POLICY:

It is the policy of Chatham Area Transit Authority to verify the employment and/or income of an Authority current or past employee.

Employment and income verifications may be required when applying for a mortgage or loan, for reference checking, leasing an apartment, establishing credit, or any other instance where proof of employment or income is needed.

All employment and income verification requests must be referred to the Human Resources Department. Chatham Area Transit Authority will provide Federal, State, local government agencies, and other Federal Transit Administration required organizations any employee information required by law. If requests are made to an employee other than the HR designee, such employee is prohibited from releasing employment or income verification information and must direct inquiries to Human Resources. As an employee of Chatham Area Transit Authority the HR designee may handle a variety of confidential matters regarding other employees, clients, and other information. When doing so, it is their responsibility to respect the highest level of privacy for fellow employees. This policy is designed to protect the Authority and employee from any potential liability. Verification of employment will include the following information:

- Name of the employee
- Current or former job title
- Length of employment (hire date/separation date)
- Full-time or part-time status

Under no circumstance will the Authority respond to questions of character, credit worthiness, likelihood of continued employment, personality, reason for leaving the Authority service, evaluation of performance, eligibility for rehire or other questions of a similar nature unless legally required to do so.

APPLIES TO:

All employees of Chatham Area Transit Authority.
POLICY:

It is the policy of Chatham Area Transit to grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and any applicable state laws. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

POLICY SPECIFICS:

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the Authority may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Employees with questions about what illnesses are covered under this FMLA policy or under the Authority’s sick leave policy are encouraged to consult with the Human Resources Department.

Eligibility

Employees are eligible for this leave if they have been employed by the Authority for at least 12 months, have worked at least 1250 hours during the previous 12 months, and are employed in a facility that has at least 50 employees in a 75 mile radius. The employee is required to provide thirty (30) days notice when leave is foreseeable.

• The employee must have worked for the Authority for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.

Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to
rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

- The employee must work in a worksite where 50 or more employees are employed by the Authority within 75 miles of that office or worksite.

The distance is to be calculated by using available transportation by the most direct route.

**Reasons for Taking Leave**

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. **The birth of the employee’s child in order to care for that child.** An expectant mother may take leave before the birth of the child for prenatal care or if her condition makes her unable to work or comply with safety regulations.

2. **The placement of a child for adoption or foster care and to care for the newly placed child.**

3. **The care of an immediate family member (spouse, domestic partner, child, or parent with a serious health condition)** (described below).

4. **Serious health condition of the employee** (described below). An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee’s position.

**A serious health condition is defined as an illness, injury, impairment, physical or mental condition that involves:**

a. An illness of three (3) days which requires continuing treatment by a health care provider.

b. In patient care in a hospital, hospice or residential medical care facility including any period of incapacity of any subsequent treatment in connection with such
inpatient care or a condition that requires continuing care by a licensed health care provider.

c. Continuing treatment by a health care provider for a chronic or long term condition.

5. Qualifying exigency leave for families of members of the National Guard or reserves or of a regular component of the armed forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, domestic partner, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

   a. Short-notice deployment,
   b. Military events and activities
   c. Child care and school activities
   d. Financial and legal arrangements
   e. Counseling
   f. Rest and recuperation
   g. Post-deployment activities
   h. Additional activities that arise out of active duty provided that the employer and employee agree, including agreement on timing and duration of the leave.

The term “covered active duty” means:

   a. In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and

   b. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10 United States Code. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor). This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

6. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service
Next of kin is defined as the closest blood relative of the injured or recovering service member.

**The term “covered service member” means:**
- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

**The term “serious injury or illness” means:**
- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

**Amount of Leave**
An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The Authority will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Authority will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the Authority will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.
Special Provisions Regarding Leave

If an employee and their spouse or domestic partner both work for Chatham Area Transit, they are entitled only to a combined total of twelve (12) weeks of leave for the birth or placement of a child for adoption or foster care or to care for a sick parent (but not a parent “in-law”) with a serious health condition. However, each employee is entitled to up to twelve (12) weeks of leave due to the employee’s own serious health condition, to care for the spouse, domestic partner, or to care for a sick child. If a husband and wife both work for the Authority and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employees should make a reasonable effort to schedule planned medical treatment (either the employee’s own or that of a seriously ill immediate family member) so that the treatments do not unduly disrupt the business operations. A leave of absence for the birth of a child or placement of a child for adoption or foster care must be concluded within one (1) year of the adoption or birth, and must be taken on a continuous basis.

Status of Benefits during Leave

During a Family and Medical Leave, the Authority will maintain its share of the employee’s health care coverage, if any. The employee is required to continue to pay his/her share of premiums in a timely manner. Under current Authority policy, the employee pays a portion of the health care premium. While on paid leave, Chatham Area Transit will continue to make payroll deductions to collect the employee’s share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail.

If an employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee’s family member or a circumstance beyond the employee’s control, Chatham Area Transit may require the employee to reimburse the Authority for the amount paid for the employee’s health insurance premium during the leave period.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms, in compliance with federal and state regulations (unless exempted under law). The position will be the same or one which is nearly identical in terms of pay, benefits and working conditions. If a circumstance warrants it, the Authority may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee’s own serious health condition or the serious health condition of a family member must use all paid vacation, personal and/or sick leave prior to being eligible for unpaid leave. Sick, personal and
personal holiday leave will be ran concurrently with FMLA leave if the reason for the FMLA leave is covered by the Authority’s established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, in a six week pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the Authority’s sick leave policy) prior to being eligible for unpaid leave.

**Intermittent or Reduced Workweek Leave**

Employees taking leave due to their own or a relative’s serious health condition may take leave on an intermittent (in separate blocks of time or a day periodically when needed over the year) or under certain circumstances use the leave to reduced the workweek or workday, resulting in a reduced schedule (decreased number of hours per week). If an employee takes leave on an intermittent or reduced schedule, the leave will be reduced pro-rata and only the amount of leave time actually taken will be counted against the employee’s twelve (12) week allowance. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Chatham Area Transit has the right to transfer the employee to a job with equivalent pay and benefits in order to better accommodate the request for an intermittent or reduced workweek schedule.

**Certification of a Serious Health Condition**

Chatham Area Transit requires medical certification to support a leave due to a serious health condition of an employee, employee family member qualifying exigency for military family leave or the serious injury or illness of the covered service member. A fitness-for-duty report is necessary for any employee returning to work after a serious personal health condition. The employee must respond to such requests within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.
Certification of the serious health condition shall include: the date the condition began, its expected duration, diagnosis, and a brief statement of treatment. In a medical leave for the employee’s own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee’s position. For a seriously ill family member, the certification must include a statement the patient requires assistance and the employee’s presence would be beneficial or desirable.

The Authority may directly contact the employee’s or the employee’s family member’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. Chatham Area Transit will not use the employee’s direct supervisor for this contact. Before the Authority makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Authority will obtain the employee’s permission for clarification of individually identifiable health information.

Chatham Area Transit has the right to ask for a second opinion if it has reason to doubt the certification. The Authority will pay for the employee to get a certification from a second doctor which the Authority will select. If necessary to resolve conflict between the original certification and the second opinion, the Authority will require the opinion of a third doctor. Chatham Area Transit and the employee will jointly select the third doctor and the Authority will pay for the opinion. This third opinion will be considered final.

The Authority may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

- If a Family Leave of Absence exceeds twelve (12) weeks on a rolling twelve (12) month period (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) the employee employment status may be in jeopardy, which could result in termination of employment. Exceptions are if state allows more than the designated twelve (12) or twenty-six (26) weeks off in a rolling twelve (12) month period.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

**Recertification**

While on leave, employees are required to report periodically to the Authority regarding the status of the medical condition and their intent to return to work. Such reports may not be asked of the employee more than once every 30 days unless it is known that an employee’s
condition has changed, if the employee receives information casting doubt on the reason given for the absence or if the employee seeks an extension of his or her leave.

The Authority may request recertification for the serious health condition of the employee or the employee’s family member every six months in connection with an FMLA absence. The Authority may provide the employee’s health care provider with the employee’s attendance records and ask whether need for leave is consistent with the employee’s serious health condition.

All employees desiring to return to work following their leave must provide a fitness-for-duty report or doctor’s statement releasing them to full duty.

**Requesting Leave**

When foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor and the local HR designate. When the need for FMLA leave is unforeseeable, the employee must comply with the Authority’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

When an employee plans to take leave under this policy, the employee must give 30 days’ notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practical. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule treatment to minimize disruption to the operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Authority receives notice.

**Designation of FMLA Leave**

- After an employee has submitted the appropriate certification form, the HR designate will complete and provide the employee with a written response to the employee’s request for FMLA leave

**Intent to Return to Work from FMLA Leave**

On a basis that does not discrimination against employees on FMLA leave, Chatham Area Transit may require an employee on FMLA leave to report periodically on his/her status and their intent to return to work.

**APPLIES TO:**

All employees of Chatham Area Transit Authority.
POLICY

The Chatham Area Transit Authority Fitness Center will provide a safe and secure environment where employees can achieve their fitness goals. The rules are designed for the protection of our employees and facilities. Employees must observe all posted signs and directions provided. Violations may result in loss of gym privileges. All users are required to sign this policy and a waiver form.

RULES & REGULATIONS

1.) The fitness center can only be accessed by current employees using the employee’s access control badge and after employee has signed the rules and liability waiver. Employees must be granted access control to exercise in the Fitness Center.

2.) Friends, family members, and children are strictly prohibited.

3.) Participants exercise at own risk.

4.) Appropriate attire is required: shirts, appropriate pants/bottoms (no cut-off jeans or clothes with visible zippers that could damage the surface of the equipment), and athletic shoes must be worn (no sandals, heels, or bare feet).

5.) No food, gum, alcohol or tobacco products, or beverages allowed except for water in plastic containers. No glass of any kind is permitted.

6.) Personal radios/music players may only be used with headphones.

7.) Employees must avoid distractions and potential accidents for themselves and others while in the gym. Therefore, talking and texting on the cell phone while in the gym and/or using the equipment is strictly prohibited. Should the employee need to answer a cell phone or make a phone call, he/she should leave the gym area to conduct such business.

8.) Do not drop or slam weights on machines or floor. Do not move stationary equipment for any reason.

9.) Wipe off machines after each work-out (towels not provided).

10.) Participants must use collars and spotters on all free weights.

11.) There is a 30-minute limit on all cardiovascular machines when there is a waitlist.

12.) Lost, broken, or damaged equipment should be reported immediately. Broken or damaged equipment should not be used. Misuse or abuse of equipment should also be reported.

13.) Equipment cannot leave the Fitness Center at any time for any reason unless being removed for scheduled repair/maintenance.

14.) Pets, Bicycles, skateboards, roller skates, and roller blades are not permitted in the fitness center.

15.) Chatham Area Transit will not be responsible for lost or stolen items. Personal items should be left in your vehicle or placed in a locker. Do not leave personal items on the floor.

16.) Smoking and tobacco use of any type are not permitted.

17.) Alcoholic beverages are not permitted in the fitness center.
18.) Georgia laws and Chatham Area Transit policies regarding illegal substances will be strictly enforced.

19.) All users are expected to be responsible, courteous, and safety-conscious at all times. Horseplay will not be tolerated. Users who disregard any of the stated rules will be asked to leave the facility and will be suspended from use of the fitness center.

APPLIES TO:

All employees of employees, candidates for employment, passengers, customers and the general public for Chatham Area Transit Authority.
Chatham Area Transit Fitness Center Rules & Liability Waiver Acknowledgment Form & Agreement

I, ______________________________, for and in consideration of the gratuitous opportunity to use Chatham Area Transit Fitness Center and the equipment therein, do hereby agree as follows:

(1) I hereby waive for myself, my heirs, executors, administrators or assigns, any and all claims, demands, actions or causes of action, against the Chatham Area Transit, its officers, agents and employees of whatever kind or nature may arise in any manner by reason of injury or damage to my person or property or both while I am using the Fitness Center and the equipment therein.

(2) I do hereby covenant and agree that I will never instigate any suit or action against the Chatham Area Transit, its officers, agents or employees, for damages or loss or injury of any kind for or on account of any damages, loss or injury to my person or property or both which may arise in any manner while I am using the Fitness Center and the equipment therein.

(3) I agree to hold harmless the Chatham Area Transit, its officers, agents and employees for any injury, including but not limited to claims for wrongful death, arising in any manner to me or by my actions, to any other person, while participating in the use of the Fitness Center and the equipment therein.

(4) I further agree to abide by all existing rules and regulations regarding use of the Fitness Center, as promulgated by the Chatham Area Transit. I understand that failure to so comply may result in loss of privileges regarding use of said facility.

I have read the foregoing agreement and rules and understand that it constitutes a formal legal document.

Date________________________          Signature of Participant________________________

Printed Name______________________________
POLICY

Chatham Area Transit supports and fosters a work environment that enables work-life balance. In support of work-life balance, administrative full-time employees are eligible to request alternative work hours – either flexible work hour or a compressed work week. Alternative work hour requests must be approved by the employee’s department manager, the appropriate Chief and the Executive Director/CEO.

Definitions

Compressed Workweek: Designed to allow eligible employees to work longer scheduled days of work, with the intent of working fewer than 10 work days in each pay period.

Flextime: Designed to allow staff members the opportunity to work “core hours” with either early or late beginning/ending of the workday.

Flexible hours

Flexible hours consist of daily work hours other than the standard work hours. To be approved, flexible hours must meet the following criteria:

- The employee must work full-time
- The employee must be in the office during the core business hours of 9:30 a.m. to 3 p.m.
- The employee may choose to take a shortened lunch hour, of not less than 30 minutes, in order to accommodate flexible work hours
- The flexible hours must not impact the employee’s ability to perform job requirements to their manager’s satisfaction
- The employee must maintain a satisfactory or better performance rating
- The flexible hours must not impact the requirement for functional employee coverage during the standard business hours for the department

Procedure

Interested employee(s) may submit a Flexible Work Arrangement Request to his/her immediate department manager.

The applicable department manager will review the Flexible Work Arrangement/Management Consideration Checklist prior to approving such request.

Upon approval of applicable department manager, the chief and Executive Director/CEO must also approve such arrangement.

Flexible hour arrangements will be reviewed on a regular basis (at least once a year) and may be revoked if management determine that any of the criteria are not being met.

APPLIES TO:

All employees of employees, candidates for employment, passengers, customers and the general public for Chatham Area Transit Authority.
POLICY:

This policy reflects the continued commitment of Chatham Area Transit Authority to protect the confidentiality of its Plan participants’ protected health information (“PHI”) held by the Authority’s employee Health Plans (the “Plan”) under the Health Information Portability and Accountability Act (HIPAA).

Chatham Area Transit Authority’s Health Plan Providers, Third Party Administrators and other Business Associates, that assist in the administration of the Plan, are covered under business associate agreements requiring confidentiality of the Authority’s Plan participants’ PHI.

I. Definitions

_Breach_ means the unauthorized acquisition, access, use, or disclosure of Protected Health Information (PHI) which compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information. The term “breach” does not include the following:

1. Any unintentional acquisition, access, or use of PHI by an employee or individual acting under the authority of a covered entity or business associate if:
   a. Such acquisition, access, or use was made in good faith and within the course and scope of the employment or other professional relationship of such employee or individual, respectively, with the covered entity or business associate; and
   b. Such information is not further acquired, accessed, used, or disclosed by any person.

2. Any inadvertent disclosure from an individual who is otherwise authorized to access PHI at a facility operated by a covered entity or business associate to another similarly situated individual at same facility;

3. Any such information received as a result of disclosure is not further acquired, accessed, used, or disclosed without authorization by any person.

_HR staff_ means personnel providing administration duties whom have access to enrollment, eligibility and contribution data of individual enrollees in the Authority’s Health Plan. This list includes but is not limited to Human Resources, Payroll Personnel, Department Managers, and the CEO.

_Privacy Official_ means the person designated to implement enforce and administer HIPAA compliance efforts in regards to Chatham Area Transit’s Health Plan. The Privacy Official can be contacted by mail at Attn: Human Resources, Chatham Area Transit Authority, 900 E. Gwinnett St., Savannah, GA 31401 or by phone at 912-629-3906.
Protected health information (PHI) means any information that may identify Plan participants and that relates to health care services provided to Plan participants, the payment of health care services provided to Plan participants, or Plan participants’ physical or mental condition, in the past, present and future. Also included as PHI is any information connected to enrollment, eligibility, or contribution amounts made to an Flexible Spending Account (FSA).

II. PHI Uses and Disclosures
All uses and disclosures of PHI shall be in accordance with the Plan’s HIPAA Notice of Privacy Practices and this policy and its corresponding procedures.

The Plan may use and disclose Plan participants’ PHI, without authorization, for the following purposes:

- Treatment, payment and health care operations;
- Administrative functions of the Plan;
- Communications with the enrollee or their designated representative, health care providers, third party administrators, and other business associates;
- Research (subject to strict legal restrictions);
- Compliance with Workers’ compensation programs, government agencies, court proceedings, law enforcement activities, and public health activities.
- HR staff may internally use or externally disclose PHI in the following circumstances:
  - To enter, update, or use enrollment, eligibility, and payroll deduction information in ADP and in vendor enrollment websites;
  - Pursuant to requests by an enrolled employee or an employee’s personal representative;
  - Pursuant to a valid court order, subpoena or warrant;
  - When authorized by the enrollee using the appropriate HIPAA Disclosure Authorization Form;
  - When authorized by the Privacy Official.

When collecting or receiving PHI, HR staff will request only the minimum necessary information to carry out administrative functions of the Plan. Any documentation supporting the authority to disclose PHI to parties other than HR staff and the Corporate Benefits Department must be retained in the employee’s Benefit/HIPAA Folder for up to six (6) years after separation.

Any doubts regarding the appropriateness of a use or disclosure must be directed to the Privacy Official for clarification.

HR staff shall promptly report any known unauthorized uses or disclosures of PHI to the Privacy Official.
III. Plan Participant Rights in Relation to PHI

HR staff shall recognize and respect the following Plan participants’ HIPAA Medical Privacy rights in relation to PHI.

Right to Request Restrictions
Plan participants may request that the Plan limit the uses and disclosures of their PHI regarding treatment, payment and health care operations; and/or on the use and disclosure of PHI to a family member or close friend that is involved in the participant’s care. The participant may also request not to use or disclose PHI at all. The Access, Amend or Restrict Form must be completed and forwarded to the Privacy Official. While reasonable requests may be accommodated, agreement to a requested restriction is not required unless the request is for non-disclosure regards a specific health care item or service for purposes of payment; or for health care operations that have been paid for in full out of pocket by the Plan participant. The Privacy Official will respond directly to the participant’s restriction request.

Right to Receive Confidential Communications
Plan participants may request to receive their confidential information from the Plan at an alternative location or by an alternative means of communication. All requests must be in writing and forwarded to the Privacy Official. While reasonable requests may be accommodated, agreement to a request is not required. The Privacy Official will respond directly to the participant’s request.

Right to Access PHI
Plan participants have the right to inspect and copy their PHI that the Plan maintains. A Plan participant may request an electronic copy of their health information if it is maintained in an electronic health record. A Plan participant may also request that such electronic health information be sent to another entity or person, so long as that request is clear, conspicuous and specific. The participant may be charged for the cost of copying and mailing, if applicable. The requested information will generally be provided within 30 days if the information is maintained within a Chatham Area Transit Authority location. Information kept off site or with a Health Care Provider may take longer.

The Access, Amend or Restrict Form must be completed and forwarded to the Privacy Official prior to release of any PHI. Denial of a request may be made in certain instances as defined by law. The Privacy Official will respond directly to the participant’s request.

Right to Receive a Copy of the HIPAA Notice of Privacy Practices
Plan participants have the right to request a paper copy of the HIPAA Notice of Privacy Practices. All requests must be made in writing and forwarded to the Privacy Official. The Privacy Official will respond directly to the participant’s request.

Right to Amend PHI
Plan participants have the right to request that the Plan amend their PHI. The Amend,
Access or Restrict Form must be completed and forwarded to the Privacy Official. Denial of a request may be made if the PHI is accurate and complete, was not created by the Plan, or is not available for inspection as defined by law. The Privacy Official will respond directly to the participant’s request.

**Right to Receive an Accounting of Disclosures**

Plan participants have the right to receive a list of the Plan’s disclosures of their PHI, except for those disclosures that are made in connection with claims payment, treatment, healthcare operations or disclosures authorized by the participant, and certain other disclosures unless those disclosures involve an electronic record of health-related information on the individual that is created, gathered, managed or consulted by authorized health care staff. The accounting covers up to 6 years prior to the request, except in regards to electronic records where the accounting need only date back 3 years. All requests must be made in writing and forwarded to the Human Resources Department. Participants may request one (1) accounting in a twelve (12) month period free of charge. Participants may be charged for subsequent requests within the twelve (12) month period. The Privacy Official will respond directly to the participant’s request.

**Right to File a Complaint**

Plan participants have the right to file a complaint if they believe their HIPAA Medical Privacy rights have been violated. Plan participants may file a written complaint with the Privacy Official by completing a HIPAA Privacy Complaint Form. A participant may also file a complaint with the Secretary of the Department of Health and Human Services. The Privacy Official will respond directly to the participant’s complaint appropriately.

It is the policy of the Authority to comply with its legal obligations regarding Plan Participant’s PHI. It is also the policy of the Authority to prohibit any intimidation, threats, coercion, discrimination or other retaliatory acts against any person for exercising his or her rights under HIPAA or any other applicable law.

**IV. Safeguarding Protected Health Information**

Chatham Area Transit Authority is committed to safeguarding plan participants’ PHI and, as such, must take reasonable steps to ensure that PHI is not intentionally or unintentionally used or disclosed in any manner not consistent with HIPAA Medical Privacy Regulations. HR staff must comply with the following HIPAA Medical Privacy procedures below, along with any additional or updated guidelines as established by the Human Resources Department:

1. When HR staff are actively using PHI during work hours, they must:
   - Maintain all hard copy PHI in a concealed folder or binder;
   - Password protect electronic PHI, especially when sending via e-mail;
   - Utilize computers screen saver function;
   - Position computer monitor screen away from common areas and office doors that
are utilized by employees-at-large or the general public.

2. When HR staff must leave their work space during work hours, they must:
   • Make sure PHI data is secure by either placing documents in locked file cabinets and/or locked desk drawers or by locking their office door (if applicable);
   • Close out of software programs, making sure all electronic PHI is password protected.

3. When HR staff leave work for the day, they must:
   • Close out of all software programs, log completely off, and shut down computer;
   • Make sure all file cabinets and desk drawers containing PHI are securely locked;
   • Lock office door (if applicable).

4. Hard copy and electronic documents containing PHI should have all information that identifies or could reasonably be used to identify an individual deleted or removed wherever possible.

5. Once documents containing PHI no longer need to be retained after use, unless subject to HIPAA Privacy Retention Requirements, they must be destroyed (i.e., shred hard copy, delete file from computer).

V. Breach Notification Rules

The Plan has an obligation to notify certain parties of any “breach” of PHI, i.e., the “unauthorized acquisition, access or use of disclosure of unsecured PHI which compromises the security or privacy of such information.” Unsecured PHI is any PHI that has not been encrypted or destroyed. PHI that is secured is not subject to breach rules.

Determination if a Breach has occurred. The following approach will be followed to determine if a breach has occurred:

1. Determine whether there has been an impermissible use or disclosure of PHI under the HIPAA Medical Privacy and Security Rules;

2. Determine whether such impermissible use or disclosure compromises the security or privacy of the PHI—that is, if it poses a significant risk of financial, reputational, or other harm to the individual—and document the risk assessment performed in making this determination; and

3. Determine whether the incident falls within one of the three limited exceptions to the definition of “breach.” For example, an unintentional disclosure of PHI by someone authorized to access PHI to another authorized individual, if done in good faith and within the person’s scope of authority but does not result in further impermissible use or disclosure of the PHI would not be a “breach.”

Required Notifications. If the Plan determines that a breach has occurred, the Plan will take
the following notification steps:

1. **Notification to Individuals.** Written notice to affected individuals must generally be given by first class mail. The notice must include, to the extent possible, a description of the breach, a description of the types of information that were involved in the breach, the steps affected individuals should take to protect themselves from potential harm, a brief description of what the covered entity is doing to investigate the breach, mitigate the harm, and prevent further breaches, as well as contact information for the covered entity. The notice must be provided by the Plan “without unreasonable delay” – but in no case later than 60 days after discovery of a breach of unsecured PHI.

2. **Notification to Media.** If the PHI of 500 or more individuals in a single State or jurisdiction is involved in the breach, notice must be given to prominent local media outlets within the same timeframe stated in (1.) above.

3. **Notification to Health & Human Services (HHS).** If the PHI of 500 or more individuals is involved in the breach, HHS must be notified at the same time as individual notice is provided. If the PHI of less than 500 individuals is involved in the breach, the Plan must maintain a log and submit it annually to HHS (within 60 days after the end of the calendar year).

**VI. PHI Retention**

A Benefit/HIPAA Folder must be kept separately or with the medical personnel file of each employee that contains all documents related to enrollment and eligibility in the Authority’s Plans. Copies of files or documents must be retained for at least six (6) years after separation of the employee. The file contents may include:

- Enrollment forms, including supporting documents such as birth certificates;
- Enrollee use and disclosure authorization forms;
- Employee requests to exercise HIPAA rights (although original should be sent to Privacy Official);
- Documents supporting disclosures to personal representatives and government officials;

Other documents related to the Authority’s Health Plans that the Human Resources Department requests be included.

**APPLIES TO:**

All employees of Chatham Area Transit Authority.
POLICY:

Chatham Area Transit Authority provides eligible employees with paid time off for recognized holidays each year. The administrative office will be closed, and all eligible full-time employees are eligible to receive pay for the following holidays:

New Year’s Day
Martin Luther King Jr’s Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year’s Eve
Two (2) Floating Holidays

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

POLICY SPECIFICS:

Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority’s holiday policy for exempt employees:

- If operational demands do not allow for an employee to observe a recognized holiday away from the office, such employee will be granted an additional floating holiday.
- Holidays will not be paid to employees on any type of unpaid leave.

Non-Exempt Employee Holiday Provisions

The following provisions apply to Chatham Area Transit Authority’s holiday policy for non-exempt employees:

- Holiday pay is computed at an individual employee’s base rate of pay.
- Holiday pay will not be counted as time worked for the purpose of overtime calculations.
- If an employee is scheduled to work on a holiday, he or she will be paid his or her regular rate of pay plus eight (8) hours of holiday pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Employees must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay. Exceptions will be made for those employees on an approved leave (i.e. vacation, sick, floating holiday, etc.)
- When a holiday falls within an eligible employee’s vacation, the employee may elect to extend the vacation period by one day or may retain that vacation day for later use.
- Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by the Authority. Such unpaid time will be granted
provided undue hardship is not introduced to the Authority and that all floating holidays have been exhausted.

**Floating Holidays**

All eligible employees receive two (2) floating holidays per year in addition to vacation, sick leave and the Company’s regular scheduled holidays. Floating holidays allow employees to have additional paid leave to cover absences for personal reasons such as religious observances or to supplement vacation, sick and holiday leave. The Company, at its discretion, can assign a floating holiday(s) to be observed on a specific day based upon operational needs. This evaluation of floating holidays will be done on an annual basis and communicated during the annual distribution of the holiday schedule.

Floating holidays are available on January 1 of each calendar year for all eligible employees employed as of that date.

New employees hired:

- January – June: 2 Floating Holidays
- July - December: 1 Floating Holidays

Floating holidays must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

A floating holiday must be scheduled and approved in advance by the employee’s department manager.

**APPLIES TO:**
All full-time, non-union employees of Chatham Area Transit Authority.
POLICY:

The goal of the job posting policy is to ensure that all qualified employees are made aware of and have the opportunity to apply for open positions within Chatham Area Transit Authority. Business conditions permitting, all regular part-time, full-time and temporary positions are to be posted when an opening occurs.

The only rare exception to the public posting of a job opportunity within the Authority would be a confidential restructuring within the business unit. This confidential posting would need to be initiated by the CEO in advance and documented. When a manager is aware of an internal candidate who may be well qualified or trained, they should direct such employee to the posting to ensure that they apply and are considered for the opportunity.

PROCEDURE:

**Method of Posting**
All job openings will be posted on the Employment page of the Authority’s website at www.catchacat.org. Internal postings will also be placed in each employee break room.

**Posting Duration**
Jobs will be posted for at least seven calendar days, during which time all qualified candidates may apply as directed in the posting.

**Posting Information**
Each job posting shall include the following information:
- Job Title
- Department/Location
- Job summary
- Essential duties
- Skills/Requirements
- Information as to how to apply
- Closing Date (optional)

**Internal Applicants**
All employees may apply for internal job postings and will be subject to the same review as external applicants. All internal applicants should notify their current manager as they may be contacted to verify performance, skills and attendance, and his/her personnel file may also be reviewed. No employee currently on a performance improvement plan will be eligible to apply for a posted opportunity until the performance plan is satisfactorily completed.

**APPLIES TO:**
All employees of Chatham Area Transit Authority.
Chatham Area Transit Key & Badge Protocol

All requirements of the protocol are current and in force.

Summary

This policy is set forth by Chatham Area Transit in an effort to maintain the integrity of Chatham Area Transit buildings and their contents and to achieve maximum security while maintaining reasonable usability of work areas. Responsible personnel will work to maintain strict control of the key/badge, lock, and badge and access systems through various means outlined in this policy to support safety and accountability.

Policy

Designated CAT Personnel and Security Personnel will have unobstructed 24 hours a day, year round means of access in the event of an emergency condition.

It is the policy of Chatham Area Transit, that other than during normal working hours, all buildings shall be locked to maintain the safety of the buildings and their content. If your respective working area is protected by doors with access readers, they should remain completely closed at all time. Doors with access entry are not to be left open or propped open for any reason. Key/badge/Badges are issued for entry to CAT buildings for the purpose of conducting business only.

The access control to building (both exterior and interior) is provided by manual key and badge system for certain authorized users utilizing various CAT “restricted” areas to prevent unauthorized key/badge duplication. All door locks are keyed within this system. Access also includes electronic key/badge systems (code or swipe card badges) which will be authorized by responsible personnel when necessary. Working with the building users, Responsible personnel will determine the distribution and issue of all keys/badges. No other sources for keys/badges are authorized. All keys/badges issued remain the property of Chatham Area Transit.

Keys/badges to vehicles, cabinets, lockers, and desks are not covered by this policy. Responsible personnel will attempt to furnish such key/badge upon request but the issuance and control of these keys/badges are the responsibility of the individual departments.

RESPONSIBILITY

All lock and key/badge work shall be done through Responsible personnel key/badge shop. Unauthorized door locks are prohibited and when found will be removed and appropriate charges made to the responsible party. In addition, your assigned key/badge is not to be used to allow access to other users that do not have access to secure areas.

Responsible personnel

- Maintain Chatham Area Transit’s lock and key/badge system, including codes, product standards and service equipment.
- Maintain a computer-based key/badge management system at the Responsible Personnel department.
- Cut and issue key/badge with properly signed Lock and Key/badge Request Authorization Forms.
- Maintain computer database of all key/badge, locks, and associated building and room
numbers that they operate. Maintain database of all master key/badge holders.

- Supply various reports to administrators and key/badge coordinators such as which key/badge opens what door under their control.
- Audit high security key/badge as required.
- Restore physical security in a timely manner whenever key/badge control is compromised.

**Departmental Responsibility**

- Each department head is responsible to develop and enforce a key/badge return policy for their department.
- Each department shall ensure accountability for all department key/badge.
- Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.

**KEY/BADGE HOLDERS**

- The holder of a key/badge to any CAT facility assumes the responsibility for the safekeeping of the key/badge and its use. When leaving a work area or building ensure that all doors are secured as they were upon arrival. Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.
- Prior to leaving Chatham Area Transit all key/badge must be returned to the issuing department. Departments are responsible for having key/badge return on their employee exit checklist.

**Key/badge Holders- Contractor, Consultants, Vendors, and other Non-CAT Personnel**

- When keys/badges are issued, the responsible department requires a current signed document on company letterhead with the employee’s name and signature. It must state they are authorized to check out key/badge on behalf of that company. The Project Manager will be responsible for issuance and return of key/badge.
- The letter needs to be signed by an appropriate officer of the contractor’s company. Loss of key/badge may require re-keying of one or more buildings and costs could be extensive.
- The holder of a key/badge to any CAT facility assumes responsibility for the safekeeping of the key/badge(s) and its use. When leaving an area or building all doors must be secured as they were upon arrival. Key/badge(s) must not be loaned or made available to others. All lost or stolen key/badge must be reported immediately through the appropriate department head.
- The company representative must present picture identification and personally sign for all keys/badges.
- All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by Project Manager.
- Short term daily check-out of key/badge requires the contractor/vendor to follow the above steps. A copy of their driver’s license will be retained until all key/badge are returned.

**PROCEDURES**

**Requesting Key/Badges**

- Determine what building/rooms access is required. Responsible Personnel will determine the key/badge required to provide such access.
- The Responsible Personnel department will make the final determination on the validity of information provided based on the level of key/badge request.

**Key/badge Authorization**

- Department Heads are required to authorize master and sub-master level key within their areas of responsibility. All instructional, professional, and clerical space in the building must be controlled by the department requesting a master key/badge.
• The person authorized to carry the key/badge must personally pick up and sign for the key/badge from Responsible Personnel. Keys/badges will not be issued to a third party. Appropriate picture identification is also required.

Contractor, Consultants, Vendors, and other Non-CAT Personnel

• Formal request is required - See Responsibility Section for details.
• The Project Manager must verify the request.
• The person authorized to carry the key/badge must personally pick up and sign for the key/badge at Responsible Personnel. Key/badge will not be issued to a third party. Appropriate picture identification is also required.

Returning Key/badge

• Return all key/badge to the issuing entity (department, supervisor, etc.) discontinuing employment or transferring from your present position. If there is a question regarding the issuing entity, turn key/badge in to Responsible Personnel. Do not turn key/badge over to anyone else. You will be held responsible for all key/badge issued to you.

Contractor, Consultants, Vendors and other Non-CAT personnel

• All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by the Project Manager.

Lost, Stolen, Un-returned, and Broken Key/badge

Key/badge Not Returned

• It is the responsibility of the authorizing entity to make every effort to secure key/badge from personnel terminating employment. If efforts fail to obtain the key/badge they should be considered lost. In regards to access badges, the amount of $50 will be deducted from the employees last payroll check if badge is not returned. By signing the acknowledgement form for this policy, you authorize payroll deduction for unreturned badges.

Lost Key/badge and Stolen Key/badge/badges

• Lost key/badge must immediately be reported to the department head or Responsible Personnel.
• A new key/badge request procedure will be initiated for replacement key/badge.
• Stolen key/badge must be immediately reported to the appropriate department coordinator and Responsible Personnel.
• Responsible Personnel will contact Police. A detailed police report will be filed by the department detailing the circumstances of the theft.
• A new key/badge request procedure will be initiated for replacement key/badge.
• Employees will be charged a $50 replacement cost for lost/stolen badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of lost/stolen badges.

Broken or Damaged Key/badge

• If a key/badge is broken or otherwise damaged the pieces must be returned to the department coordinator or Responsible Personnel. If a key is broken off in a lock or is malfunctioning, notify immediately Responsible Personnel.
• Employees will be charged a $50 replacement cost for broken/damaged badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of broken/damaged badges.
Chatham Area Transit
Key/badge Policy & Procedure Acknowledgement

I have been provided with a copy of the Chatham Area Transit Key/badge Policy & Procedure. I understand that any questions that I may have can be discussed, answered and explained to me by my Supervisor or Manager.

I understand that I am responsible for following the Policies and Procedures contained in this manual, and that my Supervisor or Manager is required to follow these written standards at all times. My signature below also indicates that a copy of this manual has been made readily available to me.

Employee Acknowledgement

___________________________________  ____________________________________
Employee Name (Please Print)  Employee Signature

___________________________________  ____________________________________
Date  Employee Signature
All requirements of the protocol are current and in force.

Summary

This policy is set forth by Chatham Area Transit in an effort to maintain the integrity of Chatham Area Transit buildings and their contents and to achieve maximum security while maintaining reasonable usability of work areas. Responsible personnel will work to maintain strict control of the key/badge, lock, and badge and access systems through various means outlined in this policy to support safety and accountability.

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Responsible personnel

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- Maintain computer database of all key/badge, locks, and associated building and room
numbers that they operate. Maintain database of all master key/badge holders.

- Supply various reports to administrators and key/badge coordinators such as which key/badge opens what door under their control.
- Audit high security key/badge as required.
- Restore physical security in a timely manner whenever key/badge control is compromised.

**Departmental Responsibility**

- Each department head is responsible to develop and enforce a key/badge return policy for their department.
- Each department shall ensure accountability for all department key/badge.
- Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.

**KEY/BADGE HOLDERS**

- The holder of a key/badge to any CAT facility assumes the responsibility for the safekeeping of the key/badge and its use. When leaving a work area or building ensure that all doors are secured as they were upon arrival. Protect key/badge against loss, theft, or unauthorized use. Report lost or stolen key/badge immediately through the appropriate department head.
- Prior to leaving Chatham Area Transit all key/badge must be returned to the issuing department. Departments are responsible for having key/badge return on their employee exit checklist.

**Key/badge Holders- Contractor, Consultants, Vendors, and other Non-CAT Personnel**

- When keys/badges are issued, the responsible department requires a current signed document on company letterhead with the employee’s name and signature. It must state they are authorized to check out key/badge on behalf of that company. The Project Manager will be responsible for issuance and return of key/badge.
- The letter needs to be signed by an appropriate officer of the contractor’s company. Loss of key/badge may require re-keying of one or more buildings and costs could be extensive.
- The holder of a key/badge to any CAT facility assumes responsibility for the safekeeping of the key/badge(s) and its use. When leaving an area or building all doors must be secured as they were upon arrival. Key/badge(s) must not be loaned or made available to others. All lost or stolen key/badge must be reported immediately through the appropriate department head.
- The company representative must present picture identification and personally sign for all keys/badges.
- All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by Project Manager.
- Short term daily check-out of key/badge requires the contractor/vendor to follow the above steps. A copy of their driver’s license will be retained until all key/badge are returned.

**PROCEDURES**

**Requesting Key/Badges**

- Determine what building/rooms access is required. Responsible Personnel will determine the key/badge required to provide such access.
- The Responsible Personnel department will make the final determination on the validity of information provided based on the level of key/badge request.

**Key/badge Authorization**

- Department Heads are required to authorize master and sub-master level key within their areas of responsibility. All instructional, professional, and clerical space in the building must be controlled by the department requesting a master key/badge.
• The person authorized to carry the key/badge must personally pick up and sign for the key/badge from Responsible Personnel. Keys/badges will not be issued to a third party. Appropriate picture identification is also required.

Contractor, Consultants, Vendors, and other Non-CAT Personnel

• Formal request is required - See Responsibility Section for details.
• The Project Manager must verify the request.
• The person authorized to carry the key/badge must personally pick up and sign for the key/badge at Responsible Personnel. Key/badge will not be issued to a third party. Appropriate picture identification is also required.

Returning Key/badge

• Return all key/badge to the issuing entity (department, supervisor, etc.) discontinuing employment or transferring from your present position. If there is a question regarding the issuing entity, turn key/badge in to Responsible Personnel. Do not turn key/badge over to anyone else. You will be held responsible for all key/badge issued to you.

Contractor, Consultants, Vendors and other Non-CAT personnel

• All key/badge must be returned to Responsible Personnel at the completion of the project. Written confirmation from Responsible Personnel is required before final payment is made by the Project Manager.

Lost, Stolen, Un-returned, and Broken Key/badge

Key/badge Not Returned

• It is the responsibility of the authorizing entity to make every effort to secure key/badge from personnel terminating employment. If efforts fail to obtain the key/badge they should be considered lost. In regards to access badges, the amount of $50 will be deducted from the employees last payroll check if badge is not returned. By signing the acknowledgement form for this policy, you authorize payroll deduction for unreturned badges.

Lost Key/badge and Stolen Key/badge/badges

• Lost key/badge must immediately be reported to the department head or Responsible Personnel.
• A new key/badge request procedure will be initiated for replacement key/badge.
• Stolen key/badge must be immediately reported to the appropriate department coordinator and Responsible Personnel.
• Responsible Personnel will contact Police. A detailed police report will be filed by the department detailing the circumstances of the theft.
• A new key/badge request procedure will be initiated for replacement key/badge.
• Employees will be charged a $50 replacement cost for lost/stolen badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of lost/stolen badges.

Broken or Damaged Key/badge

• If a key/badge is broken or otherwise damaged the pieces must be returned to the department coordinator or Responsible Personnel. If a key is broken off in a lock or is malfunctioning, notify immediately Responsible Personnel.
• Employees will be charged a $50 replacement cost for broken/damaged badges. By signing the acknowledgement form for this policy, you authorize payroll deduction for the cost of broken/damaged badges.
Chatham Area Transit
Key/badge Policy & Procedure Acknowledgement

I have been provided with a copy of the Chatham Area Transit Key/badge Policy & Procedure. I understand that any questions that I may have can be discussed, answered and explained to me by my Supervisor or Manager.

I understand that I am responsible for following the Policies and Procedures contained in this manual, and that my Supervisor or Manager is required to follow these written standards at all times. My signature below also indicates that a copy of this manual has been made readily available to me.

Employee Acknowledgement

___________________________________
Employee Name (Please Print)

___________________________________
Date

___________________________________
Employee Signature
POLICY:

It is the policy of Chatham Area Transit not to grant interviews or release information to the media without prior approval of the Chairman of the Board or the Executive Director/Chief Executive Officer, depending on the specific issue.

Any request for interviews or information by the media should be referred to the Marketing and Development Manager. Courtesy and acceptable business practices should always dictate in dealing with such requests. The employee should ask the reporter for his or her name, the name of the publication or company, a telephone number and the topic in issue. Upon receipt of this information, the employee should contact the Marketing and Development department with the information. In the event no one is available, the employee should make direct contact with an appropriate officer of the Authority. In no case should any information be volunteered to outside sources.

This policy excludes those circumstances dealing with local promotional events (i.e. roadeo, marketing events, etc.)

All press releases will be issued as deemed necessary and relevant by the Marketing and Development department. The Executive Director/Chief Executive Officer must approve all press releases prior to distribution. In addition, press releases that include quotes by staff must be approved by the individual quoted.

APPLIES TO:

All employees of Chatham Area Transit Authority.
POLICY:

Chatham Area Transit will comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and applicable state laws pertaining to military leave. Chatham Area Transit is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Company’s policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person’s membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

POLICY SPECIFICS:

Eligibility for Military Leave of Absence
In accordance with USERRA, Chatham Area Transit employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their positions, subject to the limitations and restrictions set forth in federal and state law. Upon receiving an assignment for military service, employees should promptly provide notice to their supervisors prior to going on military duty, unless precluded by military necessity.

Compensation for Military Leave
Employees who perform service in the uniformed services (as those terms are defined by USERRA) will be placed on unpaid military leave status for all days that they are engaged in such military service. Affected employees are not required to use annual leave in lieu of paid or unpaid military leave; however, they may elect to use accrued annual leave or earned time at their discretion.

Benefits

Health Insurance - Chatham Area Transit at a minimum will maintain health benefits and other benefits for the first 30 days of military leave as if the employee was actively employed. After the initial 30 day period, the employee and covered dependents can continue group health insurance up to 24 months under COBRA.

Life Insurance – Any group term life/AD&D insurance provided by the Company will terminate the day the employee becomes active military. Any voluntary supplemental life/AD&D will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage.
Disability – Any long term disability insurance provided by the Company will terminate the day the employee becomes active military.
Retirement Plans – Upon reemployment, employees returning from a military leave of absence will be treated as having no break-in-service and will be credited with service for vesting and benefit accrual purposes for the period of absence. Immediately upon reemployment, the employee may, at his/her election, make any or all employee contributions that the employee would have been eligible to make had the employee’s employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee’s reemployment and that is not greater in duration than three times the length of the employee’s military service.
Vacation – Unless precluded or noted in a Collective Bargaining Agreement, employees will not accrue vacation, personal leave or sick leave while on military leave of absence status. Service members must, at their request, be permitted to use any vacation that had accrued before the beginning of their military service. Service members cannot be forced to use vacation time for military service.
General – Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the
individual remained continuously employed. In addition, an employee’s time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job.

Re-employment

Employees on active or inactive duty with an armed forces unit, regular or reserve will be returned to their former position or to one of like status and pay, to the extent required by law. Employees who qualify for re-employment will be re-employed as follows:

• Employees absent for less than 91 days will be re-employed in the position that they would have held if their continuous employment had not been interrupted by military service. Employees unable to qualify for this position despite reasonable attempts to train will be re-employed in the position held immediately prior to their military leave of absence.

• Employees absent for more than 90 days will be re-employed in the position that they would have held if their continuous employment had not been interrupted by military service or a position of like seniority, status and pay. Employees unable to qualify for such a position despite reasonable attempts to train will be re-employed in the position held immediately prior to their military leave of absence or a position of like seniority, status and pay.

• Employees who become disabled or aggravate a disability during such military service and are unqualified to be re-employed in the above manner despite reasonable efforts at accommodation, will be re-employed in a position for which they are equivalent in seniority, status and pay and qualified or can become qualified, with reasonable efforts. Employees unable to qualify for such a position will be re-employed in a position that is the nearest approximation to such position consistent with the circumstances of the individual's case.

• Employees who are not qualified to be re-employed as set forth above will be re-employed, with full seniority, in a position of lesser status and pay which they are qualified to perform.

• If two or more employees are eligible for re-employment in the same position, the employee who first left the Company will have priority. All other similarly situated employees will be re-employed, with full seniority, in another position that provides similar status and pay or, if disabled, to a position of similar status and pay consistent with the individual's case.

Subject to their ability to become qualified for the position, employees are entitled to any promotions, advancements or changes in status that would have occurred automatically had they not been absent for military service. Employees are entitled to promotions based on discretion, and not automatically based on seniority; only to the extent they would have been awarded the promotion had they not been absent. Requests for re-employment may be denied if the Company's circumstances have changed to make such re-employment impossible or unreasonable or if reemployment of an unqualified, disabled employee would impose an undue hardship on the Company.

Employees may be terminated after re-employment if documentation becomes available that establishes their non-eligibility for reemployment.

Request for Re-employment

An employee is eligible for re-employment upon honorable release or discharge from military service if:

1. Employees performing military service for less than 31 days or employees absent for the purpose of examination regardless of length must report no later than the first full regularly scheduled work day following completion of such military service/examination and the expiration of
eight hours following a reasonable amount of travel time. If reporting for work within this period is impossible or unreasonable through no fault of the employee, employees must then report as soon as practicable after the expiration of the above-referenced period.

2. Employees performing military service for more than 30 days but less than 181 days must submit a written application for reemployment within 14 calendar days after the completion of such military service. If submitting such application is impossible or unreasonable through no fault of their own, employees must submit the application on the next full calendar day when submission of such application becomes possible.

3. Employees performing military service for more than 180 days must submit a written application for re-employment within 90 calendar days after the completion of such military service.

4. Employees, who become ill, injured or aggravate an existing illness or injury during military service must request re-employment at the end of a reasonable period of time following their release or discharge. This period of time, however, cannot exceed two years.

The cumulative military service of an employee does not include any service beyond five years during which they were:

- Required to complete an initial period of obligated service
- Unable to obtain a timely release through no fault of their own
- Required to fulfill an additional and certified training requirement
- Ordered to active duty

Employees who fail to make a timely request for re-employment will be treated as other employees who fail to return from a leave of absence. Employees applying for re-employment should provide upon request necessary documentation to establish eligibility for re-employment.

**Exceptions to Re-employment**

In addition to the employee’s failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement if any of the following conditions exist:

1. The Company’s circumstances have changed so as to make reemployment impossible or unreasonable.

2. The employee’s employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

**APPLIES TO:**
All employees of Chatham Area Transit Authority.
POLICY:

Chatham Area Transit’s standards for employment decisions are based on qualifications for the position, ability and performance. The Company strives to avoid favoritism, the appearance of favoritism and conflicts of interest in employment decisions.

The hiring of relatives is prohibited if the employment of such an individual would result in the creation of:

- A supervisor/subordinate relationship between a relative and an employee. If a direct supervisory or managerial relationship would be established, relatives of a currently employed worker cannot be considered as applicants for an open position.

- An actual conflict of interest or the appearance of a conflict of interest. Generally, this bars the hiring or employment of an employee’s relatives in any position that has an auditing or control relationship to the employee’s job.

Relatives are defined as a spouse, parent, child, sibling, in-law, grandparent, grandchild, aunt, uncle, niece, nephew, cousin, step-relatives or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant or significant other.

Employees who marry or establish a close personal relationship can continue in their current positions as long as a prohibited employment relationship (as noted above) is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the Company to which one of the employees can transfer provided they are qualified. All practical efforts will be made to arrange such transfer at the earliest possible time.

All issues and variances to this policy relating to an employment-of-relatives situation or concern should be addressed to the Human Resources Director. Employees who become subject to this policy’s provisions due to marriage or commencement of a close personal relationship must inform their supervisor as soon as practical.

APPLIES TO:

- All employees and contract employees of Chatham Area Transit.
POLICY:

As a part of our continuing effort to avoid disruptions in our operations, interference with work, and inconvenience to our employees and customers, we have implemented the following rules addressing solicitation, distribution, and sales of goods and services of any kind on Chatham Area Transit Authority (CAT) property. Chatham Area Transit Authority property is defined as any property (including vehicles) owned or leased in whole or part by CAT from which our employees work or from where we conduct business or keep equipment. These areas can include driveways, parking lots, break rooms, hallways, all vehicles and office areas.

Please remember that because we share space with and operate equipment owned by others including our clients, there may be rules in addition to those set out below that apply to your facility or vehicle. If you have any questions about what is or is not allowed, please feel free to contact your facility management for guidance and sources of further information.

Solicitation and distribution of literature by non-employees for any purpose is not permitted on CAT property at any time without prior approval.

Solicitation and distribution of literature by employees is not permitted on CAT property in work areas during work time.

Sales of goods and services by employees for personal gain are not permitted on CAT property.

Solicitation and distribution of literature by employees is permitted in non-work areas during non-work time. Non-work areas include break rooms, employee parking lots and locker rooms.

Bulletin boards are for official CAT notices only unless designated by CAT for another purpose. Official bulletin boards are not be used for any other purpose.

Work time includes all time when an employee is actually on duty working. This includes pre-trip and post trip inspections and can include waiting time while in a vehicle in service. Work time excludes lunch periods and other breaks (paid and unpaid) as well as other similar times when an employee is at work or in a vehicle but not working. Work areas can include parking lots and driveways where vehicles regularly operate. Again, please feel free to contact your facility management for guidance and further sources of information.

From time to time we may permit, on a limited basis, outside vendors to offer our employees group services and benefits. All inquiries concerning the times and dates upon which such offers may be permitted should be referred to the Executive Director/CEO at (912) 629-3925.

Nothing in this policy diminishes Chatham Area Transit’s efforts to support the various charitable organizations CAT sponsors from time to time. CAT interprets and enforces this policy in a manner consistent with all applicable laws and client requirements.

For further information, please contact: Executive Director/CEO at (912) 629-3925.

APPLIES TO:
All employees of Chatham Area Transit Authority.
POLICY:

A job offer is an important commitment with legal and ethical implications for Chatham Area Transit and the employee. Therefore, Chatham Area Transit will ensure the process leading to the offer and all communications contained in the offer are appropriate, approved by the applicable manager(s), consistent with Company policy and the Chatham Area Transit.

PROCEDURE:

Upon identification of the individual that is the best candidate for the position being hired for, the hiring manager should confer with the Director of Human Resources. The Director will assist in obtaining appropriate approvals in conjunction with this policy, and the Chatham Area Transit.

The following approvals are required for employment offers:

1. All non-budgeted positions require the approval of the CEO or his/her designee.

2. Budgeted positions require signed approval from 2 individuals - the hiring manager and the supervisor of the hiring manager. Once approval(s) have been obtained, and after determining the offer content, the hiring manager will verbally discuss an offer of employment with the candidate confirming the pay rate, start date, position location, etc.

Note: If the offer is to an internal employee, the hiring manager should contact the employee’s current manager and inform him/her of the offer intention prior to contacting the employee directly.

Following discussion of the verbal offer, the hiring manager will contact the Director, Human Resources, who will draft the formal, written offer letter and correspond with the candidate in regard to terms and conditions of employment and any post offer testing (i.e. drug/alcohol testing, background check). For external hires, the Company encourages at least two (2) weeks’ time between offer and start date.

APPLIES TO:

All employees of Chatham Area Transit Authority.