

POLICY-HR-3502

See Also: Human Resources Rules; Resolution 01-2007

Approved by: _____
Mike Harbour

Human Resources Director

Written by: Ed Rutledge

MANAGING THE HUMAN RESOURCES DEPARTMENT

Definitions: “Authority” – Intercity Transit’s governing board of director.

This

policy applies to all Intercity Transit employees. The Human Resources rules apply to all employees except where such policy and/or certain rules are in direct conflict with the expressed, clear and unambiguous terms of operative labor agreements.

1. Human Resources Director Manages the Human Resources Department

A director shall manage Intercity Transit’s Department of Human Resources, which shall include such other employees as deemed appropriate.

2. Human Resources Personnel Maintain a Comprehensive Human Resources System

The responsibilities of the Department of Human Resources shall include:

- Coordination and control of the administrative and technical activities relating to maintenance of a comprehensive human resources system for the “Authority.” This shall include:
 - Labor negotiations;
 - Non-technical training;
 - Recruitment and selection of new employees;
 - Classification;
 - Compensation;
 - Required EEO functions;
 - Workforce development; and
 - Employee Benefits

3. Human Resources Director Shall Formulate and Administer Rules

The Director of Human Resources shall formulate, administer and monitor Human Resources Rules approved by the Authority or the General Manager. As a matter of illustration and not by limitation, the administrative rules shall include provisions for:

- Recruitment, examination, certification, and appointment on the basis of applicants;
- Classification and compensation;
- Employee behavior and expectations;
- Disciplinary guidelines with notice to employees of prohibited practices; and
- Non-technical employee training and development.

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4. General Manager Approves Amendments To Human Resources Rules

The Director of Human Resources suggests and prepares minor amendments to the Human Resources Rules. The General Manager, or his/her designee may approve minor amendments to the rules without Authority approval.

5. Human Resources Director May Enter Into Agreements With Labor Organizations.

Subject to ratification by the Authority, the Director of Human Resources or his/her designee may enter into agreements with the certified representatives of employees of the respective labor organizations, as provided under Washington statute.

6. Human Resources Director shall Design Classification/Compensation Plans

Subject to the approval of the Authority, the Director of Human Resources shall design a Classification Plan and Compensation Plan. The Director of Human Resources shall manage and administer the respective plans.