



Regional Transit Authority

Relationships in the Workplace

(HC44)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) prohibits employees from directly supervising, or otherwise participating in employment decisions related to family members. Family members of the RTA Board of Commissioners are precluded from being hired by RTA.

PURPOSE

This policy supports effective supervision, internal discipline, security, safety, and positive morale in the workplace; and avoids favoritism, discrimination, appearances of impropriety or other conflicts of interest.

APPLICATION

This policy applies to all RTA employees and RTA Board of Commissioners who work with RTA on a regular basis. The Human Capital Department in consultation with Department Chiefs will deal with situations that result in a conflict between this policy and the collective bargaining agreement on a case-by-case basis.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: _____

Date of Last Review: _____



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1.0 GENERAL

1.1 Family Members

Qualified family members of RTA employees may be hired for a position within RTA, but may not work with one another in a supervisor/subordinate relationship; or any other working relationship wherein one employee has reasonable control over their family member's employment status. This includes the ability to determine another's job duties or other personnel decisions such as: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar. Family members may not request, require or otherwise influence other RTA employees who are responsible for making personnel decisions regarding a relative.

2.0 PROCEDURES

2.1 Disclosure

Applicants must disclose all familial relationships with current RTA employees upon initial application when applying for initial employment with, or positional movement within RTA. Employees must inform their supervisor or next level manager within thirty (30) days if a familial relationship develops after hire. Current employees must notify Human Capital if they are aware of a family member's application for employment. All disclosures will be kept confidential.

2.2 Ethics Notification

A human capital coordinator will notify the Chief Human Resources Officer when an applicant discloses a familial relationship with another RTA employee. The Chief Human Resources Officer will provide guidance on the appropriate steps.

2.3 Transfers

When two employees have a familial relationship that violates this policy, one of the two employees will be required to transfer to a position where no conflict exists. If a transfer conflicts with a collective bargaining agreement, Human Capital will resolve the conflict on a case-by-case basis, after consulting with the Department Chief, which will provide guidance on the appropriate steps.

3.0 DEFINITION OF TERMS

Family Members

An employee's parent, child, spouse, domestic partner, sibling, grandparent, or grandchild, of which these relations may be blood, adopted, step, in-law, or resulting from a legal guardianship; or a person with whom the employee cohabitates. It also means employee's uncle, aunt, cousin, niece or nephew.



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Nepotism – Preferential hiring, promotion or otherwise privileged treatment of a relative in the workplace.

Reasonable Control – Any situation where one employee can reasonably determine another's job duties or other personnel decisions such as, but not all inclusive: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar; or exert influence on a supervisor when making such decisions. For example: a supervisor may not have primary or secondary signature authority on a family member's Individual Performance Plan (IPP); a Director could not oversee a family member in the same department; and similar situations that may result in real or perceived preferential treatment for an employee's family member.

Subordinate – An employee who is subject to another of a higher rank who has decision making responsibility over their job duties or other personnel decisions.

Supervisor – An employee in the same Cost Center as another employee over whom they have decision-making responsibilities involving job duties or other personnel decisions such as: setting schedules, disciplining, hiring, promoting, giving performance reviews, and similar.

4.0 RESPONSIBILITIES

Chief Human Resources Officer (or Designee) coordinates with the employee's direct supervisor to develop appropriate plans to ensure that family members are not in a supervisor/subordinate relationship.

Director of Civil Rights and Inclusion investigates claims of actions that violate federal/state anti-discrimination laws.

Employees are to notify their supervisor or the Chief Human Resources Officer regarding changes in their personal situations that may be covered by this policy.

Director (or Designee) in the chain of command of the family members implements the plan recommended to comply with this policy.

Supervisors or Managers monitor departmental familial and intimate relationships to ensure compliance with this policy.

Cost Center in a department within the organization which is responsible for identifying and maintaining the cost of the organization. Cost centers help management utilize resources in smarter ways by having a greater understanding of how they are being used.



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5.0 FLOWCHART
N/A

6.0 REFERENCES
N/A

7.0 ATTACHMENTS
N/A

8.0 PROCEDURE HISTORY
N/A

9.0 SPONSOR DEPARTMENT
Human Capital