

AGENDA

GENERAL MEETING OF THE BOARD OF DIRECTORS OF THE ALAMO REGIONAL MOBILITY AUTHORITY

Greater Kelly Development Authority
Main Conference Room
143 Billy Mitchell Blvd. Suite No. 6
San Antonio, Texas

Wednesday, June 14, 2006
12:00 PM

- 1) Call meeting to order.
- 2) Approval of the Minutes of the Alamo RMA May 10, 2006 Board of Directors Meeting
- 3) Project Status Report (Pat Irwin/David Casteel):
 - A. Loop 1604/US 281 CDA Project
 - B. IH 35 Managed Toll Lanes Project
 - C. SH 16 Express Toll Lanes Project
 - D. Wurzbach Parkway Toll Interchange and Through Lane Project
- 4) Status update on the public involvement program and website improvements (Terry Brechtel/Leroy Alloway)
- 5) Resolution approving certain amendments to the Alamo RMA Personnel Policy regarding compensation philosophy and practice, benefits, drug free workplace, computer and telecommunication systems and cellular telephones. (Terry Brechtel/Carrie Conner)
- 6) Resolution authorizing the Executive Director to join the State of Texas Building and Procurement Commission Cooperative Purchasing Program and the TCPN Cooperative Purchasing Network to purchase goods and services from state contracts, TXMAS and the catalog purchasing program. (Terry Brechtel/Carrie Conner)
- 7) Discussion and appropriate action on the financial statements for the period ending May 31, 2006. (Carrie Conner)
- 8) Citizens' Communications (citizens must sign the register to speak)
- 9) Presentation/briefing - Executive Director Report. (Terry Brechtel)
- 10) Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code:

- A. Subsection 551.071(1). Consultation with Attorney – Consultation with, and advice from legal counsel concerning pending/contemplated litigation, settlement offers and negotiations, and other legal issues.

- B. Section 551.074. Personnel Matters – Deliberation concerning the appointment, employment, reassignment, evaluation, duties, discipline, and/or dismissal of personnel.

- C. Section 551.072. Deliberation Regarding Real Property - Discussion of real property purchase, exchange, lease, gift, donation, and/or negotiated settlement, including property to be acquired for right-of-way.

Adjournment

NOTES

Agenda item numbers are assigned for ease of reference only, and do not necessarily reflect the order of their consideration by the AlamoRMA Board of Directors.

ALAMO REGIONAL MOBILITY AUTHORITY ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: Entrance to the Greater Kelly Development Authority is accessible through the main entrance at 143 Billy Mitchell Blvd. Suite 6. Parking spaces reserved for the disabled are located at the main entrance. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, and readers of large print or Braille, are requested to contact Joelle Sierra at (210) 495-5256 at least two working days prior to the meeting so that appropriate arrangements can be made.

Presenters with audiovisual needs are requested to contact Joelle Sierra at (210) 495-5256, at least two working days prior to the meeting. Public comment on agenda items – interested persons may speak on any of the agenda items provided they have signed the register available at the entrance of the meeting prior to consideration of that item by the board. The Chairman may limit the amount of time allowed for each speaker. Public comment that does not relate to a specific agenda item must be made during the Citizens' Communications period provided that speakers have signed the register available at the entrance of the meeting prior to speaking.

Posted: June 8, 2006 5:00 p.m.

Alamo Regional Mobility Authority

Meeting May 10, 2006, one P.M., in the Port Authority of San Antonio, Conference Room, at 143 Billy Mitchell Blvd.

Minutes

1. **Call meeting to order.** Chairman Thornton called the meeting to order at 1:05pm.
2. **Approval of the Minutes of the AlamoRMA April 12, 2006 Board of Director meeting.** *B. Thompson made the motion to approve the minutes as were presented. R. Diaz seconded. Motion carried.*
3. **Project Status Report.** P. Irwin, Director of Engineering Operations for Alamo RMA, and J. Brown, TxDOT Engineer, updated the Board on the US 281/Loop 1604, I 35 and Wurzbach Parkway projects.

Loop 1604 – J. Brown, TxDOT Deputy District Engineer, updated the Board on the Loop 1604 project. J. Brown stated that an internal kick off meeting was held, and that the Environmental Study timeline is currently in the process of being created. Stakeholder and first round public meetings are to possibly be held in June.

US-281 – J. Brown, TxDOT Deputy District Engineer, updated the Board on US 281. B. Thornton asked J. Brown for a timeline of the Environmental Assessment. J. Brown stated that currently for the environmental assessment, data is being collected and alternatives are being looked at. TxDOT is anticipating holding a public hearing in September, or early fall. The document would be completed after the public hearing.

Discussion between J. Brown and R. Thompson took place regarding the public meetings that TxDOT held in March.

I 35 – P. Irwin, Director of Engineering and Operations for the Alamo RMA, briefed the board on the status of the I 35 project. P. Irwin stated that the I 35 corridor is a complex project, and that the RMA is identifying a set of criteria to assist in its decisions regarding project development and scheduling.

T. Brechtel informed the Board that the RMA staff attended Councilwoman McNeil's town hall meeting. The RMA project was an item on the agenda, and the RMA made a presentation to the community.

SH 16 – P. Irwin, Director of Engineering and Operations for the Alamo RMA, briefed the Board on the status of SH 16. P. Irwin stated that data that will drive design alternatives and environmental impact continues to be gathered as required by law. HNTB and their consultants will be hosting an agency coordination meeting to identify those specific areas of agency concern.

Wurzbach Parkway – P. Irwin, Director of Engineering and Operations for the Alamo RMA, briefed the Board on the status of Wurzbach Parkway. P. Irwin stated that the RMA is continuing to gather design and environmental data. The design that was submitted to the Planning Committee is being tested for fatal flaws, both geometrically and environmentally.

Board member J. Reed reminded the Board that the work being done are feasibility studies to find

out whether or not these projects are toll-viable projects.

Board member R. Thompson had questions regarding the Comprehensive Development Agreement (CDA) procurement, whether the RMA will be able to create a CDA per its rules, or whether it has to be per TxDOT's rules. T. Brechtel stated that the RMA will be able to create the CDA per its needs. B. Cassidy, General Counsel, concurred with T. Brechtel and added that TxDOT as the RMA's local partner will be there to work with the RMA and to offer help.

H. Munoz asked if the RMA is not ready for proposals, and receives an unsolicited proposal, can it be rejected. B. Cassidy, General Counsel, responded that yes it can be rejected. There is no state law that prohibits rejection of unsolicited proposals.

4. **Resolution supporting Walk and Roll 2006 and celebrating a lifestyle that includes walking, bicycling and wheeling as daily and desirable forms of exercise, transportation and recreation.** T. Brechtel introduced the Resolution to support the Walk and Roll 2006, sponsored by the MPO each year. *J. Reed motioned to accept the resolution. R. Diaz seconded the motion. Motion carried.*

5. **Resolution authorizing the Executive Director to execute a contract with the Aetna Group for employee health insurance and a contract with Dental Select for dental coverage for a one year period.** C. Conner, Comptroller for Alamo RMA, went over the Health Insurance options that were given to the Alamo RMA. Aetna was the recommended company due to having the best overall coverage and rates. Dental Select was the only plan that would cover a small group and that was the basis for its recommendation. The secondary recommendation for the Alamo RMA is that for those individuals whom are not covered, that the RMA cover, as a monthly health allowance, fifty percent of the premium that they would have otherwise been paid on their behalf. The personnel manual will need to be ratified to reflect the changes approved by the Board.

H. Munoz stated that the finance committee met and thoroughly reviewed the health insurance proposed and that this is the appropriate action to take, and it needs to be done. *H. Munoz, Chair of the finance committee motioned for all recommendations regarding health insurance be approved. Motion carried.*

6. **Resolution authorizing the Executive Director to ratify and extend the contract with James W. Griffin for advisory services through December 31, 2007.** *H. Munoz and J. Jenkins made the motion for approval. R. Diaz seconded. Motion carried.*

7. **Resolution authorizing the Executive Director to amend and extend the contract with Carrie Connor for accounting and administrative services through April 30, 2007.** *H. Munoz made the motion for approval. J. Jenkins seconded. Motion carried.*

8. **Discussion and appropriate action on the financial statements for the period ending April 30, 2006.** . C. Conner, Comptroller, presented the financial statements for period ending April 30, 2006. She reviewed the balance sheet, described the assets, liabilities, and fund equity; the statement of revenue, expenses, and changes in fund deficit, explained the monies allocated for each column, and the statement of cash flow. *H. Munoz made the motion to approve the financial statements as represented to the Board. J. Jenkins seconded. Motion carried.*

9. **Citizens' Communications:** No citizens signed up to speak.

10. **Presentation/briefing - Executive Director Report.**

11. **Executive Session.**

* * * *
The Alamo Regional Mobility Authority did not meet in Executive Session

* * * *

There being no further business to come before the board, Chairman Thornton adjourned the meeting at 2:15p.m.

APPROVED:

BILL THORNTON, CHAIRMAN

DATE ADOPTED: _____

I hereby certify that the above foregoing pages constitute the full, true, and correct minutes of all the proceedings and official records of the Alamo Regional Mobility Authority at its meeting on June 14, 2006.

ATTEST: _____
REYNALDO DIAZ
SECRETARY/TREASURER



ALAMO RMA
Alamo Regional Mobility Authority

Board Memorandum

TO: Alamo RMA Board of Directors

THUR: Terry M. Brechtel, Executive Director

FROM: Leroy D. Alloway, Public Information Manager

SUBJECT: Public Involvement Update

COPIES: Patrick Irwin, P.E., Director of Engineering and Operations; Carrie Conner, CPA, Comptroller; Brian Cassidy, General Counsel; File

DATE: **June 14, 2006**

Purpose

This agenda item provides an update to the Alamo RMA Board of Directors on the status of Work Authorization No. 4, the Public Involvement Program, and accompanying public education and involvement activities of the Alamo RMA Staff.

History

Since January 1, 2006, the Alamo RMA has been engaged in a number of public meetings, forums, discussions, and town hall functions to provide information and educational materials to the residents of Bexar County.

In March 2006, to further the public involvement program, and in response to prior Board authorization, Alamo RMA staff finalized execution of Work Authorization No. 4 with our General Engineering Consultant, the HNTB Company, to provide assistance with public involvement, media relations, and public education for all Alamo RMA projects.

Specifically, Work Authorization No. 4 retained the services of RJ Rivera Associates, to assist with public involvement, neighborhood and stakeholder meetings; Taylor West Advertising, to assist with media relations and tracking; Muniz-Puente, to assist with outreach to elected officials; Ximenes and Associates, to assist with public involvement; and the HNTB Companies, to assist with website redesign and development and general administrative oversight of the project team.

Executed Contract for Phase IA

Firm	HNTB	Taylor-West	Ximenes & Associates, Inc	Muniz-Puente	RJ Rivera
Hours	759	419	111	138	1081
Subtotal	\$80,458	\$60,496	\$22,526	\$10,147	\$118,534

This executed contract includes 440 hours of work for the Alamo RMA website, at a cost of \$36,840, of which \$11,780 is reserved for maintenance for one calendar year. This \$11,780 can be redirected, if needed, and at present, staff is evaluating other possible enhancements to the website, which could utilize this funding.

The resources for this enhancement came from a reduction in the project manager authorized to HNTB and reflect the coordination to be conducted in house on this program by the Public Information Manager.

The final total cost for Phase IA, as executed, is \$292,160. To date we have expended approximately 45% of the total authorization for this contract, which is estimated to be a 6 month program.

It is important to note that this program is intended to provide for initial public outreach and education, but does not address project specific meetings.

Public Meetings and Presentations

Since January 1, 2006, the Alamo RMA Board and Staff have been engaged in a number of public presentations specifically focusing on the proposed tolled lane network to be built within Bexar County.

The per month breakdown is shown below:

Month (all 2006)	Number of Presentations	Estimated initial total audience
January	2	200
February	4	350
March	3	300
April	6	250
May	3	400
June to date	2	300
Total	20	1800

This table does not reflect any media interviews or meetings attended by Alamo RMA staff in which the agency provided a support role but did not present any materials. All numbers for estimated total audience is the aggregate of projected attendance during the time of the presentation.

Additionally, this table does not include Board Meetings and presentations with individual stakeholders and concerned citizens.

Media Stories

Since the start of this calendar year, the Alamo RMA has participated in a number of articles and interviews, in all forms of media, on the tolling question and our specific projects.

Print Coverage

Highlights of coverage include an Editorial from the San Antonio Express-News encouraging a sober consideration of the toll plans and projects and related articles including:

an article by Editorial Writer Rebeca Chapa on the benefit of local control and planning in the transportation process;

a number of articles by Patrick Driscoll;

a number of articles by reporters in the Neighborhoods Section of the San Antonio Express-News;

a number of articles by other columnists, guest Editorials, and letters to the Editor on both in favor of and against the proposed tolled lane network.

Additionally, the Alamo RMA has received coverage from a number of other newspapers and print outlets within Bexar County and continues to be proactive in our approach to reach out to media to answer questions and provide resource information where appropriate.

Radio Coverage

The Alamo RMA has also provided Board and staff comment to a number of radio programs on the topic of tolled lanes within Bexar County. This has also been and continues to be a hot topic of discussion for talk radio programs in our community.

TV Coverage

The Alamo RMA has received a number of mentions and stories during all local newscasts, most recently receiving attention, and focus for the Origin and Destination Studies being conducted as part of the Traffic and Revenue Study for the Wurzbach Parkway project. The Alamo RMA staff continues to maintain open lines of communication with broadcast media and provides information as requested on specific projects and policies of the Alamo RMA.

Branding of the Agency

The Alamo RMA staff has undertaken an effort to establish an identity within the community as a proactive partner in transportation management, planning, and implementation. With the redesign of the official logo to reflect motion and a modern approach to these issues, the Alamo RMA is also launching a new website design to compliment the approach continuously being undertaken to provide the public with information about the projects currently under study.

New Logo

The Alamo RMA has been utilizing the new logo as presented to the Board at the last monthly meeting. This new logo has been incorporated into all stationary, documents and publications, including the new website.

New Website

As a part of the revised Work Authorization No. 4, the Alamo RMA has been working closely with HNTB on the development of a new website to replace the current version active today. This new website features a more pleasing color scheme, interactive menu options, more detailed information on each specific project, and will be maintained on a constant basis by Alamo RMA staff.

The website will remain at www.AlamoRMA.org and will feature a specific page for each project the Alamo RMA has development authority on, as granted by the Texas Transportation Commission.

Specifically, the following pages have been added to the website, with corresponding email addresses:

Bandera Road Project

Email address: BanderaRd@AlamoRMA.org

Website: www.AlamoRMA.org/BanderaRd.html

IH35 Project

Email address: IH35@AlamoRMA.org

Website: www.AlamoRMA.org/IH35.html

Wurzbach Parkway Project

Email address: WurzbachPkwy@AlamoRMA.org

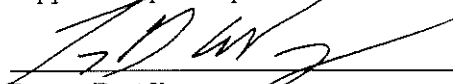
Website: www.AlamoRMA.org/WurzbachPkwy.html

The website will also be available in a Spanish Translation within the next month.

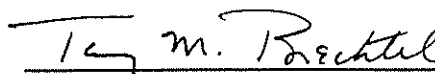
Looking forward

The Alamo RMA staff receives a number of invitations each week to provide speakers and representation for public functions throughout Bexar County and will continue to take proactive measures and steps to continue an aggressive outreach and involvement program.

The Public Involvement Program team continues to move forward with planning and coordinating ongoing media relations, scheduling and hosting upcoming public meetings related to the general conversation and topic of the role of the Alamo RMA, and assisting in necessary support for public presentations.



Leroy D. Alloway
Public Information Manager



Terry M. Brechtel
Executive Director

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
ALAMO REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 06-12

WHEREAS, the Alamo Regional Mobility Authority (“AlamoRMA”) was created pursuant to the request of Bexar County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 TEX. ADMIN. CODE § 26.01, *et. seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the AlamoRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the AlamoRMA previously adopted a personnel policy describing certain rights, benefits, and obligations of AlamoRMA employees; and

WHEREAS, the AlamoRMA now desires to make certain amendments to the previously adopted Alamo RMA Personnel Policy regarding compensation, benefits, drug-free workplace, computer and telecommunication systems, and cellular telephones.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the AlamoRMA hereby approves and adopts the amended AlamoRMA Personnel Policy, attached hereto as Attachment “A”; and

BE IT FURTHER RESOLVED, that the Alamo RMA Personnel Policy may be further amended from time to time at the discretion of the Board of Directors.

Adopted by the Board of Directors of the Alamo Regional Mobility Authority on the 14th day of June, 2006.

Submitted and reviewed by:

Approved:

Terry Brechtel
Executive Director for the
Alamo Regional Mobility Authority

William E. Thornton
Chairman, Board of Directors
Resolution Number 06-12
Date Passed 06/14/06

ALAMO REGIONAL MOBILITY AUTHORITY

BOARD COMMITTEE MEMORANDUM

TO: AlamoRMA Board of Directors

FROM: Carrie Conner

THRU: Terry M. Brechtel, Executive Director

COPIES TO: Executive Committee

SUBJECT: AlamoRMA Personnel Policy Manual Update

DATE: June 7, 2006

Background:

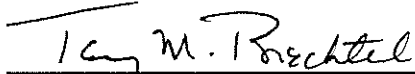
The Alamo Regional Mobility Authority ("Alamo RMA") Personnel Policy Manual dated October 1, 2005 has been previously approved by the Board of Directors. There are proposed additions and/or modifications to the Manual that are discussed below.

Recommendation:

It is recommended that the additions and/or modifications reflected in the attached Alamo RMA Personnel Policy Manual be incorporated in the Personnel Policy Manual. Proposed additions and/or modifications are represented in colored ink and are classified as follows:

1. Change from a Time by Exception Reporting System to a Time Reporting System for Alamo RMA Staff (p. 9).
2. Limiting Compensatory Time usage to allowance at the discretion of the Executive Director (p. 8).
3. Inclusion of Medical Plan coverage as approved by the Board of Directors on May 10, 2006 (p. 11, p. 12).
4. Updating effective date of health coverage for new hires from date of hire to first of month in month following hire (p. 11).
5. Updating Drug-Free Workplace provision to reference the Drug and Alcohol Policy at Attachment A of the Manual; previously Drug and Alcohol Policy, which was approved and effective June 7, 2004, was separate from the Personnel Policy Manual (p. 14, Attachment A).
6. Update to Cellular Telephone Policy to include combination cell phone/PDA devices and addition for employees, required to have a cell phone, to have option to receive a monthly reimbursement amount in lieu of Authority issued cell phone that is limited to Authority use only (p. 18).
7. Update of Computer and Telecommunications Systems policy to allow personal use of Authority Systems (p. 15, p. 16, p. 23).
8. Clarification on existing policies (p. 7, p. 8, p. 13).

9. General corrections to spelling, grammar, and or numbering (p. 3, p. 9, p. 11, p. 13, p. 15, p. 17, p. 19, p. 20, p. 23, p. 24, p. 25, p. 27, p. 28).



TERRY M. BRECHTEL
EXECUTIVE DIRECTOR

Alamo Regional Mobility Authority

Personnel Policy Manual

June 14, 2006

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**Alamo Regional Mobility Authority
Personnel Policy and Procedures Manual**

TABLE OF CONTENTS

INTRODUCTION.....	3
I. BACKGROUND.....	4
II. CULTURE AND VALUES.....	4
III. CODE OF CONDUCT.....	4
IV. EMPLOYMENT PHILOSOPHY.....	5
V. EQUAL OPPORTUNITY.....	5
VI. EMPLOYMENT STATUS.....	6
VII. COMPENSATION PHILOSOPHY AND PRACTICE.....	7
VIII. SAFETY AND HEALTH.....	8
IX. ATTENDANCE.....	9
X. LEAVE OF ABSENCE.....	9
XI. BENEFITS.....	11
XII. DRUG-FREE WORKPLACE.....	<u>14</u>
XIII. SEXUAL HARASSMENT.....	14
XIV. COMPUTER AND TELECOMMUNICATION SYSTEMS.....	15
XV. INTERNET/INTRANET SECURITY.....	<u>17</u>
XVI. CELLULAR TELEPHONES.....	18
XVII. BUSINESS TRAVEL AND TRAINING EXPENSES.....	<u>19</u>
XVIII. GENERAL RULES OF CONDUCT.....	22
XIX. CORRECTIVE ACTION.....	24
XX. WORKPLACE POLICIES.....	25
XXI. CONFLICT OF INTEREST, GRATUITIES AND DISCLOSURES.....	26

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INTRODUCTION

Welcome to the Alamo Regional Mobility Authority. Whether you are a new or existing employee, we are honored that you have chosen us as your employer. At Alamo Regional Mobility Authority we work together as a team with trust and integrity towards each other. This Personnel Policy Manual is developed to acquaint and educate you about the Alamo Regional Mobility Authority ("Authority") and to provide information regarding employment guidelines, policies, benefits and other pertinent information.

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The Authority reserves full discretion to add to, modify and/or delete provisions of this Manual, or the policies and procedures on which they may be based, at any time without advance notice. Cooperation with these rules and responsibilities contributes to a harmonious work environment for all employees. We are a team whose capabilities arise from each of us contributing to the mission and vision of the organization.

This Personnel Policy and Procedure Manual is not and is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the Authority or its employees.

It is the policy of the Alamo Regional Mobility Authority that all employees are employed at the will of the Authority. Employees may resign from the Alamo Regional Mobility Authority at any time, for any reason and may be terminated by the Authority at any time, for any reason, with or without notice.

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The provisions of this Personnel Policy Manual shall apply in addition to, and shall be subordinated to, any requirements imposed by applicable federal, state or local laws, regulations or judicial decisions. When material changes are made to this manual, employees will be notified of the revisions with briefings held if needed.

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I. BACKGROUND

Pursuant to Chapter 370 of the Transportation Code, and 43 TAC Chapter 26 (RMA Rules), the Bexar County Commissioners Court petitioned the Texas Transportation Commission for authorization to form a Regional Mobility Authority in Bexar County. The petition was filed on September 3, 2003. By letter dated October 8, 2003, the Texas Department of Transportation notified the county that the petition met the requirements of §26.11 of the RMA Rules. By Minute Order #109523, dated December 18, 2003, the Texas Transportation Commission formally approved formation of the Bexar County Regional Mobility Authority. On January 14, 2004, the Bexar County Commissioners Court accepted formation of The Authority. The bylaws of this newly formed Regional Mobility Authority were adopted May 3, 2004. The name of the Authority was changed from Bexar County Regional Mobility Authority to Alamo Regional Mobility Authority on October 14, 2004 by Board resolution.

II. CULTURE AND VALUES

The Authority seeks to establish a business culture and values operating within a public political jurisdiction. As such it is seeking to:

- a. Be responsive to market conditions and trends and exceed the expectations of our customers;
- b. Use best business practices in a not-for-profit public organization;
- c. Develop the knowledge, skills and capabilities of individual employees to better contribute to the efforts of our team to perform effectively with a commitment toward excellence and continuous improvement;
- d. Be responsible and accountable for our action with the intent to do it right the first time, right away; and
- e. Empower our employees and team to work at a high level of performance in all areas of our core competencies.

III. CODE OF CONDUCT

The Alamo Regional Mobility Authority Code of Conduct outlines performance standards for all Authority employees. The Authority will conduct its business fairly, impartially, and in an ethical and proper manner. It shall be at all times in full compliance with all applicable laws and regulations. In conducting its business, integrity shall underlie all Authority relationships, including those with customers, suppliers, the community, and among employees. The highest standards of ethical business conduct are required of Authority employees in the performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the Authority's honesty, impartiality, reputation or otherwise cause embarrassment to them or the Authority.

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Employees will ensure that:

- They do not engage in any activity that might create either the appearance of or an actual conflict of interest for the Authority or for themselves individually.
- They do not take advantage of their Authority position to seek personal gain through the inappropriate use of Authority or non-public information or abuse of their position.
- They will follow all restrictions on use and disclosure of information. This includes following all requirements for protecting Authority information and ensuring that non-Authority proprietary information is used and disclosed only as authorized by the owner of the information or as otherwise permitted by law.
- Fair dealing is the foundation for all Authority transactions and interactions. We seek solutions where everyone wins.
- They will protect all Authority, customer and supplier assets and use them only for appropriate Authority approved activities.
- Without exception, they will comply with all applicable laws, rules and regulations.
- They will promptly report any illegal or unethical conduct involving Authority business or employees to management or other appropriate authorities (i.e. Ethics, Law, Security, and EEO).

Every employee has the responsibility to ask questions, seek guidance and report suspected violations of this Code of Conduct. If you are silent, on a suspected violation we must assume that you are aware of what is going on and that you consent to it. Retaliation against employees who come forward to raise concerns will not be tolerated by the employer.

IV. EMPLOYMENT PHILOSOPHY

The Executive Director (ED) is responsible for all employee hiring, training, development management and removal if required. The ED has full authority over all staff functions and activities.

The Authority strives to provide a safe, professional and open environment for its employees. To achieve that success the Authority is committed to employing a highly trained, effective and customer friendly staff.

V. EQUAL OPPORTUNITY

The Authority is committed to being an equal opportunity employer and does not tolerate discrimination based on race, color, creed, ancestry, religion, national origin, sex, marital status, age, disability, or veterans' status in accordance with applicable federal and state laws. This commitment is carried forth with respect to all aspects of employment including but not limited to:

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- a. Recruiting;
- b. Compensation;
- c. Hiring;
- d. Benefits;
- e. Training;
- f. Promotions;
- g. Layoffs or dismissals;
- h. Leave of absence;
- i. Recalls; and
- j. Maintaining a work environment free from harassment based on race, color, national origin, sex, ancestry, age, disability, or religion.

All personnel who are responsible for hiring, managing, and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

The Authority shall make reasonable accommodations whenever necessary for employees or applicants with disabilities, provided that the individual is otherwise qualified to perform the duties and assignments of the position and provided that any accommodations are not detrimental to our business operations.

VI. EMPLOYMENT STATUS

The Authority's Executive Office determines each employee's employment status and job classification.

a. Introductory Period: All non-exempt employees, and exempt employees assigned below the Administrator level shall commence employment with introductory periods of not less than 90 days nor more than 180 days. Administrators shall commence employment with introductory periods of not less than 180 days or more than 270 days. The exact length of the Introductory Period is determined by the Executive Director by job classification prior to the employment process. The introductory period does not affect an employee's status as an at will employee. Employees may resign from the Alamo Regional Mobility Authority during the introductory period, for any reason and employment may be terminated by the Authority at any time, including during the introductory period, for any reason, with or without notice. Unless the employee is terminated prior to his/her final day of the introductory period, in

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accordance with "Terms of Employment," the employee will be evaluated at the end of the introductory period, by the immediate supervisor in consultation with the Executive Office. Supervisors, Managers and Employees are urged to discuss performance issues and/or seek assistance during the introductory period to encourage satisfactory completion of the introductory period. During the introductory period, the employee is to receive briefing information about the Authority and the work objectives, procedures and measurement. On the job training or orientation shall also be provided as appropriate to the position. If the evaluation is satisfactory, the employee's status may change from introductory to regular full-time or part-time in accordance with the responsibilities of the position. Completion of the Introductory Period does not guarantee continued employment and does not change the at-will nature of the employment relationship. During the introductory period, full-time employees are eligible for certain benefits at the end of 30 days. Employees may contact the Executive Director for more information.

b. Regular Full-Time Employees: A regular full-time employee is one who is regularly scheduled to work 40 hours or more per week on a regular basis and has successfully completed the introductory period as described in Section VI.a.

c. Regular Part-Time Employees: A regular part-time employee is one who works less than 30 hours per week and has successfully completed the introductory period as described in Section VI.a.

d. Non-Exempt Employees: Non-Exempt Employees are those who must be paid overtime at the rate of time and one-half (i.e., one and one-half times their regular rate of pay) for all hours worked in excess of forty (40) hours in any workweek, in accordance with applicable federal wage and hour laws (See Overtime Pay under Compensation Philosophy and Practice).

e. Exempt Employees: Exempt Employees are paid a semi-monthly salary. (See item VII (g) for explanation of compensatory time.)

VII. COMPENSATION PHILOSOPHY AND PRACTICE

a. Workweek: Monday 8:00 a.m. to Friday 5:00 p.m.

b. Paydays: Paychecks are issued semi-monthly (on the 15th and ~~last day of the month, or the preceding business day when issuance falls on a weekend or bank holiday~~). Paychecks may be issued directly to the employees by direct deposit, or can be mailed. All payroll information must be provided before an employee begins work. It is the responsibility of the employee to notify the Human Resources office of address changes. If an employee has a critical need to receive his/her paycheck before the regular payday the employee should contact the ED as soon as possible. The Authority will attempt to accommodate the employee. The Authority will only issue payments for time worked.

c. Payroll Deductions: Withholdings from wages are limited to those that are mandated by law and to any employee benefits offered by the Authority.

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i. The Authority makes deductions as authorized by law or court order to include:

- Federal Income taxes,
- FICA or Social Security taxes; and
- Court ordered garnishments for the payment of child or spousal support, tax levies by the Internal Revenue Service, or federally guaranteed student loans.

ii. All other deductions from employee paychecks must be authorized by the employee in writing before deductions are made.

d. **Regular Pay:** There are two categories of Regular Pay:

- i. Non-exempt: Hourly pay up to 40 hours per workweek.
- ii. Exempt: Semi-monthly salary.

e. **Overtime Pay:**

i. Overtime shall be paid at a rate of one and one-half (1 ½) times the regular hourly pay for any hours worked in excess of 40 (actual work) hours per workweek.

ii. Overtime shall be paid to non-exempt employees in accordance with the Fair Labor Standards Act ("FLSA").

iii. Overtime must be pre-approved by the immediate Supervisor or designee except in the case of an emergency. Supervisors must verify that a legitimate emergency occurred.

iv. All Overtime must be recorded on an employee's Time Report.

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f. **Holiday Pay:** Holiday pay shall be paid as regular hours (8 hours) for a qualified holiday. Overtime for holiday work shall be paid if the employee has worked 40 hours during the holiday week (including the holiday).

g. **Compensatory Time:** Exempt employees may be granted compensatory time off at the sole discretion of the ED.

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VIII. SAFETY AND HEALTH

The purpose of the Safety Policy is to establish a reasonable, consistent, risk-based, performance-based, approach to safety. The objective of the Safety Policy is to protect the safety, health and well being of the Authority employees, contractors and visitors.

The Authority will implement the necessary procedures and directives in compliance with applicable regulations and standards to establish a safe work place for its employees, contractors and visitors.

The Authority's employees will abide by and follow all safety procedures and directives, as well as attend all training. The Authority employees will actively participate in finding and removing hazards in the workplace.

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- a. **Hazardous Substances:** The Authority shall promptly and comprehensively inform all affected employees of any known hazardous substances or harmful physical agents with which they might come into contact as a result of the performance of their job. As required, employees will be equipped and trained to properly handle these substances or physical agents.
- b. **Disabilities:** The Authority complies with the American with Disabilities Act (ADA) of 1990, a copy of which is available in the HR Department. If an employee believes that he or she is disabled, the employee should contact HR for further information.

IX. ATTENDANCE

- a. **Normal Work Hours:** The Authority's regular business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Work hours vary as the workflow dictates. Employees are expected to comply with scheduled work hours, and failure to do so may result in disciplinary action.
- b. **Recording Time Worked:** The Authority requires that all employees complete a Time Report each week that documents worked hours, as well as non-worked hours including vacation, sick leave, and holidays.
- c. **Notification of Absence/tardiness:** An employee must notify his/her supervisor/designee when not reporting to work or in case of tardiness no later than two (2) hours after the beginning of the employee's assigned worked time. If the employee is unable to contact the supervisor/designee then the employee is required to contact the Executive Director. Spouses and immediate family members may notify supervisor/designee if the employee is unable to do so. Exempt employees that are to be away for business or personal purposes shall notify their supervisor prior to departing and indicate expected time of return. Failure to notify a supervisor/designee or the Executive Department could result in disciplinary action up to and including termination.

Deleted: ' record time by exception reporting. Any time taken from the nonnal forty (40) hour work week for vacation, sick, personal, bereavement, etc. must be reported to the Executive Director on weekly exception reports.¶
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X. LEAVE OF ABSENCE

The Authority is committed to assisting employees in responding to individual and family situations with the opportunity of leaves of absence as set forth below:

- a. **Bereavement Leave:** Regular full-time employees who have a death in the family will be compensated for time lost from their regular work, scheduled in accordance with the following guidelines.
 - i. Up to five (5) eight (8) hour days will be granted with pay in the event of the death of a spouse, child, parent, or sibling.

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ii. Up to three (3) eight (8) hour days of leave will be granted with pay in the event of the death of a grandparent, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

h. Jury and Witness Leave: If a regular full-time employee is summoned to jury duty, the Authority will continue the employee's compensation for the duration of the jury duty. The employee is also permitted to retain the allowance received from the court for such service. If the employee is not a regular full-time employee, the employee will be given time off without pay while serving jury duty. All employees are allowed unpaid time off if summoned to appear in court as a related witness. To qualify for jury or witness duty leave, the employee must submit a copy of the summons or subpoena to the Executive Office, as soon as it is received. Proof of service must be submitted to the Executive Office when the period of jury duty or witness testimony is completed.

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c. Military Leave: Granted according to the Uniformed Services Employment and Re-employment Rights Act.

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d. Time off to vote: Employees are encouraged to vote either before or after their regular workday on election days. If this is not possible, up to two hours off without pay will be provided, at the beginning or end of the employee's scheduled shift, whichever will allow the most time for voting and the least time off work. Employees should notify their supervisors, in advance when time off to vote is required.

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e. Unpaid Personal Leave: An employee may be granted up to fifteen (15) days of unpaid personal leave. Whenever possible an employee should notify his/her supervisor about the need for personal leave in advance of the leave. Personal Leave days must be approved by the immediate Division Director. Employees should note that Personal Leave days will be granted only if business conditions permit.

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Personal Leave will also be granted when weather and/or disaster conditions are such that the safety and health of employees may be at risk for travel. The ED or his designee will determine when Personal Leave for weather or disaster conditions will be granted. Such leave will be paid with approval from the ED.

f. Administrative Leave: An employee excused from work pending disciplinary action and investigation of alleged violation will be placed on administrative leave. Depending on the circumstances the leave may be paid or unpaid. Administrative Leave will be approved by the Executive Director.

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XI. BENEFITS

- a. **Social Security and Medicare:** The Authority pays the employer part of Social Security and Medicare taxes.
- b. **Life Insurance:** The Authority provides term-life insurance, at one times the employee's annual salary, for each employee.
- c. **Disability Insurance:** The Authority may also provide disability insurance.
- d. **Medical Plans:**

- i. The Authority provides health and dental coverage for its employees. Family coverage is available; however, employees are responsible for premiums above the employee level unless otherwise specified by the Authority. Employee premiums for health and dental coverage will be paid 80 to 90% by the Authority, not to exceed \$430 per month, adjusted annually for inflation at 3%, beginning in 2006. The percentage paid by the Authority for employee premiums is subject to change year to year and will generally be communicated to employees prior to or during the enrollment period. The enrollment period, which is based on plan renewal, is set each year and communicated from the benefit administrator.

Enrollment is held annually during the open enrollment period with the following two exceptions. New hires are offered enrollment effective on the first of the month in the month following date of hire. Employees who are active in the health and dental plans and have a Qualifying Event, such as a change in marital status or birth of a newborn, can request a change in enrollment status upon occurrence of the Qualifying Event. Qualifying Events are defined in the medical plan documents which will be distributed to all employees upon entry to the plan and every renewal period. The employee must request special enrollment in the plan within 30 days from the date of the Qualifying Event. Employees are urged to attend the annual open enrollment meeting. Representatives from the medical plans are present to explain the plans and answer questions.

- ii. Employees can waive health and/or dental coverage. A waiver, signed by the employee, is due upon initial waiver of coverage and upon every renewal period. Employees who waive health and/or dental coverage and have creditable coverage in another health and/or dental plan are eligible to receive a medical allowance each month, taxable as income, equal to 50% of the monthly premium that the Authority would have paid on behalf of the employee for health and/or dental coverage. Employees electing to receive the medical allowance are required to provide evidence of creditable coverage when coverage is waived and upon every renewal period. If a Qualifying Event occurs and the employee loses creditable health and/or dental coverage, the

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employee can request special enrollment in the plan within 30 days from the date of the Qualifying Event, subject to the Authority's payment percentage. Qualifying Events are defined in the medical plan documents which will be distributed to all employees upon entry to the plan and every renewal period.

The Medical Plan benefit offered to employees may be reduced, changed, or terminated at the discretion of the Authority; however, these events will generally occur at the beginning of the plan year and will be communicated to employees prior to or during the enrollment period.

e. **Consolidated Omnibus Budget Reconciliation Act (COBRA):** As specified under Texas State law, the Authority is required to offer covered employees and covered family members the opportunity to continue health coverage at group rates when coverage is lost in certain circumstances (i.e., termination of employment, divorce, dependent commencing education). Employees and covered family members who lose coverage will receive information from the Executive Office on continuing their benefits.

f. **Sick Leave:** Regular full-time employees are eligible to receive up to twelve (12) days of paid sick/family leave per calendar year. Sick leave may be used for doctor visits, dental care or the illness of employee or immediate family member of the employee. Sick leave is accrued at one (1) day per month. Employees must have an accrued positive sick leave balance in order to take paid sick leave. A maximum of 90 days of unused sick leave will carry forward to the following year. The Authority will not pay for unused sick leave upon termination of employment with the Authority. Employees who miss 5 days or more due to illness must present a doctor's/medical certification,

g. **Vacation:** Full time regular employees are eligible to receive vacation days as follows:
1 – 4 years of employment – accrue 12 days per year
5 – 9 years of employment – accrue 14 days per year
10 – 14 years of employment – accrue 16 days per year
15 + years of employment – accrue 20 days per year

Vacation hours are accrued semi-monthly. An employee may carryover a maximum of 240 vacation hours per year (calendar year). Time off is important to the welfare of both employees and the Authority. Employees are encouraged to use their vacation time; hours accrued in excess of 240 hours will not be rolled over to the next year and will not be paid. The Authority will pay up to 240 hours of vacation time upon termination of employment. Vacation days must be approved by the employee's supervisor or designee and routed through the Human Resource staff for accounting.

h. **Holidays:** The Authority provides all employees with paid leave for the following holidays:

- i. New Years Day (January 1);
- ii. Martin Luther King's birthday (Third Monday in January);
- iii. Presidents Day (Third Monday in February);

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- iv. Battle of Flowers Parade Day
- v. Memorial Day (last Monday in May);
- vi. Independence Day (July 4);
- vii. Labor day (First Monday in September);
- viii. Veterans Day (November 11);
- ix. Thanksgiving (fourth Thursday in November);
- x. The Friday after Thanksgiving;
- xi. Christmas Eve and
- xii. Christmas Day

Holidays falling on a weekend will be observed on the closest Monday or Friday.

i. **Retirement Plan:** The Authority participates in the Texas County and District Retirement System. Participation, by all employees, is **mandatory** under state law and will result in a 7% salary deferral with an actuarial calculated employer match.

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j. **Deferred Compensation Program:** The Authority offers a Section 457 Deferred Compensation Retirement Plan to its employees. Employees will be eligible to begin contributions to the plan upon hire. The Authority will hold periodic meetings throughout the year to give employees the opportunity to meet with representatives from the 457 Retirement Plan Administrators for updates and changes to the plan; to answer questions employees may have; and to enroll in the plan. Employees may enroll at any time in the office of the ED.

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k. **Training and Professional Development:** The Authority encourages the growth and development of skills of its employees as individuals and as teams, all as contributing to the evolution of its business culture and effectiveness in exceeding customer and shareholder expectations. The ED and Administrators may provide coaching and performance feedback to enhance individual and team performance, with special attention given to the professional development of employees. This professional development may be in the form of scheduled workshops, continuing education and seminars specific to the employee's job responsibilities. All continuing education must be approved by the Executive Director and include the following:

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i. Any continuing education required to keep an employee's professional license/certification current and the license is a requirement to perform the duties of the employee's position (i.e. Notary Public and Certified Public Accountant).

ii. Training classes, workshops, and/or seminars that are directly related to the duties of the position whether managerial, clerical, or professional, and develop interpersonal skills, managerial skills and leadership skills that broaden the employee's knowledge base; introduce new legal requirements; and/or introduce new technologies.

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l. **Workers Compensation:** All employees are covered for injuries sustained on the job through worker's compensation insurance provided by the Authority under the Texas Worker's Compensation Act. Any accident/injury on the job must be reported within 24

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hours to the employee's immediate supervisor and ED. Failure to timely report an accident/injury could result in a loss of benefits under the worker's compensation insurance.

XII. DRUG-FREE WORKPLACE

The Alamo Regional Mobility Authority is committed to enforcing a drug and alcohol-free environment on its premises. Employees are expected to report to work on time in appropriate mental and physical condition and remain so for the duration of their work time. The Alamo Regional Mobility Authority's Drug and Alcohol Policy can be found in Attachment A of the Personnel Policy Manual.

XIII. SEXUAL HARASSMENT

- a. The Alamo Regional Mobility Authority is committed to providing a respectful, non-hostile work environment. Sexual harassment is a form of misconduct that undermines the workplace, violates the respect for fellow workers, lowers morale and productivity and causes absenteeism. In general, sexual harassment is behavior that is not welcome and is offensive to others. A worker determined to exhibit behavior contributing to sexual harassment of anyone in the workplace is subject to disciplinary action, including termination, with or without notice.
- b. The Authority defines sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that takes place under any of the following conditions":
 - i. Submission to such conduct, either explicitly or implicitly, affects an individual's employment;
 - ii. such conduct has the purpose or effect of unreasonably interfering with the individual's work performance; or
 - iii. such conduct creates an intimidating, hostile or offensive work environment.
- c. All Supervisory personnel and Authority employees have an obligation to be alert to situations where an employee may not be observing the rules against harassment. Any employee who feels that he or she is being harassed or observes harassment, regardless of rank or gender, should immediately report the matter to the personnel office. It is the responsibility of each employee to create an atmosphere free of harassment and to respect the rights of co-workers.
- d. **Complaint Procedure:**
 - i. If an employee feels that another employee is harassing him/her, the employee should report the harassment, immediately, to the Executive Director (or the Authority chairman if the ED is the subject of the complaint). An employee

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Deleted: <#>Substance Abuse Prevention Policy: This Policy is adopted to promote safety in the workplace by discouraging substance abuse and applies to all Authority employees. However, the portion of this Policy that requires random testing applies only to employees who operate motor vehicles for business purposes or who otherwise perform safety-sensitive tasks. A safety sensitive task is a task which if performed by an impaired employee could seriously and immediately endanger the lives of members of the general public or other employees or cause serious damage to the Authority's property. ¶
¶ An employee on the job under the influence of alcohol or a controlled substance is a danger to themselves and others and may cause both personal injury and property damage by operation of a motor vehicle, by use of other equipment, by inattention to the work and by a diminished capacity to appreciate danger. ¶
¶ The Authority's Executive Director or the director's designee will notify each employee of the requirements of this Policy. The Executive Director will also develop or cause to be developed a list of employees by name and job title who are subject to the random testing required by this Policy and will notify each employee selected for random testing of the requirements of this Policy. Each employee will receive a copy of this plan within 30 days of its adoption. ¶
¶ The term "drug" under this Policy means marijuana, cocaine, opiates, amphetamines, phencyclidine, and other substances regarded as unlawful u... [1]
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witnessing such conduct should report it to management. Any employee so reporting shall not be penalized in any way for reporting in good faith a harassment problem. The Authority prohibits employees from hindering an internal investigation or an internal complaint.

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- ii. **Harassment by non-employees:** Harassment of Authority employees in connection with their work by non-employees may also be a violation of this policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee should report such harassment to his or her supervisor.
- iii. **Harassment by Employees of Customers or Clients:** Harassment of our customers or clients by employees of the Authority is also strictly prohibited. Any employee who harasses a customer or client or who observes harassment by an employee of a customer or client should report such harassment to his or her supervisor.
- iv. **Confidentiality:** All complaints of harassment that are reported to management will be investigated promptly, objectively, thoroughly and, above all with as much confidentiality as possible. In no event will information concerning a complaint of harassment be released by the Authority to third parties or to anyone within the organization who is not directly involved in the investigation. More specifically, information will not be released to an affected employee's family, the news media, or a prospective employer seeking a reference. The purpose of this provision is to protect the confidentiality of the employee, who files a complaint, to encourage the reporting of any incidents of harassment, and to protect the reputation of any employee wrongfully charged with harassment.
- v. **Sanctions for violations:** Any employee including management personnel, who has been found by the Authority, after appropriate investigation, to have violated this policy, will be subject to disciplinary action, depending on the circumstances, up to and including discharge.

The Authority prohibits retaliation, harassment, or intimidation against employees complaining of harassment. Anyone found to be in violation of this policy is subject to immediate termination.

XIV. COMPUTER AND TELECOMMUNICATION SYSTEMS

The use of Alamo Regional Mobility Authority automation systems, including computers, fax machines, telephones and all forms of Internet/Intranet access, is for Authority business and is to be used for authorized purposes,

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Authority automation systems are Authority resources and are provided as business communications tools. Electronic communication should not be used to solicit or sell products, distract co-workers, or disrupt the workplace.

Use of Authority computers, networks and Internet/Intranet access is a privilege granted by management and may be revoked at any time for inappropriate conduct including, but not limited to:

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- Sending chain letters;
- Misrepresenting oneself or the Authority;
- Engaging in unlawful or malicious activities;
- Using abusive, profane, threatening, racist, sexist or otherwise objectionable language in either public or private messages;
- Sending, receiving or accessing pornographic material;
- Using for partisan politics;
- Causing congestion, disruption, disablement, alternation or impairment of Authority networks or systems;
- Using recreational games, and/or
- Defeating or attempting to defeat security restrictions on Authority systems and applications.

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Using Authority automations systems to create, view, transmit or receive racist, sexist, threatening or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, written or auditory entry. Such material violates Authority anti-harassment policies and is subject to disciplinary actions up to and including termination and criminal prosecution. Violations of these policies could subject an employee to disciplinary action up to and including termination.

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a. Ownership and Access of Electronic Mail and Computer Files: The Authority owns the rights to all data and files in any computer, network or other information system used in the Authority. The Authority also reserves the right to monitor electronic mail messages and their content. Employees must be aware that the electronic mail messages that they send and receive using Authority equipment are not private and are subject to viewing, downloading, inspection, release and archiving by Authority officials at all times. No employee may access another employees' computer, computer files or electronic mail messages without prior authorization from either the employee or an appropriate Authority official.

The Authority has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use or distribute copies of such software that are not in compliance with the license agreements for the software. Violations of this policy can lead to disciplinary action up to and including termination.

b. Confidentiality of Electronic Mail (e-mail): As noted above, electronic mail is subject at all times to monitoring and the release of specific information is subject to applicable state and federal law and Authority rules, policies and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic

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mail is to decide if you would post the information on the office bulletin board with your signature.

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It is a violation of Authority policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files of other employees without approval from the Executive Director. Employees found to have engaged in such activities will be subject to disciplinary action.

c. **Message Tone for Electronic Mail:** Authority employees are expected to communicate with courtesy and restraint with both internal and external recipients. Electronic mail should reflect the professionalism of the Authority and should not include language that could be construed as profane, discriminatory, obscene, sexually harassing, threatening or retaliatory. Typographical or grammatical errors and misspelled words are also unacceptable; employees should remember that e-mail is a form of business communication and the language they use should reflect that fact at all times. It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms and slang be avoided when using e-mail. These types of messages are difficult to read.

d. **Electronic Mail Tampering:** E-mail messages received should not be altered without the sender's permission nor should e-mail be altered and forwarded to another user and/or unauthorized attachments should not be placed on another's e-mail message.

e. **Policy Statement for Internet/Intranet Browser(s):** The Internet is to be used to further the Authority mission, to provide effective service of the highest quality to its customers and staff and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Authority resources and are provided as business tools to employees who may use them for research, professional development and work-related communications.

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Employees are individually liable for any and all damages incurred as a result of violating Authority security policy, copyright and licensing agreements. All Authority policies and procedures apply to employees' conduct on the Internet, especially but not exclusively, relating to: intellectual property, confidentiality, Authority information dissemination, standards of conduct, misuse of Authority resources, anti-harassment and information and data security. Violations of these policies and/or state and federal laws can lead to disciplinary action up to and including dismissal and possible criminal prosecution.

XV. INTERNET/INTRANET SECURITY

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The Authority owns the rights to all data and files in any information system used in the Authority. Internet use is not confidential and no rights to privacy exist. The Authority

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reserves the right to monitor Internet/Intranet usage, both as it occurs and in the form of account histories and their content. The Authority has the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy and state and federal laws. The Authority will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives or files on individual Internet activities. Existing rules policies and procedures governing the sharing of work-related or other confidential information also apply to the sharing of information via the Internet/Intranet. The Authority has taken necessary actions to assure the safety and security of our network. Any employee who attempts to disable, defeat or circumvent Authority security measures is subject to disciplinary action up to and including dismissal.

XVI. CELLULAR TELEPHONES

Employees whose positions require the use of a cell phone, or combination cell phone and personal digital assistant device ("cell phone"), will be issued one. The cell phone is the property of the Authority and employees are expected to use cell phones for Authority business only. Each employee will have an assigned telephone usage plan.

- i. The Authority may elect to require the employee to pay a fee for any lost or stolen cell phone.
- ii. An employee is required to return the cell phone and accessories (if bought by the Authority) upon employment resignation/termination.
- iii. All Employees that are issued cell phones must sign an authorization allowing the Authority to deduct the cost of an unreturned cell phone from a departing employee's final paycheck.
- iv. Any illegal use of an Alamo Regional Mobility Authority cell phone may result in immediate termination.
- v. The Authority reserves the right to require an employee to verify that incoming/outgoing calls are for the purpose of conducting Authority Business.
- vi. An employee that is provided a cell phone under terms of an employment agreement with the Authority is subject to the provisions stated in this policy unless otherwise stated in that agreement.

Employees whose positions require the use of a cell phone may elect to be reimbursed a standard amount each month for Authority use of their personal cell phone, in lieu of receiving an Authority issued cell phone. The monthly reimbursement amount will be established by the Authority and will not exceed the amount the Authority would have otherwise paid for monthly usage of an Authority issued cell phone for the employee. Employees electing to use their personal cell phones will be responsible for purchasing their own phones and maintaining account records in their own names. Employees using personal cell phones will not be required to provide the Authority with copies of their personal cell phone bills.

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XVII. BUSINESS TRAVEL AND TRAINING EXPENSES

The Authority will directly pay for or reimburse employees for reasonable eligible business, training and related travel expenses. Prior to incurring a business or travel expense employees should contact the Executive Office for guidance and assistance on procedures related to travel reimbursement, travel advances, per diems, expense reports, reimbursement, or questions on specific expenses or any other business travel related issues whenever possible, the lowest costs of travel and lodging should be used that is appropriate to the business purpose or training activity. Abuse of this policy or improprieties associated with the reimbursement of business expenses or the falsification of any expense report that reflects ineligible or costs not incurred by the employee while conducting Authority business or travel will result in disciplinary action up to and including termination of employment and/or criminal charges being filed with the proper authorities.

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a. **Expense Reports:** Each employee incurring business expenses within Bexar County shall prepare, monthly, an expense report. Each employee incurring business expenses for travel outside Bexar County shall prepare a comprehensive expense report based on each specific trip. All expense reports shall identify the activity, its business purpose, the date of the activity, and its cost. Receipts for all expenses shall be attached to the report. The costs shall identify whether pre-paid by the Authority, charged to the Authority, or paid by the employee. All expense reports shall be submitted to accounting as soon as possible for account payment purposes. All expense reports must be approved by the ED prior to processing by accounting.

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b. **Travel Authorizations:** Employee travel outside Bexar County for business or training purposes requires prior authorization by the Executive Director. All authorization requests shall be standardized and include purpose, projected costs and anticipated benefits or results. Un-authorized employee travel shall be at the employee's expense and may subject the employee to disciplinary actions under other sections of this manual.

c. **Cash Advances for Travel:** Cash advances to cover reasonable anticipated business or training expenses may be made to employees. Employees are required to submit a written statement of anticipated expenses along with the initial travel request. Upon approval by the respective division director the employee may submit the request to accounting to receive the requested funds. A cash advance is considered a loan to the employee until travel receipts are submitted that verify the business-relatedness of the expenses. Any travel expenses not supported by receipts must be repaid to the Authority upon submittal of the travel expense report. The Authority reserves the right to recoup amounts owed by the employee through payroll deductions. Employees are required to sign and submit an "Authorization to Withhold Voluntary Deductions from Employee Paycheck Form;" at the time accounting provides the cash advance. Accounting will not issue a Cash Advance without the Authorization Form.

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d. Eligible Expenses:

- i. When traveling on behalf of the Authority for business or training in his or her personal vehicle, direct mileage costs to and from the Authority will be reimbursed at current IRS mileage rates. Mileage cost incurred in the ordinary travel to and from the Authority and home is not subject to reimbursement. Direct mileage and parking expenses will be paid when the employee drives his or her vehicle to the airport, seaport or train station. Employees are responsible for carrying adequate insurance under Texas Law as the Authority does not assume liability for any damage or loss to the employee's vehicle.
- ii. Fees or costs for parking, taxis, tolls, and/or public transportation including common practice tips associated with business or training purposes.
- iii. Direct costs of meals and tips that are associated with business meetings at breakfasts, lunches and/or dinners.
- iv. Costs for customers' expenses directly incurred with hosting meals and business activities of the Authority and the customer. This also includes Authority hosted meetings, seminars, workshops, civic events, charitable fund raising events and prospective customer visits.
- v. Coach or economy fares are permitted for air, rail or sea travel. Business fares are permitted when required by a customer traveling with the employee for business purposes. Refundable or transferable fares are permitted when travel is time constrained or subject to change. Employees may upgrade fares at their own expense with quotes for the rate difference included in the expense report.
- vi. Car rental fees, insurance and gasoline costs for mid-size or full-size vehicles are permitted based on the employee's physical requirements and/or the number of passengers to be accommodated. Employees may upgrade at their own expense with quotes for the rate difference included in the expense report.
- vii. The Authority will reimburse for fees for airport bus or shuttle service, public transportation including bus service, commuter trains and subways; and taxis. Employees are expected to select the most economical means of transport available given business and timing requirements.
- viii. Standard costs for lodging in business related hotels and motels or conference facilities as appropriate to the nature of business and training travel and/or customer consideration. The cost for lodging should be reasonable and customary for the city in which the lodging is located.
- ix. Food and beverage expenses:
 - a. Individual expenses: Out of Regional Authority Area meals will be reimbursed for day trips. Out of Area/State/Country expenses will be reimbursed at the actual cost provided the cost is reasonable and customary for the area. In the event receipts for actual expenses are not provided for reimbursement, the Authority will revert to the federal government per diem rates recognized by the Internal Revenue Service.
 - b. Group expenses: Costs of food and beverages when the employee is a member of a group that is conducting Authority Business are

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reimbursable. Employees hosting group meals as part of a business function should consider costs as a determining factor in selection of a location for such a function.

- c. Customer/client related expenses: Food and beverages served at Authority sponsored functions such as dinners or other functions where the business of the Authority is the focus.

iv. Other Expenses:

- a. The Authority will reimburse the costs of telephone calls, faxes, internet connections and other similar business services required to conduct business while on travel.
- b. Employees will be reimbursed for reasonable tips for porters, valets and hotel services and a daily newspaper. Laundry and dry cleaning charges are reimbursed only for trips that are longer than two nights.
- c. Personal telephone calls: When traveling on behalf of the Authority, the Authority will reimburse the employee for up to one fifteen (15) minute personal telephone call per day within the continental United States. When on International Travel an employee will be reimbursed for up to one fifteen (15) minute personal telephone call every other day with consideration for safe arrival and departure calls.
- d. Ineligible Expenses
 - i. Any expense involved with employee transportation to or from home and work at the Authority.
 - ii. The Authority does not assume any liability for any damage or loss to an employee's vehicle while on Authority business. Employees are expected to carry required insurance.
 - iii. No expense exceeding \$25.00 will be reimbursed without a receipt or written approval by the ED. Specific international taxi expenses are exempt from this provision when receipts are not available.
 - iv. Local sales taxes in the State of Texas, excluding meals.
 - v. Political expenses of any kind.
 - vi. Personal care items or entertainment such as airline movies or games, in-room movies or games, or sports, amusement or entertainment tickets.
 - vii. Any expenses of a non-business nature.

- e. Special conditions for travel related to training. The lowest reasonable costs for transport and business lodging (when outside of designated lodging for training purposes) shall be used. Meals shall be reimbursed on reasonable and customary actual expense.

- f. Special considerations for International Travel. Business class air fares are permitted for travel legs to and from international destinations when air travel time to/from San Antonio exceeds eight (8) hours.

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- g. Domestic travel modes and classes of travel in foreign countries should generally be business class (first class if business class is not available) with consideration given to the reliability and security of the mode of transport.

XVIII. GENERAL RULES OF CONDUCT

- a. **Attendance and Punctuality:** Consistent attendance and punctuality are imperative to the Authority's operations. Timeliness and dependability contribute to the organization's overall productivity and quality of service. While the Authority recognizes that circumstances beyond employees' control may sometimes cause them to be absent from work, excessive absenteeism or tardiness, regardless of reason(s), will not be tolerated and may result in disciplinary action, up to and including discharge.
- i. Job abandonment occurs when an employee is absent from work for three consecutive working days without having notified his or her manager. Job abandonment is considered a voluntary resignation without proper notice.
- ii. Permission to be off work must be requested in advance whenever possible. The employee is responsible for requesting permission from his/her immediate supervisor or from the Executive Office. If advance notice is not possible, the supervisor should be contacted no later than two hours after the scheduled starting time. If the supervisor is unavailable, employees should contact the Executive Office to relay the information to the employee's Department Manager. It is the responsibility of the employee to notify the Authority of any absence. Failure to notify the Authority of any absence or delay may result in loss of compensation and disciplinary action up to and including discharge.
- b. **Personal Conduct:** Rules and regulations regarding employee behavior are necessary for the organization's efficient operation and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit on the Authority, or is offensive to customers; suppliers or fellow employees will not be tolerated. Some examples of behavior that will not be permitted and may result in immediate dismissal are:
- the unlawful use, sale, manufacture, distribution, dispensation, or possession of narcotics, drugs, or controlled substances while on Authority premises;
 - the illegal use of any intoxicants or showing the signs of the illegal use of intoxicants while on Authority premises, in vehicles parked on Authority premises, or while acting in the course and scope of employment;
 - refusal to submit to testing for drug/alcohol usage;
 - assault or verbal threat to a fellow employee, customer or supplier;

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- fighting, or horseplay or provoking a fight on Authority property;
- theft or misuse of Authority property or of other employees, customers or suppliers property;
- violation of safety rules;
- excessive use of phones for personal business;
- arson or attempted arson;
- the falsification of an Authority record or report, such as an application for employment, an inventory report, a time record, travel report or shipping/receiving documents;
- gambling during working hours;
- unprofessional conduct while serving as an Authority representative;
- sending or removing Authority property from Authority premises;
- any discourteous, obnoxious, dishonest, immoral or unacceptable conduct which offends a customer, supplier or co-worker or which would be offensive to a reasonable person;
- willful violation of Authority rules;
- sleeping on the job;
- insubordination or refusing to follow supervisor's instructions;
- violating any non-disclosure agreements; releasing confidential or proprietary information without prior approval from the ED, or authorized agent of Authority;
- any type of harassment; and,
- the possession of firearms or other weapons on Authority premises.

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c. Resolution of Employee Problems

Reporting and Investigating: Misunderstandings or conflicts can arise in any work place. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist that is detrimental to employment with the Authority, the employee should follow the procedure described below for bringing his or her complaint to the attention of the Authority Management and ED.

Step One: Discussion of the problem with the immediate supervisor is the first step, unless the immediate supervisor is perceived by the employee as the source of the problem. If the immediate supervisor is perceived as the source of the problem or if the employee believes that a discussion with the supervisor is not satisfactory, the employee may proceed to Step Two.

Step Two: The employee shall meet with the Authority Human Resources Director to discuss and analyze the identified concern. In an effort to resolve the problem, the Human Resources Director will consider the facts and may conduct an investigation.

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Step Three: The employee shall meet with the ED, if resolution by the Human Resources Director is not considered satisfactory by the employee.

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The Authority will not tolerate any form of retaliation against employees reporting misunderstandings or conflicts and/or using this procedure. The procedure should not be construed, however, as preventing, limiting or delaying the Authority from taking disciplinary action against any individual, up to and including termination of employment, in circumstances where the Authority deems disciplinary action appropriate. Violations of the rules of conduct are considered to be sufficient grounds for discipline up to and including immediate dismissal.

XIX. CORRECTIVE ACTION: The Authority may discipline, up to and including discharge, any employee for misconduct, unsatisfactory performance or unacceptable work-related behavior without taking any corrective action. However, the Authority may make reasonable efforts (as outlined below) to make the employee aware of the problem and provide opportunity for the employee to make adjustments. A typical progressive disciplinary procedure is listed below. It is designed to provide the supervisors with guidelines to resolve performance or behavior problems, but not to take the place of sound judgment or require progressive discipline.

- a. **Oral conference with written record:** Discussion of unacceptable performance or work-related behavior is made in an oral conference with the employee. Written record is kept of the oral conference and will become part of the employee's permanent record. Written records of oral conferences may be removed from the employee's permanent record if the employee's performance is improved and/or work related behavior is corrected. The employee may request the removal six months after an oral conference, provided there are no other violations. Requests should be made to the Personnel Office. The employee must present a statement from his/her supervisor stating that the work performance is now satisfactory and/or work related behaviors have been corrected. Such removal will occur if approved by the ED.
- b. **Written Warning:** Should unsatisfactory performance or unacceptable work-related behavior continue, a written warning might be issued with expected change over a certain period and signed by both parties. This warning will become part of the employee's permanent record.
- c. **Suspension:** Depending on the seriousness of the situation, the Authority may take action up to and including suspension without pay, during which time the employee is requested to consider her or his responsibilities as an employee of the Authority.
- d. **Discharge:** Discharge from employment may result for failure to improve performance or behavior, or could be immediate depending on the seriousness of the situation.

The "Corrective Action" policy of the Authority in no way limits its right to terminate an at will employee at any time, for any reason, with or without cause or notice. Any steps outlined above

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in the "Corrective Action" may be eliminated at any time based on the seriousness of the situation,

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XX. WORKPLACE POLICIES

- a. **Solicitation:** In order to prevent disruption of operations, solicitation and distribution of goods, services or literature will be limited as follows:
 - i. Solicitations by employees are prohibited for any purpose during working hours. An employee may not engage in solicitation of other employees while they are working.
 - ii. Distribution of goods, services or literature is not permitted for any purpose during working time or at any time in working areas.
 - iii. Off-duty employees may not engage in solicitation or distribution of goods, services or literature in Authority buildings or work areas at any time.
 - iv. Loitering in buildings and work areas before or after work hours is not permitted.
 - v. Non-employees may not solicit for any purpose or engage in distribution of goods, services or literature of any kind on Authority premises at any time without the consent of the ED or designee. Non-employees violating this policy will be asked to leave and the Authority reserves the right to escort violators of the property.
 - vi. Employees violating the solicitation policy are subject to disciplinary action.

- b. **Personal Property:** The Authority encourages employees to safeguard their personal property while at work. The Authority cannot assume responsibility for the loss or theft of personal belongings. Personal property found on the premises should be returned to the owner or to the ED if the owner is unknown.

- c. **No Smoking:** The Authority's no-smoking policy applies to all Authority facilities. Smoking and use of tobacco products is permitted in designated areas only. NO SMOKING signs are prominently displayed throughout the premises. Employees are allowed to take smoking breaks outside of the office during their regular break and meal periods. Questions about this policy should be referred to the HR Office.

- d. **Use of Facilities or Equipment:** The use of Authority facilities for any purpose other than Authority business is prohibited without prior written approval from the ED.

- e. **Appearance and Dress:** Employees who are required to wear uniforms will be provided uniforms. Said employees are expected to maintain good grooming. The dress and grooming of non uniformed employees should be appropriate to the work situation and expectations of Authority customers. Said employees are expected to present a business-like appearance by being professionally dressed

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and groomed each work day. The Authority reserves the right to require employees to dress in formal business attire on occasions where it deems it necessary or such dress is expected by Authority customers.

- f. **Employment at Will:** It is the policy of the Alamo Regional Mobility Authority that all employees are employed at the will of the Authority. Employees may resign from the Alamo Regional Mobility Authority at any time, for any reason and may be terminated by the Alamo Regional Mobility Authority at any time, for any reason, with or without notice.

XXI. CONFLICT OF INTEREST, GRATUITIES AND DISCLOSURES:

Statement of Policy

It is essential that the public have confidence in the integrity, independence and impartiality of Authority employees. Such confidence partially depends on the conduct of employees who exercise official power. The following rules prohibit conduct incompatible with the Authority's best interest and minimize the risk of an appearance of impropriety.

- a. An employee shall not solicit, accept, or agree to accept, any gift or benefit that reasonably tends to influence or reward official conduct; or that the employee knows or should know might reasonably be perceived as tending to influence or reward the discharge of official duties.
- b. An employee will not accept other employment or engage in a business or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information acquired by reason of the official position.
- c. An employee will not accept other employment or compensation that could reasonably be expected to impair the employee's independence or judgment in the performance of the employee's official duties.
- d. An employee may not make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the interest of the Authority.
- e. An employee may not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the employee's official powers or performed the employee's official duties in favor of another.
- f. An employee may not have a personal interest in an agreement executed by the Authority.
- g. To avoid the appearance and risk of impropriety, an employee shall not take any official action that he or she knows is likely to affect the economic interests of:
 - i. the employee;
 - ii. his or her parent, child, spouse, brother or sister by consanguinity or affinity;
 - iii. his or her outside employer;
 - iv. a member of his or her household;
 - v. the outside employer of his or her parent, child, or spouse;

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- vi. a business entity in which the employee knows that any of the persons listed in Subsections (1) or (2) holds an economic interest; or
- vii. a business entity for which the employee serves as an officer or director or in any other policy making position.

Recusal and Disclosure. An employee whose conduct would otherwise violate Subsection (g) must recuse himself or herself from the time that the conflict is, or should have been recognized. He or she shall:

- (1) immediately refrain from further participation in the matter, including discussions with any persons likely to consider the matter; and
- (2) an employee shall promptly bring the conflict to the attention of his or her supervisor, who will then, if necessary, reassign responsibility for handling the matter to another person.

Definition. For purposes of this rule:

An action is likely to affect economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof.

Gifts, Benefits, and Favors – Employees will not accept or agree to accept door prizes, gifts, benefits, or favors for themselves or others from any person, Authority, organization or entity that

- could influence or reasonably appear to influence them in performing their duties
- does any kind of business with the Authority
- could be reasonably expected to do business with the Authority in the future, or is regulated by the authority in any way, including:
 - auditing
 - monitoring
 - inspecting
 - testing
 - supervising, or
 - measuring.

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However, employees may:

- accept ordinary business lunches
- accept token items that do not exceed an estimated value of \$25, where the items are distributed generally as a normal means or advertising,
- visit dining or hospitality rooms or similar facilities, provided they have no restrictions on visitors, and are in conjunction with a conference, meeting, or other event approved by the department; and,

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- participate in commercial discounts if they are available to the general public.

Honoraria. Employees invited to participate in an official, department-related event (such as a conference, workshop, seminar, or symposium) may not accept an honorarium for their appearance. However, employees may accept reimbursement for food, travel, or lodging associated with an event. When honorarium is paid for in this manner, employees may not claim such expenses for reimbursement on the Authority's travel expense form.

Interest in a Project. Employees will not have, either directly or indirectly, any monetary interest in any contract or subcontract in connection with an Authority project. This prohibition extends to the employee's immediate family, which includes those individuals related by kinship, adoption, or marriage, who are living in the same household; or foster children living in the same household and certified by the Texas Department of Family and Protective Services; or a spouse, child, or parent of the employee who does not live in the same household and who needs care and assistance as a direct result or a documented medical condition.

Ongoing contracts that fall under this prohibition will be honored until their scheduled termination date. At such time, such contracts will not be extended or renewed.

Owning Property Acquired for Right-of-Way-Employees will not directly or indirectly have any financial or other personal interest in any real property acquired for an Authority project, unless:

- such interest is openly disclosed in the public records of the Authority, and
- they have not participated in such acquisition on behalf of the state.

Definitions. Gifts, benefits, or favors – Items given to employees, including, but not limited to: cash, loans, meals, lodging, tickets, or free entry to entertainment or sporting events, transportation, or hunting and fishing trips. Honoraria – Payments in the form of money or other things of value made and accepted in exchange for services rendered voluntarily. An honorarium is distinguished from compensation for actual services rendered in the normal course of business, and is not necessarily considered to be a "gift, benefit, or favor".

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DO HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED, HAVE READ, HAVE BEEN THOROUGHLY BRIEFED AND UNDERSTAND THIS PERSONNEL POLICY MANUAL. ¶ ¶ ¶ ¶
Employee ¶ ¶ Date ¶ ¶ ¶ ¶
ATTEST ¶ ¶ ¶
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ALAMO REGIONAL MOBILITY AUTHORITY ¶ SUBSTANCE ABUSE PREVENTION POLICY ¶ ¶ ¶ ACKNOWLEDGEMENT ¶ DRUG POLICY ¶ ¶ ¶ ¶ 1,
DO HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND HAVE READ AND UNDERSTAND THE ALAMO REGIONAL MOBILITY AUTHORITY'S DRUG AND SUBSTANCE ABUSE POLICY AND ANY VIOLATION OF THIS PC ... [2]
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ATTACHMENT A

ALAMO REGIONAL MOBILITY AUTHORITY
Drug & Alcohol Policy

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Date Approved: *Adopted: June 7, 2004*
Effective Date: *Adopted: June 7, 2004*

GENERAL STATEMENT

It is the intent of the Alamo Regional Mobility Authority (the "RMA") to eliminate the use, exchange or presence of illegal drugs and to prevent the misuse of legal drugs or alcohol in RMA offices, facilities, and worksites. The purpose of this policy is to prevent harm to individuals, damage to RMA property, and disruption of the work environment.

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LEGAL REQUIREMENT

This policy is in accordance with Texas Transportation Code §370.033(h).

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DRUG-AND-ALCOHOL-FREE WORKPLACE

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A. Directors and employees are required to refrain from the unlawful use, manufacture, procurement, distribution, sale, dispensing or possession of illegal drugs.

B. Directors and employees are required to refrain from the use of alcohol while on duty and for a sufficient time prior to the performance of duty so that none of the effects of the use of alcohol remain during job performance.

C. Directors and employees are required to refrain from the misuse of legal drugs while on duty and for a sufficient time prior to the performance of duty so that none of the effects of the misuse of legal drugs remain during job performance.

D. Any employee who is convicted of a violation of a criminal statute relating to illegal drugs or alcohol shall notify his/her supervisor no later than five days after the conviction.

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PERSONNEL ACTIONS

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A. Within 30 days after receiving notice from an employee of a conviction of a criminal statute, the RMA shall either take appropriate personnel action up to and including termination of that employee or require that employee to participate satisfactorily in a drug abuse assistance

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or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency.

B. The RMA shall take appropriate disciplinary action up to and including termination for a first offense of any employee who is determined to use, procure, manufacture, distribute, sell, dispense or possess illegal drugs, or to use alcohol when its effects remain during job performance. Disciplinary action is not required for an employee who voluntarily identifies himself/herself as a user of illegal drugs prior to being identified through other means and who obtains counseling or rehabilitation through an appropriate rehabilitation program approved by a federal, state, or local health, law enforcement or other agency, and thereafter refrains from using illegal drugs in accordance with the provisions of this policy.

C. The RMA shall not allow any employee to remain on duty in a safety-sensitive position if that employee is found to use, manufacture, distribute, procure, sell, dispense or possess illegal drugs or is found to use alcohol when its effects will remain during job performance prior to successful completion of rehabilitation program.

D. The RMA shall initiate action to remove from employment any employee, who is known to use illegal drugs, or to use alcohol when its effects remain during job performance, and:

1. Refuses to obtain counseling or rehabilitation through an approved program; or
2. Does not thereafter refrain from using illegal drugs or using alcohol when its effects remain during job performance.

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E. The RMA shall treat all medical evaluations and treatment as confidential unless authorized specifically in writing by the employee.

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PROGRAM

A. The RMA intends to implement a drug-free awareness program to inform employees about the following: (1) the dangers of drug abuse in the workplace; (2) this policy; (3) any employee assistance programs or other drug counseling and rehabilitation program available to employees; and (4) the penalties imposed on employees for violations.

B. The RMA shall give a copy of this policy to each employee.

C. The RMA shall notify the federal government of an employee who is convicted of a criminal statute relating to illegal drugs for a violation occurring in the workplace no later than ten (10) days after the conviction.

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DRUG TESTING

A. Any employee who may be subjected to disciplinary action because that employee is suspected of noncompliance with this policy may voluntarily request that an appropriate drug test be performed. If that employee requests a drug test, the RMA shall pay for the drug test. If

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alcohol use is suspected, the test may be a Breathalyzer, urinalysis, or blood test. If illegal drug use is suspected, a competent laboratory must do the test with an initial screening by immunoassay with all positive results confirmed by gas chromatograph-mass spectrometer testing. With probable cause, a supervisor may request that the employee submit to drug testing. If the employee refuses to submit to a drug test, disciplinary action up to and including termination may be taken.

B. The determination that an employee is using illegal drugs or using alcohol when its effects will remain during job performance may be made on the basis of direct observation of a supervisor or the results of a drug test. If drug-testing results are positive, the results may be rebutted by other evidence that the employee has not used illegal drugs or that the employee was not using alcohol when its effects would remain during job performance.

C. The RMA shall comply with all constitutional, federal and state laws that require employees to submit to the drug tests, but will not extend mandatory drug testing to RMA employees beyond the requirements of these laws.

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ALAMO REGIONAL MOBILITY AUTHORITY
PERSONNEL POLICY MANUAL

Acknowledgement

I, _____, DO HEREBY ACKNOWLEDGE THAT
I HAVE RECEIVED, HAVE READ, HAVE BEEN THOROUGHLY BRIEFED AND
UNDERSTAND THIS PERSONNEL POLICY MANUAL.

Employee

Date

ATTEST

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Substance Abuse Prevention Policy: This Policy is adopted to promote safety in the workplace by discouraging substance abuse and applies to all Authority employees. However, the portion of this Policy that requires random testing applies only to employees who operate motor vehicles for business purposes or who otherwise perform safety-sensitive tasks. A safety sensitive task is a task which if performed by an impaired employee could seriously and immediately endanger the lives of members of the general public or other employees or cause serious damage to the Authority's property.

An employee on the job under the influence of alcohol or a controlled substance is a danger to themselves and others and may cause both personal injury and property damage by operation of a motor vehicle, by use of other equipment, by inattention to the work and by a diminished capacity to appreciate danger.

The Authority's Executive Director or the director's designee will notify each employee of the requirements of this Policy. The Executive Director will also develop or cause to be developed a list of employees by name and job title who are subject to the random testing required by this Policy and will notify each employee selected for random testing of the requirements of this Policy. Each employee will receive a copy of this plan within 30 days of its adoption.

The term "drug" under this Policy means marijuana, cocaine, opiates, amphetamines, phencyclidine, and other substances regarded as unlawful under state or federal law.

ALAMO REGIONAL MOBILITY AUTHORITY
PERSONNEL POLICY MANUAL

Acknowledgement

I, _____, DO HEREBY ACKNOWLEDGE
THAT I HAVE RECEIVED, HAVE READ, HAVE BEEN THOROUGHLY
BRIEFED AND UNDERSTAND THIS PERSONNEL POLICY MANUAL.

Employee

Date

ATTEST

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**ALAMO REGIONAL MOBILITY AUTHORITY
SUBSTANCE ABUSE PREVENTION POLICY**

**ACKNOWLEDGEMENT
DRUG POLICY**

**I, _____, DO HEREBY ACKNOWLEDGE
THAT I HAVE RECEIVED AND HAVE READ AND UNDERSTAND THE
ALAMO REGIONAL MOBILITY AUTHORITY'S DRUG AND SUBSTANCE
ABUSE POLICY AND ANY VIOLATION OF THIS POLICY MAY RESULT IN
DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.**

Employee

Date

ATTEST

**GENERAL MEETING OF THE BOARD OF DIRECTORS
OF THE
ALAMO REGIONAL MOBILITY AUTHORITY**

RESOLUTION NO. 06-13

WHEREAS, the Alamo Regional Mobility Authority (“AlamoRMA”) was created pursuant to the request of Bexar County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 TEX. ADMIN. CODE § 26.01, *et. seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the AlamoRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, the Texas Building and Procurement Commission Cooperative Purchasing Program (“TBPC Co-Op”) offers members a unique opportunity to purchase goods and services from state contracts, TXMAS, and the Catalog Purchasing Programming; and

WHEREAS, The Cooperative Purchasing Network (“TCPN”) also offers members opportunities for greater efficiency and economy in acquiring goods and services; and

WHEREAS, AlamoRMA staff and consultants recommend participation in the TBPC Co-Op and TCPN as a means of efficiently purchasing goods and services from contracts that have been competitively bid.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors approves participation in the TBPC Co-Op and TCPN and authorizes the Executive Director to take such steps necessary to join the TBPC Co-Op and TCPN; and

BE IT FURTHER RESOLVED, that the Executive Director, the Comptroller, the Chairman, and such other board members as are appropriate are authorized to execute the documents necessary to complete the application process.

Adopted by the Board of Directors of the Alamo Regional Mobility Authority on the 14th day of June, 2006.

Submitted and reviewed by:

Approved:

Terry Brechtel
Executive Director for the
Alamo Regional Mobility Authority

William E. Thornton
Chairman, Board of Directors
Resolution Number 06-13
Date Passed 06/14/06

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ALAMO REGIONAL MOBILITY AUTHORITY

Balance Sheet
May 31, 2006

ASSETS

Current Assets:	
Cash and cash investments	182,940
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Total Current Assets	182,940
Other Assets:	
Prepaid Insurance	2,253
Prepaid Rent	-
Security Deposit	5,514
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Total Other Assets	7,767
Total Assets	<u>190,707</u>

LIABILITIES AND FUND EQUITY

Current Liabilities:	
Accounts Payable	-
Accrued Expense	290,212
Accrued Vacation Time	1,970
Accrued Interest	46,158
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Total Current Liabilities	338,341
Other Liabilities:	
Bexar County Loan #1 Payable	250,000
Bexar County Loan #2 Payable	500,000
City of San Antonio Loan #1 Payable	500,000
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Total Other Liabilities	1,250,000
Total Liabilities	<u>1,588,341</u>
Fund Deficit:	
Retained Deficit	(604,538)
Unreserved - Net loss	(793,097)
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	(1,397,635)
Total Liabilities and Fund Deficit	<u>190,707</u>

These financial statements are unaudited and for management's use only.

ALAMO REGIONAL MOBILITY AUTHORITY

Statement of Cash Flow
For the period ending May 31, 2006

OPERATING ACTIVITIES:	
Loss from operations	(\$793,097)
Adjustments to reconcile loss from operations to net cash used by operating activities:	
(Increase) Decrease in prepaid insurance	(1,946)
(Increase) Decrease in prepaid rent	400
Increase (Decrease) in accounts payable	(148,205)
Increase (Decrease) in accrued expense	290,212
Increase (Decrease) in accrued paid leave	<u>(7,846)</u>
Net cash provided by Operating Activities	(\$660,482)
INVESTING ACTIVITIES:	
Security Deposit	<u>(5,514)</u>
Net cash provided by Investing Activities	(5,514)
FINANCING ACTIVITIES:	
Increase (Decrease) in interest payable	<u>21,294</u>
Net cash provided by Capital and Related Financing Activities	21,294
Net cash increase (decrease) for period	<u><u>(\$644,701)</u></u>
Net increase (decrease) in cash and cash investments	
Cash and Cash Investments, October 1, 2005	827,641
Cash and Cash Investments, May 31, 2006	<u>182,940</u>
	<u><u>(\$644,701)</u></u>

These financial statements are unaudited and for management's use only.

ALAMO REGIONAL MOBILITY AUTHORITY

Statement of Revenue, Expenses and Changes in Fund Deficit
For the period ending May 31, 2006

	ACTUAL MONTH	ACTUAL FISCAL Y-T-D	BUDGET FISCAL Y-T-D	ACTUAL VS. BUDGET VARIANCE FISCAL Y-T-D
Non-Operating Income:				
Interest Income	829	11,473	7,226	4,247
Total Non-Operating Income	829	11,473	7,226	4,247
Operating Expenses:				
Salary, Benefits and Retirement Expense	30,105	206,578	413,941	207,363
Payroll Tax Expense	2,074	11,821	26,405	14,584
Business & Travel	455	7,938	40,996	33,058
Insurance Expense	359	3,180	4,448	1,268
Website Development	-	407	3,120	2,713
Telephone	804	6,355	12,056	5,701
Supplies, Printing, Postage, Copier	2,087	12,694	11,480	(1,214)
Office Space	5,514	28,831	28,320	(511)
Utilities	-	-	9,000	9,000
Meeting Expense	1,443	2,465	3,200	735
Memberships	-	1,725	4,000	2,275
Professional Services	78,822	474,885	300,000	(174,885)
Miscellaneous Expense	289	2,011	2,000	(11)
Total Operating Expenses	121,953	758,890	858,966	100,076
Loss From Operations	(121,124)	(747,417)	(851,740)	(104,323)
Nonoperating Expenses:				
Interest Expense	2,637	21,294	31,600	10,306
Total Non-Operating Expenses	2,637	21,294	31,600	10,306
Equipment Purchases	-	24,385	35,000	10,615
Net Loss	(123,761)	(793,097)	(918,340)	(125,243)
Retained deficit at October 1, 2005		(604,538)		
Retained deficit at May 31, 2006		(1,397,635)		

Note 1: Professional Services for the month and year-to-date also include accruals for services provided, but not paid, and are as follows:

	May		Y-T-D	
HNTB	53,532	HNTB	267,398	
Garza Gonzale:	-	Garza Gonzalez	5,000	
Locke, Liddell	14,000	Locke, Liddell	112,266	(Tuggey - 9,331)
Jim Griffin	4,897	Jim Griffin	37,170	
Jama Lopez	-	Jama Lopez	9,387	
Carrie Conner	6,394	Carrie Conner	28,586	
Global	-	Global	15,077	
	78,822		474,885	

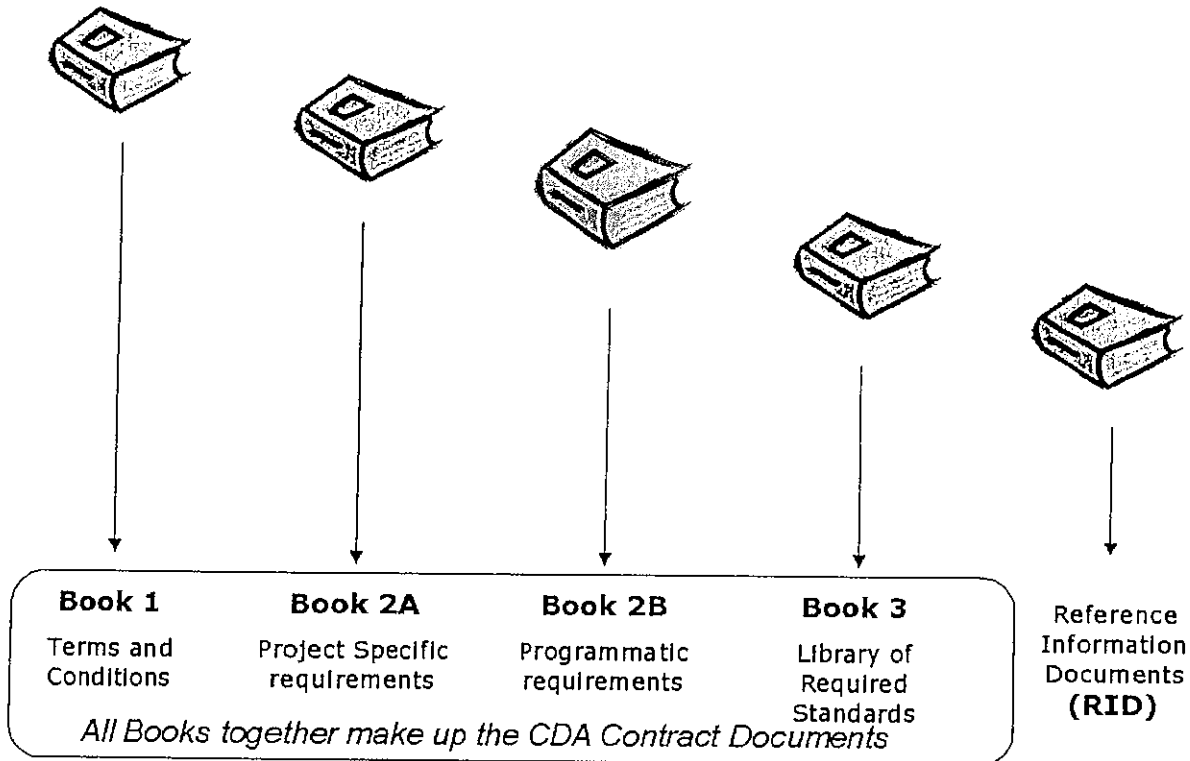
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TEXAS DEPARTMENT OF TRANSPORTATION

TxDOT: Open For Business



The Programmatic Approach



21

CDA Documents Defined



Request For Proposals
(Project Specific)

Volume 1
(ITP - Instruction to Proposers)

Volume 2

CDA Contract Documents
(Project Specific)

Book 1 - CDA
(Terms & Conditions)

Book 2A – Technical Provisions (TP)
(Project Specific Conditions)

Book 2B – TP
(General Conditions)

Book 3 - Standards
(Standards & Specifications including Tolls)

Book 4 - RID
(Reference Information Documents)

We will strive for consistency in our project documents as the CDA Program evolves – making it easier for you to do business with TxDOT

22

