



AGENDA

Mason Transit Authority Board
Regular Meeting
April 20, 2021, 4:00 p.m.
Port of Allyn
18560 East State Route 3
Allyn

Pursuant to Governor's Proclamations 20-28.15 and 20-25.12, the public meeting shall be held virtually using the following WebEx credentials

To join by phone: 1-408-418-9388

Meeting number (access code): 182 925 5088 (Password) 0790

OPENING PROTOCOL

CALL TO ORDER

ROLL CALL AND DETERMINATION OF QUORUM

ACCEPTANCE OF AGENDA – ACTION

PUBLIC COMMENT – *Limit of five (5) minutes per person*

RECOGNITION – DAN SHARP

CONSENT AGENDA – ACTION

1. Pg. 003: Approval of Minutes: Approval of the minutes of the March 16, 2021 MTA regular Board meeting.
2. Pg. 007: Check Approval: March 13 – April 13, 2021

REGULAR AGENDA

UNFINISHED BUSINESS:

1. Pg. 013: Update on Recruitments – *Informational* – (Mike and LeeAnn)

NEW BUSINESS:

1. Pg. 014: Approval of Employee Handbook – Resolution No. 2021-10 – *Actionable* (LeeAnn)
2. Pg. 072: Surplus Inventory – Resolution No. 2021-11 – *Actionable* (LeeAnn)
3. Pg. 079: Request for Approval of Additional FTEs – *Actionable* – (Mike)
4. Pg. 080: Future of Vanpool Program – Resolution No. 2021-12 – *Actionable* (Mike)
5. Pg. 083: Surplus Vehicles – Resolution No. 2021-13 – *Actionable* (Marshall)
6. Pg. 086: Surplus Vehicle Grant Program – *Actionable* – (Mike)

INFORMATIONAL

Reports

1. Pg. 087: Financial Reports
2. Pg. 094: Management Reports
3. Pg. 102: Park and Ride Update
4. Pg. 103: Operational Statistics
5. Pg. 105: WSTIP Risk Profile

GENERAL MANAGER'S REPORT

COMMENTS BY BOARD

ADJOURNMENT

UPCOMING MEETINGS:

MTA Board Meeting

**Mason Transit Authority
Regular Meeting**

May 18, 2021 at 4:00 p.m.

Transit-Community Center Conference Room
601 West Franklin Street
Shelton

All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.

DRAFT

Mason Transit Authority
Minutes of the Regular Board Meeting
March 16, 2021
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton



Pursuant to Governor's Proclamation 20-28.15 and 20-25.12, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode, except during the public comment period, as well as in person.

OPENING PROTOCOL

CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Matt Jewett, Wes Martin and Randy Neatherlin. **Quorum met, Board members Brehmeyer and Neatherlin attended in person and remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Kevin Dorcy and Kevin Shuttly.

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present in person: Mike Ringgenberg, Interim General Manager, Tracy Becht, Clerk of the Board and Tyler Hildebrandt, Technical Support Analyst.

MTA Staff present via WebEx virtual conference: LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager and Trina Gwerder, Acting Operations Manager.

Others present via WebEx virtual conference:

Robert Johnson, MTA Legal Counsel, Elizabeth Safsten of WSDOT and Sonja Prothman of Prothman.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 16, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Neatherlin. Motion carried.**

PUBLIC COMMENT – None.

CONSENT AGENDA

Moved to approve Consent Agenda items 1-3 as follows:

1. **Moved** to approve the minutes of the MTA special Board meeting of March 3, 2021.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for February, 2021.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 13, 2021 through March 12, 2021 financial obligations on checks#34979 through 35077, as presented for a total of \$1,329,669.40

Martin/Brehmeyer. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **HR Board Committee Report on General Manager Recruitment.** Interim General Manager, Mike Ringgenberg, informed the Board that the HR Committee and staff had met since instructed to do so by the Board at its May 3 special Board meeting and explored options relating to recruitment of a new General Manager. The HR Board Committee is ready to provide a recommendation to the Board.

The Committee agreed it would be in the best interest of time to have a simultaneous internal and external recruitment. It was further recommended by the HR Board Committee to move forward with an external recruiter, specifically, Prothman. Sonja Prothman was introduced to the Board and described the benefits of using an external recruiter as well as their success in hiring for other nearby transit agencies. They have developed tools over the past 15 years as to who they would recommend and be flexible in how to schedule meetings with staff and Board members. Following Ms. Prothman's discussion, Board member Neatherlin stated that Mr. Ringgenberg had done his homework. Citizen Adviser to the Board, John Piety, asked that he or ridership have an opportunity to be a part of the process. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-08 that approves the agreement with Prothman and authorizes the Interim General Manager to sign that Agreement.

Neatherlin/Campbell. Motion carried.

NEW BUSINESS

1. **2021 Certifications and Assurances.** Mr. Ringgenberg informed the Board that the 2021 Certifications and Assurances are an annual requirement by the FTA to receive federal grant assistance for either capital or operating. **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2021 Certifications and Assurances to acknowledge compliance as required.
Tarzwel/Jewett. Motion carried.
2. **Third Amendment to Agreement GCB2304.** LeeAnn McNulty, Administrative Services Manager, described the need for the \$433,366 increase in Contractor funds, the addition of which will represent the total match of \$1,187,500 that is required for the project. Ms. McNulty informed the Board that MTA previously encumbered \$950,000 for the match requirement. **Moved** that the Mason Transit Authority Board approve

Resolution No. 2021-09 that approves the Third Amendment to Capital Construction Grant Agreement GCB2304 and authorizes the Interim General Manager to sign that agreement. **Neatherlin/Campbell. Motion carried.**

3. **Request for Additional FTEs.** Mr. Ringgenberg described the need for the additional FTEs and the circumstances leading up to the request. In 2020, MTA previously had 44 drivers and, due to the pandemic and other extenuating circumstances such as uncertainty of I-976 outcome, retirements, and moving from one position to another within the Operations team, the 2021 Budget provided for 34 drivers. Due to the shortage of drivers, it has been necessary for the Operations team to continually pull drivers from the Maintenance team to keep service operating. The two FTEs being requested will provide a bus cleaner for the Maintenance team and an Operations Coordinator with a focus on COVID-19 matters. Mr. Ringgenberg also indicated that he anticipates coming back to the Board in the coming months to request additional FTEs for drivers. Board member Neatherlin asked how it is possible that there would be no impact to the budget if MTA hired two new FTEs. Mr. Ringgenberg indicated that the 2021 costs associated with the two new FTEs would be absorbed by MTA not having a General Manager salary to pay for the next few months. **Moved** that the Mason Transit Authority Board approve the hiring of two new FTEs. **Tarzwell/Martin. Motion carried.**
4. **JayRay's February Report on Public Relations.** Mr. Ringgenberg provided highlights of the report to the Board.
5. **Change Order No. 001 for the Belfair Park and Ride Project.** Marshall Krier, Maintenance and Facilities Manager, summarized the purpose of the change order, which related to revising the water line and fire line to meet the revised Belfair Water District and Mason County Fire Marshall requirements. He also indicated that as they worked to narrow down the costs, it was reduced from \$34,000 to \$24,000.

Informational Items:

Mr. Ringgenberg gave highlights relating to each of the reports.

General Manager's Report:

Board member Neatherlin wanted to recognize and give a special commendation to MTA Driver Dan Sharpe for his exceptional customer service to the North Mason community during the vaccination program. Board member Neatherlin stated that he observed Driver Dan treating each of his 28 riders with the greatest respect. He would like Mr. Sharpe to be available at the April Board meeting so that he can be recognized, as well as a commendation placed in his file.

Citizen Adviser John Piety requested that once the candidates that applied for the General Manager position had been narrowed down, he would like an opportunity to participate in the interviews in his role as Citizen Adviser.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

UPCOMING MEETING

BOARD MEETING

**Mason Transit Authority
Regular Meeting
April 20, 2021 at 4:00PM
On-line via WebEx and in person at:
Port of Allyn
18560 East State Route 3
Allyn**

DRAFT

Mason Transit Authority Board Meeting

Agenda Item: Consent Agenda – Item 2 – *Actionable*
Subject: Check Approval
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Summary for Discussion Purposes:

Disbursements:

- Dell Marketing L.P.
 - Check #35089- \$9,658.73 – Park and Ride camera switches
- Accountemps
 - Check #35113- \$4,360.50 – Finance temp help (recurring)
- Last Mile Gear
 - Check #35132- \$17,577.84 – Park and Ride camera servers
- Prothman
 - Check #35142- \$6,166.67 – GM Recruitment progress billing
- *Rognlins
 - Check #35145 – \$243,148.50 – Belfair Park and Ride Project
- Right! Systems.
 - Check #35146 – \$70,267.75 – IT Network revamp
- *SCJ Alliance
 - Check #35147 – \$31,002.27 – Park and Ride Project
- *Star Rentals, Inc.
 - Check #35151 – \$17,561.41 – Scissor Lift

*Disbursements capital grant eligible.

March Fuel Prices: Diesel \$2.22, Unleaded \$3.06

General Manager Travel Expenditures:

- No Travel

Check Disbursement Fiscal Impact:

\$1,030,263.21

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the payment of March 13, 2021 through April 13, 2021 financial obligations on checks #35078 through #35163, as presented for a total of \$1,030,263.21.



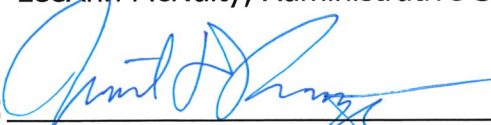
Mason Transit Authority
 April 20, 2021 Disbursement Approval

The following checks for the period of March 13, 2021 through April 13, 2021 have been audited and processed for payment by the Administrative Services Department in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Administrative Services Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	35078 – 35163	\$1,030,263.21

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 03/17/2021	35078	152,985.29
Payroll & DRS – 03/31/2021	35112	155,244.16
Payroll & DRS – 04/13/2021	35163	154,009.03
Dell Marketing L.P.	35089	9,658.73
Accountemps	35113	4,360.50
Last Mile Gear	35132	17,577.84
Prothman	35142	6,166.67
Rognlins, Inc.	35145	243,148.50
Right! Systems, Inc.	35146	70,267.75
SCJ Alliance	35147	31,002.27
Star Rentals, Inc.	35151	17,561.41
<i>Check Spoilage</i>	<i>35013</i>	<i>131.99</i>

Submitted by:  Date: 4-13-2021
 LeeAnn McNulty, Administrative Services Manager

Approved by:  Date: 4/14/2021
 Michael Ringgenberg, Interim General Manager

Mason Transit Authority Check Register
 April 2021 Board Report

Activity From 03/13/2021 Through 04/13/2021

Document Date	Check #	Vendor Name	Amount
3/31/2021	35013	The Shoppers Weekly	\$ (131.99)
3/17/2021	35078	Mason Transit Authority - ACH Account	152,985.29
3/25/2021	35079	Advance Glass	40.80
3/25/2021	35080	Aflac	861.14
3/25/2021	35081	AIG Retirement	200.00
3/25/2021	35082	Stanley Convergent Security Solutions	1,309.32
3/25/2021	35083	Associated Petroleum Products, Inc.	20,958.31
3/25/2021	35084	Aramark	963.97
3/25/2021	35085	Bridge Church	90.00
3/25/2021	35086	Black Star	1,067.64
3/25/2021	35087	Commercial Brake & Clutch, Inc.	77.65
3/25/2021	35088	Cooper Studios	352.51
3/25/2021	35089	Dell Marketing L.P.	9,658.73
3/25/2021	35090	EMC - Mason Transit	108.15
3/25/2021	35091	Gillig, LLC	704.23
3/25/2021	35092	Northwest Cascade, Inc. DBA Honey Bucket	2,076.60
3/25/2021	35093	District 160	1,611.00
3/25/2021	35094	JayRay Ads & PR, Inc.	7,097.72
3/25/2021	35095	LegalShield	125.55
3/25/2021	35096	Les Schwab	268.63
3/25/2021	35097	Mason County Garbage, Inc.	703.98
3/25/2021	35098	Mason County PUD #3	224.46
3/25/2021	35099	Mountain Mist Water	163.89
3/25/2021	35100	Northridge Properties, LLC	1,700.00
3/25/2021	35101	Olympic Lock & Key	70.72
3/25/2021	35102	Pacific Mobile Structures, Inc.	1,076.88
3/25/2021	35103	Builders FirstSource	10.83
3/25/2021	35104	The Shoppers Weekly	321.63
3/25/2021	35105	Staples Business Advantage	530.44
3/25/2021	35106	Titus-Will	33.64
3/25/2021	35107	Tozier Brothers, Inc.	7.94
3/25/2021	35108	ULINE	1,180.05
3/25/2021	35109	United Way of Mason County	21.00
3/25/2021	35110	AWC Employee Benefit Trust	77,792.28
3/25/2021	35111	Westbay Auto Parts	57.73
3/31/2021	35112	Mason Transit Authority - ACH Account	155,244.16
4/12/2021	35113	Accountemps	4,360.50

Mason Transit Authority Check Register
 April 2021 Board Report

Activity From 03/13/2021 Through 04/13/2021

Document Date	Check #	Vendor Name	Amount
4/12/2021	35114	Advance Glass	336.17
4/12/2021	35115	AIG Retirement	200.00
4/12/2021	35116	Allstream	112.70
4/12/2021	35117	Aramark	325.95
4/12/2021	35118	Mick Baker	472.64
4/12/2021	35119	City of Shelton	446.56
4/12/2021	35120	Cascade Natural Gas	1,831.37
4/12/2021	35121	Comcast	228.84
4/12/2021	35122	Cummins Northwest, LLC	521.17
4/12/2021	35123	Gene Currier	455.84
4/12/2021	35124	Department of Enterprise Services	555.00
4/12/2021	35125	EMC - Mason Transit	108.15
4/12/2021	35126	Northwest Cascade Inc. DBA FloHawks	3,644.36
4/12/2021	35127	Gillig, LLC	2,325.72
4/12/2021	35128	Hood Canal Communications	1,845.81
4/12/2021	35129	Robert W. Johnson, PLLC	1,600.00
4/12/2021	35130	Kitsap Transit	1,863.83
4/12/2021	35131	Les Schwab	2,185.04
4/12/2021	35132	Last Mile Gear	17,577.84
4/12/2021	35133	Mason County Garbage, Inc.	202.63
4/12/2021	35134	Mason County PUD #3	6,025.40
4/12/2021	35135	Cheryl Moore	295.68
4/12/2021	35136	Mountain Mist Water	118.58
4/12/2021	35137	Mood Media	124.46
4/12/2021	35138	Office Depot, inc.	282.08
4/12/2021	35139	O'Reilly Auto Parts	104.67
4/12/2021	35140	Pitney Bowes Purchase Power	10.00
4/12/2021	35141	Builders FirstSource	243.67
4/12/2021	35142	Prothman	6,166.67
4/12/2021	35143	Rexus Corporation	102.00
4/12/2021	35144	Ricoh USA, Inc	244.10
4/12/2021	35145	Rognlin's, Inc.	243,148.50
4/12/2021	35146	Right! Systems, Inc.	70,267.75
4/12/2021	35147	SCJ Alliance	31,002.27
4/12/2021	35148	Seattle Automotive Distributing	125.40
4/12/2021	35149	The Shoppers Weekly	131.99
4/12/2021	35150	Staples Business Advantage	407.85
4/12/2021	35151	Star Rentals, Inc	17,561.41

Mason Transit Authority Check Register
 April 2021 Board Report

Activity From 03/13/2021 Through 04/13/2021

Document Date	Check #	Vendor Name	Amount
4/12/2021	35152	Titus-Will	155.05
4/12/2021	35153	Tozier Brothers, Inc.	22.27
4/12/2021	35154	United Way of Mason County	66.40
4/12/2021	35155	UniteGPS, LLC	624.00
4/12/2021	35156	U.S. Bank	7,949.87
4/12/2021	35157	Verizon Wireless	1,310.20
4/12/2021	35158	Voyager Fleet Systems, Inc.	6,052.74
4/12/2021	35159	Westbay Auto Parts	419.75
4/12/2021	35160	Westcare Clinic, Inc.	170.00
4/12/2021	35161	Whisler Communications	1,776.42
4/12/2021	35162	AWorkSAFE Service, Inc.	580.00
4/13/2021	35163	Mason Transit Authority - ACH Account	154,009.03
Check Totals			<u>\$ 1,030,263.21</u>

Mason Transit Authority Credit Card Activity
 April 2021 Board Report

March 2021 Activity

GL Title	Transaction Description	Expenses
Employee Recognition	Bark&Garden - Employee recognition, Patsy 20 yr	\$ 75.00
Employee Recognition	Fred Meyer - Employee recogntio, Patsy 20 yr	19.13
Publication Fees	Job Target - Cleaner recruitment	269.00
Publication Fees	Job Target - Driver recruitment	374.00
Facility Repair/Maintenance	Amazon - Storage racks for TCC/Ops closet	48.11
Facility Repair/Maintenance	Amazon - Storage racks for TCC/Ops closet	117.77
Facility Repair/Maintenance	Home Depot - Paint supplies	58.85
Facility Repair/Maintenance	Lowes - prefinished dbl door	847.66
Facility Repair/Maintenance	McClendons - Ant traps	5.41
Facility Repair/Maintenance	Walmart - batteries	4.75
Facility Repair/Maintenance	Walmart - Drain cleaner, tools	6.20
Facility Repair/Maintenance	Walmart - Drain cleaner, tools	15.17
Facility Repair/Maintenance	Walmart - Hose nozzels	23.89
Operating Supplies	Amazon - Conference speakerphone	205.05
Operating Supplies	Uline - Soap cups for Belfair	128.98
Office Supplies	Amazon - Ink cartridges for TCC	358.78
Shop Supplies	Platt Electric - Fuses for lift	83.20
Cleaning/Sanitation Supplies	Sarco Supply - Electrostatic sprayer	771.39
Cleaning/Sanitation Supplies	Sweepscrub - Floor cleaner	61.34
Cleaning/Sanitation Supplies	Walmart - cat litter for passenger garbage cans	13.84
IT Equipment	Amazon - Docking stations for Ops	947.85
IT Equipment	Amazon - Docking stations for Ops	1,587.39
Safety Supplies	Home Depot - Face coverings	21.85
Safety Supplies	OCIP - Acrylic barriers	120.16
Safety Supplies	Toziers - Batteries for thermometer	80.68
Safety Supplies	Walmart - TV trays, TCC trainings	65.02
Small Equipment & Furniture	Amazon - Standing desk riser	97.63
Small Tools Replacement/Repair	Home Depot - Snow plow replacement blade	131.53
Garbage	Shelton Transfer - Disposal of furniture	161.98
Dues, Memberships, Subscriptions	Cisco Webex - Annual renewal	176.26
Dues, Memberships, Subscriptions	SHRM - Renew certification	100.00
Conference Registration	AWC - Labor relations institute	285.00
Training / Seminars	JurassicParliament - Role of Clerk Webinar	57.00
Training / Seminars	MRSC - Public works contract	35.00
Training / Seminars	MRSC - Purchasing practices contract	35.00
Training / Seminars	SHRM - Training, legal update	10.00
Passenger Parking Facilities	Glacier - Belfair parking	550.00
		<u>\$ 7,949.87</u>

Mason Transit Authority Regular Board Meeting

Agenda Item: Unfinished Business – Item 1 – *Informational*
Subject: Update on General Manager and Other Recruitments
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Since the MTA Board meeting in March, below is a summary of the following recruitments:

- **General Manager:**
Prothman has sent out 18,000 email invitations on our job posting and will be sending out more soon. Currently they do not have any applications for the position. This week they will be making contact with specific professionals that they have worked with in the past.
- **Operations Coordinator:**
Following an internal recruitment, Chris Wilder was selected as the new Operations Coordinator.
- **Bus Fueler/Cleaner:**
We are currently interviewing two candidates for this position.
- **Transit Drivers:**
We will be interviewing this week for open positions.

Summary: Update on current recruitments.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 1 – *Actionable*
Subject: Employee Handbook
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

The Employee Handbook was last prepared in 2013. Many changes have occurred at MTA since that time, as well as employment law. It was time to prepare a new handbook to incorporate the many changes.

Highlights to cover regarding this Handbook are:

- Since the release of the 2013 Handbook, MTA has entered into collective bargaining agreements with represented employees;
- MTA has created a robust library of policies in response to a great many requirements of a legal nature, as well as those required by WSDOT, FTA and MTA's day-to-day operations; and
- The Employee Handbook provides answers to the many questions that employees may have, as well as reference policies and collective bargaining agreements that may change during the life of this Handbook.

This Employee Handbook has been reviewed by Summit Law, MTA's Legal Counsel, MTA's Management team and the Board HR & Policy Committees.

Summary: Approve MTA's Employee Handbook

Fiscal Impact:

None.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-10 approving the Mason Transit Authority Employee Handbook dated April 20, 2021.

Mason Transit Authority Employee Handbook



Presented to Policy Committee: [04/01/2021]

Presented to Board: [04/20/2021]

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Mason Transit Authority. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors, Managers and Administrative Services also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Mason Transit Authority adheres to the policy of employment at will, which permits MTA or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No MTA representative other than the General Manager may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate MTA policy or collective bargaining documents. These MTA documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general MTA guidelines. MTA may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and General Manager.

This handbook is intended to give employees a broad summary of things they should know about Mason Transit Authority. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Mason Transit Authority, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about MTA or its personnel policies and practices.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.

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Section 1 - Principles of Employment

MASON TRANSIT AUTHORITY STATEMENTS OF VISION, MISSION & GUIDING PRINCIPLES

Vision ~ Driving our community forward.

Mission ~ We provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.

Our Guiding Principles ~ We believe that public transportation and personal mobility are essential to the economic vitality, environmental stability, and quality of life in Mason County. Our core values guide our actions each day:

- ***Service Excellence:*** We go beyond the expectations of our customers and provide inspirational leadership to deliver safe, comfortable, and reliable service; we see today's best service as our motivation to make tomorrow's even better.
- ***Safety:*** We provide and enforce a safe and secure environment for our customers, community and teammates through awareness, consistent training, and allocation of resources.
- ***Professionalism:*** We conduct our work transactions with integrity, fiscal responsibility and transparency. We engage the community in our decision making by sharing information and encouraging public involvement.
- ***Teamwork:*** We achieve our greatest success as a team. We embrace diversity, support each other and treat each other with respect, and use meaningful communication.
- ***Partnerships:*** We explore and build collaborative and healthy alliances to promote and advance our mission.
- ***Innovation:*** We constantly explore ways to improve. We celebrate inspiration, creativity, initiative and courage in all things to promote an exceptional customer service experience.



TEAM CULTURE... *Drives Our Vision, Mission & Guiding Principles*



- Professionalism
- Personal Responsibility
- Transparency & Accountability
- Inspirational



- Safety
- Partnerships
- Respectful Relationships
- Collaboration



- Innovation
- Informed Decision Making
- Outstanding Service
- Beyond Expectations



MASON TRANSIT AUTHORITY

1-1 Introduction

For employees who are commencing employment with Mason Transit Authority (or “MTA”), on behalf of Mason Transit Authority, the Management Team extends a warm and sincere welcome. You are joining a team of highly committed people.

For employees who have been with us, thank you for your past and continued service.

We extend our personal best wishes for success and happiness here at Mason Transit Authority. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

1-2 Equal Employment Opportunity

Mason Transit Authority is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability, sex, pregnancy, marital status, status as a domestic violence victim, veteran status, sexual orientation, gender identity or expression, genetic information, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

MTA will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Administrative Services Manager know.

Mason Transit Authority will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on MTA's operations. If employees wish to request such an accommodation, they should contact the Administrative Services Manager.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Administrative Services Manager. MTA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Administrative Services Manager. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

(See POL-307 for details)

1-3 Employee Rights to Equal Pay and Opportunities

Washington State's Equal Pay Opportunity Act requires MTA to provide equal pay and career advancement opportunities to employees, regardless of gender. The act promotes fairness among workers through:

1. MTA provides equal compensation to “similarly employed” workers, except for some specific reasons unrelated to gender. “Similarly employed” means the same employer and similar working conditions, skills, effort and responsibility.
2. MTA does not limit or provide career advancement opportunities based on gender.
3. MTA does not stop employees from disclosing their wages to other workers or require agreements with employees that stop them from disclosing their wages.
4. MTA does not take any negative action against an employee for:
 - a. asking or talking about wages with other workers,
 - b. asking MTA to provide a reason for the employee’s wages or lack of opportunity for career advancement,
 - c. helping or encouraging a fellow worker to take an action protected by the Equal Pay Opportunity Act, filing a complaint, taking any action protected by the Equal Pay Opportunity Act.

(See POL-307 for details)

1-4 Title VI

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance.

Mason Transit Authority is committed to ensuring that no person is excluded from participation in or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

(See POL-203 Title VI Policy and Plan for details.)

1-5 Reasonable Accommodations

MTA provides reasonable accommodations to persons, employees or applicants for employment who qualify as individuals with disabilities under the Americans with Disability Act (ADA) of 1990 and the Washington State Law Against Discrimination (Chapter 49.60 RCW). A qualified individual with a disability is a person with a sensory, mental or physical condition that is medically diagnosable who (i) satisfies the job requirements for educational background, employment experience, skills, licenses and any other qualification standards that are job related; and (ii) is able to satisfactorily perform all functions that are essential to the job, with or without reasonable accommodation.

Qualified individuals with disabilities have the right to request and receive reasonable accommodations in all aspects of employment. MTA will initiate interactive process if there is a request for an accommodation from an employee or applicant. The Administrative Services Department has the responsibility to receive requests for accommodation, review possible options in conjunction with the employee or applicant and the affected manager, and recommend an appropriate accommodation. Such accommodations may include, but not be limited to, establishing a temporary part-time or modified work schedule, job restructuring, transitional duty, purchasing or modifying equipment or devices, making facilities accessible and modifying existing policies. When more than one reasonable

accommodation exists, the agency will select the accommodation to be provided. Supervisors and managers should document and forward to the Administrative Services Department any initial information received from an employee about a potential qualifying disability as well as any request for an accommodation.

Reasonable accommodations will be provided in accordance with all applicable federal and state laws to provide equal employment opportunity to persons with disabilities.

It is the responsibility of the employee or applicant to provide when requested to do so, timely notice and documentation on the nature of their disability, work-related restrictions, and if known, the accommodations needed. Those who fail to provide such information may forfeit their eligibility for reasonable accommodation. Mason Transit Authority has no obligation to create vacant positions, to offer reassignment to promotional positions or to waive job qualifications or essential functions in the accommodation process. MTA is committed to providing reasonable accommodation wherever and whenever possible to qualified persons with disabilities, but this does not constitute an express or implied contract.

Lactation Breaks

Mason Transit Authority will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

MTA will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. MTA may not be able to provide additional break time if doing so would seriously disrupt MTA's operations, subject to applicable law. Please consult the Administrative Services Manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

1-6 Pregnancy Accommodations

In compliance with Washington law, Mason Transit Authority will not discriminate against an employee in relation to pregnancy and pregnancy-related health conditions. MTA will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, unless the accommodation would pose an undue hardship on MTA's program, enterprise, or business. Reasonable accommodations include:

1. providing more frequent, longer or flexible restroom breaks;
2. modifying a no food or drink policy;
3. job restructuring, part-time or modified work schedules, reassignment to a vacant position or acquiring or modifying equipment, devices, or an employee's work station;

4. providing seating or allowing the employee to sit more often if the employee's job requires the employee to stand;
5. providing for a temporary transfer to a less strenuous or less hazardous position;
6. providing assistance with manual labor and limits on lifting;
7. scheduling flexibility for prenatal visits; and
8. any further pregnancy accommodation an employee may request, and to which MTA must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee.

MTA may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in points 1, 2 and 4 above or limits on lifting subject to applicable law.

MTA will not take adverse action against an employee who requests, declines or uses an accommodation. Further, MTA will not deny employment opportunities to an otherwise qualified employee or prospective employee if such denial is based on MTA's need to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth, or a related medical condition. Additionally, MTA will not require an employee to take leave if another reasonable accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

If employees have any questions about or would like to request a reasonable accommodation, they should contact the Administrative Services Manager.

1-7 Unlawful Harassment

It is Mason Transit Authority's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, gender expression or identity, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

Unlawful harassment encompasses unwelcome conduct that is based upon a person's protected status and that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Forms of unlawful harassment include, but are not limited to:

- Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats, mocking remarks, or suggestive or insulting sounds;
- Visual/Non-verbal: derogatory posters, cartoons, drawings or emails, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;
- Physical: unwanted physical contact including touching, interference with an individual's normal work movement, or assault; and

If an employee feels that he or she has been subjected to conduct which violates this policy, or has observed harassing behavior toward another person, he or she should immediately report the matter to the Administrative Services Manager. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the General Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. MTA reserves the right to impose discipline up to and including termination of employment for offensive behavior, regardless of whether the behavior rises to the level of a violation of law. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

In addition, MTA will not allow any form of retaliation against individuals who in good faith report harassing conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

(See POL-308 for details.)

1-8 Sexual Harassment

It is Mason Transit Authority's policy to prohibit harassment of any employee by any supervisor, employee, customer, or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within MTA. It is to ensure that at MTA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he or she has been subjected to conduct which violates this policy, or has observed another person being subjected to such behavior, the employee should immediately report the matter to the Administrative Services Manager. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the General Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. MTA reserves the right to impose discipline up to and including termination of employment for sexually offensive

behavior, regardless of whether the behavior rises to the level of a violation of law. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

In addition, MTA will not allow any form of retaliation against individuals who in good faith report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels they have been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

(See POL-308 for details.)

1-9 Drug-Free and Alcohol-Free Workplace

All Mason Transit Authority employees are subject to the provisions of the Drug-Free Workplace Act of 1988. All covered employees are required to submit to drug and alcohol tests as a condition of employment. Covered employees include those with safety-sensitive functions who operate a revenue service vehicle in or out of revenue service, operate a non-revenue vehicle requiring a commercial driver's license, control movement or dispatch of a revenue service vehicle, or maintain (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, it is the responsibility of employees to determine if they are fit for duty and to remove themselves from service if they are experiencing any adverse effects from any drug or medication.

Additional details can be found within POL-301 Drug and Alcohol Policy, which complies with 49 CFR Part 655 and 49 CFR Part 40, as amended.

1-10 Workplace Violence

Mason Transit Authority is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to MTA and personal property.

Mason Transit Authority does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Mason Transit Authority specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Mason Transit Authority does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment; anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use and/or

brandishing weapons in the workplace; overreacting or reacting harshly to changes in MTA policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any MTA employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Due to the potential for misunderstandings, joking about any of the above is also prohibited. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto MTA premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation, or disciplinary action as a result of reporting a threat in good faith under this policy.

If MTA determines, after an appropriate good faith investigation, that someone has violated this policy, MTA will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our work environment. Indeed, Mason Transit Authority wants to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-11 Whistleblower Act

The [Washington State Whistleblower Act of 1982](#) provides protection for public employees who report suspected improper government action. Any public employee may report suspected improper governmental action by reporting it to the General Manager, Administrative Services Manager, or the Board. "Improper government action" is action taken in the performance of an employee's official duties that:

- Results in mismanagement or gross waste of public funds;
- Is a violation of any federal or state law or rule; or
- Is of substantial and specific danger to the public health or safety.

MTA encourages employees to report such actions and will protect employees from retaliation for such reporting made in good faith.

(See POL-305 Whistleblower Protection Policy for details.)

Section 2 - Operational Policies

2-1 Employee Classifications

For purposes of this handbook, all employees fall within one or more of the classifications below.

Regular Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Regular Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Worker/Driver – Employees who operate a routed commuter bus to their primary employment site at Puget Sound Naval Shipyard.

On-Call Employees - Employees whose schedules are directed by the needs of the transit system and may only work one day per week or for a specified period of time each year.

Temporary Employees – Employees who are hired for a period of six months or less.

Safety-Sensitive Employees - Jobs in which alcohol or drug use could threaten the safety of any other person in the workplace. All positions in the Operations, Facilities and Maintenance departments are considered safety-sensitive.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2 Probation Period

The first six months of your employment is an introductory probation period. This is an opportunity for MTA to evaluate the employee's performance. It also is an opportunity for the employee to decide whether they are happy being employed by MTA. MTA may extend the introductory period if necessary. Completion of the introductory period does not alter an employee's at-will status. Mason Transit Authority will conduct a formal performance review at the end of the probation period.

2-3 Employee Service Credit

“Length of service” refers to the length of time that our employees spend as active Full-Time or Part-Time Employees with Mason Transit Authority. Service begins on the day you become a Full-Time or Part-Time Employee.

Length of service may be used in determining certain work assignments, shifts, employee benefits, such as time-off benefits. Employees will not lose credit for service with MTA, when transferring to another

position provided they return to their previous position within two (2) complete shift bids of the current position. If the employee returns to their previous position their pay shall revert to the level appropriate to the current compensation plan, and they shall regain their previous seniority status. The Administrative Services Manager will discuss this issue with any rehired employee upon hire.

(See respective collective bargaining agreement.)

2-4 Your Employment Records

MTA maintains personnel records for each employee. While these files are MTA property, employees have the right to review their own personnel file, in the presence of the Administrative Services Manager or designee, at a mutually convenient time. Employees may request copies of anything in their personnel files. Employees can add their own version of any disputed item to the personnel file. The employee's team manager, the Administrative Services Manager, and the General Manager may also examine employee personnel files.

The employee should keep his or her personnel file up to date by informing the Administrative Services Manager of any changes. The employee also should inform the Administrative Services Manager of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

2-5 Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Actual time worked does not include meal periods, or non-worked CBA guaranteed pay time. Employees are required to add appropriate notes to their timecard notating any variances from their scheduled shift.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report days of absence from work for reasons such as leaves of absence, sick leave or personal business that exceed 4 hours in the day.

Non-exempt employees may not start work until their scheduled starting time without being preapproved.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-6 Overtime

Occasionally, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Non-exempt employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends at 12 a.m. on the following Saturday.

2-7 Rest and Meal Breaks for Non-Exempt Employees

In compliance with state and federal law and to encourage employees to refresh and re-energize during the day, non-exempt employees are required to take rest and meal breaks, as directed, during work hours. Employees are expected to take a paid 15-minute break during every four-hour period of work. Most employees are able to take intermittent breaks, throughout that period, which total 15 minutes. If this is not possible, a break must be scheduled. In most cases, employees should not work more than three hours without a break.

In addition, employees who work longer than five hours will be scheduled for an unpaid meal period of at least thirty minutes if the employee is still on the clock. The time when meal periods are scheduled varies between departments, depending on the needs of each department. Your team manager will assign your meal period schedule.

During unpaid meal breaks, employees are completely relieved of job duties. MTA reserves the right to schedule or reschedule meal and rest periods to meet the operational needs of MTA.

Represented employees should refer to their respective collective bargaining agreement for other specifics relating to Rest and Meal Breaks.

2-8 Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled workdays (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. The time it takes an employee to travel to any of MTA's workplaces to start their shift is considered non-compensable. However, it would include the time it takes to get from one MTA location to another.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

(See POL 402 Travel and Travel Reimbursement Policy for details.)

2-9 Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Mason Transit Authority. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- absences for personal reasons exceeding 4 hours in the day;
- absences for sickness or disability exceeding 4 hours in the day;

- full-day disciplinary suspensions for infractions of our written policies and procedures;
- medical leave absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or vision premiums; state, federal or local taxes; and/or social security.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences less than 4 hours for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness, or disability.

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact the Administrative Services Manager or any other supervisor in Mason Transit Authority with whom the employee feels comfortable. No employee will be subjected to retaliation for raising a concern about an improper pay deduction.

2-10 Veteran's Preference

Veterans will be given preference in the selection process for filling vacant positions, in compliance with state law ([RCW 41.04.005](#), [41.04.010](#) and [73.16.010](#)). To claim Veteran's Preference, applicants must complete a *Veteran's Preference Declaration*.

2-11 Your Paycheck

The employee will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, MTA is required to make deductions for Social Security, federal income tax and any other appropriate taxes or deductions. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received for non-exempt employees.

If there is an error in an employee's pay, the employee should bring the matter to the attention of the Administrative Services Department immediately so MTA can resolve the matter quickly and amicably.

2-12 Direct Deposit

Mason Transit Authority pays employees through the use of direct deposit. Authorization forms are available within Paylocity. Employees may opt to receive a check instead of direct deposit.

2-13 Salary Advances

Mason Transit Authority does not permit advances on paychecks or against accrued paid time off.

2-14 Performance Review

Mason Transit Authority endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions and demotions are determined by and at the discretion of management and respective collective bargaining agreements.

In addition to these formal performance evaluations, MTA encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-15 Job Postings

Mason Transit Authority is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time, or part-time employee;
- Been in your current position for at least three months;
- Maintain a performance rating of satisfactory or above;
- Maintain an exemplary safety record;
- Should not be on an employee conduct/performance-related probation or warning;
- Must meet the job qualifications listed on the job posting; and
- Required to provide the employee's manager with notice prior to applying for the position.

If the employee finds a position of interest on the job posting website and meets the eligibility requirements, they are encouraged to apply in order to be considered for the position. MTA will post all vacancies, job openings and new classifications and it shall remain open for five (5) days. The notice shall state the number of jobs to be filled, the rate of pay for each job to be filled and a job description including the work required and minimum qualifications. MTA reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously if the vacant

position is at the lowest classification level, or on approval of the General Manager where there is a need to fill the position without delay.

For more specific information about the program, refer to the appropriate collective bargaining agreement or contact the Administrative Services Manager.

2-16 Transfer/Promotion

An employee may apply and be selected for another position in MTA. The employee may be hired at the new range, depending on qualifications for the position.

2-17 Voluntary Reduction

A regularly appointed employee may reduce or be reduced to a vacant position in a lower classification for his or her personal reasons or for reasons of organizational change, reduction in force, disability accommodation or because of poor job match or work performance upon approval of the General Manager. No selection process is required; however, the employee must be able to demonstrate that he or she meets the minimum qualifications for the lower classification. An employee so reduced must successfully complete the probation review period if he or she has not successfully completed an initial probation review period.

2-18 Reclassification

Reclassification is a change in salary range and/or exempt status for a specific position, as a result of a significant increase or decrease in the level of responsibilities, tasks, duties and skills required in the current position. A reclassification is not appropriate for a change in volume of work at the current level of responsibility.

When the duties of a position materially change, an employee may request a reclassification study with the approval of his/her team manager. Administrative Services will provide a Position Description Questionnaire for the employee to complete and review with the team manager. The team manager will forward the completed and approved questionnaire to the Administrative Services Manager recommending a reclassification study. The Administrative Services Manager will conduct a review of the position. Together the team manager and Administrative Services Manager will make a determination if the position should or should not be reclassified and will provide written notification to the employee of the reclassification decision.

If the employee disagrees with the reclassification decision, the employee should discuss the outcome with their team manager and Administrative Services Manager. If, after that discussion, the employee would still like to appeal the original decision, the appeal request, with written reasons for disagreement, may be submitted to the General Manager within thirty days of receiving written notification of the reclassification decision. Request for reclassifications are accepted only in the fall of each year. The MTA Board makes final approval with budget adoption in their December board meeting. All reclassifications become effective the first of the year following budget approval.

If a position is reclassified, the incumbent will move to the new range that exceeds his/her current salary.

A reclassification resulting in placement in a lower salary range is not considered a demotion. If an employee's salary is higher than the top of the new range, the employee's current salary will be maintained until the reassigned salary range has met or exceeded the previous salary.

2-19 Interim or Temporary Appointments for Exempt Positions

An employee may be temporarily assigned to another MTA position for reasons such as:

- Temporary staffing for a new program;
- Replacement of injured worker;
- Leave replacement; or
- To meet the business needs of MTA.

Where a position will be unattended for a significant period of time (generally more than more than 30 days), an interim or temporary appointment may be made. The team manager via a Personnel Action Request form (PAR) must authorize any interim/temporary appointment in advance, reflecting the assignment and salary change.

If an employee is temporarily appointed for more than 30 days, the employee's salary will be temporarily changed for the duration of the appointment. The salary for the interim/temporary appointment will exceed the employee's current salary by 5%.

2-20 Mandatory Acting Appointments

Unlike other positions at MTA, the General Manager and Clerk of the Board positions cannot be vacant for more than one workday. Following a one-day absence in either position, a temporary appointment will be made to cover subsequent absences for reasons such as:

- The statutory requirement of MTA to have an active Clerk of the Board at meetings of the MTA Board;
- Leave replacements; or
- To meet the business needs of MTA.

The General Manager will authorize the Acting Clerk of the Board assignment, as well as the Acting General Manager assignment. If the General Manager is unable to authorize the Acting Clerk of the Board and Acting General Manager assignment, the Board will appoint the Acting representatives.

If the mandatory acting appointment is longer than 30 days, the employee's salary will be temporarily changed for the duration of the appointment. The salary for the mandatory acting appointment will exceed the employee's current salary by 5%.

Section 3 - Benefits

3-1 Benefits Overview

In addition to good working conditions and competitive pay, it is Mason Transit Authority's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Mason Transit Authority provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Administrative Services Manager. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Mason Transit Authority (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While MTA intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason, subject to any collective bargaining obligations.

If employees have any questions regarding benefits, they should contact the Administrative Services Manager, or refer to their current collective bargaining agreement.

3-2 Paid Holidays

The holiday schedule with specific dates is posted each year on the annual calendar. When a holiday falls on a Saturday, it will be observed on the preceding Friday. When the holiday falls on a Sunday, it will be observed on the following Monday. ***Public Service may run on some holidays or observed holidays.*** Regular Full-Time, Regular Part-Time and Full-Time Worker Driver employees will be paid for the following holidays:

New Year's Day
 Martin Luther King, Jr. Day
 President's Day
 Memorial Day
 Independence Day
 Labor Day
 Veterans' Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day

Back-up Worker Drivers must work the entire pay period to be eligible, regardless if they work for multiple drivers or the same one.

When holidays fall or are celebrated on a regular work day, eligible Regular Full-Time employees will receive eight (8) hours of holiday pay at their regular straight-time rate, eligible Regular Part-Time employees will receive four (4) hours of holiday pay at their straight-time rate, and Full-Time Worker Drivers will receive holiday pay for shift hours. All eligible employees who work on a holiday will receive holiday pay and hours worked at their regular straight-time rate.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee may reduce their vacation request by one day to allow for compensation of the holiday pay.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee may reduce their vacation request by one day to allow for compensation of the holiday pay.

Employees who are in a non-paid status both before and after the day of a holiday, or otherwise on a leave of absence without pay (LWOP) are not eligible for paid holidays.

Holiday hours are not counted as hours worked when calculating overtime for the week.

3-3 Paid Vacations

MTA appreciates how hard employees work and recognize the importance of providing time for rest and relaxation. MTA encourages employees to get this rest by taking vacation time. Regular Full-time employees accrue paid vacation time as follows:

# of Months	Hours Accrued/Pay Period
0-12	3.69
13-24	4.00
25-60	4.30
61-120	5.53
121+	7.38

Regular Part-Time employees accrue paid vacation time as follows:

# of Months	% Accrued/Pay Period
0-12	5.1%
13-24	5.5%
25-60	5.9%
61-120	7.6%
121+	10.2%

Regular Part-Time employees accrue paid vacation based on the number of worked hours in a pay period.

Worker Driver, On-Call, Interns and Temporary positions are not eligible to receive paid vacation.

Vacation leave begins accruing upon hire and becomes available for use after completing six months of employment. Vacation is paid out at 100% up to 240 hours when an employee leaves MTA

Use of vacation leave must be approved in advance by a manager/supervisor. Vacations shall initially be scheduled according to seniority, then on a first-come, first-served basis.

MTA shall have the right to establish a vacation schedule establishing the number of employees allowed vacation on given dates and/or shifts.

See applicable collective bargaining agreement for additional details regarding the vacation bidding process.

3-4 Paid Personal Days

Regular Full-time employees are eligible to receive up to sixteen (16) hours personal leave per calendar year. During the calendar year in which a full-time employee is first hired, those full-time employees hired after June 30 will be eligible to receive eight (8) personal leave hours.

Manager's personal days are determined on a pro-rata basis with the Board's approval of the Non-Rep Compensation Plan each year.

Part-time employees are eligible to receive up to eight (8) personal leave hours per calendar year. During the calendar year in which a part-time employee is first hired, those part-time employees hired after June 30 will be eligible to receive four (4) hours personal leave.

Full-time Worker/Drivers are eligible to receive up to twenty-five (25) hours personal leave per calendar year. During the calendar year in which a full-time Worker/Driver is first hired, those full-time drivers hired after June 30 will be eligible to receive twelve and a half (12.5) personal leave hours.

Earned, unused personal days are forfeited at the end of the calendar year and are not paid out at separation. Personal days are replenished during the processing of the first payroll each year.

Full-Time employees must use personal leave in eight (8) hour increments. Part-Time employees must use personal leave in four (4) hour increments. Worker/Drivers must use personal leave in five (5) hour increments.

Personal days must be scheduled in advance. Management reserves the right in its sole discretion to deny any requests based on seniority or agency service needs.

3-5 MTA Sick Leave

In addition to Washington Paid Sick Leave, full-time employees are eligible to receive up to 44 hours of MTA sick leave at the rate of 1.69 hours per bi-weekly pay period each year.

(See POL-310 MTA Sick Leave Policy for details.)

3-6 WA Paid Sick Leave

MTA provides Washington Paid Sick Leave to all employees to use for qualifying reasons according to RCW 49.46.200.

(See POL-309 WA Paid Sick Leave Policy for details.)

3-7 Washington Family Care Act

Consistent with the Washington Family Care Act, employees may use their choice of any accrued leave (e.g., vacation, sick leave, personal leave) that they have available for their own use in order to care for their child, spouse, registered domestic partner, parent, parent-in-law or grandparent.

An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

An employee may use available paid time off when a spouse, registered domestic partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition,” which are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Employees are required to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. MTA reserves the right to require verification or documentation confirming a family member’s health condition when available leave is used to care

for that family member; provided, that if the employee elects to use Washington paid sick leave, verification procedures described in the WA paid sick leave policy will be applied.

3-8 Workers' Compensation

All employees are covered for on-the-job injuries or illnesses through Washington State's worker's compensation insurance, administered by the Department of Labor and Industries (L&I) <http://www.lni.wa.gov/default.asp>. This state insurance program is designed to cover employees' medical costs and provide compensation for work time lost resulting from on-the-job accidents and injuries. Long-term remedies, such as vocational rehabilitation or cash settlements, are also possible. Entitlement to all such benefits will be determined by L&I.

Employees will receive regular pay for the day the injury occurred if they seek medical treatment at the time of injury. For example, an employee who normally works 8:00 AM to 5:00 PM, with an hour for lunch, is injured at 2:00 PM and goes to the doctor. Despite working only five hours, the employee will be paid for eight hours.

L&I provides time-loss payments, at a percentage of regular salary, for time off work from the date of injury until the employee returns to work, if the employee is off work for 14 consecutive days or more. If the employee returns to work prior to the 14th day following the injury, L&I pays time-loss from the fourth day until the employee returns to work. The employee will use sick leave to cover those first three days off work. If no sick leave is available, the employee will be on leave without pay, vacation or personal leave for those days.

Employees may also use sick leave or vacation leave to make up the difference between the amount paid for time-loss and regular pay.

Employees may be eligible for transitional modified duty work as part of L & I's Stay at Work program.

L&I does pay approved medical costs resulting from an on-the-job injury or illness, even if the employee does not miss work.

(See POL-601 Providing Workers' Compensation and Transitional Work Assignments Policy for details.)

3-9 Jury Duty

Mason Transit Authority realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty. When an employee is excused from jury duty prior to the end of the workday, the employee is required to report back to work or check in with their supervisor.

Regular full-time employees will be paid their regular salary/wages for any period of service required as a juror that occurs during the employee's scheduled workday. MTA is not obligated to pay an employee for jury duty outside of an employee's scheduled work hours. Travel time to and from jury duty is not paid time. If an employee is scheduled to perform jury duty outside their normally scheduled shift, the employee may make arrangements to flex their shift, subject to approval by their manager. Employees will be reimbursed the difference between the daily jury stipend and their regular rate of pay. Employees are entitled to retain any expense payment.

3-10 Bereavement Leave

The death of a family member is a time when employees wish to be with their families. For the purposes of this policy, immediate family includes a spouse, domestic partner, child, parent, sibling, stepparents, stepchildren, stepsiblings, grandparents, grandchildren, parents-in-law, son or daughter-in-law and brothers or sisters-in-law. Regular full-time employees are allowed a maximum of three 8-hour days (24 hours) of paid leave for the loss of an immediate family member when absent on regularly scheduled workdays, following the day of death. Regular part-time employees are allowed a maximum of three 4-hour days (12 hours). Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Mason Transit Authority may require verification of death. Bereavement days expire if not used within 6 months unless special accommodation is given.

3-11 Voting Leave

MTA encourages each employee to exercise the right to vote. Washington State uses a vote by mail system, therefore in most situations, employees should be able to vote before or after work or by mail ballot. If this is not possible, employees may take up to two hours, with pay, to vote. This time must be requested in advance, and employees are generally expected to take the time off at the beginning or the end of the workday or whenever is most convenient for the agency.

3-12 Insurance Programs

MTA provides a package of healthcare benefits, including medical, dental, vision, life, long-term disability and employee assistance programs. Medical and other insurance benefits begin on the first day of the first month following date of hire or status change. For eligible employees who qualify for and choose to purchase insurance coverage through MTA for themselves and/or their family, the employee's contribution will be deducted from the employee's paycheck. MTA will deduct the premiums from the first two pay periods of the month. For those months with three pay periods, the third pay period will not have premiums deducted.

In addition to the general information provided below, the most recent and specific details of each plan are available from Administrative Services. MTA reserves the right to change or discontinue any of these benefits at any time. The current benefit plan documents supersede any information provided in this handbook.

The General Manager may evaluate requests to extend healthcare benefits beyond an employee's termination date or in cases where an employee reduces hours due to a disability. Details of the amount and duration of any extension will be determined on a case-by-case basis.

Medical Insurance

MTA provides subsidized medical insurance for eligible employees and their dependents. Employees will be provided with the current available choices of medical carriers. The General Manager evaluates requests to extend full-time benefits for certain positions when hours in that position have been reduced for business reasons from regular full-time hours to regular part-time hours.

Dental Insurance

MTA provides subsidized dental insurance for eligible employees and their dependents. Employees will be provided with the current available choices of dental carriers.

Life Insurance

MTA provides a flat amount \$48,000 subsidized life insurance with an additional \$1,000 basic dependent life insurance. A reduction of benefit begins at age 65. See Schedule of Insurance for details.

3-13 Long-Term Disability Benefits

MTA offers Long-Term Disability (LTD) Insurance to help protect a certain level of income in the event an employee cannot work because of a covered illness or injury. Refer to the plan guide for details.

3-14 Salary Continuation

Mason Transit Authority provides access to employee-paid AFLAC policies which can provide a source of income when accidents, sickness, cancer, or disability affects you or your family. Available as a payroll deduction, most AFLAC policies can be pre-taxed and will not affect nor interfere with your core insurance coverage.

3-15 Employee Assistance Program

MTA provides access to EAP to all employees and their dependents. The EAP provides confidential help to resolve a variety of issues, including physical or mental illness, substance use/abuse, legal, financial or other personal problems. Employees are encouraged to contact the EAP before a personal problem affects work performance. To proactively address performance issues, team managers may advise employees to contact the EAP. The phone number to schedule appointments is the same number as the 24-hour Crisis Services (800) 570-9315.

Team managers will not consider an employee's decision to interact or not to interact with the EAP when taking any disciplinary action.

3-16 Smoking Cessation Incentive

Employees who successfully quit smoking will be reimbursed 100% of the cost of the smoking cessation program, up to a maximum of \$100. Employees may submit a request for reimbursement after not smoking for 30 days, while also agreeing to repay the amount in full if they begin smoking within two years of being reimbursed. The “Smoking Cessation Reimbursement Agreement” form is available from Administrative Services.

3-17 Retirement Plan

There is no mandatory retirement age for MTA employees. MTA requests that an employee who plans to retire provide written notice of retirement to his/her team manager at least two weeks prior to retirement date. The employee’s team manager is responsible for notifying the Administrative Services Manager. The Finance Team is responsible for reporting the employee’s separation date to the Washington State Department of Retirement Systems.

To obtain retirement benefit information, employees must contact the Washington State Department of Retirement Systems (DRS) office in Olympia. This should be done at least 90 days in advance of the anticipated date of retirement. The employee’s social security number should be included on all correspondence. PERS retirees considering re-employment by MTA or any employer covered by one of the Washington State retirement systems should be aware that returning to work may affect their retirement benefits. Please contact the Department of Retirement Systems (DRS) prior to returning to work to discuss the impacts.

PERS CONTACT INFORMATION

Mailing:

WA State Department of Retirement Systems
PERS
PO Box 48380
Olympia, WA 98504-8380
Web site: <http://www.drs.wa.gov/>

Phone Information:

(360) 664-7000
1-800-547-6657
TDD: (360) 586-5450

3-18 Education Assistance Program

MTA supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the agency has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a full-time regular employee and have completed one year of service, you are eligible for participation in

this program so long as the courses provide additional education to increase the competence in the employee's present job and to prepare for advancement in MTA.

(See Policy 303 - Educational Assistance Program Policy.)

3-19 Extended Medical Benefits - COBRA

In compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) <http://www.dol.gov/ebsa/>, MTA offers continuing healthcare benefits to employees and their covered dependents who have lost insurance due to termination of employment, a reduction in work hours, resignation, retirement or death. Except in instances where termination is due to gross misconduct, employees and their covered dependents may continue coverage for a specified period of time at their own expense plus a 2% administration fee. Terminating employees should contact Administrative Services for information on continuing group health benefits.

3-20 Vacation Payout

All accrued, unused Vacation Leave up to 240 hours will be paid upon resignation, termination or retirement, when an employee leaves MTA except as noted below. To be eligible for Vacation Payout employees must have satisfactorily completed probation. An employee who is discharged for misconduct or resigns in lieu of discharge for misconduct, will not be paid for any accrued but unused vacation. Vacation payout will be paid out in the payroll following the last payroll worked. Vacation payout will be made once confirmation that all agency property has been returned.

3-21 Sick Leave Payout

Employees who have accrued at least four hundred eighty (480) hours of MTASL as of December 1 of each year may elect to exchange any number of hours so long as the balance remains at or above four hundred eighty (480), for a fractional payout on the following pay period at an exchange of one hour's pay per two hours accrued leave (1:2).

Upon separation of employment or retirement, under non-disciplinary circumstances and with at least five (5) years of employment with MTA, the employee shall be paid for all accumulated sick leave up to nine hundred sixty (960) hours at the following rates of pay per accrued hours:

Accrued Sick Leave	Cash Out Rate
0 – 480 hours	1:3 hours
481 – 960 hours	1:2 hours

3-22 Observance of Religious Holidays

If an employee's religious beliefs require observance of a holiday not included in the observed holiday schedule, or if the employee desires leave for a reason of faith or conscience or an organized activity

conducted under the auspices of a religious denomination, church or religious organization, the employee may request the day off using accrued leave or leave without pay. The employee is entitled to a maximum of two (2) unpaid religious leave days in a calendar year. Requests must be submitted for approval at least two (2) weeks prior to the requested day. The Department Manager will evaluate whether the employee's absence will cause an undue hardship to Mason Transit.

3-23 Uniforms

MTA shall provide MTA-branded uniform work clothing and foul weather gear at no cost to non-represented employees as well as reimbursements for specific required items as appropriate for their department. MTA shall reimburse these individuals through the next payroll following submittal to payroll.

(Represented employees should refer to their respective collective bargaining agreements.)

DRAFT

Section 4 - Leaves of Absence

4-1 Family and Medical Leave Act

Statement of Policy

The federal Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid job protected leave per 12-month period for any one or more of the reasons listed below.

- The employees' own serious health condition that makes the employee unable to perform one or more of the essential functions of his/her position; or
- The physical or psychological care for a serious medical condition of an immediate family member (spouse, child, parent) of the employee; or
- The birth and care of a newborn child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12-month period following the child's birth or placement); or
- For a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member (including those in the regular Armed forces, the National Guard or the Reserves) who is on active duty in, or has been notified of an impending call to deployment with the Armed Forces to, a foreign country. Qualifying exigencies are generally activities related to the active duty or call to duty, including attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee may also take up to 26 weeks of leave during a single 12-month period to care for an injured service member who is the employee's spouse, parent, child or next of kin (referred to as "military caregiver" leave). The combined total of leave for all purposes described in this policy may not exceed 26 weeks in the applicable leave year.

When an employee is disabled during pregnancy or following childbirth, she is entitled to unpaid pregnancy disability leave under state law, regardless of FMLA eligibility. She may also be eligible for additional leave under the Washington State Paid Family Medical Leave Act (PFML).

All FMLA leave will be administered in accordance with the federal statute and FMLA regulations. To the extent a particular mandatory FMLA eligibility, certification or other issue is not specifically addressed in this policy, MTA will follow the law and regulations.

12-Month Period – MTA uses the rolling calendar year method. This means that the amount of FMLA leave an employee is entitled to is calculated by looking at the previous 12-month period measured backward from the date the first day of FMLA leave is taken. The only exception is for military caregiver leave, in which the 12-month period begins on the first day the employee takes military caregiver leave.

Spouses – If both spouses work for MTA, their combined leave in any 12-month period will be limited to a total of 12 work weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent. If either spouse uses FMLA leave for his or her own serious medical condition, each spouse remains eligible for the remainder of his or her 12 workweeks, excluding time taken to care for a family member or birth/placement of a child.

Child – means a child either under 18 years of age or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's “child” is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or stepchild.

Parent – means a biological parent or an individual who stands or stood *in loco parentis* to an employee when the employee was a child. This does not include in-laws.

Covered service member – for purposes of military caregiver leave, refers to a current member of the Armed Forces, including National Guard or Reserve members, who has a serious injury or illness incurred or aggravated in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered service member also includes a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred or aggravated in the line of active duty if the veteran was a member of the armed forces at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Serious Health Condition – means an illness, injury, impairment, or a physical or mental condition that involves:

- Inpatient care; or
- Any period of incapacity of ***more than three calendar days*** that involves continuing treatment by a health care provider, or
- Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or which, if left untreated, would likely result in a period of incapacity of more than three calendar days; or
- Prenatal care by a health-care provider, or any period of incapacity due to pregnancy.

Continuing Treatment – means

- Two or more treatments by a health care practitioner on referral from or under the direction of, a health care provider; or
- A single visit to a health care provider that results in a regimen of continuing treatment, such as treatment for cancer, diabetes, kidney disease, heart disease, stroke, severe respiratory illness or pregnancy, for example. A regimen that includes taking over-the-counter medications, bed rest, drinking fluids, exercises and other similar activities do not constitute a regimen of continuing treatment; or
- In the case of a serious long-term or chronic condition or disability that cannot be cured, being under the continuing supervision of, but not necessarily being actively treated by, a health care provider.

Health Care Provider – defined as licensed Doctor of Medicine or osteopathy, podiatrists, clinical psychologists, optometrists, and chiropractors (only when providing manual manipulation of the spine to treat certain demonstrated maladies). Nurse midwives and nurse practitioners, any health care provider who is listed on the employer’s group health plan and registered Christian Science practitioners are also recognized.

Coverage and Eligibility

To be eligible for FMLA leave, the employee must have worked for MTA for at least 12 months (not necessarily consecutively) and have worked at least 1,250 hours over the previous 12-month period.

Intermittent or Reduced Leave

An employee may take leave intermittently, in separate blocks of time ranging from thirty minutes to several weeks, or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when “medically necessary”. Intermittent or reduced schedule leave may also be taken for qualifying military exigencies.

Reduced schedule leave and intermittent leave for personal medical leave is limited to times which are scheduled for treatment, recovery from treatment or illness, and for periods of disability due to a chronic health condition, including psychological care when such care would benefit the patient.

An employee must have prior consent of his or her team manager when intermittent or reduced leave is taken after the birth or placement of a child for adoption or foster care.

For part-time employees and those who work variable hours, the amount of FMLA time is calculated on a prorated basis. Part-time employees receive up to 12 of their average workweeks of unpaid leave. An average of the 12 months prior to the beginning of the leave will be used for calculating the employee’s normal workweek, if necessary.

If an employee needs leave intermittently or on a reduced leave schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as to not unduly disrupt MTA’s operations.

Use of Sick Leave on FMLA

Non-represented employees may use accrued sick, vacation, personal leave or take Leave Without Pay while on FMLA. Represented employees should refer to applicable collective bargaining agreements. In cases, where the employee is on FMLA and L&I concurrently, the employee may choose to supplement L&I time-loss payments with sick, vacation and/or personal leave.

Notice Requirement

- When an employee requests a FMLA leave, or when MTA becomes aware that an employee’s absence may be for a FMLA qualifying reason, MTA will, within five business days, issue the “Notice of Eligibility and Rights and Responsibilities”, a “Medical Certification” form and the FMLA policy to the employee. Under extenuating circumstances, the five days may be extended as per [29 CFR §825.300](#). The forms will be mailed to the employee’s home if they are still on leave when the notice is issued.
- When the employee provides information indicating that the leave may be FMLA covered, MTA will issue the documents requested as listed in the previous paragraph above within five business days. The employee may not request FMLA for prior leave periods not certified for the current absence. The employee must provide the Medical Certification within 15 calendar days

of the date management issued the “Notice of Eligibility and Rights and Responsibilities”, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts. A 16th day will be added if the notice was mailed to the employee’s home. A reasonable extension of this deadline may be granted provided a request is made prior to the Medical Certification submission deadline date and Administrative Services is kept updated as to the status of the paperwork.

- If a leave is foreseeable, employees are required to give a 30-day notice of their need for leave, so MTA can arrange proper accommodations. If leave is unforeseeable, notice must be given as soon as practicable. If an employee is off work due to an L&I injury or is on disability insurance, his/her leave will be automatically designated as FMLA (if the employee is eligible), whether or not the employee requests FMLA. Administrative Services will advise the employee of this designation.
- Absent extenuating circumstances, MTA will provide a “Designation Notice” within five business days of receiving enough information to determine whether the leave is for an FMLA-qualifying reason. Only one designation notice will be provided for each FMLA-qualifying reason per 12-month period (for example, a designation notice would be provided upon certification of a serious health condition, but not each time the employee took intermittent leave thereafter).
- If there is a dispute as to whether leave qualifies as FMLA leave, MTA and the employee should attempt to resolve it through documented discussions maintained by MTA ([29 CFR §825.301 C](#)).
- Administrative Services will maintain central record keeping on FMLA leave. Administrative Services will coordinate the necessary documentation and notify the employee in writing of the FMLA start dates and the rights employees have under the law.
- No MTA staff may require the employee to provide medical documentation to anyone outside of Administrative Services.
- When an employee turns in a doctor’s note for an absence less than 30 days or a Return-to-Work form for absences that are 30 or more days to their supervisor or team manager, established Return to Work policies will prevail at that point.
- If an employee returns to work before the planned return date from the FMLA leave, the employee must provide at least one working days advance notice.
- If an employee does not return to work *for medical reasons* on the planned return date from the FMLA leave, the employee will have to provide either an updated “*Medical Certification*” or a revised “*Return to Work Release*” form or doctor’s note, if absence is less than 30 days.

Medical Certification

- For leaves taken because of the employee's or a covered family member's serious health condition, the employee must submit a completed “*Medical Certification*” form and return the certification to Administrative Services (a different, non-medical certification form must be submitted if leave is taken for a “qualifying emergency” arising from a family member’s military service).
- If MTA finds a medical certification to be incomplete or insufficient, it will advise the employee in writing what additional information is needed to make the certification complete and sufficient. An employee will be given ten (10) calendar days to cure the deficiency (unless more time is needed despite the employee’s diligent and good faith efforts).

- MTA may take steps to authenticate or clarify a medical certification only in writing with the medical practitioner who completed the form or his/her staff member, may request periodic recertification as allowed under federal law, and/or may require (at MTA expense) a second and/or third opinion. This can be done either by fax or by mail and shall include notice to the employee that authentication is being sought.
- MTA may seek clarification where information is vague, ambiguous, or non-responsive. To do so, MTA shall return the medical certification to the employee noting the specific deficiencies. The employee shall be allowed ten (10) days, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts to cure any such deficiency.

If MTA has reason to doubt the validity of a medical certification, it may request a second or third opinion at its own expense.

Any such efforts to verify a medical certification to determine the employee's entitlement to FMLA leave will comply with the process and limitations set forth in federal FMLA regulations, including but not limited to restrictions on the health care providers(s) that may be designated to provide second or third opinions ([29 CFR §825.307 – 825.308](#)).

All documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained in Administrative Services in files separate from the employee personnel records.

Effects on Benefits

- MTA will continue to pay the employer premiums for any health, dental, vision, and life insurance at the same level that the employee received prior to going on FMLA while they are on protected leave, provided the employee pays the employee's portion of premiums.
- Employees do not accrue vacation or sick leave during any period of LWOP and will not receive holiday pay while on FMLA or LWOP.

FMLA and L & I

All consecutive L&I absences of more than 3 days are automatically approved as FMLA if absence qualifies under FMLA.

All intermittent L&I absences will be approved as FMLA where there is an associated open L&I case on file with the state.

Time Sheets

All FMLA leave, paid or unpaid, must be identified as such on the employee's time sheets.

4-2 Paid Family and Medical Leave (PFML)

The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security

Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons.

Eligibility

Under PFML, employees may be eligible for monetary benefits and/or job protection. Eligibility requirements are as follows:

Monetary benefits: Employees who have worked 820 hours for any Washington employer in the qualifying period (equal to 16 hours a week for a year) are eligible to apply for paid medical leave or paid family leave (collectively PFML). “Qualifying period” means the first four (4) of the last five (5) completed calendar quarters or, if eligibility is not established, the last four (4) completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

Job protection: In order to be eligible for job protection under PFML, an employee must work for an employer with 50 or more employees, must have worked for that employer for at least 12 months, and must have worked 1250 hours in the year preceding the PFML application.

Duration of Entitlement

Eligible employees may be entitled to receive PFML benefits for up to 12 weeks per claim year when taking medical or family leave, or for a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of PFML benefits may be available in the event the employee’s leave involves incapacity due to her pregnancy. The claim year begins when the employee files a claim for PFML benefits. PFML benefits may be available in connection with leave taken for the following reasons:

Medical Leave: Medical leave may be taken due to the employee’s own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee’s child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the federal FMLA. For purposes of family leave, covered family members include the employee’s child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

Filing Claims with the ESD

Employees may apply for PFML benefits by:

- using the ESD online services;
- contacting the paid family and medical leave customer care center by telephone; or
- using alternate methods authorized by ESD.

The ESD is solely responsible for determining if an employee is eligible for benefits. If eligible, an employee must file claims on a weekly basis to continue receiving PFML benefits. The ESD paid leave website contains a benefits calculator to assist employees in calculating their weekly PFML benefit.

Notification Requirements

An employee must provide written notice to MTA of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If an employee fails to provide this required notice to MTA, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, MTA will advise the employee whether the employee is eligible for job protection under the FMLA and/or PFML.

Supplemental Benefits During PFML

MTA does not offer supplemental benefits to employees who are receiving PFML.

FMLA Concurrent with PFML

Any time off for PFML purposes will run concurrently with FMLA, if applicable. Please see the "Family and Medical Leave" policy for eligibility requirements.

Questions and/or Complaints about PFML

MTA is prohibited from discriminating or retaliating against employees for requesting or taking PFML.

For more information on PFML, employees may go to paidleave.wa.gov or speak with the Administrative Services Manager.

(See POL-311 - Washington Paid Family and Medical leave for a summary of the PFML program.)

4-3 Leave for Victims of Domestic Violence, Sexual Assault, or Stalking; Safety Accommodation

If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking, the employee may be eligible to take reasonable, unpaid time off from work for one or more of the following reasons:

- seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or a family member including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking;
- seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is a family member;
- obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center or other social services program for relief from domestic violence, sexual assault or stalking;
- obtain or assist a family member in obtaining mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or family member was a victim of domestic violence, sexual assault or stalking; or
- participate in safety planning, temporarily or permanently relocate, or take other actions to increase personal safety or that of family members from future domestic violence, sexual assault or stalking.

Employees may elect to use any sick leave or other paid time off for leave pursuant to this policy. Leave may take the form of reasonable unpaid leave from work, intermittent leave or leave on a reduced leave schedule.

Employees wishing to take leave pursuant to this policy must give advance notice of their intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault or stalking, the employee or a designee must give notice no later than the end of the first day on which such leave is taken.

Verification of the need for leave may be required.

MTA will also make reasonable safety accommodations for any personnel who are victims of domestic violence, sexual assault or stalking. Accommodations may include, for example, modification of a telephone number or email address, modified work schedule or implementation of safety procedures. If you are a victim in need of safety accommodations, please contact the Administrative Services Manager.

4-4 Pregnancy and Childbirth Leave

Employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy or childbirth.

Any employee wishing to request leave because of a pregnancy-related disability, must supply appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under MTA's Family & Medical Leave policy. This leave will run concurrently with FMLA and/or PFML where applicable,

provided that pregnancy/childbirth disability leave may extend beyond FMLA and PFML leaves if the employee's disability is ongoing.

During this leave, the employee may use any applicable paid time off benefits that she has available to cover some or all of the absence and may be eligible for PFML benefits. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If the employee takes this leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if MTA has a business necessity to do otherwise.

4-5 Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

Employees will receive regular pay for the first 21 days of military leave during the twelve-month period October 1 to September 30. Military leave pay is in addition to any other leave benefits. Following this paid leave, employees may go on accrued vacation or personal leave for any remaining commitment.

4-6 Leave Without Pay (LWOP)

Employees who have exhausted all vacation and personal leave and need additional leave may submit a written request for a leave of absence without pay for non-medical personal reasons to their supervisor at least 30 days in advance. Emergency requests may be submitted in writing without advance notice. The leave request must be dated, signed by the employee, state the reasons, circumstance, duration and location of the employee during the leave. MTA is sensitive to employee needs and will make reasonable attempts to accommodate such requests if they do not disrupt the business operations of the agency. Any employee who fails to report promptly for work at the expiration of a leave of absence; accepts other employment during the leave; or applies for unemployment insurance while on leave, will be considered to have voluntarily resigned.

Employees who have exhausted all PFML or FMLA protected leave for a medically related absence and are unable to return to work, may submit a written request for an extended leave of absence without pay of up to an additional 30 days from the end of the protected leave period. The employee will be required to provide written documentation from their health care provider outlining their path to return to work by the end of the 30-day window before the extension will be approved.

When an MTA employee is on paid leave (i.e., is drawing on accrued leave to receive pay during a leave) MTA will continue to pay insurance premiums, less employee contributions.

Employees, who exhaust all paid leave must request LWOP. Employees on approved LWOP, for an entire pay period, will not accrue paid time off and will not be paid for holidays. Employees on LWOP must work at least 50% of the working days of the pay period in order to accrue leave and holidays. An employee on unpaid leave of absence for more than 30 consecutive days will be offered COBRA continuation of benefits through self-paid premiums.

4-7 Return to Work Policy

When an employee returns to work from a medical leave of more than three consecutive calendar days, MTA addresses safety, medical, and liability concerns by reserving the right to require that employees be evaluated by a qualified medical provider to verify the employee's ability to work.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Family and Medical Leave Act of 1993 (FMLA), the Americans with Disabilities Act of 1990 (ADA), various state and federal laws, and related case law all have requirements governing many aspects of the return to work process, documentation, and the sharing of medical information. In compliance with these laws and regulations, we maintain the confidentiality of medical information required to make the determination that an employee is ready to return to work, except as necessary to facilitate the return-to-work process.

Return to Work Procedure

In some cases, prior to returning to work, an employee must turn in to their supervisor or team manager a Return to Work Release form (RTW), completed by the treating healthcare provider(s). In order to balance the legal constraints with practical considerations and to allow team managers to safely return employees to work, the team manager will work with Administrative Services to review the form for completeness, clarity, and applicable restrictions and determine the employee's employment status. In most cases, this will be the date of release and any necessary accommodations and/or restrictions.

At the discretion of a team manager and/or the Administrative Services Manager, employees may be required to successfully complete job specific assessments, including, but not limited to, a vehicle orientation and driving refresher, drug test, and/or Functional Assessment, in addition to submitting a complete RTW, prior to starting work. At the suggestion of the healthcare provider or the discretion of the team manager and/or Administrative Services Manager, employees may also be required to go through individualized transitional work program before returning to full duty.

"Return to Work Release forms" are available from Administrative Services, supervisor, or team manager.

Section 5 - General Standards of Conduct

5-1 Workplace Conduct

Mason Transit Authority endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, integrity and respect.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge. The following are examples and not an exhaustive list of conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing Mason Transit Authority property or a co-worker's property,
3. Disclosure of confidential information.
4. Completing another employee's time records. Exception, a Supervisor/Manager in an employee's absence for the purposes of completing payroll.
5. Violation of safety rules and policies.
6. Violation of traffic laws.
7. Violation of Mason Transit Authority's Drug and Alcohol-Free Workplace Policy.
8. Fighting, threatening or disrupting the work of others or other violations of Mason Transit Authority's Workplace Violence Policy.
9. Failure to perform assigned job duties.
10. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
11. Gambling on MTA property.
12. Willful or careless destruction or damage to MTA assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violation of the Solicitation and Distribution. (See Section 5-9 below.)
16. Violation of Mason Transit Authority's Harassment or Equal Employment Opportunity Policies.
17. Violation of Information Technology policies.
18. Unsatisfactory job performance.
19. Any other violation of MTA policy.

Obviously, not every type of misconduct can be listed. MTA will handle each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. Mason Transit Authority will endeavor to utilize progressive discipline and reserves the right in its sole discretion to terminate the employee for misconduct.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2 Punctuality and Attendance

Employees are hired to perform important functions at Mason Transit Authority. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in progressive disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than one hour before the start of the shift. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with MTA.

(See POL-310 MTA Sick Leave Policy for details.)

5-3 Inclement Weather

Employees are expected to be at their jobs regardless of weather conditions. During extreme weather conditions, employees who are unavoidably absent due to weather conditions may use vacation leave. In such event, an employee is expected to contact their supervisor or dispatch as soon as reasonably possible, in accordance with the department's established call-in/reporting procedures.

When inclement weather conditions cause MTA to cancel service, employees shall receive compensation equal to their scheduled work hours.

(Represented employees should refer to their respective collective bargaining agreement for specific details regarding inclement weather.)

5-4 Use of Social Media

Mason Transit Authority respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter, or similar site, including but not limited to Facebook and LinkedIn. However, to protect MTA interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with MTA equipment or property unless on behalf of MTA as part of the employee's assigned job duties.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn, or similar sites. Any information

that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions MTA and also expresses either a political opinion or an opinion regarding MTA's actions that could pose an actual or potential conflict of interest with MTA, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not MTA's position. This is necessary to preserve MTA's good will in the community.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. MTA policies apply equally to employee social media usage.

Mason Transit Authority encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

(See POL-1002 Social Media Communications Policy for details.)

5-5 Inspections

Mason Transit Authority reserves the right to require employees while on MTA property, to agree to the inspection of lockers, desks, cabinets, workstations, packages, or places of concealment in response to a credible concern or complaint under formal investigation. Employees are expected to cooperate in the conduct of any search or inspection when required.

Personal Property

Further, MTA is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-6 Smoking in Public Places

In the interest of the health and well-being of all employees, and in compliance with RCW 70.160 Smoking in Public Places and the [Expanded Clean Indoor Air Act](#), smoking is not allowed inside, or within twenty-five feet of any MTA-owned facility entry or exit doorways or vehicles, including buses, staff cars, vanpool vans, shelters and support vehicles. This includes the use of "e-cigarettes". Employees who wish to smoke must use designated smoking areas and dispose of their smoking materials in the ashtrays/bins provided.

5-7 Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees must accompany personal guests when visiting anywhere in our facilities other than the reception areas.

5-8 Solicitation and Distribution

Solicitation for non-profit charitable organizations may be allowed by the Administrative Services Manager, provided a detailed written request is submitted in advance. Approval of displays for non-profit solicitation purposes in non-work areas, such as lunchrooms or designated break areas may also be granted, provided those displays do not interfere with the work activities or employee use of those areas.

Solicitation of MTA employees for any partisan political organization or purpose is prohibited on MTA property at any time. Employees may not wear or display any sign or material relating to a political campaign while acting as an MTA employee. MTA facility, equipment, and supplies are for MTA business only and may not be used for any political issue or candidate.

5-9 Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board, newsletters or other digital media. Employees should make it a practice to review these platforms frequently. This will assist employees in keeping up with what is current at Mason Transit Authority. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-10 Confidential Information

During the course of work, an employee may become aware of confidential information about Mason Transit Authority's business or MTA's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to those without a need to know. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of MTA may be subject to disciplinary action up to and including discharge. Employees may be required to sign an agreement reiterating these obligations.

5-11 Conflict of Interest and Business Ethics

MTA expects its managers, officers, volunteers and employees to conduct business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct.

Employees shall, during both working and nonworking hours, act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of MTA, its customers, and the citizens of Mason County.

To ensure ethical and impartial business, it is prohibited for MTA employees to:

- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence or the recipient would be influenced by such conduct in the discharge of public duties (per [RCW 42.23.070](#)).
- Use their official position, uniform, or badge to secure special advantage in business, person gain, or other benefit derived from such relationship.
- Use any MTA owned or leased facility, building, equipment, materials or vehicle for their personal use or benefit, or for the personal use or benefit of any other individual. No employee shall have unauthorized possession of company property.
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the company employee's duty to uphold the public trust and the individual's private interest.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter must be disclosed to the immediate team manager. The team manager will immediately inform the Administrative Services Manager for the purpose of precluding any real or apparent conflict of interest.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and MTA.

(See POL-204 Code of Ethics for details.)

5-12 Health and Safety

The health and safety of employees and others on MTA property are of critical concern to Mason Transit Authority. MTA intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on MTA's premises, or in a product, facility, piece of equipment, process or business practice for which MTA is responsible should be brought to the attention of management immediately.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

Refer to the MTA Health and Safety Manual for rules and guidelines governing workplace safety and health and the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

5-13 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Mason Transit Authority may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of MTA. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. MTA generally will attempt to identify other available positions, but if no alternate position is available, MTA retains the right to decide which employee will remain with MTA.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-14 Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

Fragrance Free Workplace

Employees or clients who are sensitive to perfumes and chemicals may suffer potentially serious health consequences, triggered by exposure to scented products. Consequently, employees are asked to refrain from the use of personal scented products in the workplace where the sole purpose is to produce a scent, such as perfume, after shave, and cologne and to avoid the use of strongly scented personal hygiene products such as laundry soap, dryer sheets, hand lotion, powder, hair spray, and deodorant.

Managers and supervisors are expected to enforce this expectation. An employee who is experiencing health consequences due to another employee's use of scented products should report the problem to their supervisor to ensure appropriate action is taken.

5-15 Publicity/Statements to the Media

All media inquiries regarding the position of MTA as to any issues must be referred to General Manager. Only the General Manager is authorized to make or approve public statements on behalf of MTA. No employees, unless specifically designated by the General Manager, are authorized to make those

statements on behalf of MTA. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of MTA must first obtain approval from the General Manager.

5-16 Operation of Vehicles

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on MTA property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety and parking laws or regulations. Drivers must always demonstrate safe driving habits.

An employee whose work requires the operation of an MTA vehicle will be subject to routine Department of Motor Vehicles driving records checks. This record check reports citations and accidents on the employee's personal and commercial driving record. If such an employee's license expires or is suspended or revoked, he/she may be subject to disciplinary action including demotion or termination. Should the employee fail to report immediately such a revocation or suspension of his/her license to the appropriate team manager and instead continues to operate a MTA vehicle, that employee may be subject to termination.

MTA-owned or leased vehicles may be used only as authorized by management.

(See Section 6-2 Portable Communication Device Use While Driving.)

5-17 Business Expense Reimbursement

MTA reimburses employees for allowable expenses incurred while traveling on MTA business that are approved in advance by their team manager. As public employees, we are all expected to make an effort to minimize expenses and to travel efficiently. Remember to always request government discounts. The team manager or General Manager may approve unexpected travel expenses.

(See POL-401 Credit Card Policy and POL-402 Travel and Travel Reimbursement Policy for details.)

5-18 If You Must Leave Us

Should an employee decide to leave MTA, we ask that he or she provide a supervisor with at least two (2) weeks advance notice of departure. Thoughtfulness will be appreciated. All MTA property including, but not limited to, keys, credit cards, cell phones, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all of MTA's confidential information upon separation. To the extent permitted by law, employees will be required to repay MTA, (through payroll deduction, if lawful) for any lost or damaged MTA property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

Post-Employment Reference

Mason Transit Authority will respond to reference requests through the Administrative Services Department. MTA will provide general information concerning the employee such as date of hire, date of discharge and positions held. Additional information may be provided as required per

49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Program. Please refer all requests for references to the Administrative Services Department.

Only the Administrative Services Manager or designee may provide references.

Section 6 – Use of Information Technology

6-1 Use of Communications and Computer Systems

Mason Transit Authority's communication and computer systems are intended primarily for business purposes; however, de minimus personal usage is permitted if it does not hinder performance of job duties or violate any other MTA policy. This includes the use of voicemail, e-mail and internet systems. Users have no legitimate expectation of privacy in regard to their use of Mason Transit Authority systems.

Mason Transit Authority may access the voicemail and e-mail systems and obtain the communications within the systems, including past voicemail and e-mail messages, without notice to users of the system, in the ordinary course of business when MTA deems it appropriate to do so. The reasons for which MTA may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; investigating potential misconduct; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that MTA operations continue appropriately during an employee's absence.

Further, Mason Transit Authority may review internet usage to ensure that such use with MTA property or communications sent via the internet with MTA property, are appropriate. The reasons for which MTA may review employees' use of the internet with MTA property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that MTA operations continue appropriately during an employee's absence.

MTA may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

MTA's policies prohibiting harassment, in their entirety, apply to the use of MTA's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since MTA's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

(See Policy 702 IT Acceptable Use)

6-2 Personal and Company-Provided Portable Communication Devices

MTA-provided portable communication devices (PCDs), including cell phones and laptops, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through MTA's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a MTA-provided or personal device, employees must comply with applicable MTA guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using an MTA-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is discharged, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, MTA information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of MTA information. This is the only way currently possible to ensure that all MTA information is removed from the device at the time of termination. The removal of MTA information is crucial to ensure compliance with the Public Records Act and MTA's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or an MTA-issued device, MTA's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect. Additionally, employees are advised that all work-related communications are subject to disclosure pursuant to the Public Records Act or a legal subpoena, regardless of whether communications occur on a personal or MTA-issued device. Employees may be required to make content on their personal PCD available to comply with public records requests or legal subpoenas.

Portable Communication Device Use While Driving

Employees who drive on MTA business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted,

employees may choose to refrain from using any PCD while driving. “Use” includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and/or e-mailing while driving is prohibited in all circumstances.

(See Policy 703 Cell Phone and Policy 704 IT Remote Access)

6-3 Use of Facilities, Equipment and Property, Including Intellectual Property

MTA provides its employees with communications hardware and software, internal and external email, access to the internet and voicemail for the benefit of the organization and its clients. Each employee has a responsibility to maintain and enhance MTA’s public image which includes using the technology provided in a professional, productive, ethical and legal manner. As a condition of providing this technology, MTA places certain restrictions on usage and expects employees to adhere to the following guidelines, in addition to those outlined in POL-702 (Information Technology Acceptable Use).

Privacy and Security

Although MTA maintains a high degree of respect for the personal privacy of its employees, each employee should be aware that the following guidelines may affect their privacy in the workplace. The communication systems, as well as the equipment, data, messages, and files stored, are and remain at all times the property of MTA. MTA thus has the right to monitor their use.

MTA reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the email system for any purpose. At any time and without prior notice, MTA’s Leadership Team reserves the right to examine email, personal file directories and other information stored on its computers. Internet activity is public communication and is not private. All communications, including text and images, may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

No employee should consider his or her messages or files to be private or confidential. Even if a message is erased, it is still possible for management to retrieve and read that message. The use of passwords for security does not guarantee confidentiality. It is also possible for messages to be retrieved and viewed by someone other than the intended recipient.

Notwithstanding MTA's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees may not retrieve or read any email messages that are not sent to them. The General Manager must approve any exception to this policy.

Aside from performance of normal job duties, employees are not permitted to modify, copy, remove or destroy any MTA equipment, data or files, unless specifically authorized or directed by the General Manager or designee.

Password Protection

Computer account and password information should not be shared. Employees will be held responsible for activity originating from their account. Any employee who suspects that his or her password is no longer private should change the password immediately.

Appropriate Use

Employees may use personal electronic devices to access Wi-Fi that is publicly available at the agency. However, it must be used during breaks and/or meal periods.

Inappropriate Use

Employees are prohibited from accessing the internet from MTA or using MTA equipment for any inappropriate purposes, including but not limited to those identified in POL-702. Employees are forbidden from using profanity or vulgarity in all MTA email and from posting to public forums, blogs, or newsgroups from MTA or via the agency's communication system or equipment.

This policy should be read and interpreted in conjunction with all other MTA policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. MTA specifically prohibits employees from sending, creating, or soliciting email, voicemail messages or any other file that would reasonably be considered offensive, harassing, inflammatory or disruptive to any employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone on the basis of their age, gender, sexual orientation, religious or political beliefs, national origin or disability.

Any attempt by employees to hide or disguise their identities while using email or internet access is prohibited. In addition, employees may not use the agency's communications system or equipment to impede, slow down, or prevent the flow of information on the internet or for any illegal or unethical purpose.

Employees must abide by all federal, state and local laws governing information sent through the internet.

Personal Use

Equipment provided to employees by MTA is MTA property and is provided for MTA business purposes. MTA property includes, but is not limited to, computers, phones and office equipment (e.g., copiers, faxes, etc.), cars, electronic tablets and cell phones. Email and internet access through MTA's network are also provided for business purposes.

Software

To prevent computer viruses from being transmitted through the system, employees are not permitted to download or install any software, unless authorized by the Technical Support Analyst. Failure to detect viruses can result in corruption or damage to files and/or unauthorized entry into MTA's network. Therefore, any files that are downloaded should be treated with caution and passed through virus protection programs prior to use.

Acknowledgment

Employees are hereby notified that use of MTA-provided technology constitutes full acceptance of the terms of this policy and consent to monitoring. Any employee who is found to have violated any part of this policy may be subject to disciplinary action, up to and including termination.

DRAFT

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with Mason Transit Authority. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

MTA's operations and the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook.

I have received and read a copy of Mason Transit Authority's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of MTA at any time.

I further understand that unless modified by written agreement signed by the General Manager, my employment is terminable at will, either by myself or MTA, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Mason Transit Authority other than the General Manager may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of MTA's Employee handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

RESOLUTION NO. 2021-10

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
APPROVING THE MASON TRANSIT AUTHORITY EMPLOYEE HANDBOOK
DATED APRIL 20, 2021.**

WHEREAS, the Managers of Mason Transit Authority (MTA) prepared a new Employee Handbook to provide MTA employees with current, relevant and comprehensive information to serve as a reference to all MTA employees; and

WHEREAS, the Mason Transit Authority Board believes that the Employee Handbook should be provided to all current employees and those hired in the future until another version is updated;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the MTA Employee Handbook dated April 20, 2021 is approved for distribution to all current and future employees of Mason Transit Authority until revised.

Adopted this 20th day of April, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shetty, Authority Member

APPROVED AS TO CONTENT: _____
Michael Ringgenberg, Interim General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 2 – *Actionable*
Subject: Surplus Inventory
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Attached is a list of obsolete IT/Communication Equipment of items no longer in use or useful. It is recommended to surplus the assets listed.

Summary: Approve surplus of certain obsolete/abandoned IT/Communications equipment.

Fiscal Impact:

There is no impact to Fixed Assets.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve Resolution No. 2021-11 regarding the disposal of the assets as set forth in Exhibit A to that resolution.



Description	Asset Tag	Serial Number
Aruba APIN0205	N/A	CM0168886
Aruba APIN0205	N/A	CM0168499
Aruba APIN0205	N/A	CM0168836
Aruba APIN0205	N/A	CM0168266
Dell Optiplex 9020	18-2480	461Y942
Dell Optiplex 9020	16-1474	DPPQR22
Dell Optiplex 9020	16-1831	41SWBZ1
Dell Optiplex 9020	19-2689	DPPPR22
Dell Optiplex 9020	16-1821	4JRW942
Dell Optiplex 9020	16-1957	4613B42
Dell Optiplex 9020	16-1904	460Z942
Dell Optiplex 9020	16-1875	4615B42
Watchguard Firebox T35-W	19-2720	D02105F90-ACAB
Unifi Security Gateway	19-2716	1822KFCECDAD31B39-512RDC
Sonicwall TZ400	N/A	18B169F1D2D4
Cisco 2960-s POE+	18-2510	FOC1740Z3H2
Cisco 2960-s POE+	18-2523	F0C1830W3JV
Unifi Switch 8	19-2715	1823KFCECDAD57E04-H14QU5
Cisco 2960-s POE+	18-2502	FOC1831W1XG
Cisco Catalyst 2960-s POE+	19-2700	FOC1832W69S
Cisco Catalyst 2960-s POE+	19-2701	EOC1832W69B
Watchguard Firebox M270	19-2721	801405880-B3C9
AXIS Communicator S1016	19-2704	HW03014VBC92
Cisco 2960-s POE+	18-2501	FOC1831W1Y5
Cisco 2960-s POE+	18-2507	FOC1832W3EL
Watchguard Firebox T35	19-2719	D0200DBB0-70D2
Dell Inspiron 17R	18-2551	4PM1SZ1
Samsung Galaxy s7 (SM-G930v)	18-2464	RF8K20LXHSR
Samsung Galaxy s7 (SM-G930v)	18-2465	RF8K20LXN3R
Samsung Galaxy s7 (SM-G930v)	18-2472	RF8K20J08WY

Samsung Galaxy s7 (SM-G930v)	18-2393	R38H708PQ9P
Samsung Galaxy s7 (SM-G930v)	18-2469	RF8K206BXWX
Samsung Galaxy s7 (SM-G930v)	18-2468	RF8K20LXPTV
Samsung Galaxy s7 (SM-G930v)	18-2597	RF8K901KR5J
Samsung Galaxy s7 (SM-G930v)	18-2476	RF8K206BX7E
Samsung Galaxy s7 (SM-G930v)	18-2467	RF8K20J0QPK
Samsung Galaxy s7 (SM-G930v)	18-1416	R38H40JEB7P
Samsung Galaxy s7 (SM-G930v)	18-2471	R38HB0RQ33N
Samsung Galaxy s7 (SM-G930v)	18-2475	RF8K20J09AP
Samsung Galaxy s7 (SM-G930v)	18-2599	RF8JB17MA8Z

RESOLUTION NO. 2021-11

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS EQUIPMENT.**

WHEREAS, the Mason Transit Authority Board has adopted policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA and such policies ensure that the public shall receive the greatest value for such items; and

WHEREAS, certain equipment as set forth in Exhibit A attached hereto have been deemed no longer useful; and

WHEREAS, there is value to these items and by the disposal of such assets, MTA will be able to use the funds for other current MTA needs;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the items identified on Exhibit A attached hereto be deemed surplus and that the items to be sold pursuant to MTA’s disposition of surplus property policy.

Adopted this 20th day of April, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Michael Ringgenberg, Interim General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

EXHIBIT A TO RESOLUTION NO. 2021-11
LIST OF ITEMS FOR SURPLUS

Description	Asset Tag	Serial Number
Aruba APIN0205	N/A	CM0168886
Aruba APIN0205	N/A	CM0168499
Aruba APIN0205	N/A	CM0168836
Aruba APIN0205	N/A	CM0168266
Dell Optiplex 9020	18-2480	461Y942
Dell Optiplex 9020	16-1474	DPPQR22
Dell Optiplex 9020	16-1831	41SWBZ1
Dell Optiplex 9020	19-2689	DPPPR22
Dell Optiplex 9020	16-1821	4JRW942
Dell Optiplex 9020	16-1957	4613B42
Dell Optiplex 9020	16-1904	460Z942
Dell Optiplex 9020	16-1875	4615B42
Watchguard Firebox T35-W	19-2720	D02105F90-ACAB
Unifi Security Gateway	19-2716	1822KFCECDAD31B39-512RDC
Sonicwall TZ400	N/A	18B169F1D2D4
Cisco 2960-s POE+	18-2510	FOC1740Z3H2
Cisco 2960-s POE+	18-2523	F0C1830W3JV
Unifi Switch 8	19-2715	1823KFCECDAD57E04-H14QU5
Cisco 2960-s POE+	18-2502	FOC1831W1XG
Cisco Catalyst 2960-s POE+	19-2700	FOC1832W69S
Cisco Catalyst 2960-s POE+	19-2701	EOC1832W69B
Watchguard Firebox M270	19-2721	801405880-B3C9
AXIS Communicator S1016	19-2704	HW03014VBC92
Cisco 2960-s POE+	18-2501	FOC1831W1Y5
Cisco 2960-s POE+	18-2507	FOC1832W3EL
Watchguard Firebox T35	19-2719	D0200DBB0-70D2
Dell Inspiron 17R	18-2551	4PM1SZ1
Samsung Galaxy s7 (SM-G930v)	18-2464	RF8K20LXHSR
Samsung Galaxy s7 (SM-G930v)	18-2465	RF8K20LXN3R
Samsung Galaxy s7 (SM-G930v)	18-2472	RF8K20J08WY

EXHIBIT A TO RESOLUTION NO. 2021-11

LIST OF ITEMS FOR SURPLUS

Samsung Galaxy s7 (SM-G930v)	18-2393	R38H708PQ9P
Samsung Galaxy s7 (SM-G930v)	18-2469	RF8K206BXWX
Samsung Galaxy s7 (SM-G930v)	18-2468	RF8K20LXPTV
Samsung Galaxy s7 (SM-G930v)	18-2597	RF8K901KR5J
Samsung Galaxy s7 (SM-G930v)	18-2476	RF8K206BX7E
Samsung Galaxy s7 (SM-G930v)	18-2467	RF8K20J0QPK
Samsung Galaxy s7 (SM-G930v)	18-1416	R38H40JEB7P
Samsung Galaxy s7 (SM-G930v)	18-2471	R38HB0RQ33N
Samsung Galaxy s7 (SM-G930v)	18-2475	RF8K20J09AP
Samsung Galaxy s7 (SM-G930v)	18-2599	RF8JB17MA8Z

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 3 – *Actionable*
Subject: Request for Approval of Additional FTEs
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

As mentioned in our March 16, 2021 Board meeting, the 2021 Budget was prepared with impacts anticipated by both the COVID-19 pandemic and the possible outcome of I-976. Since that time, it has become apparent that four (4) additional FTEs will need to be added to the Drivers Operations team. Two drivers have applied for and were hired into other internal positions. Additionally, the agency continues to support meals on wheels deliveries, the volunteer driver program support and vaccination shuttles.

As the vaccination program continues to roll out and the anticipation of MTA expanding service in the coming months, it will be necessary to recruit for, hire and train four (4) new drivers. It will take approximately four months from beginning the recruiting process until the drivers have completed all required training.

In 2020 MTA, budgeted for 42 drivers. In 2021, the number of budgeted driver positions was reduced to 34 with the uncertainties of the times. We are requesting approval of adding four new FTEs so that MTA will have a sufficient number of trained and qualified drivers by the time MTA is returning to full service.

Summary: Requesting approval for four (4) new FTEs.

Fiscal Impact:

It is anticipated the cost of these four drivers will be absorbed into the budget as the agency is performing well against the 2021 budget through Q1. Should we see a tightening of the operating expenses against the approved spending threshold, an amendment request would be made at that time.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve the hiring of four new FTEs that will be drivers of the Operations team.

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 4 – ***ACTIONABLE***
Subject: Future of MTA Vanpool Program
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Mason Transit Authority has had vanpool programs serving the public since 2003. As MTA's former General Manager, Ms. Brannin, had suggested that the MTA Board may want to consider ending the vanpool program. MTA is currently at a crossroads relating to its vanpool program.

We are unable to compete with the vanpool programs of our neighboring transit agencies and thus we anticipate that our vanpool program will continue to dwindle. MTA has three active vanpools with one of them expecting to close this month, leaving two active vanpools. MTA has searched for workable alternatives for the remaining vanpools with the following results:

- One vanpool will benefit financially as it will cost them less to use a neighboring transit agency vanpool program.
- The remaining vanpool will experience an increase in cost using a neighboring vanpool due to the locations for which it begins and ends.

MTA's vanpool vehicles will reach their four-year useful life benchmark in May, which will necessitate MTA applying for a grant and purchasing more vehicles if the program continues.

In addition, the WSTIP premium for insurance coverage for vanpools is rated as the highest risk in our premium.

Summary: Discuss future of MTA Vanpool program.

Fiscal Impact:

If the program is terminated, there will be a reduction in WSTIP insurance premium, and maintenance and administrative staff time.

Staff Recommendation:

Closing the vanpool program.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2021-12 approving the termination of Mason Transit Authority's vanpool program.

RESOLUTION NO. 2021-12

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
TERMINATING THE MASON TRANSIT AUTHORITY VANPOOL PROGRAM.**

WHEREAS, the vanpool program of Mason Transit Authority (MTA) has been steadily decreasing in recent years so that as of May, 2021, there will be only two active vanpools; and

WHEREAS, MTA's vanpool vehicles will reach their four-year useful life benchmark in May, 2021, which will necessitate MTA to apply for a grant and purchase more vehicles if the vanpool program continues; and

WHEREAS, given the expense of continuing the vanpool program and lack of participants in the program, the public would be better served by using that revenue for further development of programs that are growing or expanding;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the vanpool program of Mason Transit Authority be and hereby is terminated.

Adopted this 20th day of April, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Michael Ringgenberg, Interim General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 5 – *Actionable*
Subject: Surplus Vehicles
Prepared by: Marshall Krier, Maintenance and Facilities Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Mason Transit has four vans that have exceeded their useful life and are ready for surplus:

Vehicle Number	Year, Model & Description	Current Miles
7622	2008 Ford Econoline 12 passenger van	92,711
7624	2008 Ford Econoline 12 passenger van	99,196
7626	2011 Ford Econoline 12 passenger van	91,087
7627	2011 Ford Econoline 12 passenger van	91,933

If approved, vehicles 7626 and 7627 will be eligible for the MTA Van Grant Program and will be available to a non-profit agency as outlined in the grant program.

Summary: Surplus four (4) 12-passenger van vehicles.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board adopt Resolution No. 2021-13 declaring and approving the surplus and disposal of vehicles as set forth herein.

RESOLUTION NO. 2021-13

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AUTHORIZING THE DISPOSAL OF SURPLUS VEHICLES.**

WHEREAS, the Mason Transit Authority Board, by Resolution No. 2000-04, as amended, has adopted established policies to ensure the fair, impartial, responsible and practical disposition of surplus property of MTA; and

WHEREAS; such policies ensure that the public shall receive the greatest possible value for such items;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the following vehicles be declared as surplus and to be disposed of pursuant to MTA's Surplus Policy (POL-408); and

Vehicle Number	Year, Model & Description	Current Miles
7622	2008 Ford Econoline 12 passenger van	92,711
7624	2008 Ford Econoline 12 passenger van	99,196
7626	2011 Ford Econoline 12 passenger van	91,087
7627	2011 Ford Econoline 12 passenger van	91,933

Adopted this 20th day of April, 2021.

Sharon Trask, Chair

Sandy Tarzwell, Vice Chair

Cyndy Brehmeyer, Authority Member

John Campbell, Authority Member

Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

Wes Martin, Authority Member

Randy Neatherlin, Authority Member

Kevin Shutty, Authority Member

APPROVED AS TO CONTENT: _____
Michael Ringgenberg, Interim General Manager

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

ATTEST: _____ DATE: _____
Tracy Becht, Clerk of the Board

Mason Transit Authority Regular Board Meeting

Agenda Item: New Business – Item 6 – *Actionable*
Subject: Surplus Vehicle Grant Program
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Mason Transit has four (4) 12-passenger vans that have exceeded their normal life cycles and, pursuant to Resolution No. 2021-13, have been declared surplus.

Mason Transit sees the value in giving back to the community and therefore would like to propose the following with two (2) vans:

Vans 7626 and 7627: Both of the vans are 2011 Ford Econoline 12-passenger vans and shall be awarded to van grant recipients pursuant to Resolution No. 2010-11, the resolution adopting the Surplus Vehicle Grant program. Mason Transit has been contacted by at least two non-profit agencies voicing a need and community benefit to receiving a van through MTA's van grant program. At a later date, an agreement relating to the exchange of vehicle for transit related services will be brought to the Board for approval.

Summary: Approve surplus vehicles for vehicle grant program.

Fiscal Impact:

TBD.

Staff Recommendation:

Approve.

Motion for Consideration:

Move that the Mason Transit Authority Board approve and declare that surplus Vans 7626 and 7627 be awarded to the surplus vehicle grant program for use in accordance with Resolution No. 2021-13.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report – Item 1 – *Informational*
Subject: Financial Reports – March 2021
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Summary for Informational Purposes:

Included are the numbers for March 2021 Financial Reports including a breakout of T-CC revenue and expenses that shows the cost allocation of the Transit Community Center.

There were no further adjustments made to the 2020 Financial Statements from what was presented in March 2021. The 2020 YTD totals are considered in draft form until audited by the State Auditor's Office.

Highlights:

Sales Tax Revenue

Sales tax revenue for January 2021 (received March 31, 2021) was \$464,970, 14% higher than January 2020.

Year-to-Date Revenue & Expenses

It is expected that YTD revenue and expenses would be at 25% (3/12) of the budget through the end of the year. Total YTD Revenue is over budget at 30.6%. Total YTD Operating Expenses are under budget at 20.3%.

IT Equipment expenses for March include labor costs for installation of capitalized IT network equipment, and the servers and switches for the park and ride projects expensed based on the individual component values.

Fiscal Impact:

March's fiscal impact reflects total revenues of \$741,823 and operating expenses of \$619,423 for a net income of \$122,400.

Mason Transit Authority Statement of Financial Activities

% through the year: 25.0%

April 2021 Board Report

March Statement of Financial Activities	March Actual	2021 YTD Actual	2021 Budget	Notes	Percentage of Budget Used
Revenue					
Passenger Fares	\$ 3,002	\$ 7,821	\$ 32,500		24.1%
PSNS Worker/Driver & Vanpool Fares	12,572	34,708	150,500		23.1%
Total Operating Revenue (Fares)	15,574	42,529	183,000		23.2%
Sales Tax	334,132	1,066,399	4,054,264	(1)	26.3%
Operating Grants	376,723	1,130,169	2,992,852	(2)	37.8%
Rental Income	11,577	34,079	144,180		23.6%
Investment Income	1,139	3,853	50,000		7.7%
Other Non-operating Revenue	2,679	8,452	53,410	(3)	15.8%
Total Revenue	741,823	2,285,480	7,477,706		30.6%
Expenses					
Wages and Benefits	405,720	1,072,226	5,474,061		19.6%
Contracted services	42,850	75,818	346,332		21.9%
Fuel	30,784	69,544	300,750	(4)	23.1%
Vehicle/Facility Repair & Maintenance	24,628	49,496	265,752		18.6%
Insurance	15,821	47,464	210,364		22.6%
Intergovernmental - Audit Fees	-	-	38,000		0.0%
Rent - Facilities and Park & Ride	3,417	10,287	42,500		24.2%
Utilities	13,034	39,219	158,839		24.7%
Supplies & Small Equipment	72,127	86,506	226,590	(5)	38.2%
Training & Meetings	1,457	2,806	39,935		7.0%
Other operating expenses	9,585	52,736	307,808	(6)	17.1%
Total Operating Expenses	619,423	1,506,101	7,410,931		20.3%
Net Income (Deficit) from Operations	\$ 122,400	\$ 779,379	\$ 66,775		

NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue equals Q1-21 accrual, to be updated when actual reimbursement request is made.
(3)	Includes LMTAAA Volunteer program revenue - \$5,982; Volunteer Donations - \$288; Sale of Maintenance Services - \$311; Community Van - \$0; Gain/Loss on Disp. of Asset - \$1,445; Sales Tax Interest Income - \$401.
(4)	Average diesel price per gallon year to date is \$2.06. Average gasoline price per gallon year to date is \$2.80.
(5)	Printing- \$3,196; Cleaning/sanitation/safety supplies - \$5,662; Office Supplies - \$1,553; Shop Supplies - \$2,918; Small Tools & Equipment - \$766; other misc supplies and small equipment; IT Equipment - \$67,217.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Volunteer Driver Reimbursement, Dues, Memberships, and Subscriptions. Expenses through the year include: Volunteer Driver Program reimbursements \$3,963; Advertising \$23,570; Merchant/credit card fees \$1068; Dues, Memberships, Subscriptions \$22,079; plus other misc. expenses.

Mason Transit Authority Statement of Financial Activities - TCC

% through the year: 25.0%

April 2021 Board Report

March Statement of Financial Activities	2021 Combined March Actual	2021 YTD Actual	2021 Budget	Notes	% of Budget Used	YTD - Community Center	YTD - Transit Operations
Revenue							
T-CC Rental	\$ 8,909	\$ 26,331	\$ 116,687	(1)	22.6%	\$ 26,331	\$ -
Other Revenue	-	-	-			-	-
Total Revenue	8,909	26,331	116,687		22.6%	26,331	-
Expenses							
Wages and Benefits	11,925	31,326	145,106		21.6%	31,326	-
Contracted services	90	1,184	10,900		10.9%	1,036	148
Repair & Maintenance	1,041	4,573	44,952		10.2%	3,292	1,281
Insurance	1,498	4,495	16,128		27.9%	4,495	-
Utilities	4,493	13,596	51,500		26.4%	9,716	3,880
Supplies & Small Equipment	205	979	29,950		3.3%	722	258
Training & Meetings	70	70	1,100		6.4%	70	-
Other Operating Expenses	-	1,369	4,532	(2)	30.2%	1,150	219
Total Operating Expenses	19,322	57,592	304,168		18.9%	51,806	5,786
Net Income (Deficit) from Operations	\$ (10,413)	\$ (31,261)	\$ (187,481)			\$ (25,475)	\$ (5,786)

NOTES

(1)	T-CC Event rental revenue has been reduced due to cancelled event rentals during the pandemic.
(2)	Small Tools Replacement/Repair - \$756; Dues & Subscriptions - \$613.

Mason Transit Authority Cash and Investments

April 2021 Board Report

Cash Balances

	2/28/2021	3/31/2021	Change
Cash - MC Treasurer	\$ 1,295,583.49	\$ 1,424,457.91	\$ 128,874.42
Investments - MC Treasurer	11,500,000.00	11,500,000.00	-
Payroll - ACH Columbia Bank	193,899.78	\$ 193,899.77	\$ (0.01)
Petty Cash/Cash Drawers	500.00	500.00	\$ -
TOTAL	\$ 12,989,983.27	\$ 13,118,857.68	\$ 128,874.41

Cash Encumbrances

Grant Related:

Purchase two coaches. Received award of \$468,636 - 5339 Fed 25% Match. Encumbered funds to be used for the match and balance exceeding the award amount.	\$ 564,416
Park & Ride Development Project RMG 2015-2023 Match	1,187,500
Purchase 1 - 35' coach and 6 cutaways. Contingent on grant application award. 25% match	317,381
Total Grant Match	2,069,297

Reserves:

Total Grant Match	2,069,297
General Leave Liability (Vacation/Sick)	217,575
Emergency Operating Reserves	2,000,000
Facility Repair Reserve	150,000
Emergency/Insurance Reserves	100,000
Future Operating Reserves	3,600,000
Capital Project Reserves ¹ /Park and Ride Projects	3,150,000
Fuel Reserves	120,000
IT Investments	60,000
Total Encumbered	\$ 11,466,872

Total of Cash	\$ 13,118,857.68
Less Encumbrances	11,466,871.82
Undesignated Cash Balance Total (Including Reserves)	1,651,985.86
Investments - MC Treasurer (Reserves)	11,500,000.00
Less Encumbrances	11,466,871.82
Undesignated Cash Reserves	\$ 33,128.18

Sales Tax Revenue received in excess of the budgeted amount will be reserved in Capital Project Reserves. Park & Ride Development Project grant match has been adjusted to match WSDOT agreements and addendums; this match requirement will be satisfied by June 30, 2021.

Mason Transit Authority Capital Budget

April 2021 Board Report

As of March 31, 2021

Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Costs to Date	Purpose
Park & Ride Development - 2015-2023 RMG Funds	10,522,500	9,335,000	1,187,500	-	1,062,101	5,838,552	Construct or improve 5 park & rides throughout county. \$3,085,000 of grant amount remains projected, pending legislative action. Updated to reflect GCB2304-03.
Radich building roof repair	40,000	40,000	-	-	-	-	Project funded by Sales Tax Equalization.
Radich Building improvements	100,000	-	-	100,000	-	-	Will seek grant or sales tax equalization funds to upgrade wiring and other improvements to the Radich Building.
Scissor Lift - TCC	17,300	17,300	261	-	17,561	17,561	Project funded by Sales Tax Equalization.
Utility Trailer	5,000	-	5,000	-	-	-	For Maintenance
HVAC Units at JP	50,000	-	-	50,000	-	-	Replace units in Buildings 1 and 2
IT Equipment	50,000	-	50,000	-	51,269	51,269	New IT switches
Phone System	75,000	-	75,000	-	-	-	Estimate. Still waiting for actual budget for new phone system.
TCC Customer Service Office Remodel	50,000	-	-	50,000	-	-	Contingent on future sales tax equalization.
TCC Generator	100,000	-	-	100,000	-	-	Contingent on future sales tax equalization.
Fax Machine	8,000	-	8,000	-	-	-	Replace outdated analog unsupported technology
Admin Office - Furniture and Fixtures	20,000	-	20,000	-	-	-	4 workstations admin staff at TCC
Admin Office	55,000	-	55,000	-	-	-	Build walls for offices in admin area at T-CC
Total Misc Capital Projects	11,092,800	9,392,300	1,400,761	300,000	1,130,932	5,907,382	
2 - 35' Coaches	1,033,052	468,636	564,416	-	-	-	Replacement inventory.
1 - 35' Coach; 6 - Cutaways	1,269,526	-	317,381	-	952,145	-	Contingent on grant application being awarded.
Mini Cutaway	96,650	96,650	-	-	-	-	Expansion vehicle; funded through Sales Tax Equalization.
Total Vehicle Replacements	2,399,228	565,286	881,797	-	952,145	-	
Total Capital Projects	\$ 13,492,028	\$ 9,957,586	\$ 2,282,558	\$ 300,000	\$ 2,083,077	\$ 5,907,382	


Capital Project Reserves - \$3,150,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

Mason Transit Authority Sales Tax Receipts

April 2021 Board Report

Sales Tax Collected as of 3/31/2021 for 01/31/2021

Monthly Cash-Flow Trend (January - December)



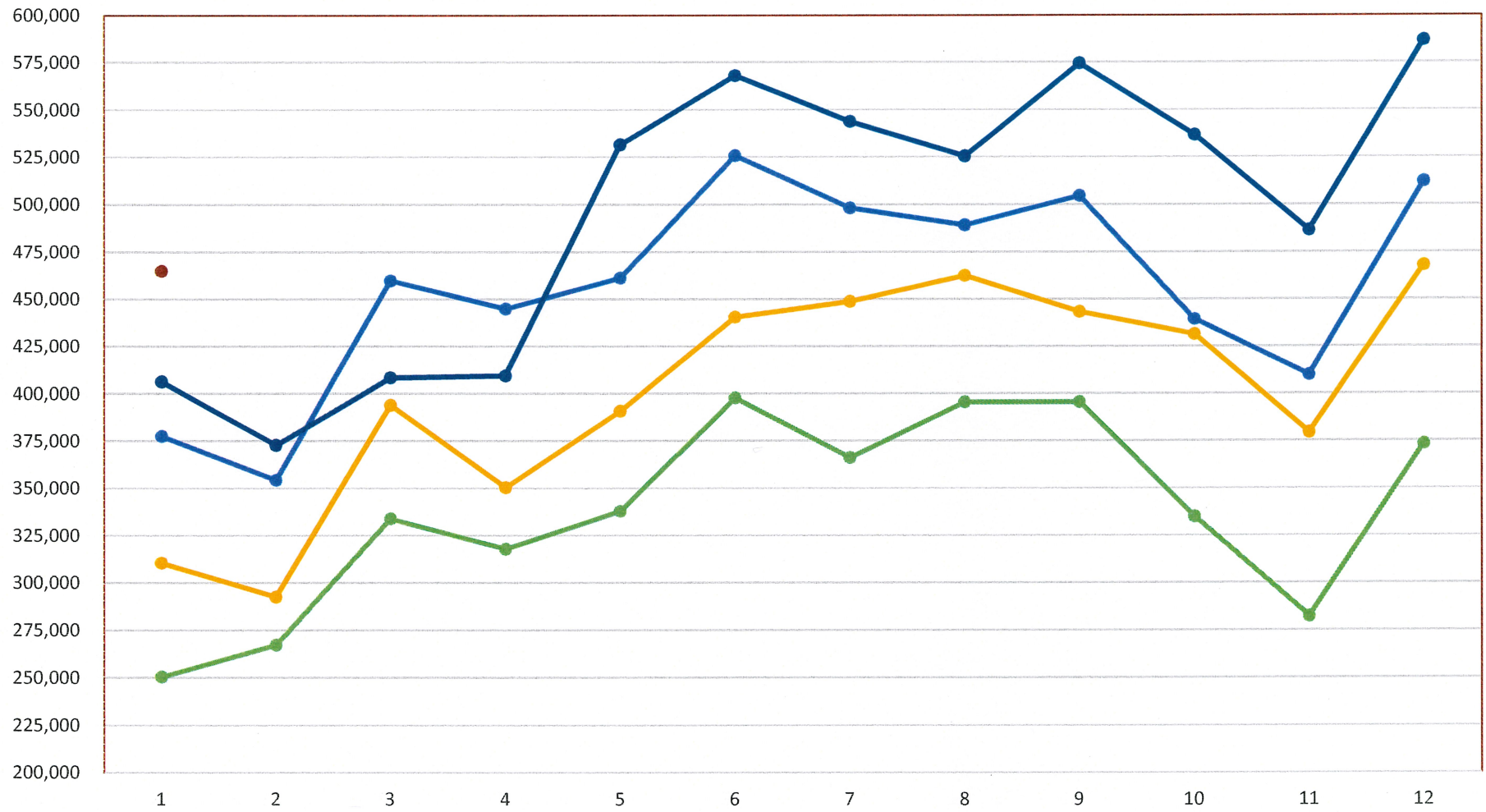
	2018	2019	2020	2021 Budget	2021 Actual	2020 Budget Variance	% Change 2020 - 2021 Actual
January	310,547	377,689	406,391	250,512	464,970	86%	14%
February	292,604	354,467	372,932	267,297			
March	394,293	459,822	408,506	334,132			
April	350,586	445,171	409,532	317,834			
May	391,052	461,236	531,711	337,957			
June	440,606	525,839	568,045	397,996			
July	449,080	498,248	543,942	366,369			
August	462,622	489,291	525,644	395,696			
September	443,327	504,696	574,589	395,670			
October	431,530	439,534	536,963	334,940			
November	379,605	409,930	486,561	282,327			
December	467,960	512,346	586,883	373,534			
	4,813,813	5,478,270	5,951,698	4,054,264	464,970		

Budget Variance Average - YTD 86%

% Change 2019 vs 2020 Actual Average - YTD 14%

Monthly Sales Tax Trend

2018 2019 2020 2021 Budget 2021 Actual



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 2 – *Informational*

Subject: Management Reports

Prepared by: Tracy Becht, Executive Assistant

Approved by: Mike Ringgenberg, Interim General Manager

Date: April 20, 2021

Summary for Informational Purposes:

The monthly MTA Management Reports are attached for your information.

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 20, 2021

MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board April 20, 2021

GENERAL MANAGER'S REPORT

Below is a list of major activities for the month:

Park & Ride Development:

- Belfair P/R work has begun.

WSTIP:

- Attended Executive Board meeting.

WSTA/SMTA:

- Attended WSTA Vanpool Committee meeting.
- Attended SMTA legislative calls.
- Attended weekly lobbyist meeting calls.
- Attended GM/CEO Shoptalk on vaccine distribution and COVID-19 related topics.
- Attended Mason County Opioid Stakeholders Group meeting.
- Attended Operations Committee meeting.
- Attended EDC meeting.
- Attended a LMTAAA meeting.

Webinars:

Attended the following webinars:

- Virtual Transit Bus Summit.

External Activities:

- Worked with Prothman to get our recruitment for our new General Manager published:
 - Facebook: <https://www.facebook.com/prothmanco>
 - LinkedIn: <https://www.linkedin.com/company/prothman-company>
- Met with JayRay regarding public relation campaigns and reports.
- Attended a call with local General Managers (Kitsap, Intercity, Jefferson and Clallam) to discuss regional issues.

Internal Activities:

- Finished the NTD report for 2020.
- Working with Operations on Driver shake up for June 7.

Board Assistance, Awareness and Support:

- Worked with the MTA Board HR Committee to finalize the General Manager recruitment.

TEAM UPDATES

ADMINISTRATIVE SERVICES MANAGER – LeeAnn McNulty

HR Support:

- Made final changes to Employee Handbook after review from legal and managers.
- Launched internal/external recruitment for Fueller/Detailer additional FTE as authorized in March.
- Launched recruitment for internal recruitment for Operations Coordinator position as authorized in March.
- Launched internal/external recruitment for next Drivers class.
- Attended WSTA HR Roundtable Q1 meeting.
- Attended SHRM Olympia Chapter – Legislative update

Administrative Services Support

- Attended WSTA Finance Committee meeting.
- Attended WSTIP Q1 Executive, Member Rep and Board meetings.
- Attended FTA Stakeholder call.
- Attended MTA Safety Committee meeting.
- Attended MTA Policy Committee meeting.
- Toured park and ride projects with Marshall.
- Prepared and submitted the 2020 Annual Report to the SAO's Office.

MAINTENANCE/FACILITIES – Marshall Krier

Outreach and meetings:

- Chaired the Spring WSTA Maintenance virtual meeting.
- Traveled to Northwest Bus Sales to inspect and test drive a new battery electric cutaway bus.
- Continued discussions with Schetky NW about electric cutaways, chargers and hydrogen fuels.
- Attended Centralia College virtual spring advisory committee meeting.

T-CC Facility:

Gym: Pickleball resumed in the gym this March on a reduced schedule. 61 people participated this month.

Conference Room: Room Monthly MTA Board meetings hosted a total of 11 attendees over two meetings. MTA operations meetings and training numbered 39 users for March.

Kitchen: No use of the kitchen in March

T-CC Building Projects/Purchases/Maintenance

- Continuing to work with Tracy, LeeAnn, and Christina on T-CC leases, use agreements, and accounting requirements. Thanks all for your efforts.
- Continuing to maintain COVID-19 safe start measures. Working closely with Chris Wilder on requirements.
- Received and accepted the scissor manlift!!!!!!
- Conducted annual Sprinkler, backflow, and kitchen hood inspection with Knight Fire Protection.
- Sourced and ordered storage racks for T-CC basement retro fit project.

Johns Prairie and Belfair Building Projects/Purchases/Maintenance

- Continued COVID -19 cleaning protocol.
- Continued wall construction building one and multiple office relocations.
- Researching elevator options for building one.
- Park & Rides: Patrick Holm to provide SCJ update.
 - **Shelton Matlock:** Waiting on light poles, security cameras and landscaping. I expect it to be completed in June.
 - **Pear Orchard:** Awaiting Charge Point car charger, bus shelter and security camera installations.
 - **Belfair:** Construction is progressing. Earthwork is almost completed for the parking area. Water infrastructure is being installed. Building foundation prep work has been started. Continued selection of interior materials for building.
 - **Pickering and Cole Rd:** No significant progress to report.

Recruitments

- Started recruitment for Detailer/Fueler position.

OPERATIONS – Trina Gwerder

- Access checks: Four access checks were performed by Operations Supervisors Matt and Joseph.
- COVID-19: In March, Joseph and Chris each transported one passenger COVID-19 positive.
- Driver Manual meetings restarted in March to update and edit for distribution to the drivers TBD.
- HUB Center for Seniors: MTA transported 254 seniors (508 rides) to get their COVID-19 vaccinations in Belfair.
- Meals on Wheels: We delivered 976 meals to Mason County residents in March 2021.
- Outreach presentations: All outreach presentations have stopped during the COVID-19 outbreak.
- Ridership: We had 17,350 total riders in all modes of transportation in March 2021, this is an increase of 5060 riders over Jan 2021.
- Safety Committee Meeting on March 30, 2021. Drivers nominated Jon Sharp as their representative driver. Alternate is Alan Holm. Resuming work on the Safety and Health Manual.
- Training: Lisa attended Assault Awareness and Prevention webinar. Lisa started PASS 7.0 training with the drivers 13 drivers recertified this month. Training will continue into April to get the remainder of our drivers PASS 7.0 recertified.
- Vanpool: Usage rate for March 2021 was 30%; 3 of 10 vans were in use.
- Volunteer Driver: MTA extra board drivers completed 86 volunteer driver rides this month.

2021 WORK ITEMS UPDATE

SEE ATTACHED SPREADSHEETS

2021 Work Items	Completed as of 4/16/2021	Progress
Objective 1: Safe and Secure		
1st Quarter Driver training and refresher training as required		Training in CPR/AED/FA; Trina completed Defensive Driver Instructor Recertification
2nd Quarter Driver training and refresher training as required		
3rd Quarter Driver training and refresher training as required		
4th Quarter Driver training and refresher training as required		
Change from flag stop to fixed stop in urban area of Shelton		
Curbs or bollards at Johns Prairie	√	Bollards are in place along the building where parking is available.
Review WSTIP Best Practices for Safety		
Continue to monitor COVID-19 compliance and adjust for any mandates as needed		On-going.
Update Safety Manual and prepare Emergency Plan		
Roof replacement for the Radich building		
L&I Review of the T-CC		
Objective 2: Effective Transportation Services		
Benchmark route performance and monitor low-performing routes		
Review DAR services and hours to ensure efficiency and availability of resources		
Seek new route opportunities		February new route to Olympia started that will utilize Shelton-Matlock Park & Ride once open.
Passenger Apps for scheduling and tracking bus		In April - passenger app went live and we are using bus tracking.
Sign at T-CC for estimated time of arrivals for fixed route		
Explore on-demand services for Shelton and Belfair		
Internal assistance with Volunteer Driver Program Transportation		MTA Extra Board Drivers provided 28 volunteer rides in January - we would not be able to provide this service if not for them.
Conduct outreach for all service changes and new park & ride openings		
Plan for restoring to full service (Pre-COVID) and adjust where needed to improve service		
Objective 3: Financial Stewardship		
Records Management - Network reorganization		
Continued work in records management		Exploring scan and toss. Tracy and Tyler in motion.
Hire an Accounting Coordinator with high level accounting skills		Hired non-suitable candidate in February. Recruitment to go back out end of April, early May
Prepare Fixed Asset policy, Investment policy, and other financial policies as identified		
Explore moving MIP accounting software to the Cloud		This will happen EOY, once term of annual maintenance fee is exhausted.
Review 5-year sustainability plan and adjust as needed		Began updating sustainability. With the addition of federal COVID-19 grants, we are achieving our 5-year sustainable benchmark. Waiting to determine what the American Rescue Plan award will be before publishing.
Plan financially for future service changes or increases		TBD
Identify needed financial policies or manual to outline financial objectives.		Collecting policy examples from peer transit ASK responses for Investment and Reserve policies.

Prepare for GASB changes on leases and other regulations	√ Attended training by SAO & GFOA. Setting new leases to better comply with GASB.
Objective 4: Community Partnerships and Responsibility	
Conduct Community Conversations to solicit input regarding MTA services	
Participate in community events as available	
Park & Ride project (through 2023)	
Promote Partnerships with City, County and other entities by serving on committees, boards, supporting projects, etc.	
Continue delivery assistance for Meals on Wheels and Commodity Boxes for senior centers	Delivered 1,442 meals and commodity boxes in 2021
Transporting clients in cooperation with hospital and health department	Chris transported 7 riders in January to be tested for COVID-19
1st Quarter PR Campaigns	DAR, COVID safety, Busing on the Lookout, Employee of the Year
2nd Quarter PR Campaigns	
3rd Quarter PR Campaigns	
4th Quarter PR Campaigns	
Objective 5: Workplace Culture	
Continue Employee Engagement Committee for seeking opportunities to improve the work environment	Committee continues to meet, recently met to select Employee of the Year award.
Launch Communication Flow Plan	Communication flow plan is substantially complete and will be sent out for employee review
Coordinate events with EMC	
Create committee for Belfair Office furnishings	
Encourage Castlight Challenges	
Create Uniform committee to select new uniform items	
Strive to meet goals and objectives of EEO program to broaden employment opportunities for all protected classes	
Consult with contractor for remodeling/updating Customer Service office at the T-CC	
Continue reviewing policies	

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Report Item 3 - *Informational*
Subject: Mason Transit Authority Regional Mobility Park and Ride Progress Update
Prepared by: Patrick Holm, Project Manager, SCJ Alliance
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Summary for Discussion Purposes:

Project Management: SCJ is continually managing the design team and subconsultant team. SCJ is tracking on-going project progress.

Pear Orchard Construction: Scarsella is finishing up construction. SCJ will perform a punch list walkthrough with MTA on Wednesday 4/14. The remaining work is verifying landscaping is established, finalizing the electrical installation and car charging station, and coordinating with Hood Canal Communications to install security cameras.

Belfair Park and Ride Construction: Roglin's is sending in submittals and RFIs. Roglin's is progressing site and building construction. Foundations for the building and bus canopy have been completed. The majority of buried utilities have been installed. Roglin's is beginning to form and pour curb and gutter and will move to paving next. Roglin's will also continue to go vertical with the building.

Shelton Matlock Park and Ride Construction: Roglin's is working on starting on the work at this site and aims to kick off some electrical work soon. The illumination poles have been ordered and will be installed when they arrive. Roglin's is providing details on installing a fence along the western and northern boundary.

Pickering Road Park and Ride Construction: Roglin's will likely begin to mobilize for this site in late April/early May. They will provide a minimum of one-week notice prior to site work.

Cole Road Park and Ride Construction: Roglin's will likely begin to mobilize for this site in late April/early May. They will provide a minimum of one-week notice prior to site work.

Mason Transit Authority Regular Board Meeting

Agenda Item: Informational Item 4 – *Informational*
Subject: Operational Statistics
Prepared by: LeeAnn McNulty, Administrative Services Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

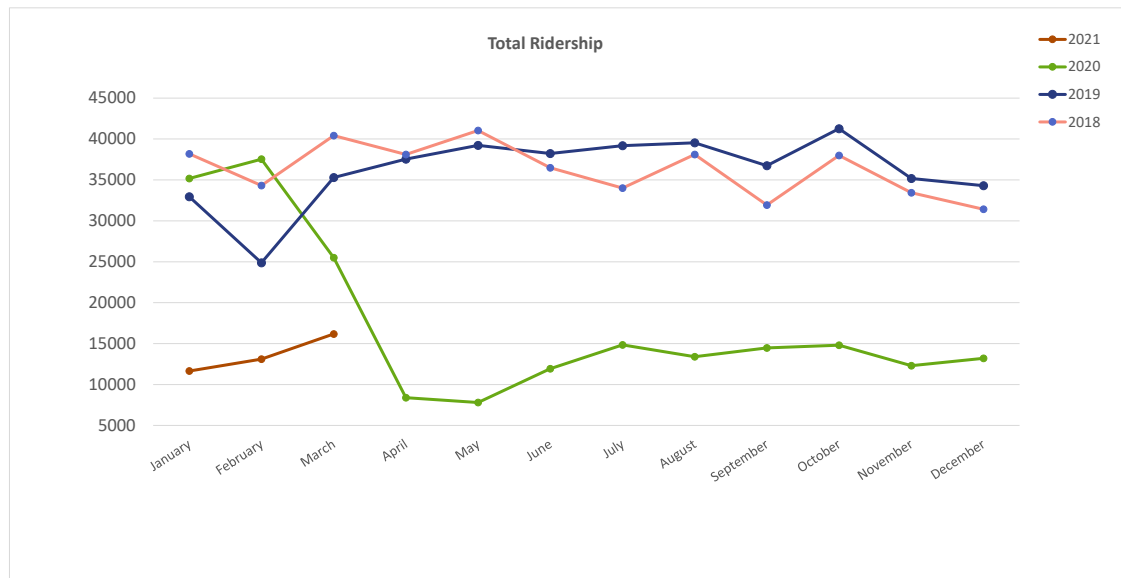
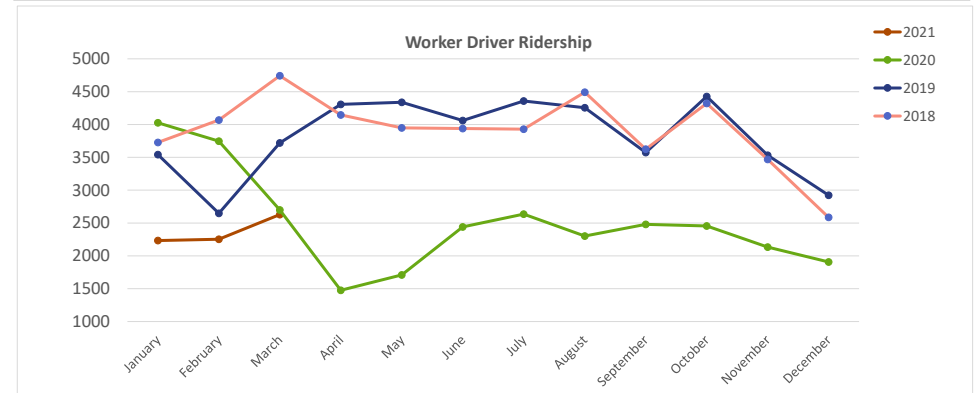
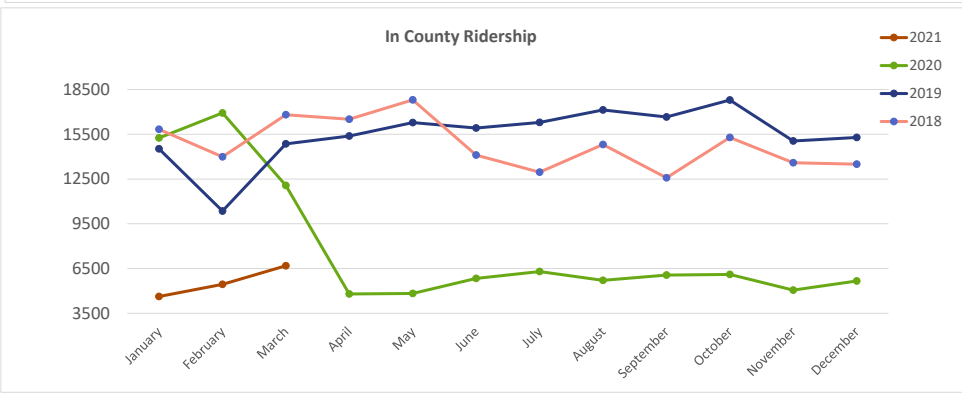
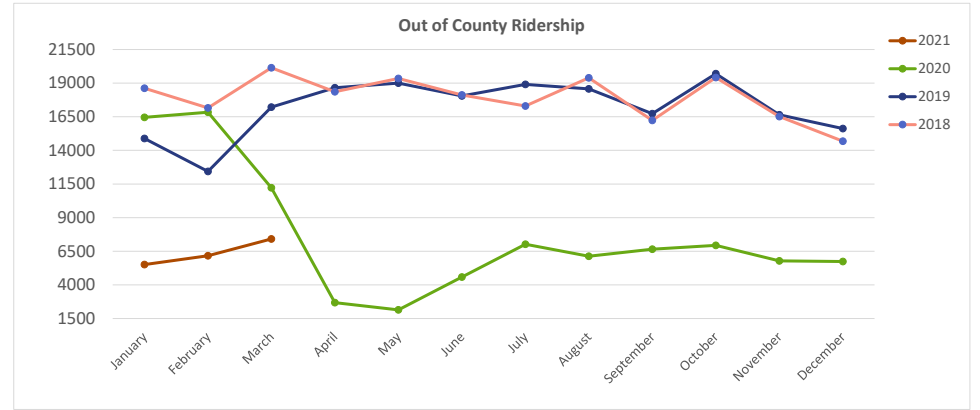
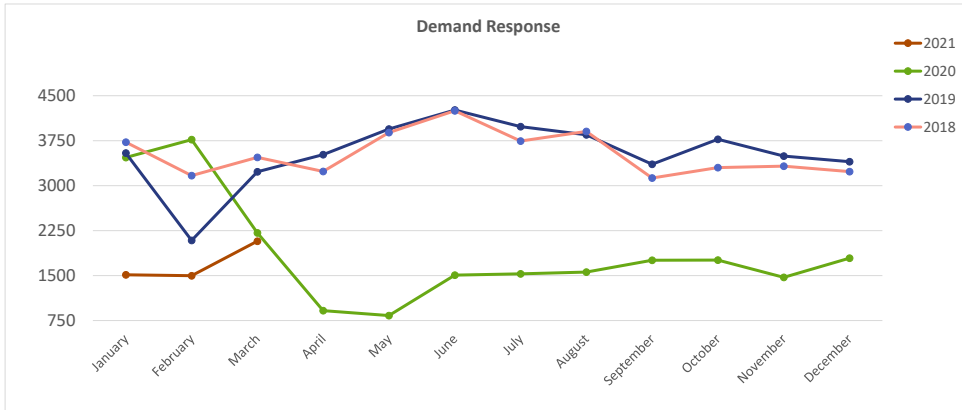
The attached ridership data displays an increase for March in both In County and Out of County rides provided, Demand Response and Worker Driver ridership remained steady. While Washington State remains in Phase 3 of the reopening plan and as the COVID-19 vaccine continues to become more readily available, we are looking forward to providing more rides to the communities we serve.

Average daily total ridership based on # of service days in the month:

January	- 24 service days	485
February	- 23 service days	569
March	- 27 service days	599

Ridership is being monitored closely as we look toward transitioning to a new normal.

RIDERSHIP DATA CHARTED



Mason Transit Authority Regular Board Meeting

Agenda Item: Informational – Item 5 – *Informational*
Subject: WSTIP Risk Profile
Prepared by: Mike Ringgenberg, Interim General Manager
Approved by: Mike Ringgenberg, Interim General Manager
Date: April 20, 2021

Background:

Annually, WSTIP prepares a risk profile for each member that looks at auto losses. During the performance years, we have had [three] significant occurrences that have raised our loss statistics for Fixed Route (driver hit a guard rail) and Demand Response (two passenger falls). Vanpool had no loss statistics for the period being reported. Administrative/Maintenance had one occurrence with two claims in 2018 (ladder fell hitting two vehicles).

Operations has taken steps to have frequent, quarterly and annual training to reduce potential losses.

Summary: Risk Profile Information on MTA's performance for years 2015-2019

2020

RISK PROFILE

WASHINGTON STATE
TRANSIT INSURANCE POOL



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Scan the QR code to order additional printed copies of this Risk Profile.



Mason Transit Authority



About This Report

The following statistical information provides a comparison of your transit agency's operational performance to other transit agencies of similar size and to the Washington State Transit Insurance Pool (WSTIP) as a group. The comparison will be of the fixed route, paratransit / demand response, vanpool modes and administrative & maintenance utilization for the years 2015 - 2019 with financial information presented as of 12/31/2020.

The loss data used in this report represents auto liability claims information only. No credit was given for deductibles or other recoveries. A claim is counted as a claim when an actual claim for damages was filed regardless if any money was paid (denied claims are counted as claims). Claim counts were not capped per event. The financial loss data used is capped, utilizing individual caps based on each agency's size. This is the same financial loss cap utilized for determining member rates.

Your losses are capped at \$50,000 as are the losses of all agencies in your group. Your group includes: Clallam, Everett, Grant, Grays Harbor, Island, Link, Mason, Skagit, Whatcom and Yakima.

About the Graphs

For completeness, graphs have been prepared to include all agencies in your group. If an agency doesn't have the mode being graphed the agency name will be listed but with no values shown.

Loss Rate

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, multiplied by 1,000 miles and divided by the actual miles traveled by that mode. The result is a dollar amount of incurred losses per 1,000 miles traveled.

Loss Rate Formula			
Losses Capped	x	1,000 Miles	= Loss Rate
Miles Traveled			

Loss Frequency

is the number of claims experienced for a mode, divided by the actual miles traveled by that mode and multiplied by 100,000 miles. The result is the number of claims incurred per 100,000 miles traveled.

Loss Frequency Formula			
Claims			
Miles Traveled	x	100,000 Miles	= Loss Frequency

Loss Severity

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, divided by the number of claims experienced for that mode. The result is a dollar amount reflecting the average financial loss of a claim for that mode.

Loss Severity Formula			
Losses Capped			
Number of claims	=		Loss Severity

For the years 2015 - 2019

Mason had capped losses of \$82,971, traveled 3,656,655 miles, equating to an average loss rate of \$22.69 per 1,000 miles traveled.

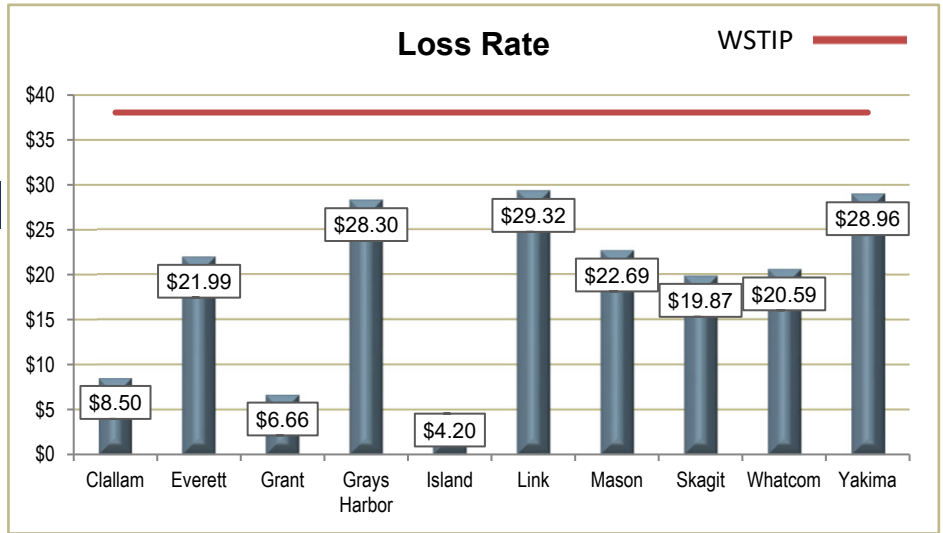
Loss Rate Formula	
82,971	x 1,000

3,656,655	= \$ 22.69

The WSTIP combined average loss rate was \$38.05.

Mason's loss rate is 40% less than the WSTIP average.

Fixed Route



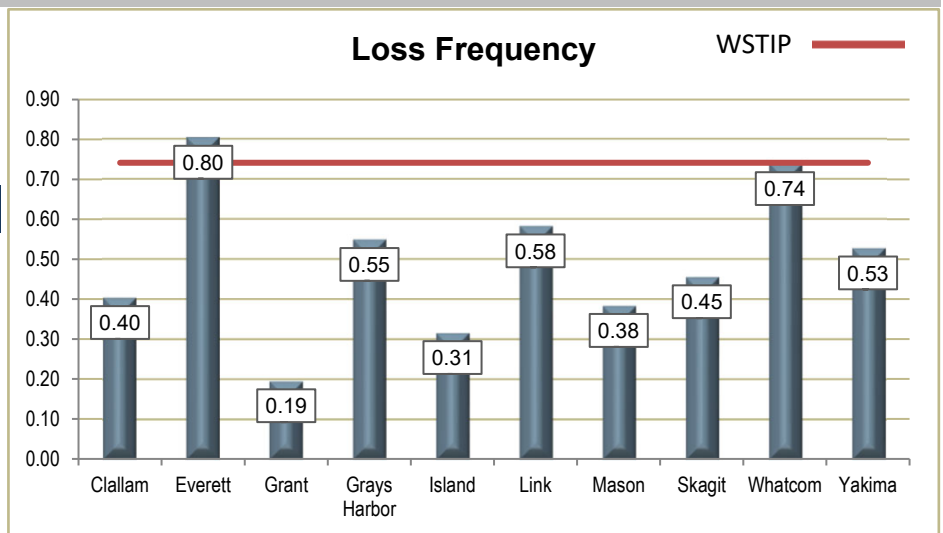
Mason had 14 claims, traveled 3,656,655 miles, equating to an average loss frequency of 0.38 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
14	x 100,000

3,656,655	= 0.38

The WSTIP combined average loss frequency was 0.74.

Mason's loss frequency is 48% less than the WSTIP average.

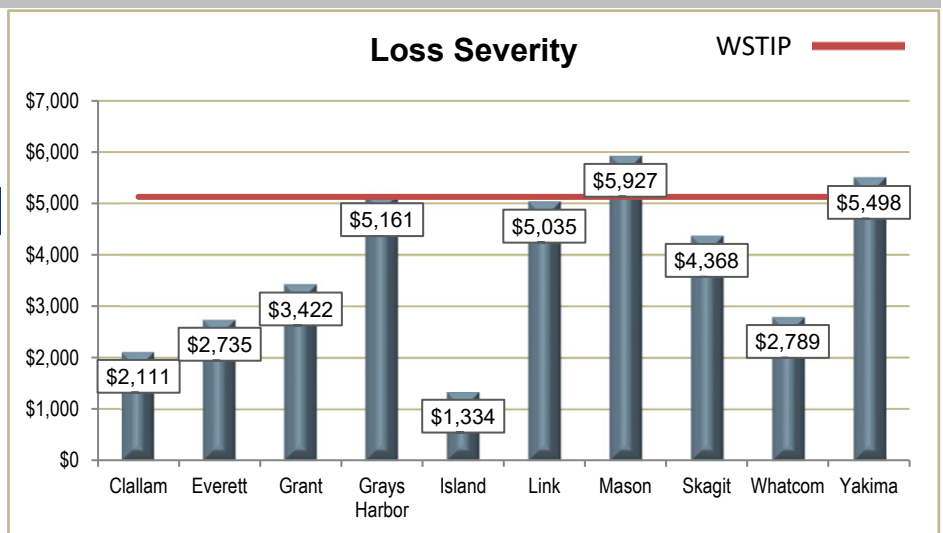


Mason had capped losses of \$82,971 and had 14 claims, equating to an average loss severity of \$5,927 per claim made.

Loss Severity Formula	
82,971	-----
14	= \$ 5,927

The WSTIP combined average loss severity was \$5,129.

Mason's loss severity is 16% more than the WSTIP average.



For the years 2015 - 2019

Paratransit / Demand Response

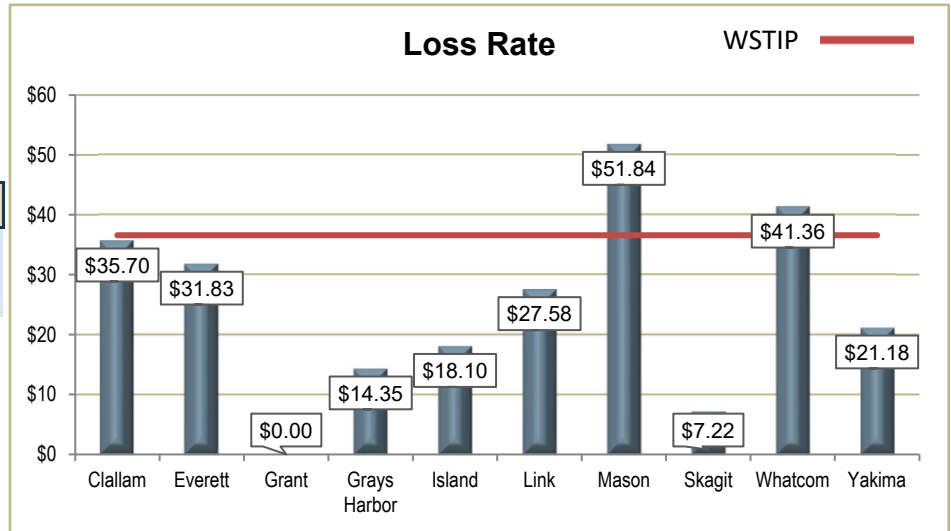
Mason had capped losses of \$86,912, traveled 1,676,549 miles, equating to an average loss rate of \$51.84 per 1,000 miles traveled.

Loss Rate Formula

$$\frac{86,912 \times 1,000}{1,676,549} = \$ 51.84$$

The WSTIP combined average loss rate was \$36.60.

Mason's loss rate is 42% more than the WSTIP average.



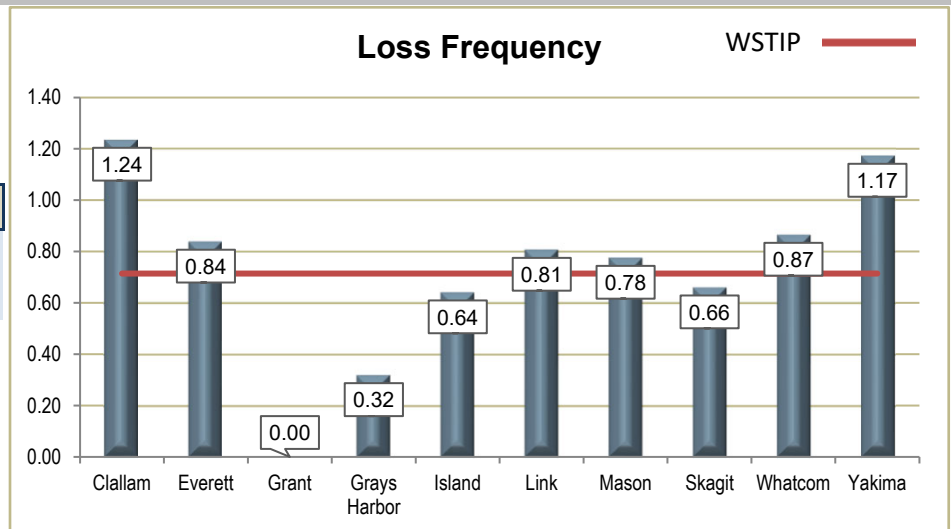
Mason had 13 claims, traveled 1,676,549 miles, equating to an average loss frequency of 0.78 claims incurred per 100,000 miles traveled.

Loss Frequency Formula

$$\frac{13}{1,676,549} \times 100,000 = 0.78$$

The WSTIP combined average loss frequency was 0.71.

Mason's loss frequency is 9% more than the WSTIP average.



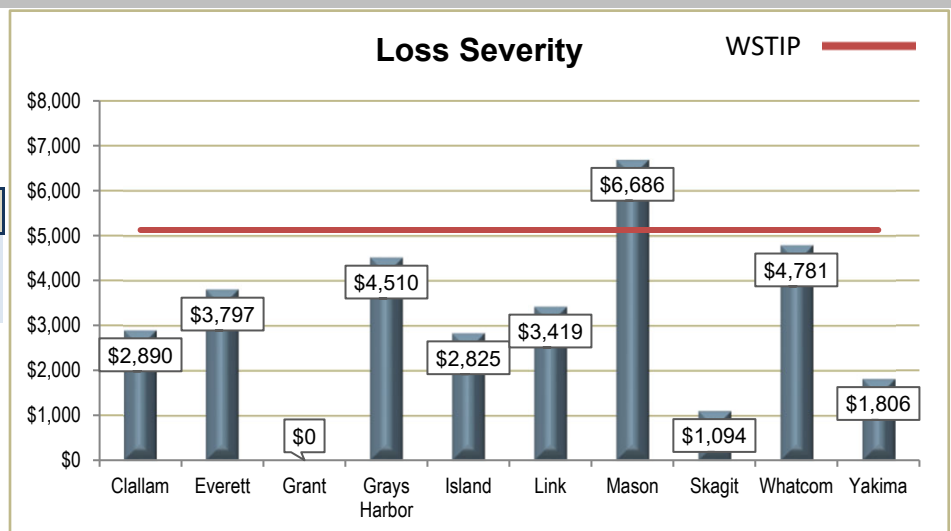
Mason had capped losses of \$86,912 and had 13 claims, equating to an average loss severity of \$6,686 per claim made.

Loss Severity Formula

$$\frac{86,912}{13} = \$ 6,686$$

The WSTIP combined average loss severity was \$5,126.

Mason's loss severity is 30% more than the WSTIP average.



For the years 2015 - 2019

Mason had capped losses of \$580, traveled 978,565 miles, equating to an average loss rate of \$0.59 per 1,000 miles traveled.

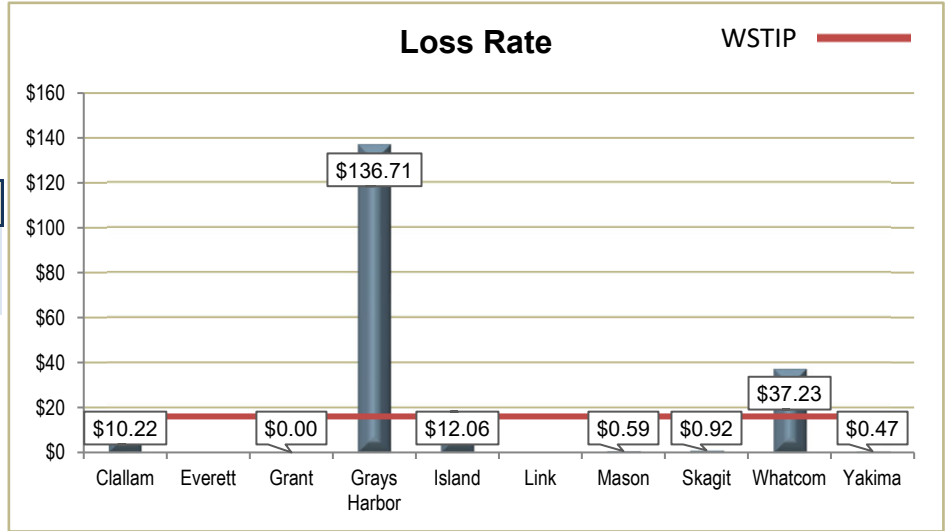
Loss Rate Formula	
580	x 1,000

978,565	= \$ 0.59

The WSTIP combined average loss rate was \$15.99.

Mason's loss rate is 96% less than the WSTIP average.

Vanpool



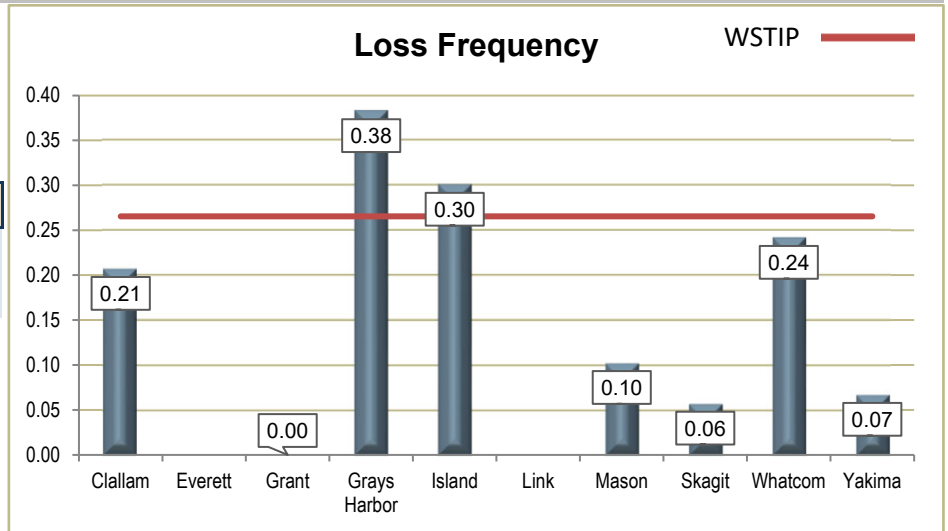
Mason had 1 claims, traveled 978,565 miles, equating to an average loss frequency of 0.10 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
1	x 100,000

978,565	= 0.10

The WSTIP combined average loss frequency was 0.27.

Mason's loss frequency is 62% less than the WSTIP average.

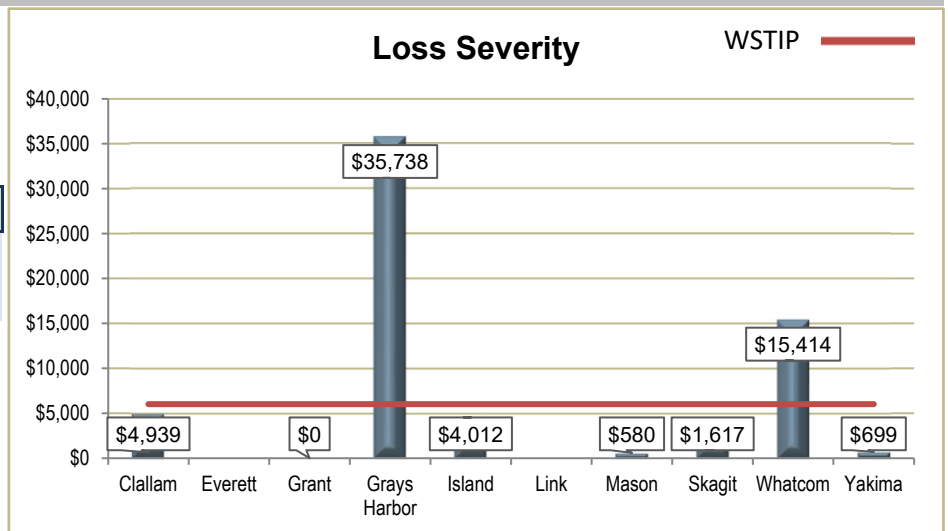


Mason had capped losses of \$580 and had 1 claims, equating to an average loss severity of \$580 per claim made.

Loss Severity Formula	
580	= \$ 580
1	

The WSTIP combined average loss severity was \$6,025.

Mason's loss severity is 90% less than the WSTIP average.



For the years 2015 - 2019

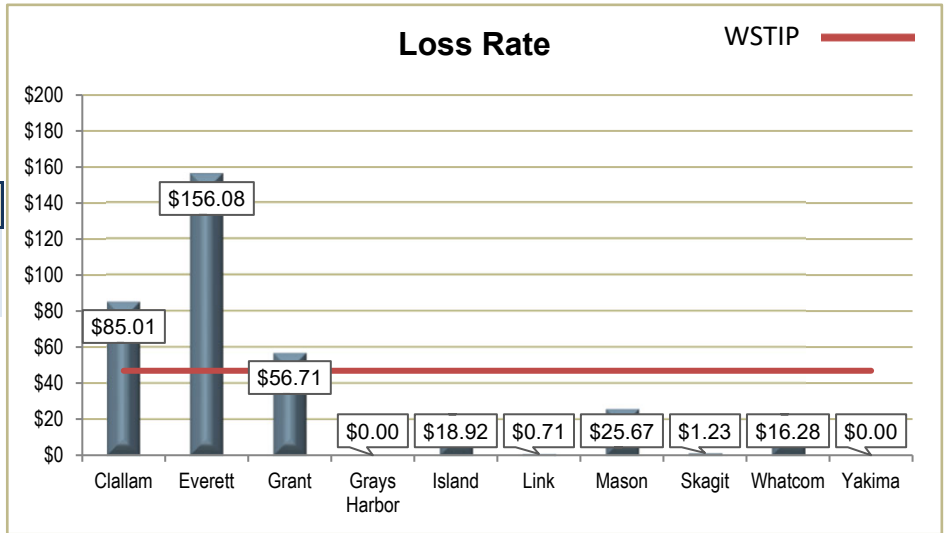
Administrative / Maintenance

Mason had capped losses of \$3,359, traveled 130,858 miles, equating to an average loss rate of \$25.67 per 1,000 miles traveled.

Loss Rate Formula	
3,359	$\times \frac{1,000}{130,858} = \$ 25.67$

The WSTIP combined average loss rate was \$46.86.

Mason's loss rate is 45% less than the WSTIP average.

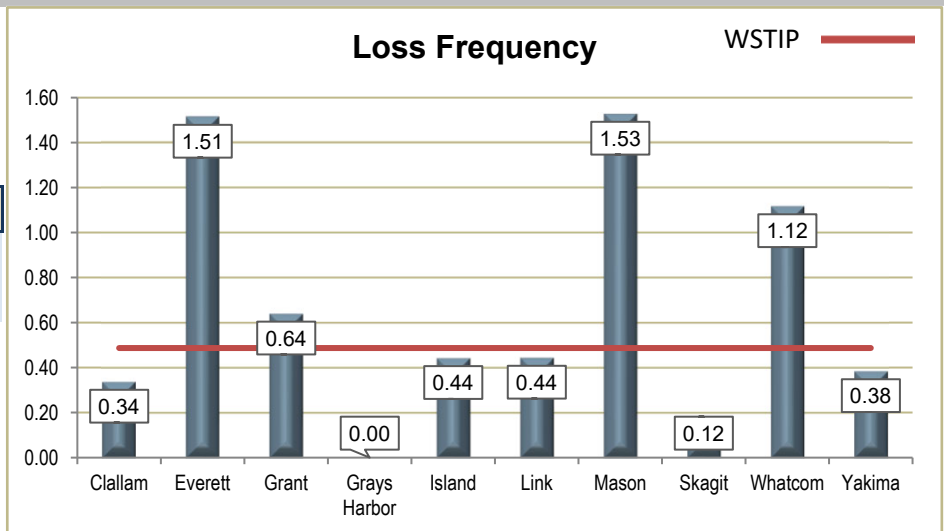


Mason had 2 claims, traveled 130,858 miles, equating to an average loss frequency of 1.53 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
2	$\times \frac{100,000}{130,858} = 1.53$

The WSTIP combined average loss frequency was 0.49.

Mason's loss frequency is 214% more than the WSTIP average.

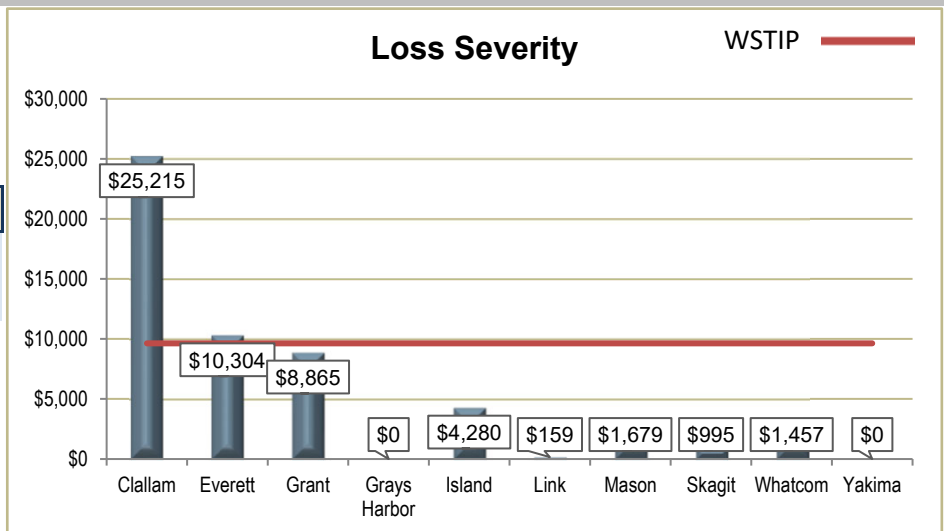


Mason had capped losses of \$3,359 and had 2 claims, equating to an average loss severity of \$1,679 per claim made.

Loss Severity Formula	
3,359	$\div 2 = \$ 1,679$

The WSTIP combined average loss severity was \$9,627.

Mason's loss severity is 83% less than the WSTIP average.



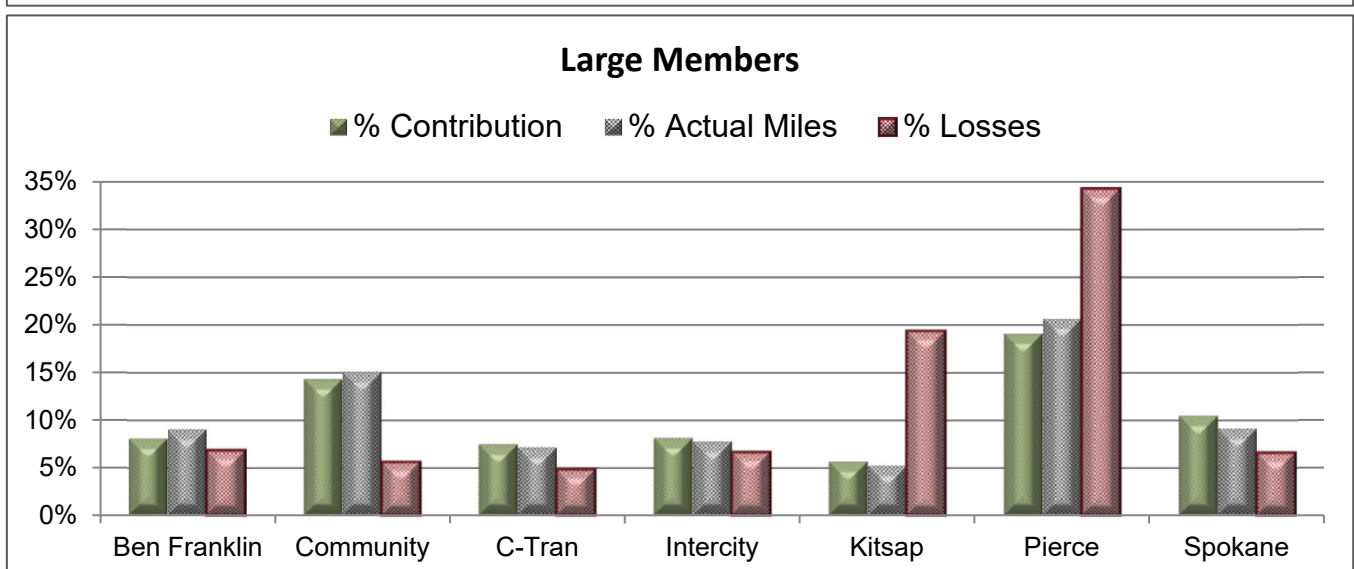
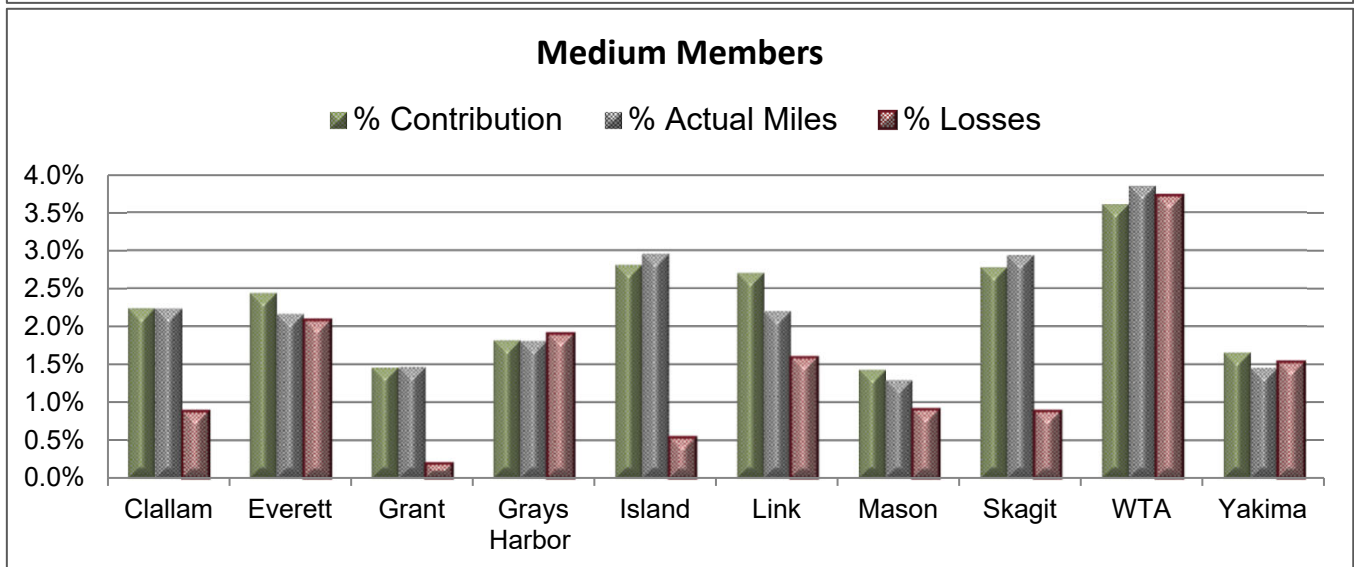
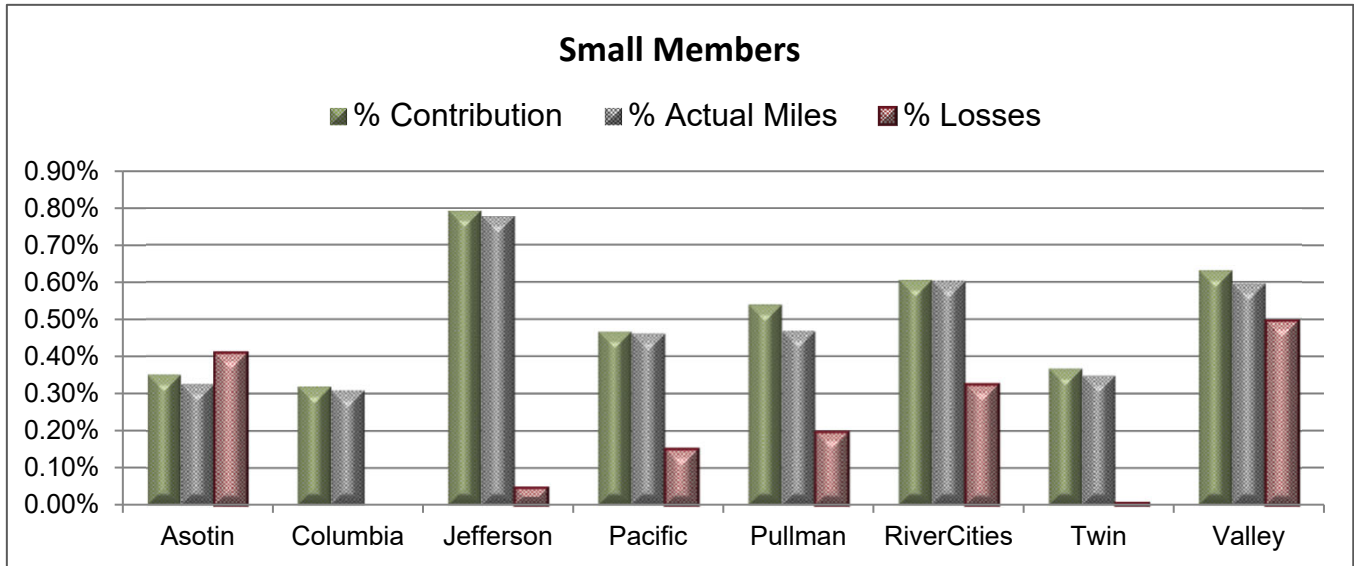
Exposure to Loss Table: Auto Liability Uncapped (paid loss + reserves)

This table shows contributions for auto liability, miles traveled and auto liability losses for the years 2015 - 2019. Column H compares a members % of loss to their % of miles to WSTIP as a whole (or 100% of the Pool).

A **favorable loss trend** is less than 100% of the Pool and indicates the member's performance is better than or WSTIP average (and therefore helping the Pool). An **unfavorable loss trend** is more that 100% of the Pool and indicates the member's performance is worse than WSTIP average.

	[A]	[B]	[C]	[D]	[E]	[F]	[G]		
Members	Member Contribution	% of Total	Miles Traveled	% of Total	Auto Liab Losses (Uncapped)	% of Total	[E] / [C] Losses per Mile	% of Total	
Small									
Asotin	\$ 183,798	0.35%	1,624,165	0.33%	\$ 108,341	0.41%	\$ 0.067	6.74%	
Columbia	166,848	0.32%	1,537,226	0.31%	-	0.00%	-	0.00%	
Jefferson	415,076	0.79%	3,882,933	0.78%	12,626	0.05%	0.003	0.33%	
Pacific	244,291	0.47%	2,303,765	0.46%	40,022	0.15%	0.017	1.75%	
Pullman	282,571	0.54%	2,336,947	0.47%	52,172	0.20%	0.022	2.25%	
RiverCities	317,006	0.61%	3,010,401	0.60%	85,834	0.33%	0.029	2.88%	
Twin Valley	191,911	0.37%	1,736,941	0.35%	1,662	0.01%	0.001	0.10%	
	330,511	0.63%	2,973,433	0.60%	131,135	0.50%	0.044	4.45%	
Medium									
Clallam	1,170,295	2.23%	11,140,846	2.23%	233,571	0.88%	0.021	2.12%	0.00%
Everett	1,276,539	2.44%	10,772,221	2.16%	550,562	2.09%	0.051	5.16%	
Grant	761,843	1.45%	7,292,032	1.46%	51,954	0.20%	0.007	0.72%	
Grays Harbor	949,414	1.81%	9,002,187	1.80%	502,168	1.90%	0.056	5.63%	
Island	1,469,839	2.81%	14,732,739	2.95%	142,182	0.54%	0.010	0.97%	
Link	1,414,350	2.70%	10,963,564	2.20%	420,515	1.59%	0.038	3.87%	
Mason	746,705	1.43%	6,442,627	1.29%	239,800	0.91%	0.037	3.76%	
Skagit	1,453,694	2.78%	14,642,093	2.93%	234,146	0.89%	0.016	1.61%	
WTA	1,889,812	3.61%	19,204,627	3.85%	982,982	3.72%	0.051	5.17%	
Yakima	864,983	1.65%	7,240,208	1.45%	404,895	1.53%	0.056	5.65%	
Large									
Ben Franklin	4,213,933	8.04%	44,941,766	9.00%	1,801,838	6.83%	0.040	4.05%	
Community	7,487,069	14.29%	74,994,566	15.03%	1,479,190	5.60%	0.020	1.99%	
C-Tran	3,897,473	7.44%	35,397,990	7.09%	1,275,069	4.83%	0.036	3.64%	
Intercity	4,245,761	8.11%	38,524,774	7.72%	1,753,650	6.64%	0.046	4.60%	
Kitsap	2,944,818	5.62%	26,006,263	5.21%	5,105,739	19.34%	0.196	19.83%	
Pierce	9,999,230	19.09%	103,078,482	20.65%	9,048,797	34.28%	0.088	8.86%	
Spokane	5,465,999	10.43%	45,332,374	9.08%	1,736,018	6.58%	0.038	3.87%	
WSTIP	\$ 52,383,769	100.0%	499,115,170	100.0%	\$ 26,394,869	100.0%	\$ 0.053	100.00%	

Exposure to Loss Graphs: For the years 2015 - 2019.



We Believe in Investing in Our Members

Grant Funding

The purpose of these grants is to provide funding for projects or programs intended to avoid, prevent, or reduce the likelihood of losses to WSTIP members.

Risk Management Grant

WSTIP members may receive up to \$2,500 per year. The grant is generally used for loss prevention, loss reduction, safety, or training programs/products.

Network Security Grant

WSTIP members may receive up to \$2,000 per year. The grant can be used for loss prevention, loss reduction, cyber security, or training programs/products.

Technology Grant

WSTIP members may receive up to 25% of any one project. Officially the Technology Risk Reduction Initiative Grant Program, the Program exists to encourage WSTIP members to pilot emerging and or “new to the agency” technology specifically for loss prevention purposes. This grant program also strives to promote knowledge transfer among WSTIP’s membership regarding risk reduction technologies. This is a competitive grant program. Funding is subject to WSTIP budgeted amounts and is funded on a first come, first approved basis.

Put Ideas Into Action

Applications for Grant funding should be coordinated through your WSTIP Board Member Representative. Submit your application anytime before December 15. Questions regarding the grant program or your application are welcomed.

Contact Joanne Kerrigan, Member Services Manager, joanne@wstip.org



2020 Executive Committee

We Are in This Together

Have questions about this report or how
WSTIP can help you manage risk?

CONTACT US



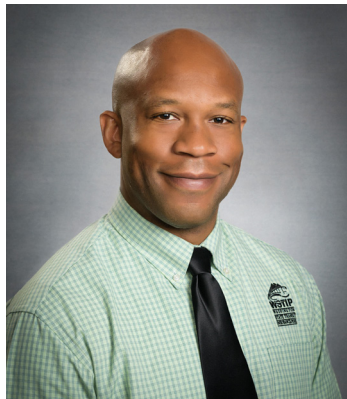
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We Believe in Training | We Believe in Managing Risk

