

HUMAN RESOURCES SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Meeting Notice:

The next meeting of this subcommittee of the TARC Board of Directors will be held at:

**TARC's Headquarters, Board Room
1000 W. Broadway, Louisville, KY 40203**

Wednesday, March 16 at 1:30 p.m.

Alternately, members of the public and/or TARC staff may watch a livestream of the meeting by going to www.facebook.com/ridetarc the livestream will be at the top of the page; No Facebook account is needed. Public comments may be submitted in the chat feature of Facebook.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Ashlie Woods at 502.561.5108. Requests made as early as possible will allow time to arrange accommodation.

HUMAN RESOURCES SUBCOMMITTEE BOARD OF DIRECTORS MEETING



Agenda

- | | | | |
|------|--|-----------------|-------------|
| I. | Quorum Call/Call to Order | Tawanda Owsley | 1:00 |
| II. | Staff Reports and Presentations | Randy Frantz | 1:05 – 1:35 |
| | a. Human Resources Update | J.P. Hamm | |
| | b. Diversity and Inclusion Update | Tim Findley Sr. | |
| | c. Review of Attendance Policy | Carrie Butler | |
| III. | Review of Proposed Resolution | | |
| | a. Amendment to Resolution 2021-43
Management Consulting Services | John Launius | |
| IV. | Adjournment | | 2:00 |



**HUMAN RESOURCES
SUBCOMMITTEE MEETING**

MARCH 16, 2022





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II. Staff Report and Presentations	1:35pm - 2:00pm
I. Human Resources Update (Hamm)	
II. Diversity & Inclusion (Findley)	
III. Review of Attendance Policy (Butler)	
III. Review of Proposed Resolutions	2:00pm - 2:30pm
I. Amendment to Resolution 2021-43	
IV. Adjourn	2:30pm

HR UPDATE – OPEN VACANCIES

- Coach Operator
- Mechanic
- Hostler
- Mechanic Helper
- Inventory Control Manager
- Accounts Payable Specialist
- Human Resources Specialist
- Marketing Coordinator
- Assistant Director of Planning
- ITS Engineer
- Executive Assistant
- Part-time Dispatch/Radio Clerk
- Dispatch Supervisor
- Customer Service Representative
- Accounting Assistant
- Systems Engineer
- Accounts Payable/Accounts Receivable Supervisor



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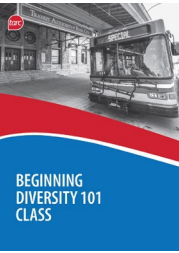
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Hostler, starting pay - \$22.97
Mechanic "B", starting pay - \$24.25
Mechanic Helper, starting pay - \$25.37
Mechanic "A", starting pay - \$26.30

Start today! Speak to the Director of Maintenance
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Apply online at rideTARC.org/careers

EMPLOYEE DIVERSITY, EQUITY & INCLUSION TRAINING



UNDERSTAND ENVIRONMENT, REVIEW PERSPECTIVES, ANALYZE CLIMATE, & ALIGN PRACTICES

	1. Beginning Diversity	2. Inclusion Behavior	3. Sexual Harassment	4. Implicit Bias	5. Intercultural Communication
Intended Audience	All Employees	TARC Directors	TARC Directors & Coach Operators	TARC Directors	TARC Directors
	Qty: 570	Qty: 16	Qty: 340	Qty: 16	Qty: 16
% Training Completed	70%	100%	95%	NA	NA
Scheduled Training	Weekly	04/7/21	07/26/21	03/28/22	TBD



EMPLOYEE ATTENDANCE POLICY

ESSENTIAL FOR AN EFFECTIVE OPERATION AND CUSTOMER OBLIGATIONS

- Last revision, November, 2002
- Follows a point system for debits (absences) and credits (perfect attendance)
- Addresses three tiers of absenteeism, only one of which is counted as points
- Progressive discipline - Counseling, Probation, & Discharge





THANK YOU



HR SUBCOMMITTEE MEETING

March 16, 2022

Memorandum

To: ALL BARGAINING UNIT TEAM MEMBERS

From: J. Barry Barker

Date: November 1, 2002

Re: ATTENDANCE POLICY, SECOND REVISION

The current Attendance Policy was effective in January 1997 and first revised in July 1998. This current revision, effective November 1, 2002, is intended to bring the policy more closely in line with the guidance of the Family and Medical Leave Act, or FMLA. The main changes in this revision are:

- Changes definition of “Verified Disability/Long-Term Illness or Injury” to make it more consistent with “Serious Health Condition” under FMLA, shortening the minimum period of absence from ‘more than ten (10) working days’, to ‘more than three (3) working days’
- Changes “Excused” absence to “Permitted” absence
- Addresses Intermittent FMLA
- Establishes the twelve-week annual ceiling for FMLA absences.
- Simplifies definition of “Rolling Year” to a 365 day period, ending with the date counseled.

The Attendance Policy supports TARC’s commitment to provide high quality, dependable service. We encourage and reward team members who are regular and faithful in the performance of their duties. At the same time, the policy allows room for the occasional unavoidable absences that occur from time to time, as well as the infrequent, but more serious absences, without jeopardy to an individual’s employment.

Please read the revised policy and keep it for reference. Questions may be directed to your supervisor or department head.

TARC ATTENDANCE POLICY

Rev 2.0

A. INTRODUCTION AND PURPOSE

Regular attendance is essential to the effective operation of TARC, and to our commitment to provide high quality, dependable service to our customers. It is the expectation of TARC that each member of our team will be available for scheduled work on a consistent basis.

From time to time, an employee may have an illness, disability, or other valid reason that prevents attendance at work. The TARC Attendance Policy allows for these infrequent occurrences. As an incentive to exceed the standards of this policy, the TARC Incentive Program provides a financial reward for those who achieve perfect attendance.

The TARC Attendance Policy is intended to support the objective of regular attendance. It includes a series of disciplinary steps that bring to the employee's attention the fact that he/she is exceeding acceptable absence levels, provides counseling regarding steps that can be taken for improvement, and describes the consequences of failure to improve attendance.

B. DEFINITIONS

Permitted Absence: Absence from scheduled work supported by adequate explanation, documentation, or a physician's statement delivered to the employee's immediate supervisor upon return to work. Whenever an employee has been absent for more than three (3) consecutive workdays, a physician's statement is required in order for the absences to be considered permitted. At TARC's discretion, a physician's statement may be required for absences on a scheduled workday immediately before or after a holiday or vacation, in order for such absences to be considered permitted. Permitted absences are assessed at one point per day.

Unexcused Absence: Absence from scheduled work that is either; (1) not supported by adequate explanation, documentation, or a physician's statement, (2) not supported in a timely manner as described above, (3) inadequately supported, or, (4) for any other reason not considered permitted in Exhibit "A." Unexcused absences are assessed at two points per day.

Verified Disability/Long-Term Illness or Injury: A continuous period of absence for a serious health condition of any length requiring hospitalization or minor surgery, or a continuous period of absence of more than 3 working days which qualifies as an absence under the Family and Medical Leave Act.

Verified Worker's Compensation: A period of absence attributable to a work injury supported by a physician's statement from a designated treating physician, a physician seen on referral from a designated treating physician, or a physician designated by TARC.

Rolling Year: A period of 365 days, ending with the date of counseling.

Physician's Statement: A statement from a licensed physician, osteopath, dentist, or chiropractor that includes the employee's name, diagnosis, dates of disability, and signature of medical care provider. A rubber-stamp signature is acceptable. However, TARC may verify the authenticity of any statement as it deems necessary. In situations where confidentiality of diagnosis is necessary, the statement should indicate to whom Human Resources staff may direct inquiries to confirm the necessity for the absence.

C. CATEGORIES OF ABSENCE

TARC recognizes three major categories of absence. These are:

Category A:

1. Vacations
2. Paid Holidays
3. Jury Duty
4. Approved Leave, e.g., Funeral, Military, Maternity, Union, etc.
5. Suspensions
6. Union Business

Category B:

1. Verified Disability/Long-Term Illness or Injury
2. Verified Worker's Compensation
3. Family and Medical Leave Act

Category C:

1. Permitted Absence *
2. Unexcused Absence
3. Loseouts/Tardiness/Late to Report

* Includes absences for personal reasons or any other absence not qualifying as category A or B

D. POINT SYSTEM

(1) Treatment of Absence Categories

A point system will provide a progressive program for handling absences and loseouts/tardies/late to report. Absences are treated as follows:

- a. Category A absences will not count toward points that result in disciplinary steps.
- b. Category B absences will not count toward points that result in disciplinary steps.
- c. Category C absences will count toward points that result in disciplinary steps.

(2) Accumulation of Points

Points are accumulated during a “rolling year”.

(3) Point Values of Absences/Credits

Permitted absences

Each full workday.....	1 point
Each partial workday.....	½ point

Unexcused absences

Each full workday.....	2 points
Each partial workday.....	1 point

Loseout/Tardy/Late to report

did not work run or other assignment.....	1 point
work run or other assignment.....	½ point

Credit for month of perfect attendance..... -1 point

E. PROGRESSIVE DISCIPLINARY STEPS

The three-step procedure outlined below will apply to the accumulation of points during a “rolling year.”

Step 1: Counseling

After accumulating ten (10) points, an employee will be notified, in writing, of the number of points accumulated and counseled as to subsequent disciplinary steps that will result from continued absences.

Step 2: Probation

After accumulating fifteen (15) points, an employee will be notified, in writing, of the number of points accumulated, counseled, and placed on probation. He/she will be advised that discharge may result from continued absences.

Step 3: Discharge

After accumulating twenty (20) points, an employee will be subject to termination based on a complete review of the individual's employment record, including but not limited to the employee's attendance record for the two (2) years prior to the start date of the rolling year.

F. GENERAL

1. Credits for Perfect Attendance: A "credit" of one point will be granted for perfect attendance in any one calendar month within the rolling year. Perfect attendance shall mean that the employee is not absent or tardy during the month, that the employee actually performed a work assignment, and missed no scheduled work due to discipline. Absences for union business or contractual paid absences for vacations, holidays, jury duty, or funerals will not negate the credit for that month.

2. Absences Involving "Ask Off's" in Transportation Department: From time to time, there is an excess of operators to perform the required work. Operators who "ask off" and are granted permission or are offered the opportunity to be off under these circumstances will not be assessed Category C absence or points under this policy.

3. Discipline Code: There are several areas of the Discipline Code where disciplinary actions are stipulated for absence or tardiness (e.g. AWOL, loseouts, etc.). This policy has been developed with no suspension steps so that the employee would not be subject to a double penalty for the same absence. However, each employee is subject to the penalties outlined in the Discipline Code should those specific rules be violated.

4. Attendance Record: Upon request, an employee may review or obtain a copy of his/her attendance record.

5. Intermittent FMLA: A physician's statement may be required for each absence, at TARC's discretion.

6. FMLA/Verified Disability/Long-term Illness or Injury: A maximum of 12 weeks per rolling year is authorized by FMLA.

7. Sick Pay: Section 10 (d) of the Collective Bargaining Agreement will govern the use of sick pay for the employee's own serious health conditions.

8. Effective Date: This revised policy is effective November 1, 2002. It is subject to change upon written notice to employees. Contemplated changes first will be discussed with the proper union representatives.

CLASSIFICATION OF CATEGORY C ABSENCE

I. PERMITTED

1. S - Sick

- A. Physical, mental and/or emotional incapacity (statement, if required)
- B. Accident or injury that would incapacitate individual in performing regular work function (statement, if required)
- C. Ill and going to Doctor (statement, if required)
- D. Using prescribed medication which would incapacitate individual (statement required)
- E. Dental problems, such as oral surgery or extraction (statement required)

2. O - Other

- A. Emergency leave - short term (documented if required)
 - 1. Natural disaster - tornado, flood, fire
 - 2. Life and death or injury situation within immediate family*
 - 3. Major crisis within immediate family* - i.e., disappearance of member, domestic situation of critical nature
- B. Doctor or Dental appointment of child or spouse (statement required)
- C. Illness of child or spouse (documentation required)
- D. Appointment - notification to Dispatcher or Supervisor no later than required reporting time
 - 1. Medical doctor (statement required)
 - 2. Dentist/Orthodontist (statement required)
 - 3. Psychologist/Counselor (statement required)
 - 4. Chiropractor (statement required)
 - 5. Acupuncture (statement required)
 - 6. Court appearance (documentation required)
 - 7. House closing/moving (documentation required)
 - 8. Attorney (documentation required)
- E. Childbirth by spouse or child (documentation required)
- F. Medical or dental surgery of immediate family member (documentation required)
- G. Funeral for other than immediate family* (documentation required)

II. UNEXCUSED - NX

- A. Car trouble
- B. Inability to get to work based on lack of transportation
- C. Absent without leave
- D. Any absence not documented as required or requested
- E. Refusal to state reason for absence when requested

* Immediate family is defined as father, mother, brother, sister, father-in-law, mother-in-law, spouse, children, grandchildren, grandparent of employee, step-children by current marriage.