This policy applies to all Mason Transit Authority (MTA) employees who write, index, distribute, or manage policy, procedure, and task outline documents.

**1.0 Policy Numbering Identifies Team Responsibility for Policy Compliance**

Each MTA team is already identified by a specific, unique number.

Prefix the number with the letters POL- to show that it is a policy, followed by the policy number.

Appendix A to this policy lists all the team identifiers and gives a general description of the types of policies each team is responsible for.

**2.0 Policy Numbers Can Be Used Only Once**

Each new policy is issued a number after it is approved. Numbers for canceled, rescinded, or superseded policies are not reused. Revised policies keep the same number.

**3.0 Procedures and Task Outlines Use the Same Number as Their Parent Policy**

Procedures use the abbreviation "PRO" instead of "POL" Tasks use the abbreviation "TSK." A procedure and a task falling under the policy 101 would be numbered as follows:

**PRO-101**

**TSK-101**


If a policy requires multiple procedures or tasks, add a letter identifier to the issue number to indicate the sequence in which the procedures and tasks must be completed. Examples:

**PRO-101A**

**TSK-101A**

**PRO-101B**

**TSK-101B**

 <p>The logo for the Mason Transit Authority features two stylized evergreen trees of different heights on the left. To the right of the trees, the letters 'MTA' are prominently displayed in a large, bold, sans-serif font. Above 'MTA', the words 'MASON TRANSIT AUTHORITY' are written in a smaller, all-caps, sans-serif font, stacked in three lines.</p>	<p>Title:            Numbering and Indexing Policies,                       Procedures, and Task Outlines</p> <p>Number:           101</p> <p>Effective:        August 18, 2020</p> <p>Cancels:          May 1, 2014</p> <p>Prepared by:     Administrative Services</p> <p>Approved by:     Authority Board                       Resolution No. 2020-17</p>
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**4.0 Executive Assistant to issue Policy Numbers and Index Completed Policies, Procedures, and Tasks**

The Executive Assistant will issue policy numbers and control indexing of the policies, procedures, and tasks.

**5.0 Index Policies for Maximum Searchability**

Policies, procedures, and task outlines will be indexed in two ways:

- Topic Number
- Policy Name



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**Appendix A to Policy 100  
 (Sample)**

**100 POLICIES, PROCEDURES & TASKS**


Topic Number	Policy Name
100	Determining Responsibility for Policies
101	Numbering and Indexing Policies, Procedures, and Task Outlines
102	Implementing Procedures and Tasks
103	Distributing and Implementing Policies, Procedures, and Task Outlines
104	Implementing Procedures and Tasks

**200 ADMINISTRATION**

Topic Number	Policy Name
200	Shared Leave Program
201	Employee Bus Passes

**300 HUMAN RESOURCES**

Topic Number	Policy Number
301	Whistleblower Policy
302	Anti-Harassment

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	<b>Prepared by:</b>	Administrative Services
	<b>Approved by:</b>	Authority Board Resolution No. 2020-17

**400 FINANCE**

Topic Number	Policy Number
400	Procurement
401	Travel

**500 OPERATIONS**

Topic Number	Policy Number
500	Americans with Disabilities / Wheelchairs
501	Strollers

**600 SAFETY & WELLNESS**

Topic Number	Policy Number
600	Evacuation Policy
601	Smoking Policy


**700 INFORMATION TECHNOLOGY**

Topic Number	Policy Number
701	Maintaining IT Security
702	Computer Usage

**800 SERVICES & PROGRAMS**

Topic Number	Policy Number
800	Leasing Policy
801	Submitting Comments

See Also: POL-100, POL-102, POL-103

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**900 DEVELOPMENT**

Topic Number	Policy Number
900	Grant Application
901	Grant Requirements

**1000 OUTREACH & MARKETING**

Topic Number	Policy Number
1000	Volunteer Driver Program
1002	Transit Advertising Policy

**1100 MAINTENANCE & FACILITIES**

Topic Number	Policy Number
1100	Brakes Testing & Replacement Policy
1101	Working Alone Policy