

PERSONNEL AND SALARY RESOLUTION

FISCAL YEAR 2011-2012

EFFECTIVE DATE JUNE 19, 2011

THIS DOCUMENT PROVIDES INFORMATION ON GENERAL POLICIES REGARDING EMPLOYMENT PRACTICES, EMPLOYEE BENEFITS, COMPENSATION AND SALARY STRUCTURE FOR ADMINISTRATIVE EMPLOYEES AT THE ORANGE COUNTY TRANSPORTATION AUTHORITY AND WAS APPROVED BY THE OCTA BOARD OF DIRECTORS ON JUNE 13, 2011.

PREPARED BY:

HUMAN RESOURCES AND

ORGANIZATIONAL DEVELOPMENT DIVISION

PATRICK J. GOUGH

EXECUTIVE DIRECTOR



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SECTION 1

GENERAL OVERVIEW

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**1.1
PURPOSE OF
PERSONNEL AND
SALARY RESOLUTION**

In an effort to establish an equitable and consistent plan for managing Human Resources matters, to attract, develop and retain top talent, and to ensure consistent selection, promotion, and compensation practices based on merit, ability, and performance, the following Human Resources policies are hereby adopted for administrative employees.

The Orange County Transportation Authority (OCTA) reserves and maintains the right to eliminate, modify or otherwise change, at any time, for any reason, any provision(s) of this Personnel and Salary Resolution, including, but not limited to, any employee benefit or right provided in this Personnel and Salary Resolution.

**1.2
HUMAN RESOURCES
POLICIES AND
PROCEDURES**

The Chief Executive Officer, acting as the Appointing Authority, may elect to delegate certain responsibilities. The Chief Executive Officer is charged with ensuring that OCTA Human Resources policies and procedures provide for an effective and efficient organization, staffed with qualified employees receiving fair and equitable treatment. The Executive Director of Human Resources and Organizational Development is responsible for managing the Human Resources functions and is responsible for developing and administering Human Resources policies and procedures that are in the best interest of OCTA and its employees.

The Chief Executive Officer makes the final determination on the interpretation of OCTA Human Resources policies as established by the Board and is authorized to establish and maintain Human Resources procedures that are consistent with those policies.

Exceptions to the Personnel and Salary Resolution may be authorized in writing by the Chief Executive Officer. This exception authority may not be delegated.

Please refer to specific policies and procedures for additional information.

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SECTION 2

POLICIES AND PROCEDURES

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**2.1
AT-WILL EMPLOYMENT**

OCTA employees whose employment is governed by the provisions of this Personnel and Salary Resolution are at-will. The Appointing Authority has the right to reassign, dismiss, reduce pay, or suspend without pay any employee, at any time, for any reason.

**2.2
COMPENSATION**

OCTA will maintain a compensation philosophy and salary structure for full-time and part-time employees as stated in the Personnel and Salary Resolution.

Salary ranges, rates, and employee benefits are to be reviewed and considered for adjustment on an annual basis. This permits OCTA an opportunity to periodically assess the competitiveness of the compensation plan, including the salary structure, and make necessary adjustments to reflect changes in internal equity and labor market conditions.

**2.3
ELIMINATION OF
POSITIONS AND
WORKFORCE
REDUCTIONS**

Whenever it becomes necessary, in the judgment of the Chief Executive Officer, the Chief Executive Officer may eliminate any position. The Chief Executive Officer has the authority to reduce the workforce and to layoff full-time or part-time employees because of the elimination of a position, lack of funds, lack of work or for operational efficiencies. An employee who is laid-off because of the elimination of a position or reduction in the workforce may be placed in another position for which the employee is qualified, provided an opening exists. Workforce reductions may allow for the position to remain vacant until the Appointing Authority finds it necessary to fill the position.

**2.3A
LAYOFF
BENEFITS**

An employee recalled within six months may be reinstated to the same position if the position is available. For purposes of this section, benefits based on length of service will be reinstated to the level prior to layoff if an employee is reinstated to the same or a different position within six months following the date of layoff.

**2.3A
LAYOFF
BENEFITS
(CONTINUED)**

An employee placed on layoff may be granted paid health insurance in accordance with the following schedule:

Years of Service	Length of Coverage
Less than 3	1 month
3 but less than 5	2 months
5 but less than 10	3 months
10 or more	4 months

Upon termination from OCTA due to layoff, all unused or unpaid vacation, personal paid holidays and sick leave will be paid to the affected employee.

**2.3B LAYOFF
SEVERANCE PAY**

The Chief Executive Officer may authorize the payment of severance pay to full-time and part-time employees in accordance with the following schedule:

Years of Service	Weeks of Severance Pay
Less than 3	2 weeks
3 but less than 5	3 weeks
5 but less than 10	4 weeks
10 or more	5 weeks

Severance pay for part-time employees is calculated in accordance with their regular schedules.

**2.4
GRIEVANCE
PROCEDURE**

The Appointing Authority may establish and be responsible for the maintenance of a grievance procedure for use by administrative employees.

**2.5
INTERNSHIPS**

A person employed in a College Intern position is considered an employee in an extra-help classification and will be compensated at an hourly rate to be determined by the Appointing Authority. A College Intern is not eligible for employee benefits paid by OCTA except as required by law.

**2.6
INTRODUCTORY
PERIOD**

All full-time and part-time employees have an introductory period of twenty-six (26) weeks. An employee who is promoted, transferred, or reinstated may be required to complete an introductory period for the new position. The introductory period is computed from the beginning of the pay period in which the employee was hired or promoted. Introductory status, because of promotion or transfer, does not break an employee's continuous service. The Appointing Authority reserves the right to extend the introductory period and will notify the employee in writing.

During the introductory period, the employee may be terminated, suspended, or demoted at any time for any reason without right of appeal or hearing. It is recommended that an employee successfully complete the introductory period before receiving a promotion or transfer.

**2.7
PERFORMANCE
PLANNING AND REVIEW
PROGRAM**

The Appointing Authority is responsible for developing and administering a formal performance planning and review program for all full-time and part-time administrative employees.

**2.8
RELOCATION
EXPENSES**

OCTA may provide relocation assistance under the following circumstances:

- When a new employee's permanent residence is outside a radius of 100 miles from the administrative offices of OCTA and outside the counties of Orange, Riverside, San Diego, Los Angeles, and San Bernardino, and
- When the position is one of the following:
 - Executive management, or
 - Department manager, or
 - Requires an individual with a set of skills, experiences, and/or knowledge, which are in limited supply and high demand.

**2.8
RELOCATION
EXPENSES
(CONTINUED)**

All relocation expenses require approval from the Chief Executive Officer and the Executive Director of Human Resources and Organizational Development. The maximum reimbursement for approved relocation expenses is \$35,000. The Chief Executive Officer will inform the Finance and Administration Committee if the reimbursement for the relocation expenses exceeds \$20,000.

Conditions of relocation expense reimbursement must be in writing and agreed upon prior to the employee's date of hire.

Taxation of reimbursed expenses, if any, will be in accordance with Internal Revenue Service (IRS) guidelines. Reimbursements are reported on the annual W-2 form.

SECTION 3 EMPLOYMENT PRACTICES

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**3.1
ALTERNATIVE WORK
SCHEDULES**

The Appointing Authority has the authority to designate flexible starting, ending, and core times for the performance of work during the standard workday consistent with OCTA policy regarding "Workweek and Overtime."

The Appointing Authority also has the authority to designate alternative workweek schedules, such as 4/10s or 9/80s, provided the administration of such schedules is consistent with any applicable state and federal laws.

The Appointing Authority may establish necessary guidelines to administer alternative workweek schedules at the department and section level.

**3.2
OUTSIDE EMPLOYMENT
ACTIVITIES**

An administrative employee may not engage in outside employment or other outside activities incompatible with the full and proper discharge of the duties and responsibilities of his/her OCTA employment. Before accepting or engaging in any outside employment, an employee must obtain written permission from the Appointing Authority.

**3.3
SELECTION OF
EMPLOYEES**

The Chief Executive Officer is the Appointing Authority for the selection and termination of all employees in all positions except those reporting directly to the Board. The Chief Executive Officer is authorized to approve revisions in classification titles and grades, provided that in no event will upgrades be in effect without Board approval and provided that any such changes are in accordance with established OCTA Policies and Procedures and the Board-adopted fiscal year budget.

3.4 WORKWEEK AND OVERTIME

The Fair Labor Standards Act (FLSA) defines workweek as a period of 168 hours consisting of seven (7) consecutive 24-hour periods. The employer can determine the day and hour that the workweek begins. Each workweek is considered on its own to determine minimum wage and overtime payments: there is no averaging of two or more workweeks. The Department of Labor uses workweek to determine compliance with federal regulations such as requirements for wage payments and overtime. Workweek and overtime will be administered consistent with any applicable state and federal laws.

The regular work period for a full-time OCTA employee is forty (40) hours per week.

Authorized work performed in excess of eight (8) hours per day or in excess of forty (40) hours per workweek by a full-time or part-time non-exempt employee is considered overtime.

This definition does not apply to a non-exempt employee who regularly works a 9/80 work schedule, or who regularly works any other work schedule totaling forty (40) hours per workweek. For a non-exempt employee on an alternative work schedule, authorized work performed in excess of the regularly scheduled hours per day or in excess of forty (40) hours per workweek is considered overtime.

Excluding employees on an alternative work schedule, non-exempt employees will be paid 1-1/2 times their regular rate for all time worked in excess of eight (8) hours in a workday or forty (40) hours in a workweek. Non-exempt employees on alternative work schedules will be eligible for daily overtime for hours worked in excess of their regular schedule or forty (40) hours in a workweek.

For purposes of calculating overtime compensation, paid holidays not worked and pre-approved vacation not worked are treated as authorized work performed. If a designated holiday occurs on a regularly scheduled day off, these hours are not considered hours worked. Hours away from work due to illness, even when compensated, are not included in overtime calculations. Overtime must be authorized prior to performance of such work.

**3.4
WORKWEEK AND
OVERTIME
(CONTINUED)**

A non-exempt employee who is required to work on a designated holiday will be paid 1-1/2 times his/her regular rate for authorized work performed, in addition to regular holiday pay. Added pay for holiday hours worked will not be considered when calculating overtime on more than 40 hours in a workweek

OCTA does not permit the accrual of compensatory time in lieu of payment of overtime.

In no case may a non-exempt employee's work schedule be changed when the purpose of the change is to avoid compensating the employee at 1-1/2 times his/her regular rate for work performed in excess of his/her regular work schedule.

If, in the judgment of the Appointing Authority, work beyond the normal workday, workweek, or work period is required, such work may be ordered.

An exempt employee, either part-time or full-time, is not eligible for overtime payment, compensatory time or any additional compensation for time worked in excess of eight (8) hours per day or forty (40) hours per workweek or time worked in excess of their regular schedule.

Sick leave and vacation accruals, as well as retirement service credits, accrue on paid hours excluding overtime.

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SECTION 4

EMPLOYEE BENEFITS

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**4.1
BOARD MEMBER
BENEFITS**

The Appointing Authority may establish and be responsible for health (medical, dental, and vision), and life (life and accidental death and dismemberment) insurance benefits for Board Members at a cost not to exceed the amount established by the Board in the annual budget.

**4.1A
BENEFITS
ELIGIBILITY**

For Board Members whose term of office commenced prior to June 27, 2005: The Board Members and their dependents will have the entire cost of their health premiums paid by the OCTA.

For Board Members whose term of office, or new term of office, commenced after June 26, 2005, and prior to November 13, 2006: the Board Members will have the same premium cost as full-time employees and will receive the same health benefits as full-time employees, which may change to reflect the current programs offered.

For Board Members whose term of office, or new term of office, commenced on or after November 13, 2006, and who do not receive health benefits from the public entity they are elected to serve: the Board Members will have the same premium cost and the same health benefits as full-time employees paid by OCTA, which may change to reflect the current programs offered.

For Board Members whose term of office, or new term of office, commenced on or after November 13, 2006, and who receive health benefits from the public entity they are elected to serve: the Board Members may choose to receive the same health benefits as full-time employees provided the Board Member pays 100% of the OCTA premium, which may change to reflect the current programs offered.

**4.1B
DEFERRED
COMPENSATION**

Board Members may participate in OCTA's Deferred Compensation Program.

4.1C
RETIREMENT PLAN

Board Members are required to participate in the 3121 Federal Insurance Contributions Act (FICA) Alternative plan, because they are not eligible to participate in the Orange County Employee Retirement System. Board Members contribute 7.50% of OCTA pay. The 3121 FICA Alternative plan is required under the Omnibus Budget Reconciliation Act (OBRA) and is administered by a third party administrator.

4.1D
LIFE INSURANCE
AND
SUPPLEMENTAL
LIFE INSURANCE

Life insurance will be provided by OCTA in the amount of \$50,000 coverage for each Board Member.

Voluntary Board Member-paid supplemental life insurance may be offered by OCTA for Board Members and/or their dependents.

4.1E
REIMBURSEMENT
OF EXPENSES

OCTA will reimburse Board Members for actual and necessary expenses incurred in the performance of their duties, as provided in the policy for Compensation, Reimbursement of Expenses and Ethics Training for Members of the Board of Directors.

**4.2
GRANDFATHERED
BENEFITS**

The following exceptions to policy as otherwise outlined in this Personnel and Salary Resolution result from the consolidation of the Orange County Transit District and the Orange County Transportation Commission.

The following benefits apply only to those employees who were employees of the Orange County Transportation Commission, as of June 19, 1991.

4.2A
GRANDFATHERED
LEAVE

Each non-exempt employee covered under this section will be entitled to sixteen (16) hours of paid Administrative Leave per fiscal year. Each exempt employee covered under this section will be entitled to thirty-two (32) hours of paid Administrative Leave per fiscal year.

Approval will be by the Appointing Authority. Any unused Administrative Leave for the current fiscal year will be paid to the employee in the event of termination or retirement. The maximum accrual amount for non-exempt employees will be twenty-four (24) hours. The maximum accrual amount for exempt employees will be forty-eight (48) hours.

4.2B
GRANDFATHERED
RETIREMENT

An employee covered under this section may continue to participate in the Public Employees' Retirement System and shall be governed by its rules and regulations.

OCTA will pay all of the normal contributions for such employees in addition to the employer's contribution.

**4.3
HEALTH, LIFE, AND
DISABILITY INSURANCE
BENEFITS**

The Appointing Authority will offer health (medical, dental, and vision), life (life and accidental death and dismemberment), and disability insurance programs for all full-time and part-time employees as determined by the Board of Directors.

4.3A
COBRA AND
CONTINUED
COVERAGE

All full-time or part-time employees terminating employment may have continuing health (medical, dental, and vision) insurance pursuant to the governing provisions of the program in which they are enrolled. The employee will be required to pay the premium for the coverage selected in accordance with the provisions of COBRA, except as provided in the policy for Layoff & Severance Pay. Health coverage ends the last day of the month in which the employee terminates.

4.3B
DISABILITY
INSURANCE

Employees participate in the Employment Development Department's (EDD) State Disability Insurance (SDI) program and employer-paid short-term disability (STD) and long-term disability (LTD) insurance programs. Employees may be eligible for benefits under STD and/or LTD once sick leave is exhausted.

4.3C
FULL-TIME
EMPLOYEES

OCTA will offer health, life, and disability insurance after the first month of employment for full-time employees and their eligible dependents. Employees may be required to pay a portion of the premiums.

4.3D
LIFE INSURANCE
AND
SUPPLEMENTAL
LIFE INSURANCE

Life insurance will be provided by OCTA to full-time and part-time employees in the amount of two times the annual salary for each full-time and part-time employee.

Voluntary employee-paid supplemental life insurance may be offered by OCTA for employees and/or eligible dependents.

4.3E
PART-TIME
EMPLOYEES

OCTA will offer health, life, and disability insurance after the first month of employment for part-time employees and their eligible dependents. Employees may be required to pay a portion of the premiums.

4.3F
RETIREE HEALTH
BENEFITS

An employee who retires from OCTA is eligible to continue medical, dental, and/or vision coverage, provided the retiree continues to pay the full monthly premium. Current group health benefits may continue up to age sixty-five (65).

An employee who defers retirement or receives disability retirement is not eligible for this benefit.

For additional information regarding retiree health benefits that may apply under the Additional Retiree Benefit Account Plan (ARBA) please refer to section 4.7B.

4.3G
SURVIVOR
BENEFIT

When OCTA is notified of the death of an employee, his/her dependents will be covered under the group insurances offered by OCTA at time of death, OCTA will continue the health benefits at no cost to the dependent(s) for a maximum of three (3) months.

After that time, dependents may be eligible for coverage in accordance with the provisions of COBRA.

**4.4
MISCELLANEOUS
BENEFITS**

4.4A
EMPLOYEE
RECREATION
ASSOCIATION

The Appointing Authority will be responsible for monitoring the Employee Recreation Association (ERA), which is administered by the Finance and Administration Division.

4.4B
EMPLOYEE USE OF
TRANSPORTATION
SYSTEM

The Appointing Authority has established policies and procedures regarding an active or retired employee and eligible dependents' free transportation on OCTA's transportation services. The eligible dependents of a deceased employee will also be provided with free transportation on OCTA's fixed route bus services until the dependent no longer meets the eligibility requirements.

4.4C
ILL CHILD CARE

OCTA will reimburse an eligible employee the cost to care for an ill child or children up to \$50 per day, but not to exceed \$250 total per calendar year per employee.

Childcare must be provided by a state-licensed childcare facility or a state-licensed nurse.

4.4D
MILEAGE
REIMBURSEMENT

An employee will be reimbursed for use of his/her private automobile for official business of OCTA at the rate established by the Internal Revenue Service.

4.4D
MILEAGE
REIMBURSEMENT
(CONTINUED)

The Appointing Authority will determine what constitutes official OCTA business, which would require use of an employee's private automobile. Local travel for mileage reimbursement purposes will include travel in Los Angeles, Orange, San Bernardino, Riverside, and San Diego counties. Executive Employees please see section 4.6A.

4.4E
OUT-OF-POCKET
EXPENSES

OCTA will reimburse its employees for out-of-pocket expenses incurred while conducting official business for OCTA as provided in the policy regarding travel and conference expenses.

4.4F
PROFESSIONAL
LICENSES AND
CERTIFICATES

OCTA will pay for any work-related professional licenses, certificates, or renewal fees as approved by the Appointing Authority.

4.4G
RECOGNITION AND
AWARD
PROGRAMS

The Appointing Authority may establish and maintain an employee service award program and employee appreciation programs to provide recognition to employees for performance, continuous service, safety, and commitment to public transportation.

**4.5
PROTECTED LEAVES**

Leaves of absence may be granted by the Appointing Authority to employees with or without pay. This policy will be interpreted and applied in accordance with all applicable state and federal laws. Employees may not engage in other employment while on a leave of absence without prior written approval of OCTA.

4.5A
FAMILY AND
MEDICAL LEAVE
(FMLA)

OCTA employees with at least twelve (12) months of service who have worked 1,250 hours in the preceding twelve (12) months are eligible for up to twelve (12) weeks of leave in a twelve (12) month period under the Family and Medical Leave Act (FMLA) for the purposes of:

- the birth of a child of the employee;
- the placement of a child with the employee in connection with adoption or foster care by the employee;
- the care of the employee's spouse, child, or parent with a serious health condition; or
- an employee's own serious health condition and/or disability including work-related injuries and illnesses that prevent the employee from performing his/her job duties.

4.5A
FAMILY AND
MEDICAL LEAVE
(FMLA)
(CONTINUED)

Through California's Paid Family Leave Insurance benefit, employees may be eligible for up to six weeks of paid leave within a 12-month period, to care for a seriously ill child, spouse, parent or registered domestic partner, or to bond with a new child or to bond with a minor child in connection with the birth, adoption or the foster care placement of that child.

When both parents are employed by OCTA, the number of workweeks of leave, which may be taken for the birth or placement of a child, shall not exceed twelve (12) workweeks aggregated.

Medical certification, on an OCTA approved form, from the attending Health Care Provider, will be required for a medical leave. Submitting an incomplete medical certificate may result in denial or delay of medical leave.

Family and Medical leaves are unpaid leaves; however, employees requesting leave are required to use accrued vacation and sick time. Once an employee exhausts all accrued vacation and sick time, any remaining approved Family and Medical Leave will be unpaid. Any unpaid leave may have an adverse impact on an employee's OCERS retirement benefit.

An employee will be entitled to his/her same position or a comparable position upon return to work. If a leave exceeds the allowed twelve (12) weeks, OCTA does not guarantee the employee's classification or employment. If applicable, Workers' Compensation will run concurrent with other family and medical leaves.

OCTA will continue to maintain and pay for the employee's group health coverage at the same level as active employees for any period covered under FMLA or other protected leave status. To continue health coverage, an employee in an unpaid status will be responsible for submitting health insurance contributions, at the same rate and frequency as active employees. Failure to pay the employee's contribution may result in a lapse of coverage.

4.5A
FAMILY AND
MEDICAL LEAVE
(FMLA)
(CONTINUED)

In addition to family and medical leave absences, an employee who is absent due to a pregnancy-related disability leave may be entitled to a leave of absence under the California Pregnancy Disability Leave (PDL).

With the exception of pregnancy-related disability leaves, benefits under the California Family Rights Act (CFRA) normally run concurrent with FMLA and Workers' Compensation related leaves.

4.5B
FMLA - MILITARY
CAREGIVER LEAVE

Eligible employees may take up to twenty-six (26) weeks of leave to care for a spouse, child, parent or next of kin (defined as "nearest blood relative") who a serious illness or wound has incurred in the line of duty. This leave is available during a single twelve (12) month period and is combined with all other FMLA leaves in that period, resulting in a maximum total leave of twenty-six (26) weeks. Military caregiver leave is an unpaid leave; however, employees may elect to be paid using any available accrued vacation, sick, or personal paid holiday balances.

4.5C
FMLA – MILITARY
QUALIFYING
EXIGENCIES

Eligible employees may take up to twelve (12) weeks of family and medical leave under the FMLA in a twelve (12) month period to assist with "any qualifying exigency" that arises from a spouse, child or parent in an active duty status in the Armed Forces. This includes the notification of an impending order or call to active duty and is not confined to a single twelve (12) month period. The twelve (12) week period is reduced by leave for any other qualifying FMLA event during the twelve (12) month period.

4.5D
FAMILY-SCHOOL
PARTNERSHIP ACT
(FSPA)

Employees who are parents, guardians, or grandparents with custody of a child in kindergarten or grades one to twelve, inclusive, or attending a licensed child day care facility, may take up to eight (8) hours in a calendar month (up to 40 hours in a year) to participate in activities of the child's school or licensed child day care facility. OCTA requires the use of accrued vacation time for these absences. If accrued vacation time is exhausted, the absence will be unpaid. Written verification of parental participation in school activity is required.

4.5E
KIN-CARE

Employees may take up to half of their annual accrued sick leave to attend to an illness of a child, parent, spouse, or domestic partner. Employees taking Kin-Care leave will be asked to submit a Leave of Absence form.

4.5F
MILITARY LEAVE

An employee on mandatory active duty with U.S. Armed Forces will receive full pay up to 30 calendar days, and beginning with the 31st day, an employee will receive differential pay up to a maximum of 180 calendar days. In instances where training or service with U.S. Armed Forces is not mandatory and is not covered by state or federal law, the leave of absence will be unpaid.

4.5G
MILITARY SPOUSE
LEAVE

Eligible employees who are the spouse of a qualified member of the Armed Forces may take up to ten (10) days of unpaid leave during the same period in which the qualified member is on an authorized leave from deployment during a period of military conflict.

4.5H
PERSONAL LEAVE

When requested, the Appointing Authority may grant a personal leave of absence without pay for an initial period of thirty (30) calendar days and extensions may be granted to a maximum of six (6) months from the beginning date of the personal leave.

A personal leave of absence may be granted once all accrued/benefit hours have been exhausted, including vacation hours, sick hours, and Personal Paid Holiday (PPH) hours.

If the personal leave of absence extends for thirty (30) calendar days or less, an employee will be returned to his/her original classification. If the personal leave of absence extends for more than thirty (30) calendar days, OCTA will not guarantee the employee's classification or employment with OCTA, but will attempt to reinstate the employee to a like or similar classification.

The employee will have continuing life insurance, medical, dental, and vision benefits for thirty (30) calendar days following the date on which the personal leave of absence begins.

During the initial thirty (30) calendar day period covered under Personal Leave, OCTA will continue to provide the same cost of the employee coverage and the same contribution for applicable dependent premiums at the then current rate.

4.5H
PERSONAL LEAVE
(CONTINUED)

To continue health coverage, employees on an unpaid status are responsible for submitting health insurance contributions, at the same rate and frequency as active employees. Failure to pay the employee's contribution may result in a lapse of coverage.

After the initial 30 day period, the employee will be required to remit in advance each month the monthly cost of the group insurance premiums incurred during the remainder of the leave of absence in order to continue group insurance. Non-receipt of premium reimbursements will result in the termination of the employee's insurance.

4.5I
PREGNANCY
DISABILITY LEAVE

A pregnant employee is entitled to a leave only for the period of actual medical disability attributable to pregnancy, childbirth, or related medical conditions up to a maximum of four (4) months per pregnancy.

Beyond the maximum of four (4) months per pregnancy covered under Pregnancy Disability Leave (PDL), California Family Rights Act (CFRA) may be available for "bonding time," for employees who meet eligibility requirements.

**4.6
REIMBURSEMENTS AND
ALLOWANCES**

4.6A
AUTOMOBILE
ALLOWANCE AND
ASSIGNMENT OF
AUTOMOBILES

OCTA may elect to provide both an assigned automobile and all related expenses or to provide a monthly automobile allowance to Executive employees. The monthly allowance will be in lieu of any other compensation or reimbursement for expenses incurred in the use of his/her personal automobile in the performance of his/her duties.

The automobile allowance will be in the same amount as is provided to the County of Orange managers at the department head or agency head level as determined by the Orange County Board of Supervisors.

OCTA may assign an automobile for each employee in the following positions: Base Manager, Bus Operations; Section Manager, Operations Support; Base Manager, Maintenance; Department Manager, Health, Safety and Environmental Compliance; Department Manager, Bus Operations; Department Manager, Security and Emergency Preparedness; and Department Manager, Maintenance. All related expenses are paid by OCTA.

4.6A
AUTOMOBILE
ALLOWANCE AND
ASSIGNMENT OF
AUTOMOBILES
(CONTINUED)

The automobile assigned to an employee may be used by other employees during regular working hours.

When needed, the Appointing Authority is authorized to assign an automobile on a twenty-four (24) hour (overnight) basis to an employee as required to conduct the business of OCTA.

4.6B
COMPUTER
PURCHASE
REIMBURSEMENT
PROGRAM

OCTA may reimburse a non-introductory employee for 50% of actual expenditures for the cost of a personal computer, compatible software, maintenance contracts, repairs, and related equipment.

An employee may not receive more than \$500 during any twelve (12) month period.

The first reimbursement payment will be made upon submission and approval of appropriate documentation. Subsequent payments will be made upon request on the anniversary date of the original payment to the employee.

To be eligible for this benefit, the employee must utilize a personal computer in his/her current position with OCTA. The Appointing Authority will have final decision-making authority on job-relatedness.

If an employee is out on a qualified leave of absence, no reimbursement will be made until employee returns from leave of absence.

If an employee terminates employment with OCTA or gives notice of termination from OCTA for any reason, no reimbursement or further reimbursement will be made.

PROGRAM SUSPENDED FOR FISCAL YEAR 2011-12.

4.6C
EDUCATIONAL
REIMBURSEMENT
PROGRAM

OCTA may provide an Educational Reimbursement Program to reimburse a non-introductory full-time employee for reasonable educational expenses for work-related courses. The Appointing Authority will be responsible for developing, administering, and maintaining the program.

A full-time employee who satisfactorily completes a work-related course at an accredited high school, trade school, junior college, college, or university will be reimbursed in full for eligible expenses up to a maximum of \$2,000 per fiscal year. If an employee terminates employment, or gives notice of termination prior to completion of the course, no reimbursement will be made.

4.6D
UNIFORMS

An employee with the classification title of Field Supervisor or Coach Operations Instructor, who is required to wear a uniform on the job, will be granted an allowance up to \$500 per year for the purchase of uniforms at OCTA's authorized uniform supplier. Uniform purchases must comply with the guidelines established by the Transit Division.

4.6E
SAFETY SHOES

Section Supervisors of Inventory Control, Facility Maintenance, Maintenance Supervisors, Maintenance Field Administrators, Health, Safety, and Environmental Compliance Department staff, and employees working in Right-of-Way will be eligible for reimbursement of the cost of a pair of approved, steel-toed safety shoes. Upon presentation of proof of purchase, an employee will be reimbursed for the cost of the safety shoes up to a maximum of \$130 per year.

**4.7
RETIREMENT AND
DEFERRED
COMPENSATION**

4.7A
DEFERRED
COMPENSATION

OCTA may provide all full-time, part-time, and extra-help employees, including those covered by a collective bargaining agreement, with a deferred compensation program. The Appointing Authority will be responsible for the establishment and administration of this program, utilizing the services of an outside administrator. This service will be provided at no cost to OCTA.

Enrollment in this program will be offered to employees on a voluntary basis, unless mandated by state or federal law. Employee contributions to the program will be made by payroll deduction. The Chief Executive Officer may authorize OCTA to pay all or part of the employee contributions for designated employees.

Administrative employees will receive OCTA -paid matching contributions to 401(a) plans based on years of service as set forth below provided employees are making contributions to the OCTA 457(b) plan:

Years of Service	Percent of Base Pay
5 or more years	1%
10 or more years	2%
20 or more years	3%

4.7A
DEFERRED
COMPENSATION
(CONTINUED)

In addition to the above scale, employees in Salary Grade V and above will receive an employer-paid matching contribution of up to 2% of base salary to the 401(a) plan upon hire or promotion.

4.7B
RETIREMENT

All full-time and part-time employees of OCTA will participate in the Orange County Employees Retirement System (OCERS) and will be governed by its rules and regulations.

OCTA will pay all of the employee contribution for full-time and part-time administrative employees.

An employee who retires from OCTA after January 1, 1995, may be eligible for a benefit under the Additional Retiree Benefit Account (ARBA) Plan. The retiring employee is eligible if the following conditions are met:

- at least ten (10) years of service and is at least fifty (50) years of age at retirement, and
- receives retirement benefits under OCERS within thirty (30) days from the date of separation

The benefit amount represents \$10.00 per month per year of service, not to exceed a monthly benefit of \$150.00.

OCTA reserves the right to modify or terminate this plan at any time by action of the Board of Directors. Administration of the ARBA Plan will be in accordance with the plan document.

Exceptions to the above policy resulting from the consolidation of the Orange County Transit District and the Orange County Transportation Commission are addressed in Grandfathered Benefits.

**4.8
TIME OFF BENEFITS**

4.8A
ACCRUALS

All paid time-off benefits will accrue during a leave of absence for only the period during which the employee is paid. An employee on unpaid leave of absence does not earn service credit. An employee who returns to work from a leave of absence retains all accumulated service credit. Service credit for retirement benefits will be based on the specifications of the retirement system.

4.8B
BEREAVEMENT
LEAVE

A full-time or part-time employee will be granted paid bereavement leave for time actually lost, up to three (3) regularly-scheduled workdays, to arrange for and/or attend the funeral of an immediate family member.

Immediate family member includes: spouse, parent, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, stepbrother, stepsister, grandparent, grandchild, or registered domestic partner. Bereavement leave may be granted for each occurrence.

An eligible employee who attends the funeral of an immediate family member outside a 350-mile radius from administrative offices of OCTA will be granted up to five (5) days paid bereavement leave.

This paid bereavement leave will not be chargeable to sick leave or vacation. The Appointing Authority will authorize such absence from work.

Additional leave, if required, to make arrangements and/or attend the funeral of an immediate family member may be approved by the Appointing Authority and will be charged against accrued sick or vacation leave.

4.8C
CATASTROPHIC
LEAVE DONATIONS

Employees may elect to donate accrued sick and/or vacation leave to another employee who is on an unpaid catastrophic leave of absence and has exhausted all accrued time or benefits. The process is initiated by completing and submitting the request form for donations.

Catastrophic leave donations require a minimum transfer of 8-hours of sick or vacation, and that the donor's sick and vacation balances after transfer of donations are each 120 hours or more.

Donations do not in any way alter or extend the approved leave period.

4.8D
HOLIDAYS AND
PERSONAL PAID
HOLIDAYS

OCTA will observe eleven (11) paid holidays consisting of designated holidays and Personal Paid Holidays (PPHs) as determined by the Chief Executive Officer.

A full-time, non-exempt employee will receive up to 88 hours of holiday pay at his/her regular rate during the calendar year.

4.8D
HOLIDAYS AND
PERSONAL PAID
HOLIDAYS
(CONTINUED)

When a holiday falls on a Saturday, the previous day will be observed as the holiday, and when a holiday falls on a Sunday, the next day will be observed as the holiday, unless otherwise designated by the Chief Executive Officer. When a holiday falls on an employee's scheduled day off, either the previous working day or the next scheduled working day will be observed by the employee as the holiday.

A full-time or part-time non-exempt employee who is required to work on a holiday will be paid at 1-1/2 times his/her regular hourly rate for all hours worked in addition to pay for his/her regularly-scheduled workday. An exempt employee will receive no premium pay for work on a scheduled OCTA holiday.

A full-time, exempt employee will receive holiday pay for each of the above holidays and will be paid based on his/her normally scheduled workday.

All part-time employees will receive holiday pay for each holiday at his/her regular rate on a pro-rated basis.

PPHs are taken at an employee's discretion following supervisory approval. An employee will be paid for any unused PPHs for the current calendar year in the event of termination or retirement. A maximum of two (2) PPHs not taken in one calendar year may be carried forward to the following calendar year.

4.8E
JURY DUTY

A full-time or part-time employee who is called for jury duty or for examination for jury duty will receive compensation at his/her regular rate of pay for those days that coincide with the employee's regularly-scheduled workdays.

Full-time and part-time employees are not eligible to receive additional compensation from the court system.

4.8F
SICK LEAVE

OCTA provides a plan for full-time and part-time employees to accrue sick leave.

Sick leave may be used for an absence from employment for any of the following reasons:

- the employee is physically or mentally unable to perform his/her duties due to illness, injury or medical condition of the employee

4.8F
SICK LEAVE
(CONTINUED)

- the absence is for the purpose of obtaining professional diagnosis or treatment for a medical condition of the employee
- the absence is for other medical reasons of the employee, such as pregnancy or obtaining a physical examination

For leaves other than the employee's own serious illness, the employee may use accrued vacation leave and leave in excess of accrued vacation will be unpaid unless the employee desires to use accrued sick leave.

An employee will accrue sick leave with pay for each paid hour in a regularly scheduled workweek at the rates as provided in the following table:

Years of Service	Accrual Rates	Approximate Accrual
Less than 3 years	.0347 Hours	9 days per year
3 years or more	.0462 Hours	12 days per year

Sick leave will be paid consistent with an employee's regularly scheduled workday. Accrued sick leave will be added to the employee's sick leave accumulation account upon the completion of the pay period, with no credit to be applied during the progress of the pay period or for a fraction of the pay period during which an employee's service is terminated.

An employee who terminates from OCTA with ten (10) years or more of continuous service who is in good standing with OCTA will receive payment of any earned but unused sick leave up to a maximum of 160 hours.

Upon termination from OCTA due to death, an employee's estate will be paid 100 percent of the employee's unused or unpaid sick leave.

Upon retirement from OCTA, provided the employee has 10 years or more of continuous service, the employee will be paid a maximum of 240 hours for his/her unused sick leave. An employee is considered retired if they begin receiving a retirement benefit from OCERS within 30 days of their termination. This benefit does not apply to deferred retirement.

4.8F
SICK LEAVE
(CONTINUED)

Upon termination from OCTA due to layoff, all unused or unpaid sick leave will be paid to the affected employee.

An employee, who is injured on the job, resulting in loss of time, will be paid for the balance of the assignment on the day of injury at the regular rate of pay. The employee will also be paid for the time lost during the waiting period (first three (3) days following date of injury, for which no Workers' Compensation benefits are provided). This payment will be at benefit rates provided under the Workers' Compensation Act. Payments under this section will not be charged against the employee's accumulated sick leave. Vacation and sick leave accruals will continue during this three (3) day period and the employee will be credited as if he/she had worked his/her regularly scheduled hours each day.

For group insurance purposes only, time lost due to an on-the-job injury will not be considered an unpaid leave of absence. OCTA will continue to maintain and pay for the employee's group health coverage at the same level as active employees. To continue health coverage, an employee will be responsible for submitting health insurance contributions at the same rate and frequency as active employees. Failure to pay the employee's contribution may result in a lapse of coverage.

4.8G
SICK LEAVE
PAYOFF

An employee who has accumulated sick leave in excess of 120 hours, as of the close of the first pay period ending in November, may choose to retain all unused accumulated sick leave and continue to accrue sick leave or to receive a single payment at his/her current rate of pay for any amount in excess of 120 hours. If the employee elects to receive payment, it will be paid prior to December 31 of that year.

4.8H
VACATION

OCTA provides vacation leave with pay for full-time and part-time employees. Vacation leave is differentiated from other types of leave because it is intended for the rest, relaxation, and renewal of employees.

Accrued vacation leave will be applied to the employee's vacation accumulation account only upon completion of each pay period except when an employee terminates.

Upon termination, all unused vacation leave accrued through the employee's termination date will be paid.

4.8H
VACATION
(CONTINUED)

An employee with less than two years of service will earn .0385 hours of vacation leave for each straight time hour of pay in a regularly scheduled workweek, unless otherwise approved by the Appointing Authority and authorized by the Department Manager, Human Resources.

Accrual rates change beginning with the pay period following the pay period that begins the next year of service.

At the Beginning of Year:	The Employee Shall Earn:	To a maximum of:
3	.0577 hrs.	120
10	.0770 hrs.	160
15	.0808 hrs.	168
16	.0847 hrs.	176
17	.0885 hrs.	184
18	.0924 hrs.	192
19 or more	.0962 hrs.	200

The maximum allowable accrued vacation leave at any time for full-time or part-time employees is as follows:

Years of Service	Maximum Accrued Vacation Leave
Less than 2	160 Hours
Less than 3	240 Hours
Less than 10	300 Hours
Less than 19	390 Hours
19 or more	440 Hours

An employee will not accrue vacation leave in excess of the maximum amount unless authorized by the Chief Executive Officer. The Chief Executive Officer is exempt from a maximum accrual. Vacations will be scheduled consistent with efficient OCTA operations.

4.8I
VACATION
SELLBACK

An employee has the option of receiving up to 200 hours of vacation pay each calendar year for accrued but unused vacation. An employee must use at least forty (40) hours of vacation during the previous twelve (12) months before exercising the sellback option.

The sellback option may be exercised twice in any given calendar year, but the total hours "sold-back" may not exceed 200 hours.

4.81
VACATION
SELLBACK
(CONTINUED)

Under unusual circumstances involving verifiable emergencies, the Appointing Authority may authorize a cash value payment to an employee for an amount up to the total amount of accrued vacation.

An employee terminating from OCTA will be paid, in a lump sum payment, for all unused vacation leave accrued through his/her termination date at his/her current rate of pay.

SECTION 5 COMPENSATION

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**5.1
COMPENSATION
OVERVIEW**

5.1A
PHILOSOPHY

OCTA's objective is to provide competitive wages based on the market value for comparable work. Human Resources strives to administer the compensation program in a flexible but consistent manner. The purpose of the compensation program is to attract, retain, and motivate employees.

Employees are recognized for their contributions through performance-based merit increases.

5.1B
SALARY
RESOLUTION

The purpose of the Salary Resolution is to:

- attract and retain a workforce dedicated to excellence, thereby ensuring OCTA's ability to meet the present and future business objectives of the organization,
- maintain a salary program, which will give maximum incentive to real accomplishments and compensate individuals on the basis of merit without discrimination, while providing necessary administrative control of salary costs, and
- provide salary structures, which are internally equitable and externally competitive.

5.1C
SALARY
STRUCTURE

The Salary Structure is designed to provide:

- salary grade ranges for classifications based upon the scope and level of responsibility of work performed in comparison to other work performed within OCTA and in comparison to the external market, and
- salaries paid to employees that reflect the level of responsibilities of the classification and the performance of the individual.

**5.2
ADMINISTRATION OF
COMPENSATION**

The Appointing Authority is responsible for the establishment of definitive guidelines for adjusting individual salaries and salary ranges. The development and administration of these guidelines may be delegated to appropriate staff.

Within guidelines established by the Appointing Authority, compensation adjustments may be given:

- as an increase to base pay,
- in a lump sum payment, and/or
- as deferred compensation

The Appointing Authority is authorized to adjust an incumbent's salary. The salary of each Executive employee will be determined by the Chief Executive Officer.

**5.3
FULL-TIME AND
PART-TIME EMPLOYEES**

An employee may be hired or promoted into a position at any salary within the range for the classification; such salary is to be determined based on individual qualifications. Approval by the Division Executive Director is required for starting salaries at or above the midpoint of the range for external hires. Approval by the Chief Executive Officer is required for starting salaries at or above the midpoint of the range for external hires in salary grade V and above.

A new employee will complete an introductory period. At the end of the introductory period, the employee's performance will be evaluated and the employee may be eligible for a merit increase based on the employee's performance level during the introductory period.

Following the completion of the introductory period, subsequent performance reviews will be conducted annually on a common review date and merit increases may be authorized at that time.

**5.4
RECLASSIFICATIONS**

When an employee is assigned to a classification with a lower salary range, or when the employee's position is reclassified to a lower salary range:

- the employee's salary may be reduced to the maximum of the new range, or
- with the approval of the Appointing Authority, the employee may retain his or her salary paid prior to the new assignment

**5.4
RECLASSIFICATIONS
(CONTINUED)**

Any employee promoted from one defined position to a different position at a higher salary grade will be brought at least to the minimum of the salary range for the different position. The promoted or laterally transferred employee may serve an introductory period of twenty-six (26) weeks. At the end of the introductory period, the employee's performance will be evaluated and a merit increase may be authorized.

**5.5
SALARY ADJUSTMENTS**

An employee may receive a merit increase based on his/her performance evaluation rating at the time of the common review unless the overall rating is "needs improvement" or "unsatisfactory".

For fiscal year 2011-12, due to budget shortfalls, the total dollar amount of all salary increases granted pursuant to the provisions above will be 0% of the total budgeted salaries for Administrative positions authorized by the Board of Directors.

Individual merit increases may vary in size depending on performance. Dollars unspent in this budget may be used to supplement the special performance award budget for the same fiscal year.

For fiscal year 2011-12, due to budget shortfalls, if an employee's salary is below the midpoint of the salary grade range for his/her classification, the employee may be considered for an interim review and salary increase of 0% or to the midpoint of the range, whichever is less.

This applies to employees in salary grades F through U only.

An employee's performance may be reviewed at any time during the year as appropriate, but his/her salary may not be adjusted other than as provided in this Personnel and Salary Resolution.

**5.6
SPECIAL PERFORMANCE
AWARDS**

The Appointing Authority may authorize special performance awards for full-time and part-time employees based on individual employee performance. Each award will be a single lump sum payment and will not increase an employee's base salary.

For fiscal year 2011-12, a pool for special performance awards may be established based on the availability of financial resources, as approved by the Board of Directors.

**5.7
TEMPORARY
ASSIGNMENTS**

When an employee is assigned duties of a different classification with the same or higher salary grade, the employee's salary may be increased by an amount not to exceed 5%. Such increase may be made only in those instances where the assignment will last at least 30 days and will not, in any event, be paid for a period in excess of 180 days, without written authorization by the Chief Executive Officer.

SECTION 6

SALARY STRUCTURE

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GRADE		MINIMUM	MIDPOINT	MAXIMUM
F	Hourly	14.33	17.70	21.07
	Monthly	2,483.87	3,068.00	3,652.14
	Annual	29,806.40	36,816.00	43,825.60
Customer Relations Representative Office Specialist, Assistant				
G	Hourly	15.13	18.79	22.45
	Monthly	2,622.54	3,256.94	3,891.34
	Annual	31,470.40	39,083.20	46,696.00
Schedule Checker Secretary I, Senior				
H	Hourly	16.07	20.03	23.99
	Monthly	2,785.47	3,471.87	4,158.27
	Annual	33,425.60	41,662.40	49,899.20
Customer Relations Representative, Senior Office Specialist Schedule Checker, Senior Warranty Coordinator, Associate				
J	Hourly	17.03	21.33	25.63
	Monthly	2,951.87	3,697.20	4,442.54
	Annual	35,422.40	44,366.40	53,310.40
Help Desk Technician, Associate Office Specialist, Senior Offset Printer Schedule Analyst, Associate Secretary II, Senior				

GRADE		MINIMUM	MIDPOINT	MAXIMUM
K	Hourly	18.13	22.81	27.49
	Monthly	3,142.54	3,953.74	4,764.94
	Annual	37,710.40	47,444.80	57,179.20
	Administrative Specialist			
	Asset Management Administrator			
	Buyer, Associate			
	Grants Technician			
	Help Desk Technician			
	HR Assistant			
	Offset Printer, Senior			
	Secretary, Executive			
	Special Assignment			
	Strategic Communications Coordinator			
	Warranty Coordinator			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
L	Hourly	19.59	24.80	30.00
	Monthly	3,395.60	4,298.67	5,200.00
	Annual	40,747.20	51,584.00	62,400.00
	Accountant, Associate			
	Benefits Analyst, Associate			
	Business Unit Analyst, Associate			
	Claims Representative, Associate			
	Code Administrator			
	Community Relations Specialist, Associate			
	Compensation Analyst, Assistant			
	Contract Administrator, Associate			
	Customer Relations Specialist, Associate			
	External Affairs Administrator			
	Financial Analyst, Associate			
	Fleet Analyst, Associate			
	Government Relations Representative, Associate			
	Help Desk Technician, Senior			
	Human Resources Representative, Associate			
	Intranet/Multimedia Specialist, Associate			
	Local Government Relations Representative, Associate			
	Marketing Specialist, Associate			
	Media Relations Specialist, Associate			
	Public Information Specialist, Associate			
	Real Property Agent, Associate			
	Schedule Analyst			
	Special Assignment			
	Stops and Zones Planner, Associate			
	Section Supervisor I			
	Training & Development Specialist, Associate			
	Transit Planner, Associate			
	Warranty Coordinator, Senior			
	Web Data Analyst, Associate			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
M	Hourly	21.51	27.23	32.95
	Monthly	3,728.40	4,719.87	5,711.34
	Annual	44,740.80	56,638.40	68,536.00
	Access Eligibility Administrator			
	Accountant			
	Administrative Assistant to the Deputy CEO and Executive Office			
	Administrative Assistant to the Executive Director			
	Administrative Assistant to the General Manager			
	Business Unit Analyst			
	Buyer			
	Claims Representative			
	Coach Operations Instructor			
	Code Administrator, Senior			
	Community Relations Specialist			
	Compensation Analyst, Associate			
	Customer Relations Specialist			
	Desktop Support Technician, Associate			
	Employee Relations Representative, Associate			
	External Affairs Administrator, Senior			
	Field Supervisor			
	GIS Analyst, Associate			
	Government Relations Representative			
	Internal Auditor, Associate			
	Intranet/Multimedia Specialist			
	Local Government Relations Representative			
	Marketing Program Administrator, Associate			
	Marketing Specialist			
	Media Relations Specialist			
	Payroll Administrator			
	Programmer Analyst, Associate			
	Public Information Specialist			
	Radio Dispatcher			
	Rail Right-of-Way Administrator			
	Section Supervisor II			
	Special Assignment			
	Stops and Zones Analyst			
	Stops and Zones Planner, Senior			
	Transportation Analyst, Associate			
	Transportation Funding Analyst, Associate			
	Transportation Modeling Analyst, Associate			
	Transit Planner			
	Web Data Analyst			
	Window Dispatcher			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
N	Hourly	23.68	29.98	36.27
	Monthly	4,104.54	5,196.54	6,286.80
	Annual	49,254.40	62,358.40	75,441.60
	Administrative Assistant to the CEO			
	Benefits Analyst			
	Business Relations Administrator			
	Business Unit Analyst, Senior			
	Clerk of the Board, Assistant			
	Community Transportation Coordinator, Associate			
	Compensation Analyst			
	Contract Administrator			
	Desktop Support Technician			
	Employee Relations Representative			
	Field Administrator			
	Financial Analyst			
	Fleet Analyst			
	GIS Analyst			
	Health, Safety & Environmental Compliance Specialist, Associate			
	Human Resources Representative			
	Internal Auditor			
	Intranet/Multimedia Specialist, Senior			
	IS Security Analyst, Associate			
	Marketing Specialist, Senior			
	Media Relations Specialist, Senior			
	Network Analyst, Associate			
	Programmer Analyst			
	Project Controls Analyst			
	Public Information Specialist, Senior			
	Real Property Agent			
	Schedule Analyst, Senior			
	Section Supervisor III			
	Special Assignment			
	Stops and Zones Analyst, Senior			
	Training & Development Administrator			
	Transportation Analyst			
	Transportation Funding Analyst			
	Transportation Modeling Analyst			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
P	Hourly	26.29	33.13	39.96
	Monthly	4,556.94	5,742.54	6,926.40
	Annual	54,683.20	68,910.40	83,116.60
	Accountant, Senior			
	Business Computing Solutions Specialist, Associate			
	Business Intelligence Analyst, Associate			
	Business Systems Analyst			
	Buyer, Senior			
	Civil Engineer			
	Claims Representative, Senior			
	Community Relations Specialist, Senior			
	Community Transportation Coordinator			
	Customer Relations Specialist, Senior			
	Data Warehouse Architect, Associate			
	Deputy OCTAP Administrator			
	Desktop Support Technician, Senior			
	Employee Programs Administrator			
	Field Administrator, Senior			
	Government Relations Representative, Senior			
	Health, Safety & Environmental Compliance Specialist			
	Human Resources Business Partner			
	Human Resources Representative, Senior			
	Local Government Relations Representative, Senior			
	Maintenance Field Administrator			
	Maintenance Instructor			
	Marketing Production Administrator			
	Marketing Program Administrator			
	Section Supervisor IV			
	Special Assignment			
	Strategic Communications Specialist, Senior			
	Systems Software Analyst, Associate			
	Telecommunications Administrator			
	Telecommunications Technician			
	Training & Development Administrator, Senior			
	Traffic Engineer			
	Web Developer			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
R	Hourly	29.10	36.87	44.63
	Monthly	5,044.00	6,390.80	7,735.87
	Annual	60,528.00	76,689.60	92,830.40
	Assistant Base Manager			
	Benefits Analyst, Senior			
	Business Computing Solutions Specialist			
	Business Intelligence Analyst			
	Business Systems Analyst, Senior			
	Community Relations Officer			
	Community Transportation Coordinator, Senior			
	Compensation Analyst, Senior			
	Contract Administrator, Senior			
	Database Administrator			
	Data Warehouse Architect			
	Employee Relations Representative, Senior			
	Financial Analyst, Senior			
	Fleet Analyst, Senior			
	GIS Analyst, Senior			
	Health, Safety & Environmental Compliance Specialist, Senior			
	Human Resources Business Partner, Senior			
	Inventory Analyst			
	IS Project Manager I			
	IS Security Analyst			
	Maintenance Field Administrator, Senior			
	Maintenance Instructor, Senior			
	Maintenance Supervisor			
	Network Analyst			
	Operations Analyst, Principal			
	Project Controls Analyst, Senior			
	Public Information Officer			
	Project Manager I, Capital Programs/Planning			
	Real Property Agent, Senior			
	Section Manager I			
	Special Assignment			
	Transit Project Manager I			
	Transit Planner, Senior			
	Transportation Analyst, Senior			
	Transportation Funding Analyst, Senior			
	Transportation Modeling Analyst, Senior			
	Web Developer, Senior			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
S	Hourly	32.68	41.38	50.08
	Monthly	5,664.54	7,172.54	8,680.54
	Annual	67,974.40	86,070.40	104,166.40
	Accountant, Principal			
	Benefits Analyst, Principal			
	Business Computing Solutions Specialist, Senior			
	Business Intelligence Analyst, Senior			
	Business Systems Analyst, Principal			
	Civil Engineer, Senior			
	Claims Manager			
	Compensation Analyst, Principal			
	Construction Safety Officer			
	Database Administrator, Senior			
	Financial Analyst, Principal			
	Government Relations Representative, Principal			
	GIS Analyst, Principal			
	Health, Safety & Environmental Compliance Specialist, Principal			
	Internal Auditor, Senior			
	IS Project Manager II			
	Local Government Relations Representative, Principal			
	Media Relations Officer			
	Network Analyst, Senior			
	Programmer Analyst, Senior			
	Project Controls Analyst, Principal			
	Project Manager II, Capital Programs/Planning			
	Real Property Agent, Principal			
	Section Manager II			
	Special Assignment			
	Systems Software Analyst			
	Traffic Engineer, Senior			
	Transit Project Manager II			
	Transportation Analyst, Principal			
	Transportation Funding Analyst, Principal			
	Transportation Modeling Analyst, Principal			

GRADE		MINIMUM	MIDPOINT	MAXIMUM
T	Hourly	36.75	46.43	56.10
	Monthly	6,370.00	8,047.87	9,724.00
	Annual	76,440.00	96,574.40	116,688.00
	Analysis Project Manager Base Manager Business Computing Solutions Specialist, Lead Civil Engineer, Principal Contract Administrator, Principal Data Warehouse Architect, Senior Deputy Treasurer Internal Auditor, Principal IS Business Strategist IS Project Manager III IS Security Analyst, Senior Project Manager III, Capital Programs/Planning Section Manager III Special Assignment Systems Software Analyst, Senior Traffic Engineer, Principal			
U	Hourly	42.10	53.50	64.89
	Monthly	7,297.34	9,273.34	11,247.60
	Annual	87,568.00	111,280.00	134,971.20
	CAMM Section Manager, Senior HR Section Manager, Senior Internal Audit Section Manager, Senior IS Section Manager, Senior Project Controls Section Manager, Senior Strategic Plan Officer			
V	Hourly	45.54	57.87	70.19
	Monthly	7,893.60	10,030.80	12,166.27
	Annual	94,723.20	120,369.60	145,995.20
	Department Manager Program Manager, Capital Programs/Planning			

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SECTION 7

GLOSSARY OF TERMS

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GLOSSARY OF TERMS

ADMINISTRATIVE EMPLOYEE	Any employee of OCTA not covered by a collective bargaining agreement.
APPOINTING AUTHORITY	The Chief Executive Officer; he/she may delegate this responsibility.
AT-WILL EMPLOYMENT	An employee's employment status may be changed, including but not limited to termination of employment, by OCTA or the employee, at any time for any reason.
BOARD	The Board of Directors of the Orange County Transportation Authority.
CATASTROPHIC LEAVE	An extended leave due to an employee's serious illness or medical condition that incapacitates an employee and where the employee is expected to use up all of the employee's accrued leave.
CLASSIFICATION OR CLASSIFICATION TITLE	The title that identifies the type of work being performed by one or more incumbents in a position.
DOMESTIC PARTNER	A domestic partnership is established in California when both persons file a Declaration of Domestic Partnership with the Secretary of State. A domestic partner is further defined by California's Family Code, Section 297-297.5.
ELIGIBLE DEPENDENT	Spouse, registered domestic partner, and dependent children up to the age of 19, or up to age 24, provided the dependent child aged 19 to 24 is enrolled as a full-time student. Proof of enrollment in a college or university is required. In some cases, a dependent child may be eligible for benefits to age 26.

GLOSSARY OF TERMS (CONTINUED)

EXECUTIVE EMPLOYEE	An employee classified as Chief Executive Officer, Deputy Chief Executive Officer, Executive Director, Division Director, General Manager, or Assistant General Manager.
EXEMPT EMPLOYEE	An employee in a position that is not covered under the provisions of the Fair Labor Standards Act (FLSA) regarding minimum wage, overtime, maximum hours, and recordkeeping.
EXTRA-HELP EMPLOYEE	An employee hired on a temporary basis to serve as part-time augmentation of staff in which the duty or task defined generally requires less than 20 hours of work per week and no more than 1,000 work hours within a continuous 12-month period. An extra-help employee does not serve an introductory period and is not eligible for employee benefits.
EXTRA-HELP POSITION	A position, which is intended to be occupied on less than a year-round basis for reasons including, but not limited to, the following: to cover seasonal peak workloads, emergency extra workloads of limited duration, necessary vacation relief, paid sick leave, and other situations involving a fluctuating staff.
FULL-TIME EMPLOYEE	An administrative employee in a position with a normal workweek that totals at least 40 hours.
INTERN	An intern is a type of extra-help employee enrolled as a full-time student at a two or four year college or university pursuing a course of study that will lead to an undergraduate or graduate degree, or a recent graduate, in a field of study applicable to the hiring department's specialty. The intern provides assistance to departments by performing a variety of duties related to the intern's career field. Guidelines for extra-help employees also apply to interns.

**GLOSSARY OF TERMS
(CONTINUED)**

INTRODUCTORY PERIOD	A period of time during which a newly hired, promoted, or transferred full-time or part-time employee serves to demonstrate his/her ability to perform satisfactorily in the position.
NON-EXEMPT EMPLOYEE	An employee in a position that is covered under the provisions of the Fair Labor Standards Act regarding minimum wage, overtime, maximum hours, and record keeping.
PART-TIME EMPLOYEE	An administrative employee in a position with a normal workweek that totals at least 20 hours but not more than 39 hours.
POSITION	Full-time and part-time positions in the Board-approved fiscal year budget.
PROMOTION	Movement of an employee from one position to a different position in a higher salary grade.
RECLASSIFICATION	The salary grade of a particular position is adjusted, either higher or lower, as a result of an evaluation process.
REHIRE	To employ someone who previously terminated his/her employment with OCTA (normally following a voluntary resignation) without restoring prior service.
REINSTATE	To return, within 6 months, an employee, previously terminated due to layoff, to active employment with OCTA and to restore prior service and benefit eligibility, with no formal break in service. Vacation, sick, and holiday hours for which the employee was paid at the time of termination are not restored. (This action is unrelated to retirement service credit).

**GLOSSARY OF TERMS
(CONTINUED)**

RETIREMENT

A voluntary separation of employment whereby an employee meets the eligibility requirements to receive retirement benefits as defined by the Orange County Employees Retirement System (OCERS), and applies for those benefits prior to termination.

SALARY RANGE

The minimum and maximum of the salary grade for a position. It is based upon the scope and responsibility of work performed in comparison with other work performed within OCTA and in comparison with the competitive labor market.

TRANSFER

Movement of an employee from one position to a different position in the same salary grade.



**Fiscal Year 2012
Effective June 19, 2011**