

RESOLUTION NO. 2020-19

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED DISTRIBUTING PROCEDURES AND TASKS
OUTLINES POLICY (POL-102) WHICH SHALL SUPERSEDE AND REPLACE
IN FULL ANY PREVIOUSLY ADOPTED DISTRIBUTING PROCEDURES
AND TASKS OUTLINES POLICY (POL-102).**

WHEREAS, the Mason Transit Authority Board approved, by motion, Mason Transit Authority's Numbering and Indexing Policies, Procedures and Task Outlines Policy (POL-102) which became effective on May 1, 2014; and

WHEREAS, upon periodic review of MTA's policies it was determined that updates were necessary to incorporate new processes, as well as provide that any future changes to all policies that are only job title or name changes in nature do not require Board approval;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Distributing Procedures and Tasks Outlines Policy (POL-102), which is attached hereto and incorporated herein, be established and adopted; and

BE IT FURTHER RESOLVED THAT this Distributing Procedures and Tasks Outlines Policy (POL-102) shall supersede and replace in full any previously adopted or approved Distributing Procedures and Tasks Outlines Policy (POL-102).


Adopted this 18th day of August, 2020.



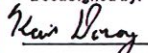
Wes Martin, Chair




Sharon Trask, Vice-Chair

DocuSigned by:



John Campbell, Authority Member

DocuSigned by:


Kevin Dorcy, Authority Member



Matt Jewett, Authority Member

DocuSigned by:


Randy Neatherlin, Authority Member

[Vacant], Authority Member


DocuSigned by:
Kevin Shetty
Kevin Shetty, Authority Member

DocuSigned by:
Sandy Terzwell
Sandy Terzwell, 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:	Distributing Procedures and Tasks Outlines
	Number:	102
	Effective:	August 18, 2020
	Cancel:	May 1, 2014
	Prepared by:	Administrative Services
	Approved by:	Authority Board Resolution No. 2020-19

POL-102 DISTRIBUTING POLICIES, PROCEDURES AND TASK OUTLINES

This policy applies to Mason Transit Authority (MTA) employees who distribute policies, procedures, and task outline documents.

1.0 All Policy Documents will be Available to All Employees

All adopted policy documents will be located on MTA's shared main drive located under Policies, Procedures and Forms, then under the department folder.

2.0 Notification to Employees of Acknowledgment Requirements

Employment related agency policies will be presented to newly hired employees for acknowledgment by Administrative Services as part of the Onboarding process.

Administrative Services will notify employees of the publication of job relevant revisions to existing policies and the creation of new policies through the Event process in Paylocity, through slides on internal monitors, and through Supervisor communication.

3.0 If Business Needs Permit, New Policies will be Posted for 30 Days Before the Effective Date


This requirement is waived whenever business needs dictate that a policy must become effective sooner than 30 days after approval.

4.0 Revisions to Policies, Procedures, and Tasks

Revisions to existing policy documents will be presented for acknowledgment in a version highlighted in red **strikethrough font**, so that changes are apparent. A clean version of the policy will be available in the Policy Document folder within the Paylocity Self-Service Portal as well as the notebooks referenced above.

5.0 Some Policies Require Proof of Receipt

Policies will be distributed in Paylocity as an Event with a signed acknowledgment required when necessary. Hard copies will also be available and placed in appropriate notebooks.

 <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 written in a large, bold, sans-serif font. Below 'MTA', the words 'MASON TRANSIT AUTHORITY' are written in a smaller, all-caps, sans-serif font, stacked in three lines.</p>	<p>Title: Distributing Procedures and Tasks Outlines</p> <p>Number: 102</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. 2020-19</p>
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6.0 Revisions to Titles and Names

Policies are reviewed at a minimum of every three years or sooner if necessary. Policies with no changes except to job titles and names are not required to be presented to the board for approval.

7.0 Superseded, Retired, and Canceled Version of Policies, Procedures, and Tasks will be Kept in Archives Indefinitely

The Executive Assistant is responsible for archiving all superseded, retired, or cancelled versions of policies, procedures, and tasks. The Executive Assistant will determine the archiving media.