



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

CARTA BOARD MEETING

April 18, 2018

1:00 PM

Lonnie Hamilton III Public Service Building
4045 Bridgeview Drive, Room B-225
North Charleston, SC 29405

AGENDA

1. Call to Order
2. Consideration of Board Minutes – March 21, 2018 Meeting
3. Meeting Agenda (Public Comment Location on Agenda) – Discussion
4. Financial Status Report – Robin Mitchum
5. Personnel Policies & Procedures Revision – Request for Approval – Robin Mitchum
6. Project Status Reports – Sharon Hollis
 - a. Regional Transit Framework Plan
 - b. Regional Park and Ride Study
 - c. Intermodal Center
7. Marketing/Outreach Report - Daniel Brock
8. Executive Director's Report
9. Other Business, If Any
10. Public Comments, If Any
11. Board Comments, If Any
12. Adjournment

Please note that the next regularly scheduled meeting of the CARTA Board will be Wednesday, May 16, 2018 in Room B-225 of the Lonnie Hamilton III Public Service Building, 4045 Bridgeview Drive, North Charleston, SC 29405. Notice, including agenda documentation, will be sent to Board Members in advance of the meeting, as well as posted on www.ridecarta.com. The CARTA Board Meetings are broadcast live on Charleston County's Ustream Channel at <https://www.charlestoncounty.org/departments/county-council/cctv.php>.

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING
March 21, 2018

The Charleston Area Regional Transportation Authority (CARTA) Board of Directors met on Wednesday, March 21, 2018, at the Lonnie Hamilton III Public Service Building located at 4045 Bridgeview Drive, Room B-225 in North Charleston, South Carolina.

MEMBERSHIP: Ed Astle; Mary Beth Berry; Bob Brimmer; Dwayne Green; Alfred Harrison; Virginia Jamison; James Lewis; Minnie Newman; Pat O'Neil; Jim Owens; Vic Rawl; Dickie Schweers; Michael Seekings; Elliott Summey; Keith Summey; John Tecklenburg; Jimmy Ward; Craig Weaver

MEMBERSHIP PRESENT: Ed Astle; Bob Brimmer; Dwayne Green; Virginia Jamison; James Lewis; Jim Owens; Vic Rawl; Michael Seekings; John Tecklenburg

PROXIES: Dennis Turner for Minnie Newman; Jerry Lahm for Elliott Summey; Ray Anderson for Keith Summey; Lynn Christian for Alfred Harrison

STAFF PRESENT: Ron Mitchum; Andrea Kozloski; Robin Mitchum; Michelle Emerson; Sharon Hollis; Josh Drucker; Kim Coleman

OTHERS PRESENT: Keith Benjamin (City of Charleston); Amy Jenkins (MGC); David Bonner (Transdev); Alicia Wigfall (Transdev); Daniel Brock (Rawle Murdy Associates); Michael Stettner (Rawle Murdy Associates); Steve Dudash (Thomas & Hutton); Brad Morrison (Town of Mt. Pleasant); William Hamilton (public); Julia Hamilton (public); Dee Shanti (public); Eugenia Felsing (public); Kathleen Snyder (public); Louise Brown (public); Mickie Kelecy (public); Rachel Adams (public); Larry Carter Center (public); Chris Nelson (public)

1. Call to Order

Chairman Seekings called the CARTA Board of Directors Meeting to order at 1:05 p.m. followed by a moment of silence. He announced that the Board Meeting was being livestreamed via the Charleston County website and You Tube.

2. Consideration of Board Minutes: February 21, 2018 Meeting

Mr. Rawl made a motion to approve the February 21, 2018 Meeting Notes as presented and Mr. Owens seconded the motion. The motion was unanimously approved.

3. Special Recognition – TASC Awards – Sharon Hollis

Ron Mitchum, Executive Director, asked Sharon Hollis, Principal Planner, to present the awards. Ms. Hollis serves on the Transportation Association of South Carolina (TASC) and announced that at the recent TASC conference, there were three individuals who were awarded special recognition for going above and beyond in their work in the community and support of transit matters. Ms. Hollis highlighted Chairman Seekings' many successes since his service as Chairman of the CARTA Board of Directors.

- Mike Seekings, Elected Official of the Year, Local

The Board acknowledged Chairman Seekings' accomplishments. Chairman Seekings thanked the Board for their acknowledgment, support and commitment. Mr. Mitchum then recognized the following individuals who were also awarded special recognition at the TASC conference:

- Ed Astle, Board Member of the Year
- Senator Marlon Kimpson, Elected Official of the Year, State

The Board congratulated the award winners and expressed gratitude for their exemplary service to the community and transit matters.

4. Financial Status Report – Robin Mitchum

Robin Mitchum, Deputy Director of Finance and Administration, presented the financial status report for the period ending February 28, 2018. Ms. Mitchum noted that the agency ended the month with an excess of revenue of \$1,678,237.

- The budget to actual revenues for the month was mostly on target with projections:
 - The actual federal revenue includes operating and capital for the year-to-date.
 - The State Mass Transit Funds are being used as a match for urban funds and bus facility funds.
 - Insurance proceeds are a result of accidents.
 - Sales of Assets include the sale of four support vehicles and two cutaways.
- The budget to actual expenditures for the month was mostly on target with projections with the exception of the following items:
 - Marketing includes costs associated with promoting the transit system.
 - Automotive costs include both parking expenses and mileage reimbursements to employees.
 - Accounting (Auditing) cost is a portion of the fee for the annual audit.
 - Dues include the annual membership fee to the Charleston Metro Chamber of Commerce.
 - Office Equipment Rental includes the quarterly postage meter rental fee.
 - Rent includes the Rivers Avenue Park-N-Ride lot, Ashley Phosphate Park-N-Ride lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage.
 - Contract Services (IGA & Management) is the extensive services provided to CARTA.
 - Vehicle Maintenance is the cost to maintain the fleet.
 - Operating Fees & Licenses include credit card transaction fees, DMV fees, storm water fees and solid waste fees.
 - Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the bulk once a year renewal invoice. While we will receive premium adjustments throughout the year as we add and remove assets, this amount reflects the bulk of the expenditure for the year.
 - Security cameras include the purchase of additional cameras at the Super Stop, Leeds Avenue and additional security cameras for rolling stock.
 - Depreciation includes the first quarter fiscal year 2018 depreciation expense. We will begin recording this quarterly. The budget amount will be adjusted with the next budget revision.

The Board received the financial status report as information.

5. Other Post-Employment Benefits (OPEB) – Discussion – Robin Mitchum

Ms. Mitchum discussed the Other Post-Employment Benefits (OPEB) plan noting that for several years, CARTA has provided post-retirement health insurance for one retiree. The agency does not have an approved OPEB plan that addresses post-retirement health plan coverage as required by GASB 45.

Although CARTA does not have a plan, assumptions have been made based on the benefits currently provided. Each year, the long-term liability is adjusted for CARTA with assumptions that all employees will receive the same benefits at retirement. Ms. Mitchum presented the comparable information that was provided to her and discussed the next steps. Once more detailed information and costs are presented to the Board, the Board will need to take action to adopt a plan as required by GASB. Ms. Mitchum addressed questions and comments.

Mayor Tecklenburg made a motion to defer the discussion of adopting an Other Post-Employment Benefits (OPEB) plan until additional information, including funding, is provided to the Board of Directors. Mr. Lewis seconded the motion. The motion was unanimously approved.

6. Bus Wash System RFP – Request for Approval – Robin Mitchum

Ms. Mitchum noted the Bus Wash Selection Committee met on March 8, 2018 and reviewed three proposals for the Vehicle Bus Wash System RFP. Proposals were received from NS Corporation, Ross & White Company and Westmatic Corporation. The Selection Committee recommends that CARTA award a contract to Westmatic Corporation for the base systems and options discussed based on the overall score sheet rankings. David Bonner, Transdev General Manager, addressed questions and comments regarding maintenance.

Mr. Rawl made a motion to approve the Bus Wash System RFP as presented and Mr. Anderson seconded the motion. The motion was unanimously approved.

7. Hospitality On Peninsula (HOP) Service Funding – Request for Approval – Andrea Kozloski

Andrea Kozloski, Deputy Director of Operations and Support, delivered an update on the HOP program. She highlighted the aspects of the program, the design of the lot and stop locations. Paper copies of the route map brochure will be distributed at next month's meeting. Ms. Kozloski then turned the discussion over to Mr. Mitchum for discussion of operations and service funding. Funding is not built into the CARTA budget and, to date, no partners have committed to assist with funding. The Route Advisory Committee will propose funding means at a future meeting.

Mr. Rawl made a motion that the HOP Program be discontinued if it is started in deficit mode and is not recovered quickly. Mr. Owens seconded the motion. The motion was unanimously approved.

Mayor Tecklenburg thanked Chairman Seekings and CARTA staff for their work in getting the program started. He suggested that cost and service adjustments be made to existing overlapping routes to assist with funding. Mr. Lewis commented that the hospitality industry should step-up to assist with funding. Mr. Owens suggested that the Town of Mt. Pleasant be included in future planning discussions for requests for services. Mr. Brimmer commented that the Board should be more forward-thinking when charging Mr. Mitchum with a project before funding is in place. Mayor Tecklenburg commented that the City of Charleston has helped with funding through cash and property. Chairman Seekings explained that the HOP program is a pilot program and continuing or expanding the services will be based on the success of the program. He discussed funding opportunities for operations and remarked it will be discovered very quickly if the program will be successful.

8. Project Status Reports – Sharon Hollis

A. Regional Transit Framework Plan: Sharon Hollis, Principal Planner, delivered a Regional Transit Framework Plan update. Ms. Hollis noted that corridors for analysis were selected through public

meetings and planning reviews. The Study Team is conducting analysis to identify high capacity transit modes for identified corridors. A public meeting will be held in early June to present the findings and gain public feedback.

- B. Regional Park-N-Ride Study:** Ms. Hollis delivered an update on the Regional Park-N-Ride Study. She noted that a preliminary list of sites for review has been developed and a team will review and score the sites on April 11, 2018. Following the review, the Study Team will develop a final list to determine concept designs and costs and will then develop a prioritized list of Park-N-Ride sites and a plan for implementation.
- C. Intermodal Center:** Ms. Hollis projected slides depicting the construction progress on the Intermodal Center.

The Board received the Project Status Reports as information.

9. Marketing/Outreach Report – Daniel Brock

In the interest of time, the Marketing/Outreach Report was deferred to next month's meeting.

10. Executive Director's Report

Mr. Mitchum highlighted the following matters:

- David Bonner and Jason Wosniak, with Transdev, and Jason McGarry, with the BCDCOG, will meet with Gillig soon regarding pre-production of the commuter buses.
- Steve Dudash, with Thomas & Hutton, who chairs the Mass Transit Advocacy Committee, arranged for staff to meet with MUSC regarding the new children's facility at Rivers Avenue and Mall Drive to discuss the bus stop at the location and safety related matters.
- Ed Astle has been appointed to chair the Route Advisory Committee.
- Chairman Seekings will chair the Bike/Ped Committee to identify problem areas and find solutions.
- A calendar of events was distributed to Board Members depicting upcoming activities and events as well as campaign projects and status.

The Board received the Executive Director's report as information.

11. Other Business, If Any

There was no other business discussed.

12. Public Comments, If Any

There were five public comments:

- Eugenia Felsing of Mt. Pleasant delivered comments regarding a comprehensive plan for a bus route to Folly Beach.
- Mickie Kelec of North Charleston delivered comments regarding Express Buses no longer enter the Greenwich Road area.
- Rachel Adams of West Ashley is in the food & beverage industry and expressed her concerns regarding more research being made on the HOP program and more communication to the food & beverage industry workers. She also expressed an interest in obtaining more information on the Bike/Ped Committee.
- Larry Carter Center of Charleston expressed his concerns regarding the ½ cents sales tax and not seeing improvements in transit. He also commented on safety matters and the need for a bus route to the beach.

- William Hamilton, of Best Friends of the Lowcountry Transit, distributed material and discussed the following upcoming events: CoChaCo; Charleston Farmer's Market; Awakening Motion; Greek Fest and Night Market. He also expressed his concerns regarding transit funding cuts.

13. Board Comments, If Any

- Chairman Seekings discussed his recent meeting with Secretary Hall. She is supportive of Park-N-Ride and Lowcountry Rapid Transit initiatives.
- Mr. Owens announced that Brad Morrison, Town of Mt. Pleasant's Transportation Director, was in attendance at today's Board meeting. Chairman Seekings thanked Mr. Morrison for attending the meeting and for his past service on the CARTA Board.

14. Adjourn

There being no further business before the Board, Chairman Seekings adjourned the meeting at 2:25 p.m.

Respectfully submitted,
Kim Coleman

DRAFT



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors

FROM: Robin W. Mitchum, Deputy Director of Finance & Administration

SUBJECT: March 31, 2018 Financial Report Overview

DATE: April 11, 2018

Please find attached the March 31, 2018 Financial Report. Below is a brief overview of the activities for FY18.

Revenues

The budget to actual revenues for the month was mostly on target with our projections.

- The actual federal revenue includes operating and capital for the year to date.
- The State Mass Transit Funds are being used as match for urban funds and bus facility funds.
- Insurance proceeds are a result of accidents.
- Sales of Assets include the sale of four (4) support vehicles and three (3) cutaways.

Expenditures

The budget to actual expenditures for the month was mostly on target with our projections with the exception of a few items.

- Marketing includes costs associated with promoting the transit system.
- Automotive costs include both parking expenses and mileage reimbursements to employees.
- Accounting (Auditing) cost is a portion of the fee for the annual audit.
- Dues include our annual membership fee to the Charleston Metro Chamber.
- Office Equipment Rental includes the quarterly postage meter rental fee.
- Rent includes the Rivers Avenue Park & Ride lot, Ashley Phosphate Park & Ride Lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage.
- Professional Services include legal fees and payroll processing system fees.
- Contract Services (IGA & Management) is the extensive services provided to CARTA.
- Vehicle Maintenance is the cost to maintain the fleet.

- Operating Fees & Licenses include credit card transaction fees, DMV fees, storm water fees, and solid waste fees.
- Insurance includes the cost of liability insurance provided by the Insurance Reserve Fund. The amount reflected is the bulk once a year renewal invoice. We will receive premium adjustments throughout the year as we add and remove assets, but this amount reflects the bulk of the expenditure for the year.
- Security cameras include the purchase of additional cameras at the Super Stop, Leeds Avenue, and additional security cameras for rolling stock.
- Depreciation includes the quarterly fiscal year 2018 depreciation expense. The budget amount will be adjusted with the next budget revision.

Overall, the agency ended the month with an excess of revenue of \$1,672,873.

If you have any questions, please contact me at 843-529-0400 ext. 213 or robinm@bcdcog.com.

Amount owed to Transdev as of 3/31/18 is \$1,270,495.86

CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2018

Time elapsed:
50%

	<u>FY18 Budget</u>	<u>Actual</u>	<u>% of Budget</u>
<u>Revenues</u>			
Farebox	2,370,254	1,097,230	46%
Passes	585,388	268,201	46%
COC Shuttle	452,580	228,889	51%
MUSC	807,000	408,268	51%
City of Charleston - DASH	516,600	250,920	49%
City of North Charleston	551,623	-	0%
Federal	22,657,159	4,862,164	21%
State Mass Transit Funds	963,467	653,582	68%
Sales Tax - Charleston County	10,606,750	5,753,000	54%
Charleston County Intermodal	1,200,000	252,843	21%
Capital Revenue (on hand)	600,000	-	0%
Advertising	900,000	389,061	43%
Interest	-	58	N/A
Insurance Proceeds	-	39,511	N/A
Miscellaneous	-	771	N/A
Sale of Assets	50,000	14,602	29%
TOTAL REVENUES	<u>42,260,821</u>	<u>14,219,100</u>	34%
<u>Expenditures</u>			
Staff Salaries	150,718	71,799	48%
Supplies	15,000	8,600	57%
Printing	60,000	19,061	32%
Marketing	10,000	7,156	72%
Automotive	1,945	1,338	69%
Accounting (Auditing)	21,250	22,750	107%
Postage	2,500	810	32%
Dues/Publications	750	500	67%
Office Equipment Rental	601	279	46%
Office Equipment Maintenance	124,174	23,787	19%
Rent	21,710	28,896	133%
Communications	112,810	52,929	47%
Utilities	10,500	5,537	53%
Advertising	20,000	-	0%
Money Counting	6,000	3,082	51%
Professional Services	11,000	6,952	63%
Contract Services	1,434,511	964,536	67%
Vehicle Maintenance	200,000	91,997	46%
Operating Fees & Licenses	28,706	13,901	48%
Insurance	561,000	530,055	94%
Fuel	1,105,340	646,717	59%

CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2018

Time elapsed:
50%

	FY18 Budget	Actual	% of Budget
Fixed Route	12,084,000	5,742,232	48%
Paratransit	2,352,486	1,178,749	50%
Miscellaneous	12,000	916	8%
Intermodal Infrastructure - Construction	13,500,000	1,264,216	9%
Rolling Stock	7,902,000	705,314	9%
Bus Shelter Construction/Bench Install	605,560	17,720	3%
Security/Cameras	120,682	50,783	42%
Fareboxes	1,035,027	114,700	11%
Land - Melnick	-	35,000	N/A
Capital (IT, Facility Repairs/Maint)	700,551	187,165	27%
Engineering	50,000	-	0%
Depreciation	-	748,750	N/A
TOTAL EXPENDITURES	42,260,821	12,546,227	30%
 Excess (Deficit) of Revenues Over (Under) Expenditures	 -	 1,672,873	

CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2018

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	32,923	38,876	-	71,799
Total Direct Personnel	32,923	38,876	-	71,799
Supplies	3,972	4,628	-	8,600
Printing	645	18,416	-	19,061
Marketing	7,015	141	-	7,156
Automotive	1,035	303	-	1,338
Accounting (Outside Services & Auditing)	22,750	-	-	22,750
Postage	753	57	-	810
Dues/Publications	500	-	-	500
Office Equipment Rental	279	-	-	279
Office Equipment Maintenance	12,310	11,477	-	23,787
Rent	3,396	25,500	-	28,896
Telephone/Communications	2,104	50,825	-	52,929
Utilities	-	5,537	-	5,537
Advertising	-	-	-	-
Money Counting	-	3,082	-	3,082
Other Professional Services	6,952	-	-	6,952
Contract Services	-	964,536	-	964,536
Vehicle Maintenance	-	91,997	-	91,997
Operating Fees & Licenses	2,276	11,625	-	13,901
Insurance	7,004	523,051	-	530,055
Fuel	-	646,717	-	646,717
Fixed Route	-	5,742,232	-	5,742,232
Paratransit	-	1,178,749	-	1,178,749
Miscellaneous	916	-	-	916
Intermodal Infrastructure - Construction	-	-	1,264,216	1,264,216
Rolling Stock	-	-	705,314	705,314
Bus Shelter Construction/Bench Install	-	-	17,720	17,720
Security Cameras	-	7,360	43,423	50,783
Fareboxes	-	-	114,700	114,700
Land - Melnick	-	-	35,000	35,000
Capital (IT, Facility Repairs/Maint)	4,036	2,920	180,209	187,165
Engineering	-	-	-	-
Depreciation	-	-	748,750	748,750
TOTAL EXPENDITURES	108,866	9,328,029	3,109,332	12,546,227

CARTA
Statement of Revenues & Expenditures
For the Month Ending March 31, 2018

	Administration	Operating	Capital	TOTAL
<u>REVENUE</u>				
Farebox	-	1,097,230	-	1,097,230
Passes	-	268,201	-	268,201
COC Shuttle	-	228,889	-	228,889
MUSC	-	408,268	-	408,268
City of Charleston - DASH	-	250,920	-	250,920
City of North Charleston	-	-	-	-
Federal SC-2017-012-00	-	-	9,094	9,094
Federal 2018	-	3,631,952	-	3,631,952
Federal SC-04-0010	-	-	1,011,373	1,011,373
Federal SC-90-X259	-	-	12,976	12,976
Federal SC-90-X287	-	-	1,200	1,200
Federal SC-90-X264	-	-	23,042	23,042
Federal SC-90-X279	-	-	12,865	12,865
Federal SC-2018-001-00	-	-	159,662	159,662
Federal PT-81299-64	-	-	-	-
Federal PL Guideshare	-	-	-	-
State Mass Transit Funds	-	653,582	-	653,582
Sales Tax - Charleston County	1,781,681	2,359,644	1,611,675	5,753,000
Charleston County Intermodal	-	-	252,843	252,843
Capital Revenue (on hand)	-	-	-	-
Advertising	-	389,061	-	389,061
Interest	58	-	-	58
Insurance Proceeds	-	39,511	-	39,511
Miscellaneous	-	771	-	771
Sale of Assets	-	-	14,602	14,602
TOTAL REVENUES	1,781,739	9,328,029	3,109,332	14,219,100
EXCESS OF REVENUES OVER EXPENDITURES	1,672,873	-	-	1,672,873

**CARTA
BALANCE SHEET
03/31/18**

ASSETS

ASSETS	
GENERAL OPERATING (BB&T)	4,374,683.15
SAVINGS (BB&T)	989,250.81
INTERMODAL (BB&T)	4,700,000.50
CAPITAL (BB&T)	651,000.00
PETTY CASH	340.00
ACCOUNTS RECEIVABLE	4,966,032.41
HEALTH INS ADVANCE DEPOSIT	958.64
INVENTORY - FUEL	43,942.14
ENCUMBRANCES	1,165,857.11
DEFERRED OUTFLOWS: ER CONTR	27,390.00
LAND	2,021,131.83
CIP	2,540,603.90
VEHICLES	21,485,624.14
EQUIPMENT	1,497,097.00
FAREBOXES	1,912,912.84
SHELTERS	2,264,283.40
BUS SIGNAGE	62,555.32
FACILITIES	8,920,259.28
INTANGIBLE ASSETS	68,000.00
ACCUMULATED DEPRECIATION	(23,807,955.02)
PREPAID EXPENSES	191,269.41
LOAN PROCEEDS	543,377.17
UNRESTRICTED NET POSITION	3,885,999.00
RESTRICTED NET POSITION	(5,688,839.00)
TOTAL ASSETS	<u><u>32,815,774.03</u></u>

LIABILITIES & EQUITY

LIABILITIES	
PAYROLL	0.03
ACCOUNTS PAYABLE	1,806,610.42
RESERVE FOR ENCUMBRANCES	1,165,857.11
NOTE PAYABLE - BB&T	2,000,000.00
COMPENSATED ABSENCES	12,936.02
UNEARNED REVENUE	1,224,751.17
DUE TO FEDERAL GOVERNMENT	1,235,412.00
ADVANCE FROM SCDOT	44,195.00
OPEB LIABILITY	20,542.00
DEFERRED INFLOWS: PENSION INVEST	763,489.00
PENSION PLAN	260,684.00
TOTAL LIABILITIES	<u>8,534,476.75</u>

EQUITY	
CURRENT YEAR FUND BALANCE	1,672,873.25
INVEST IN CAPITAL ASSETS	14,052,182.53
FUND BALANCE	8,556,241.50
TOTAL EQUITY	<u>24,281,297.28</u>

TOTAL LIABILITIES & FUND EQUITY 32,815,774.03

Charleston Area Regional Transportation Authority
Employment Policies and Procedures



Approved October 21, 2015

Revised April 18, 2018

DISCLAIMER

ALL EMPLOYEES OF CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY ARE AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER WRITTEN DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT," 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE EXECUTIVE DIRECTOR.

I ACKNOWLEDGE RECEIPT AND HAVE ACCESS TO AN ELECTRONIC COPY OF THE CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY EMPLOYMENT POLICIES AND PROCEDURES AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT.

Signature

Printed Name

Date

THIS HANDBOOK IS NOT AN EMPLOYMENT CONTRACT
Revised April 18, 2018

IMPORTANT NOTICE

This employee handbook contains various rules, policies, and procedures relating to employment. Many of the provisions are summaries of federal, state, and municipal laws. Such laws change from time to time. Furthermore, the Charleston Area Regional Transportation Authority (CARTA) finds it necessary or advisable to alter its rules, policies, and procedures from time to time. Therefore, the provisions of CARTA's handbook and personnel policies are subject to change by CARTA at any time with or without notice.

NOTE: For ease of readability, these policies follow the traditional English practice of referring to unidentified individuals by the use of masculine pronouns. Wherever such a pronoun is used, it is intended to apply to both males and females.

Additionally, any reference in this handbook to "days" or "working days" means an eight (8) hour day. Any reference to "two weeks" means 80 hours. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for a specific period of time.

Reference to "Executive Director" refers to the Executive Director of CARTA.

Reference to "CARTA" refers to the organization and its senior management and not the CARTA Board of Directors.

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SECTION I EMPLOYMENT

A. Equal Employment Opportunity

CARTA provides equal opportunity to all applicants for employment and administers hiring, promotion, discipline ~~discharge~~termination, ~~pay~~compensation, fringe benefits, job training, classification, referral, and other aspects of employment without discrimination on the basis of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, disability, age, past, present or future service in the uniformed services of the United States, or genetic information or other characteristics protected by applicable law (hereinafter Protected Characteristics). CARTA prohibits retaliation against employees who have reported discrimination in good faith. If you believe that you have been discriminated against in violation of this policy, the law, you should immediately contact the Executive Director.

B. Reasonable Accommodation Policy

CARTA is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). CARTA does not discriminate against a qualified applicant or employee with regard to any terms or conditions of employment because of such individual's disability, history of a disability, or a perceived disability, so long as the individual can perform the essential functions of the job, with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, CARTA will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made CARTA aware of his disability, provided such accommodation does not constitute an undue hardship on CARTA. If an applicant or employee is disabled and believes he needs a reasonable accommodation to apply for employment or to perform the essential functions of his job, the individual should contact the Executive Director and specifically request a reasonable accommodation based on disability.

B.C. Anti-Harassment Policy

Various laws and regulations, generally prohibit employment decisions from being made on the basis of race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, disability, age, past, present or future service in the uniformed services of the United States, genetic information or other characteristics protected by applicable law (hereinafter Protected Characteristics). In addition, CARTA wishes to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment-hostile and intimidating acts, either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

CARTA does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Sexual harassment merits special discussion. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made an explicit or implicit term or condition of employment; or submission to or rejection of the conduct is used as the basis for an employment decision; or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, rubbing, or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Harassment based on Protected Characteristics (as defined above) other than sex is also prohibited and may encompass a wide range of unwelcome verbal or physical conduct. This may include, but is not limited to, verbal slurs; discriminatory or harassing communications; jokes; posting or circulating of harassing materials; use of harassing or discriminatory symbols or words; intimidation, ridicule, and other words and conduct which has the purpose or effect of creating an abusive or hostile work environment.

CARTA prohibits employees, managers or visitors from harassing any applicant or employee or from creating a hostile or intolerable working environment.

CARTA may determine whether alleged conduct constitutes harassment based on a review of the facts and circumstances of each situation. CARTA reserves the right to use third parties to investigate claims of harassment.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct which would violate this policy if it were unwelcome is considered to violate the policy if anyone complains of it. However, not all conduct prohibited by this policy constitutes a violation of the law.

Supervisors and managers who receive complaints of, or become aware of, alleged harassment must coordinate with the Executive Director.

If you believe this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the public, you may try to address the matter directly with the offender. This can be done by clearly telling the person that the conduct is not acceptable or welcome and must stop immediately. However, if an applicant or employee feels uncomfortable addressing the offender directly, the applicant or employee may prefer to pursue the matter through formal complaint procedures. This can be done by reporting the incident to your

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supervisor, or to the Executive Director. Complaints against the Executive Director should be made to the Chair of the CARTA Board of Directors.

Reports of alleged harassment are kept as confidential as practical consistent with the ~~efficient-effective~~ investigation of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a ~~potential~~-witness. Persons who are interviewed ~~should be requested~~ not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies.

IMPORTANT

In order to avoid misunderstandings and document dates and details, complaints of alleged harassment ~~made to immediate supervisor, or any member of management requires completion of~~ should be done in writing on a “CARTA Harassment Report. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

~~These procedures have been established to enable you to complain if you feel that you are the victim of harassment. The U. S. Supreme Court has said that as a general rule you may not sue the Charleston Area Regional Transportation Authority (CARTA) for a violation of your rights unless you first give Charleston Area Regional Transportation Authority (CARTA) notice and an opportunity to end the harassment.~~ These reporting procedures are intended to establish a clear record of what has been reported.

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY (CARTA)
HARASSMENT REPORT

Correct name of complainant (optional) _____

“Code name” of complainant (mandatory if correct name not given) _____

Date of Report: _____

Date of Incident(s) _____

Name or description of person who engaged in alleged harassment: _____

What happened? _____

When and where did this allegedly happen? _____

Names of witnesses: _____

Names of other people who say that the same person allegedly harassed them at another time: _____

Do you have any corroborating evidence, like text messages, voicemails, photographs, etc.? _____

If harassment is found to have occurred, what action do you want to have taken? _____

~~If your complaint comes down to your word against that of the person who you say harassed you, would you be willing to take a polygraph exam?~~ _____

Copy received by Charleston Area Regional Transportation Authority official: _____

Signature of official and date _____

D. Workplace Violence

CARTA endeavors to provide a work environment free from violence or threats of violence. We ask all employees to be professional, respectful and ethical at work. CARTA does not tolerate any type of behavior that is harassing, abusive, intimidating or disruptive, or threatening (including “joking” threats). All employees play a role in promoting a safe working environment including being aware of their surroundings and identifying any situations that could produce violent behavior. Employees should report all suspicious behavior to the Executive Director. Furthermore, employees should report to Executive Director information about restraining or protective court orders related to domestic situations. CARTA does not tolerate workplace violence.

E. Employment Categories

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations CARTA classifies its employees as shown below. CARTA may review or change employee classifications at any time.

1. **Exempt:** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay, compensatory time or additional pay for hours worked or travel time outside their regular schedule. Exempt employees are expected to, at a minimum, adhere to the standard hours for the position and regular work week of the agency. However, they must also work ~~– Exempt employees are also required to work any additional hours necessary to perform the duties of the position.~~
2. **Non-Exempt:** Non-exempt employees are paid on an hourly basis and eligible to receive overtime pay for overtime hours worked. Except as otherwise provided by law, overtime will be paid at one and one-half (1-1/2) times your regular rate of pay ~~hourly wage rate~~ for all hours actually worked in excess of forty (40) per workweek. Compensatory time may be accrued in lieu of overtime. Compensatory time accrues at the rate of one and one-half (1-1/2) hours of leave for every hour actually worked over forty (40) in a workweek following the same accrual rules as overtime. Compensatory time off may be used at a later date with supervisor approval. ~~Additionally, CARTA may schedule the employee off in its discretion.~~

~~1-3-4.~~ **Full-time Employees:** Individuals employed by CARTA on a regular full-time schedule of at least ~~forty (40)~~ hours ~~per week~~ are considered full-time employees after they are informed of their successful completion of an initial probationary period of six (6) months. Generally, full-time employees are eligible at the time of employment for all fringe benefits offered by CARTA; however, the terms of various benefits plans govern eligibility for coverage by such policies. ~~Any employee whose employment is terminated by discharge or resignation during or at the end of the probationary period are not entitled to severance pay or accrued annual leave.~~

4. **Part-time Employees:** These normally are individuals employed by CARTA for less than a full time schedule. This may include hourly, weekly, or monthly employees. Employees in this category do not receive pay for holidays observed by CARTA, and most times are not eligible for any fringe benefits received by full-time employees.

~~2.4.5~~ **Temporary Employees:** These normally are individuals employed to perform one (1) particular job or fill a particular need, the length of which may vary from one (1) week to one (1) year. Temporary employees are generally not eligible for fringe benefits.

F. Immigration Law Compliance

CARTA is committed to complying with the requirements of state and federal law regarding immigration and work authorization. In this regard, each new employee must complete, sign and date the appropriate forms and produce the items of identification necessary to substantiate his or her authorization to work in the United States at the onset of employment. If an individual is unable or unwilling to provide the required forms of identification and complete the required documentation, CARTA must terminate that individual's employment. Any individual who provides false forms of identification or other false information for purposes of attempting to obtain or keep a job with CARTA may be subject to disciplinary action, up to and including termination, as well as may be reported to applicable federal and/or state authorities.

G. At-Will Employment

Employment at CARTA is at-will. Employees or CARTA may terminate the employment at any time, with or without cause, and with or without notice.

H. Employment

1. Responsibility

The Executive Director is employed by CARTA and reports to the CARTA Board of Directors and serves at the pleasure of the Board of Directors. All other CARTA staff are employed by CARTA and serve at the pleasure of the Executive Director, meaning their employment is at-will.

2. Background Checks

All offers of employment at CARTA are contingent upon satisfactory results of a background check which may include but is not limited to verification of prior employment, education, motor vehicle records, and criminal record. Should a criminal conviction be discovered, a determination will be made on a case by case basis on the relativity of the conviction and the position before any employment

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decision will be made. All screenings are conducted in conformity with the Federal Fair Credit Reporting Act, the American with Disabilities Act, and state and federal anti-discrimination and privacy laws. All reports are maintained separately from the employee's personnel file and can only be viewed by the Executive Director. CARTA may conduct a background screening after employment has begun to determine eligibility for promotion, reassignment, retention, or for any other reason deemed necessary by CARTA.

3. **Resignation**

Any employee wishing to resign in good standing must furnish notice of his intention to resign at least two (2) weeks in advance of the effective date of resignation in writing and must work out the notice in order to receive compensation for any accrued but unused annual leave.

Benefits to which an employee is entitled are determined as of the last day of actual work. An employee will not benefit from any holiday(s) occurring after the last day of work nor will annual leave or sick leave be accrued beyond the last day of work. If the effective date of resignation falls on a date that follows one or more holidays observed by CARTA, the effective date of resignation shall be the work day preceding the holiday(s).

Prior to departure, the employee must present to the Executive Director or designee in writing the status of all pending projects which have been assigned during his tenure. The employee must return all CARTA property at the time of separation including but not limited to keys, employee identification card and any equipment assigned to the employee. Failure to provide this information or property may result in denial of compensation for any accrued but unused annual leave and may cause the employee to be ineligible for rehire. The value of any unreturned property may be deducted as an advance of wages from the final paycheck of non-exempt employees. By accepting and retaining any such property, you expressly authorize such deductions if you are a non-exempt employee.

Group health insurance benefits terminate the last day of the month in which employment has ended. Information on Consolidated Omnibus Budget Reconciliation Act (COBRA) continued health coverage will be provided. Employees are required to pay their portion of the group health insurance premiums through the end of the last month of employment or their coverage may lapse.

During the two (2)-week notice period the employee must work unless excused by the Executive Director or designee. No annual leave may be used. Should it become necessary for an employee to use sick leave during the two (2) week notice of resignation period, a signed doctor's statement may be required. If a signed

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doctor's statement cannot be produced, the employee will be on leave of absence without pay for the day(s) taken and must forfeit both annual and sick leave accrued but not yet used at the time of separation from employment.

4. **Retirement**

Employees who wish to retire are required to notify their immediate supervisor, or the Executive Director in writing at least thirty (30) days before the planned retirement date. Failure to provide at least a thirty (30) day notice may result in denial of compensation for any accrued but unused annual leave.

5. **Termination**

Employees of CARTA are employed on an at-will basis and the Executive Director may dismiss any employee without reason or notice at any time.

6. **Elimination of Position**

A position may be eliminated any time CARTA's Executive Director believes such action is in CARTA's best interest. Such terminations do not adversely affect the employee's eligibility for further employment by CARTA. If it becomes necessary to reduce the number of personnel, the selection of employees to be retained is at the sole discretion of the Executive Director.

Employees who are released due to a position-elimination generally may be given consideration for openings in other departments of CARTA for which they qualify (these may be jobs in a lower salary range). A refusal of any offer of a different position by CARTA to the former employee, after reasonable notice by CARTA, ends any further consideration for a position with CARTA.

7. **Job Abandonment**

Employees who fail to report to work or contact their immediate supervisor or Executive Director for three (3) consecutive workdays shall be considered to have resigned and are ineligible to receive payment for unused accrued annual leave.

8. **Employee Evaluation**

[Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional feedback is needed.](#) Each employee may be periodically evaluated. The evaluations may be used to guide the employee toward a more professional discharge of his responsibilities and may also be used as a basis for salary recommendations or for any other purpose. The evaluation will be discussed with the employee and becomes a part of the permanent personnel file.

9. **Attire and Grooming**

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Employees of CARTA should always be neat, appropriately dressed, and well groomed while representing CARTA, whether it is in the office or away from the office. Clothing must be consistent with a business casual environment. Business casual dress for men includes shirts with collars and/or buttons, slacks or cotton style pants and casual shoes. Business casual dress for women include dresses, blouses, skirts, slacks or cotton style pants, and casual shoes. The appropriate length for skirts should be no shorter than five (5) inches above the knee. Employees that have been provided uniforms, boots, and safety attire are required to wear them. Employees may not wear blue jeans to the office without prior approval from the Executive Director.

Employees are not allowed to wear anything that others may find offensive and make coworkers, visitors and or Board of Directors uncomfortable. This includes ripped, frayed, messy clothing or athletic wear. Also, tight, revealing or otherwise work-place inappropriate dress is not permitted. Clothing that reveals too much cleavage, the back, the chest, the stomach or underwear is not appropriate for a place of business. Other examples of inappropriate clothing include sweat pants, leggings, shorts, shirts with writing, t-shirts, sweatshirts, beachwear, crop tops and spaghetti straps. Unacceptable shoes include flip flops and athletic shoes.

Body piercings which are visible anytime while the employee is scheduled to work are prohibited. This does not apply to piercings of the ear lobes ~~on women~~. Visible tattoos or body art are not permitted and should be covered while at work or representing CARTA.

Employees are expected to exhibit common sense and show respect for their coworkers by dressing in a manner that is presentable and appropriate. Maintaining well-kept hair, good personal hygiene and neat grooming is expected. Natural and artificial scents that are perceived as ~~noxious or offensive negative~~ by others may become a distraction from a well-functioning work place and are not permitted.

If an employee comes to work in inappropriate dress, the employee will be required to go home, change into appropriate attire or properly groom and return to work. Non-exempt employees will be required to punch out while going home to change clothes or groom and will not be paid from that time away from work. .

No dress code can cover all contingencies so you must exert a certain amount of judgment in your choice of clothing to wear to work. Should you experience uncertainty about acceptable attire for work, please consult your supervisor. The Executive Director will resolve any questions relative to dress and grooming.

Those requesting a workplace attire accommodation based on religious beliefs or disability should contact the Executive Director.

10. **Outside Employment**

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All outside activities of an employee relating to any private enterprise, business for gain or profit, or second job must be disclosed in writing to the Executive Director for his approval. Employees engaged in outside work are expected to work their assigned CARTA schedules. Also, outside activity is not an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal of travel or refusal to work the hours necessary to complete expected job responsibilities.

11. **Nepotism**

Employees in the same immediate family normally will not be employed or continue to be employed if one (1) directly or indirectly supervises another or interacts with another in the handling of money or compensation. This extends to hiring, promotion and transfers. Immediate family is defined as spouse, domestic partner, parent, child, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, and sister-in-law. The immediate family will be considered to include stepparents, stepchildren, stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household.

If employees become related by marriage and create a situation prohibited by this policy, one (1) of the employees must give up his position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation will be removed. CARTA will make an effort to find another position for the removed employee that does not violate this policy.

Unrelated employees residing together in an apparently romantic relationship will be treated as being within the immediate family of each other for the purposes of this nepotism policy.

Situations not specifically addressed in this policy which, in CARTA's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be handled in CARTA's discretion.

12. **Education Assistance**

The Executive Director may, at his discretion, reimburse the cost of tuition for employees who take courses that directly benefit CARTA. Such course work may be degree or non-degree work, and the employee must maintain at least a B (or equivalent) average to be eligible for reimbursement. If the course is pass/fail, the employee must pass the course.

Employees desiring to have tuition for course work reimbursed must apply before enrolling in the course. Employees should apply sufficiently in advance to allow enough time for the Executive Director to evaluate the benefit of the course. Once approved, the employee may enroll in the course. The employee should pay for the course with his own funds and seek reimbursement after completion of the course. For certain non-degree courses that do not issue grades (e.g., conferences or seminars), employees may request that CARTA pay for the course in advance of

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the employee attending it. In such cases, employees should request permission to attend and for the costs to be pre-paid sufficiently in advance of the course (and before enrolling) to allow the Executive Director to evaluate the benefit of the course.

Requests for reimbursement should be submitted to the Executive Director along with a copy of the transcript or other official report of the educational institution that indicates the grade the employee received. Employees who receive a grade of less than a B (or its equivalent), or who fail in a pass/fail course, will not receive reimbursement. Eligible tuition expenses that may be reimbursed include normal tuition and fees related to the course approved for reimbursement. The Executive Director may, in his discretion, also approve reimbursement of the cost of books or other course materials required to complete the course.

Tuition reimbursement under this policy is considered an advance of wages. Employees who, for whatever reason, separate from CARTA's employment within one (1) year of the last reimbursement made under this policy must repay CARTA the amount of tuition it has reimbursed. If the tuition is not repaid, it may be deducted from the employee's final pay check(s) or deposit(s). Employees who seek tuition reimbursement under this policy must sign an Education Assistance Agreement. Tuition reimbursement is subject to availability of funds.

13. Probationary Period

Each new employee is subject to a six (6)-month probationary period. This is not a guarantee of employment for six (6) months and it does not contradict at-will employment status. If during or at the end of six (6) months, CARTA determines the employee is not well suited to his position, the Executive Director or designee may determine whether the employee would be better suited to a position of differing responsibility (if one (1) exists) or whether the employee should be terminated. The probationary period can be extended as needed at the discretion of the Executive Director or designee.

14. Discipline

Employees may be subject to disciplinary action up to and including termination when the Executive Director or supervisor believes that such action is necessary for the good of CARTA. Employees engaged in the disciplinary process cannot be transferred to another position for six (6) months after the violation without the approval of the Executive Director or designee.

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate for any particular misconduct is at the sole discretion of CARTA, and there is no guarantee or expectation of progressive discipline. The following are merely examples of some of the more

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obvious types of misconduct that may result in disciplinary action, up to and including ~~termination-discharge~~. **CARTA reserves the right to treat each employee individually without regard for the way it has treated other employees and without regard to the way it has handled similar situations.**

- a. conviction of or plea of guilt or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense that affects CARTA's reputation or that reasonably could create concern on the part of fellow employees or the community. Employees who are arrested may be relieved of duty (with or without pay) pending CARTA's determination on continued employment.
- b. incompetence
- c. ~~unauthorized absence or tardiness or a pattern of absenteeism or tardiness including leaving work early~~
- d. Use of work time on personal matters
- ~~e.~~ insubordination, including disrespect for authority, or other conduct that tends to undermine authority
- ~~f.~~ failure or refusal to carry out instructions
- ~~g.~~ unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of CARTA property or the property of others
- ~~h.~~ violation of safety rules; neglect; engaging in unsafe practices
- ~~i.~~ interference with the work of others
- ~~j.~~ ~~threatening, coercing or intimidating fellow employees, including "joking" threats~~
- ~~k.~~ physical violence, threats of physical violence, assault or other behavior that would have others concerned for their personal safety
- ~~l.~~ dishonesty
- ~~m.~~ failure to provide information; falsifying CARTA records; providing falsified records to CARTA for any purpose
- ~~n.~~ failure to promptly report personal injury or property damage
- ~~o.~~ neglect or carelessness

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- ~~np.~~ introduction, sale, transfer, purchase, possession or use of illegal drugs, ~~or~~ unauthorized prescription drugs, or intoxicating beverages on CARTA property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is "under the influence" if he has any detectable amount of any such substance in his system.
- ~~oq.~~ unsatisfactory performance
- ~~pr.~~ violation of CARTA policies, including the discrimination and harassment policies
- ~~qs.~~ lack of good judgment, violating standards of decency or morality
- ~~rt.~~ possession of a firearm, explosive, knife with a blade of more than four (4) inches, or other dangerous weapon
- ~~su.~~ _____ sleeping or giving the appearance of sleeping on the job
- v. any other reason that, in CARTA's sole determination, warrants discipline

SECTION II COMPENSATION

A. Wages

1. Wages are commensurate with responsibility and experience and compatible with similar positions with state, regional, and local units of governments. Wages may also be influenced by those offered nationally for similar professional positions.
2. The Executive Director is authorized to classify all CARTA staff in appointed wage grades.
3. The Executive Director is authorized to approve beginning wages for new employees up to the middle range for the appropriate pay grade. Any beginning wage above the bottom of the pay grade range would be dependent upon the applicant's work experience above the minimum qualifications for the position.
4. The wage grade ranges may be reviewed periodically to determine if modifications are necessary.

B. Wage Payment

Employees are paid every two (2) weeks on Friday by direct deposit. Employees must

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keep accurate time sheets which are due by noon on the first day of the week following the end of the pay period. Time sheets must be submitted for approval first to the employee's immediate supervisor and then to the Executive Director. Time sheets are to reflect any leave time taken by the employee during the pay period, as well as late arrivals and early departures. All hours worked must be recorded and all hours recorded must have been worked. If anyone tells an employee not to record all hours worked, the employee should immediately advise the Executive Director. [Non-exempt employees must accurately report time worked including meal periods.](#)

CARTA participates in direct deposit. Funds should be available in employee checking and/or savings accounts (as designated by the employee) on Friday following the end of the pay period subject to the bank's policies on funds availability. In certain circumstances, an employee may receive an actual paycheck when direct deposit may not be available. [Each payday employees will have access to a pay stub as either a written document or electronically. The pay stub will resemble a paycheck stub indicating the amounts deposited, pay rate and deduction information.](#)

Pay periods run from Sunday 12:00 a.m. of the first week to Saturday 11:59 p.m. of the second week.

If an employee's marital status changes or the number of exemptions claimed increases or decreases, a new W-4 form must be submitted to Human Resources. Human Resources of any changes in name, marital status, exemptions claimed, emergency contact, address, telephone number or marital status. Failure to properly give timely notice of changes may affect your eligibility for certain benefits.

CARTA deducts from employees' gross pay taxes and withholding required by the taxing authorities. CARTA may also deduct from employees' pay the employees' share of any premiums or plan contributions for insurance, retirement and similar plans that are elected by the employee. CARTA may make other deductions as required by law or court order. CARTA does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently and reported to payroll.

Cash, debts owed CARTA, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, CARTA identification cards and other items belonging to CARTA that are advanced or issued to an employee but not repaid or returned by him at the time of his termination or other separation from employment are considered advances of wages, the value of which may be deducted from the non-exempt employee's pay. Employees who have been issued cell phones are responsible for any damage excluding normal wear and tear. .

[It is CARTA policy to comply with the requirements of the Fair Labor Standards Act \(FLSA\), which is the federal wage and hour law. CARTA prohibits improper deductions from the wages of exempt employees. CARTA wants employees to be aware of this policy and understand that CARTA does not permit deductions that violate the policy. If an exempt employee believes that an improper wage deduction has been made to his salary.](#)

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he should immediately report this information to the Executive Director. Reports of improper wage deductions will be investigated. If an improper deduction is determined to have occurred, the employee will be promptly reimbursed.

C. Attendance for Work

The administration offices of CARTA are open to the public from 8:30 A.M. until 5:00 P.M. Monday through Friday. Appropriate time (which should not exceed one (1) hour) is allowed for a meal period, workload permitting. Individuals on departmental work schedule may vary dependent upon the department/office workload or organizational needs, service to customers and the efficient management of resources.

Due to the nature of the work of CARTA, it may be necessary from time to time for employees to work more than the regular office hours. This is normal for this type of professional work. Overtime should be approved in advance and in writing by the immediate supervisor or Executive Director. **Overtime is defined as hours worked by an hourly, nonexempt employee in excess of forty (40) hours in a work week (Sunday to Saturday).** Paid leave such as annual leave, sick leave, bereavement leave, jury duty and holiday does not apply toward work time.

When an employee has not given advance notice, but finds that an absence will be necessary, the employee must notify their immediate supervisor as far in advance as possible and except under extreme circumstances at least one (1) hour before scheduled start time.

SECTION III HOLIDAYS AND LEAVE

A. Holidays

CARTA observes the following days as paid holidays:

January 1	New Year's Day
January	Martin Luther King Jr. Day
February	Presidents' Holiday
May	Memorial Day
July 4	Independence Day
September	Labor Day
November	Thanksgiving
November	Day after Thanksgiving
December	Christmas Eve
December	Christmas Day
December	Day After Christmas

In the event a holiday occurs on Saturday, the preceding Friday or following Monday may be taken as the holiday. If the holiday occurs on Sunday, Monday may be taken as the holiday. Any days declared a legal holiday by the Governor, in addition to the above, may

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be observed by CARTA upon approval of the Executive Director. Holidays which occur while an employee is on annual leave or paid sick leave are not charged as days of leave taken. Non-exempt employees are paid up to eight (8) hours per day for holiday pay. Exempt employees receive their normal salary during the workweek within which the holiday falls.

Religious Observances:

CARTA will seek to reasonably accommodate an individual's sincerely held religious beliefs and observances. Employees who need time off to observe religious practices or holidays not already scheduled should speak with Human Resources.

B. Holiday Observance Procedure

1. Holidays are to be taken on the prescribed day, unless it is necessary for the employee to work; prior notice, to the degree possible, may be given to employees who must work on holidays.
 2. In the event an employee is required to work on a holiday, the employee will receive their regular pay, plus holiday compensatory time for the total number of hours actually worked; employees are not entitled to monetary compensatory leave for hours worked on a holiday.
 3. The employee receiving holiday compensatory time for hours worked on a holiday must use the credits within ninety (90) calendar days, at a time mutually agreed upon by the employee and the immediate supervisor.
 4. In order to be paid for the holiday, medical documentation may be requested if an employee calls out sick the day before or day after a holiday.
- ~~6.5.~~ Eligible employees that are on leave without pay the day before or the day after a holiday are not eligible for holiday pay.
- ~~7.6.~~ An employee must work the day before and after a holiday to receive holiday pay unless such leave is pre-approved.

C. Annual Leave

1. Any request for annual leave must be received and approved not less than twenty four (24) hours prior to the commencement of the leave period. Patterns of absenteeism or tardiness may result in disciplinary action even if the employee has not exhausted available time off. Annual leave may be regulated by the Executive Director, and/or immediate supervisor to ensure that the absence of an employee does not affect the work of CARTA.
 - a. Employee is to record the absence for annual leave on the bi-weekly time sheet and complete an Annual leave form either on paper form or electronically, if

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available.

- b. An employee's annual leave credit shall be charged for the actual time an employee is away from the job, based on eight (8) hours per day.
2. Full-time and probationary full-time employees earn and accrue annual leave at various rates, depending on the length of continuous service with the agency. Increases become effective in the pay period following the date indicated. Annual leave for continuous service working eighty (80) hours per pay period accrues as follows:

Service Date	Days Accrued Per Year	Hours Accrued Per Pay Period
During 1 st year	7	2.16
After 1 year of service	10	3.08
After 4 years of service	15	4.62
After 9 years of service	20	6.16
After 14 years of service	25	7.70
After 19 years of service	27	8.31

3. Only 360 hours of annual leave may be carried forward to the next fiscal year. Any annual leave in excess of three hundred sixty (360) hours ~~is forfeited at the end of the fiscal year (September 30th) may not be carried forward.~~
4. Annual leave is to be taken for the actual number of hours absent from the office, and in increments of not less than one (1) hour. Annual leave will be paid at the employee's base rate of pay at the time the leave is taken.
5. Generally, employees may not take annual leave until they actually have earned or accrued time, however, the Executive Director has the authority to grant advance leave in special circumstances.
6. Annual leave must be exhausted before an employee is eligible to request leave without pay (LWOP).
7. Unless approved by the Executive Director, the maximum number of days of annual leave that may be used in any one (1) calendar year shall not exceed thirty (30) working days per year for full-time employees.
8. Upon termination of employment with CARTA, an employee may be paid for any annual leave which has been accrued but not taken, which will be paid at the employee's base rate of pay at the time of termination, provided he has properly given and worked a two (2)-week notice period and has not been terminated for disciplinary reasons. Due to operational needs, CARTA may elect to waive all or part

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of the notice period and the employee will be treated as having worked sufficient notice to be eligible for pay out of annual leave. Employees terminated for disciplinary reasons shall forfeit and not be paid out any accrued but unused annual leave. In the event an employee terminates employment and has used more annual leave than has been accrued, that amount is considered an advance of wages and may be deducted from the employee's final check(s). In the event of the employee's death, accrued unused annual leave will be paid to the employee's estate or designated beneficiary.

D. Sick Leave

1. An employee shall report to or call his immediate supervisor as far in advance as possible, and except under extreme circumstances, at least one (1) hour before scheduled start time, by 9:30 a.m. on the first day the employee is out. Failure to report may result in the employee's leave not being approved by the Executive Director. The employee is to record the absence on the bi-weekly time sheet. Sick leave is to be taken for the actual number of hours absent from the office up to eight (8) hours per day, and in increments of not less than one (1) hour.

If the need for sick leave is foreseeable employees are required to give at least thirty (30) days' advance notice (e.g. planned medical treatment) whenever possible.

CARTA reserves the right to request a physician's statement verifying the reason for absence. A physician's statement also may be required releasing an employee to return to work.

2. A regular full-time employee accrues sick leave at the rate of eight (8) hours per month to a maximum of seven hundred twenty (720) hours at the end of the calendar year.
Sick leave may only be taken in the event of illness of the employee, or the employee's immediate family (spouse, children, and parent) provided the employee's presence is necessary. A doctor's excuse may be required.
3. When sick leave is exhausted annual leave will be used in its place. Annual leave must be exhausted in order for the employee to request leave without pay (LWOP).
- 4.
5. In the event an employee terminates employment and has used more sick leave than has been accrued, that amount may be deducted from the employee's final check(s).
6. Upon termination of employment with CARTA, employees forfeit, and are not paid for, accrued sick leave which has been accrued but not used.

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E. Leave of Absence Without Pay

1. An employee who has completed his probationary period is eligible to apply for a leave of absence for up to thirty (30) days when unable to work because of sickness, injury, or personal reasons. Granting such leave does not guarantee reinstatement of employee to his/her former position.
2. An employee should apply in writing for consideration for a leave of absence without pay as far in advance as possible. The request should include reason for leave, expected start date of leave, duration and expected return to work date. Approval of the request for leave without pay is at the discretion of the Executive Director or designee.
3. Normally, leave of absence without pay without pay will not be granted until all annual leave has been exhausted. In the case of temporary disability, due to illness or injury, all sick leave and annual leave must be exhausted prior to the granting of leave of absence without pay.
4. Employees on leave of absence may not engage in other employment.
5. Employees on leave without pay due to illness or injury will need to submit a release to return to work from the treating physician. If CARTA finds that the employee is fit to resume his duties, the employee may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled.
Employees on approved leave without pay should notify CARTA immediately when there is a decision not to return to work.

Continuation of group health coverage and other benefits, if applicable, are subject to legal regulations and eligibility at the time of the request.

Leave without pay may be extended beyond thirty (30) days with written request by the employee and approval by the Executive Director. Extensions will be evaluated on a case-by-case basis and will require completion of a medical certification by the treating physician indicating an expected return to work date in the foreseeable future.
6. If the Executive Director grants leave of absence without pay to an employee, the following shall apply:
 - a. For leave of absence of up to ten (10) days in a calendar month, the employee shall forfeit one-half (1/2) day of both annual and sick leave accrued that month.
 - b. An employee does not accrue leave for any absence of more than ten (10) work days in any calendar month.

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F. Bereavement Leave

1. An employee, upon request may be granted up to two (2) consecutive days of leave with pay in the event of the death of any member of the employee's immediate family.
2. Immediate family is defined as the spouse, grandparents, parents, brothers, sisters, children, and grandchildren of either the employee or the spouse.
3. Each employee requesting administrative leave due to a death in the immediate family must attach a statement to the Request for Leave form, furnishing the name of the deceased and the relationship of the employee to the deceased. Proof of death and/or attendance at the funeral may be required.

G. Jury Duty

Upon receipt of notification of an obligation to serve on a jury, employees must notify their immediate supervisor and provide a copy of the jury summons. Employees may be granted leave with pay for jury duty not to exceed ten (10) work days per year. Any employee who is released from jury duty prior to 1:00 P.M. is expected to report to work for the remainder of the day. Employees must advise their supervisors of the need for leave as far in advance as possible.

[After jury duty is served, notification from the court of dates served must be turned in to Human Resources.](#)

H. Military Leave

Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy.

I. Inclement Weather

Due to the services that the CARTA provides to the tri-county region, essential staff and employees on departmental work schedules may be required to work on inclement weather days or when inclement weather is anticipated. However, it is recognized that from time to time, inclement weather may prohibit the observance of normal office hours. In the event inclement weather occurs before regular office hours, CARTA has an inclement weather line for employees to call for instructions on closings or delayed openings.

Should it become apparent during the time the office is open that weather conditions are

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deteriorating, a decision may be made by the Executive Director to close the office. Time remaining in that workday is considered paid leave.

Once the threat of inclement weather is over, the Executive Director makes the decision to reopen the office. Employees will call the inclement weather line for instructions on when to return to work. If an employee has a problem getting to the office once notified to report (ice in driveway, etc.), this should be discussed with their immediate supervisor or Executive Director.

At the discretion of the CARTA, absences of up to a week due to inclement weather may be paid without charging an employee's annual leave balances. Should the office be closed for more than a week at a time, employees may choose to receive pay from their annual leave balances for the time that exceeds the first week.

SECTION IV TRAVEL AND OTHER EXPENSES – REIMBURSEMENT AND ADVANCES

A. Reporting and Documentation:

All travel, entertainment, subsistence and vehicle expenses which qualify for reimbursement shall be documented and reported on the Expenses Reimbursement Form for Travel, Entertainment, Subsistence and Vehicle Expenses (hereafter Expense Reimbursement Form). The form shall be completed, signed and submitted for review two (2) business days after the end of the pay period. Receipts (e.g. invoices, statements) for all requested reimbursements are required to be submitted with the Expense Reimbursement Form. All expenses requested for reimbursement shall represent actual expenses directly incurred by the individual.

B. Authorizations:

The Executive Director shall review all Expense Reimbursement Forms prior to reimbursement. The Executive Director shall document such review and submit the Forms to the Finance Director for reimbursement.

C. Timing of Reimbursement

All employees and Board of Director members will be reimbursed for properly submitted and approved expenses within ten (10) business days of submitting the Expense Reimbursement Form.

D. Allowable Reimbursable Expenses:

Employees may incur the various expenses described below in support of CARTA's business activities as preapproved by the Executive Director, and if such expenses are within the approved budget. All such expenses should be ordinary and necessary expenses, which are common, helpful and appropriate to CARTA's operating objectives. Expenses which are not clearly allowed to be reimbursable under this policy or as

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otherwise determined inappropriate by the Board of Directors or Executive Director should not be incurred by the individual, as such amounts will be not be reimbursed.

E. Personal Use of Vehicles:

The use of personal vehicles for travel on a daily basis or for out of town/overnight travel will be reimbursed based on the actual miles driven for CARTA business, at the rate published by the Internal Revenue Service. Commuting mileage is not reimbursable. Reimbursable mileage excludes amounts reimbursed by other organizations as a result of multiple purpose trips.

F. Airline Travel:

Airline reservations should be made timely to achieve the lowest available fares. All airline travel shall be in "coach" class, unless required as a result of health reasons and approved by the Executive Director.

G. Out-of-Town Travel Expenses Other Than Transportation to/from Destination:

Executive Director and Members of the Board of Directors: Expenses, excluding the cost of transportation to the destination and return, incurred for out of town travel for CARTA business shall be reimbursed based on the actual cost to the Executive Director and Board of Directors members. Such expenditures generally include hotel, meals (excluding nonbusiness lunches and alcohol), ~~entertainment, laundry and dry cleaning~~, local travel, parking and minor subsistence expenses. ~~Entertainment expenses qualify for reimbursement only if in support of CARTA business.~~ Meals for or entertainment of or by current or potential contractors or vendors of CARTA do not qualify and should not be engaged. ~~in unless the costs of meals or entertainment are paid for by the recipient.~~

Employees other than the Executive Director: Other employees shall be reimbursed for hotel, meals and subsistence expenses at actual costs, not to exceed the per diem rate published by the Internal Revenue Code for the applicable city, or similar city. Local travel (e.g. bus, taxicab, train) and parking costs, while out of town on CARTA business, will be reimbursed at actual costs to the employee.

H. Travel Advances:

In the event that travel advances are necessary the requesting person shall document estimates expenses on the Request for Travel Advance Form and submit the form to the Finance Manager five (5) days before the travel is to commence. The Request for Travel Advance Form shall be submitted with future Expense Reimbursement Forms which document actual expenses of the related trip. All Requests for Travel Advance Forms shall be approved by the Executive Director.

I. Office and Operating Supplies:

All office and operating supplies shall be procured and purchased in accordance with the CARTA Procurement Manual. Only emergency supplies, may be acquired by an individual for reimbursement, and only upon preapproval by the Executive Director.

SECTION V BENEFITS

A. Health Insurance

CARTA may offer group health coverage, the terms of which change from time to time. Employees should see Human Resources for details.

B. Life Insurance

CARTA may offer a life insurance policy, the terms of which change from time to time. Employees should see Human Resources for details.

C. Retirement Program

CARTA currently participates in the S. C. State Retirement System. Participation in the program is mandatory for some employees. Employees should see Human Resources for details.

D. Deferred Compensation Plan

CARTA currently participates, as a benefit to its employees, in the S. C. Employees Deferred Compensation Plan. Participation is optional and allows the employee to defer a portion of his gross salary on a pre-tax basis. Employees should see Human Resources for details.

E. Workers' Compensation

CARTA is covered by the South Carolina State Accident Fund. Employees who have a work related injury must report it to their immediate supervisor or Executive Director [promptly or](#) within twenty four (24) hours. [Employees are required to report an accident or injury even if they do not need medical attention. If medical attention is necessary, the employee will be referred to an approved medical provider. CARTA is not responsible for medical bills incurred from doctors other than approved medical providers.](#)

PLEASE NOTE: ALL BENEFIT PLANS ARE SUBJECT TO CHANGE WITH OR WITHOUT NOTICE.

SECTION VI PROFESSIONAL ADVANCEMENT

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A. Professional Dues

To promote professional advancement of employees and stimulate participation in professional affairs, CARTA may pay an employee's membership dues in a professional organization, when in the sole judgment of the Executive Director the membership involved contributes to the employee's professional growth and relates to the mission of CARTA.

B. Conferences and Meetings

CARTA encourages attendance at professional conferences and meetings. As permitted by the budget and workload of the staff, each professional staff member may be given an opportunity to attend at least one (1) professional conference during each budget year. An employee is to have completed a six (6) month probationary period to be eligible to attend any such conference.

SECTION VII OPEN DOOR POLICY

CARTA has an open door policy, and employees are encouraged to speak with their supervisors about issues of concern to them. If, after speaking with his supervisor, an employee still has concerns about the issue(s), he may discuss the matter with the Executive Director. The Executive Director's decision is final.

SECTION VIII PERSONNEL RECORDS

Employee personnel files belong exclusively to CARTA. Employees may review information in their personnel files. Any employee who wishes to review his file should make an appointment with Human Resources or Executive Director or designee. The Executive Director or designee must be present when the employee views his file, and the employee may not remove anything from his file. If an employee believes the information in his file is inaccurate or incomplete he may submit any additional information for inclusion in the file. At the employee's request, CARTA may provide him with copies from his file and may charge a reasonable fee for making such copies.

SECTION IX PURCHASING OF GOODS OR SERVICES

A. Purchases

All purchases are to be approved in advance by the Executive Director or designee. Refer to the Procurement Policies and Procedures issued under separate cover.

B. Petty Cash

Petty cash is not to be used for reimbursement for meals, travel, etc. No disbursements may be made from petty cash without prior approval of the Executive Director or except in the case of an emergency purchase of supplies that cannot wait for a purchase requisition.

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SECTION X POLITICAL ACTIVITY

CARTA supports its employees' efforts in exercising their civic duties in order to achieve good government. Employees are free to engage in political activities or join civic organizations subject to legal guidelines and provisions.

Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is the violent overthrow of the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, supervisory employees may not join or support labor organizations that accept to membership subordinates of such supervisors.

In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on an unpaid leave of absence until after the election. If an employee is placed on leave of absence, his employment generally will terminate upon his election to a partisan public office.

For purposes of this policy, an employee is considered a "candidate for public office" as soon as he begins actively campaigning for nomination or election, or when he files for candidacy, whichever comes sooner.

SECTION XI CONFLICT OF INTEREST

Employees should be constantly aware of a possible "conflict of interest" when becoming involved in public/community activities which may relate to CARTA participation in the same area. The Executive Director must be advised when any member of the staff has been offered or is considering membership on a public or private committee, office, or association with any organization or activity which may lead to a conflict between such association and his position on the CARTA Staff.

If, in the sole judgment of the Executive Director, a conflict or the appearance of a conflict exists, the employee may be asked to choose between his employment with CARTA and the membership giving rise to the conflict.

SECTION XII ETHICAL BEHAVIOR

Employees may not request gratuities, favors or anything of monetary value from contractors or potential contractors. If an employee receives gratuities, favors or anything of monetary value from contractors or potential contractors, he must provide a written report to the Executive Director outlining the item or items received.

SECTION XIII STANDARDS OF CONDUCT

CARTA expects its employees to conduct themselves and perform their work in concert with sound business practice and ethics. Whether in or outside the workplace, employees must

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act in the best interest of CARTA and must refrain from conduct that is unbecoming and that would project an unfavorable impression of CARTA. CARTA will not tolerate an employee's acts or practices that are in violation of the standards of conduct set forth under this policy and its related procedures.

CARTA adheres to the provisions of the South Carolina Ethics Act and requests that its employees be generally familiar with the Act's rules of conduct. In the event that any employee has questions concerning his conduct, it is his responsibility to check with the Executive Director for advice.

SECTION XIV DRUG FREE WORKPLACE

A. Drug Free Policy

CARTA has adopted the following drug-free policy:

1. The illegal manufacture, distribution, dispensation, possession, or use of any controlled substances is strictly prohibited on all CARTA premises, including any site for the performance of work done in connection with any federal grant (hereafter "the workplace"). Illegal drug use includes using prescription drugs which are not prescribed for the employee's use or are being used or abused in a manner inconsistent with the prescriber's recommended use. The prohibitions against illegal drug use apply at any time, both on-the-job and off-the-job.
2. "Controlled substance" means any controlled substance listed in Schedules I through V of Section 202 of the Federal Controlled Substances Act, Title 21, United States Code, Section 812 or other applicable Federal or State acts. Any employee taking a lawful over the counter or prescription medication should consult a medical professional to determine whether the drug may affect safety or ability to perform the essential functions of the job and should advise the Executive Director of any job limitations so that appropriate safety measures may be considered.
3. Violation of this policy by any employee of CARTA may result in his/her immediate discipline up to and including termination from employment, without regard to how it has treated other employees and without regard to how it has handled similar situations.
4. By accepting an offer of employment and continuing to work for CARTA, each employee agrees that he will abide by the policy as a condition of employment. Failure to abide by the policy may result in discipline, up to and including termination from employment.
5. Employees are required to notify the Executive Director within five (5) calendar days after any criminal conviction for the manufacture, distribution, dispensation, possession, or use of any controlled substance at the workplace. Criminal conviction means a finding of guilt, including a plea of no contest (nolo contendere), or imposition of a sentence, or both, by any judicial body charged with the responsibility

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to determine violations of Federal or State criminal drug statutes.

6. The Executive Director is required to notify all federal contracting agencies or grantors of such conviction within ten (10) days after receiving notice of the conviction.
7. Law enforcement authorities may be notified whenever illegal drugs are found in the workplace.

B. Drug Free Awareness Program

1. Drug abuse is dangerous because it may lead to physical impairment, loss of judgment, safety violations, and the risk of injury or possibly death.
2. In order to prevent these consequences of drug abuse, CARTA has implemented the above policy to ensure that the workplace and employees remain drug-free.
3. The following local organizations have drug counseling, rehabilitation, and/or employee assistance programs:
 - MUSC Institute of Psychiatry Center for Drug and Alcohol Program
 - Charleston County Alcohol and Other Drug Abuse Services
 - Berkeley County Alcohol and Drug Abuse Commission
 - Dorchester County Alcohol and Drug Abuse Commission
 - Employee Group Health Insurance Plans, if applicable
4. In lieu of or in addition to discipline for a drug-related conviction occurring in the workplace, CARTA may, in the sole discretion of the Executive Director, consider the employee's agreement to enroll and complete a CARTA approved counseling rehabilitation program as a factor in determining the severity of the disciplinary action that would otherwise be appropriate. When an employee agrees to undergo counseling or rehabilitation, it is at the employee's expense, and any absences necessitated thereby may be handled in accordance with then-existing agency policy regarding sick leave and/or unpaid leave of absence.
5. When an employee agrees to counseling or rehabilitation, he cannot be reinstated to full employment until he achieves a negative test for controlled substances, as determined by a laboratory approved by CARTA. If an employee is unsuccessful in achieving rehabilitation, termination from employment may follow.

6. In order to ensure that the workplace and employees remain drug free, CARTA reserves the right to test employees for drug use for reasonable suspicion (cause). No prior notice is required to test for cause. Whether cause for testing exists is determined in the sole discretion of CARTA. Cause may include, but is not

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limited to, odor or residual odor peculiar to drugs or alcohol, observance of drug paraphernalia or alcohol, and unusual, irrational or erratic behavior.

- All testing will be done by a certified test laboratory.
- If an employee's drug test result is determined to be positive (in excess of the levels established by applicable federal or state regulations), the testing laboratory will notify CARTA's Executive Director of the test result.
- The Executive Director may contact the employee to determine whether there is a legitimate explanation for the confirmed positive test result. The employee may request that the sample be sent to a second certified test laboratory for confirmatory testing at the employee's expense.
- Only those persons with a "need to know" will be provided information regarding a drug test and/or its results, consequences and status.
- Nothing in these procedures or this policy in any way limits CARTA's right to take disciplinary action, including termination of employment, as a result of a positive drug test.

Any individual refusing to be tested will be deemed to have failed the drug test. Refusing to test includes but is not limited to directly refusing to be tested, not appearing for a required test at the specified time and date set by CARTA, being disruptive during testing, and adulterating or attempting to adulterate a test sample. Employees engaging in any such behaviors will be subject to disciplinary action, up to and including termination of employment.

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SECTION XV WORKPLACE PRIVACY AND COMPUTER USE

The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work twenty four (24) hours a day, seven (7) days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Each employee should understand that personal items and personal communications received or stored on CARTA premises are not entitled to a guarantee of privacy.

Management reserves the right to search for CARTA property and documents in employee desks, lockers, file cabinets, etc.

Electronic media raises similar issues. CARTA provides electronic and telephone communication and, when necessary, computers to employees. Although assigned to the employee, these items still belong to CARTA and not the employee. Similarly, any computer

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files created on a CARTA computer or using a CARTA internet connection belong to CARTA. [Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the agency.](#)

Employees are given certain access and computer rights based upon the employee's job description. Employees may not change any of these rights or the rights of anyone else. Software, programs, games, and any other downloads may not be installed on CARTA computers without the written permission of CARTA.

Employees are prohibited, unless specifically authorized by CARTA, from accessing and/or viewing e-mail which has not been sent by, or addressed to, the employee. Similarly, employees are prohibited, unless specifically authorized by CARTA, from accessing and/or viewing databases containing personal employee information. Employees who have received appropriate authorization to access and/or view databases containing personal employee information are prohibited from using or discussing information in those databases except as directed by management.

CARTA consents to the reasonable personal use of its communication devices. The definition of "reasonable personal use" is determined in the sole discretion of CARTA. The only sure way to avoid violating CARTA's policy on personal use is not to use CARTA's communication devices, computers, and network for any personal purpose. The following personal computer use is absolutely forbidden:

1. Accessing any material which CARTA considers to be pornographic; transmitting or knowingly accepting receipt of any communication which is pornographic, obscene, or in CARTA's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of [race, color, religion, gender, pregnancy, sexual orientation, gender identity, national origin, disability, age, past, present or future service in the uniformed services of the United States, genetic information or other characteristics protected by applicable law \(hereinafter Protected Characteristics\). Also, disparaging, abusive, profane or offensive language, materials that might negatively reflect on CARTA, and any illegal activities are forbidden.](#)
2. Conducting business for outside employment or a side-business;
3. Purchasing any goods or services, even if charged to the employee's personal credit card.

Although employees may use CARTA-owned communication devices, computers and network for limited personal use, all files and data created or transmitted using a computer (desktop or laptop), telephone, pager, smart phone, or any other electronic device provided to the employee by CARTA belong to CARTA and may be accessed by CARTA during transmission of the communication or while in storage on CARTA's equipment. This includes, but is not limited to, voicemail, the content of e-mail, text (sms) messages, multi-media messages (mms), instant messages, and the content of internet websites.

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By accepting employment with CARTA, you consent to monitoring, including “real time” monitoring, of all communications described in this policy and authorize CARTA to access all data stored on communication devices provided by CARTA. CARTA also reserves the right to report the finding of such reviews to appropriate agencies. Data stored on a CARTA communication device includes data, such as personal third-party e-mail accounts (*e.g.*, yahoo, Hotmail, Gmail, etc.) and websites, that is accessed with a password where the data was accessed using CARTA’s communication device. **Thus, if you do not want CARTA to have access to your personal e-mail account or your social networking site, you should not access your personal e-mail or other password-protected websites using CARTA-owned communication devices.** Even though an item has been “deleted” and the employee cannot retrieve it, this does not mean that CARTA cannot do so. It is also possible to generate a report of every Internet connection made by each user and the amount of time spent in each connection.

If you access personal e-mail accounts or other password-protected websites using CARTA-owned communication devices, you will be subjecting those accounts and websites to any viruses that may have infected CARTA-owned communication device. CARTA is not liable for any damages you suffer because of such access. The best way for you to protect your personal information is to refrain from accessing it using CARTA-owned equipment.

CARTA employees may not use their own *personal* electronic equipment (including, but not limited to, personal laptop computers and cellular phones) on CARTA property or at CARTA work sites to engage in conduct which would be prohibited if using CARTA equipment.

CARTA has adopted a network policy for use of all staff members. Employees should contact CARTA’s Executive Director for additional information concerning the use of CARTA computers.

SECTION XVI SOCIAL NETWORKS; PERSONAL WEB SITES; BLOGS

Social networking, personal websites, and blogs have become common methods of self-expression. CARTA respects the right of employees to use these media during their personal time. CARTA consents to reasonable limited access to social media sites during working hours or using CARTA equipment. What is “reasonable” is determined in the sole discretion of CARTA. The only sure way to avoid violating CARTA’s policy on personal social media site access is to not to access such sites at all during working hours or using CARTA equipment.

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the contents of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee’s judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate CARTA policies if done in person also violates CARTA policy if done through social media. Employees may not disclose confidential information over social media or similar sites.

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Employees who post on media sites and who have identified themselves as an employee of CARTA on those sites must make it clear that they are expressing their own views and not those of CARTA.

CARTA's official social media accounts are under the direction of the Executive Director. Creation of any new social media accounts, pages, blogs or other technology without written consent of the Executive Director is prohibited.

CARTA GENERAL ADMINISTRATIVE PROCEDURES

Staff Meetings

Staff meetings, whether full or departmental, may be called by the Executive Director or his designee.

Responsibility for Personal Items

CARTA is not responsible for any personal items left in employee work areas. This includes items that are stolen or damaged either by the employee or visitors to the building.

Common Areas

The common areas are for all employees, and employees must maintain the area in a neat and clean manner.

Smoking Policies

Smoking is not permitted anywhere in CARTA offices or in CARTA vehicles.

Sign In/out Procedure

Staff members are expected to sign out when they are going to be away from the office. The sign out sheet should indicate the expected length of stay and time of return along with the destination.

Staff members present in the building on weekends or after-hours must sign in and out

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utilizing the form.

Telephone Calls

All agency long distance calls are to be kept to an absolute minimum in number and length. Each staff member is responsible for making their own agency calls. No personal long distance calls are to be charged to CARTA or made on an agency issued cell phone without permission from the Executive Director. All personal phone calls, whether incoming or out-going, should be kept to a minimum. Employees working in customer service will be subject to telephone monitoring.

Use of CARTA Facilities and Equipment

An employee wishing to use CARTA facilities, books, special documents, maps, slide projectors, cameras, tape recorders, or other office material or equipment is to obtain permission from their immediate supervisor or Executive Director. Under no circumstances is equipment to be used for furthering an outside business by an employee.