RTA
Regional Transit Authority

Termination of Employment

(HC17)

POLICY STATEMENT

The New Orleans Regional Transit Authority (RTA) maintains a productive work force, retaining the most qualified employees to fulfill its mission. Employment at RTA may be terminated by either the employee or RTA, through resignation, retirement, abandonment of position, discharge, reduction-in-force, death, or expiration of leave of absence.

PURPOSE

This policy specifies the steps to follow when the employment relationship between an employee and RTA terminates.

APPLICATION

This policy applies to all RTA applicants and employees. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

ADOPTED: Board Chair

Chief Executive Officer

Effective Date: ____________________

Date of Last Review: ____________________

1.0 PROCEDURES

1.1 Processing an Employee Termination

<u>STEP 1 – Receive or Issue Notice of Termination</u>

1.1.1 Resignation
RTA requests at least two weeks advance notice prior to their final day of work, from employees who intend to resign from RTA service. If the notice of intent to resign is given verbally to the supervisor, without the requested written notice, the supervisor must issue a letter to the employee acknowledging the resignation in writing.
The supervisor should forward a copy of the resignation notice to the department head and the Chief Human Resources Officer, Human Capital.

1.1.2 Retirement
Retirement is a voluntary termination from active service. There is no mandatory retirement age.

An employee should give written notice 90 days prior to the last day of work to the supervisor, respective department head, and the Human Capital Department.
If the employee only gives the notice of retirement verbally to the supervisor, the supervisor must issue a letter to the employee acknowledging the retirement with a copy sent to the respective department head and the Chief Human Resources Officer, Human Capital.

1.1.3 Abandonment of Position
An employee is considered to have abandoned his/her position after an absence of three consecutive working days without contacting the supervisor to request leave and may include:

- failing to return from a leave as scheduled;
- being absent without approval; or
- failing to notify supervisor in cases of unplanned and unauthorized absences in a timely manner.

On the fourth day of the employee's unauthorized absence, the department must send the employee a certified letter of Notice of Proposed Disciplinary Action in compliance with the Progressive Discipline (HC25) policy, if recommended by the Chief Human Resources Officer or his/her designee.

Note: Prior to termination proceedings, the employee's supervisor will make reasonable attempts to contact the employee and/or employee's emergency contact per the Attendance and Work Schedule (HC1) policy. This will allow the supervisor to determine whether an employee was incapacitated at the time of absence, and unable to call in due to a medical emergency.

1.1.4 Discharge
Employees may be discharged as a result of:

- misconduct;
- violations of law or RTA policies, procedures, and work rules;
- conduct that discredits RTA or the employee's position; or
- unsatisfactory job performance.

If the employee is being discharged, the supervisor must comply with the Progressive Discipline (HC25) policy, or the applicable collective bargaining agreement. A written notice of termination must be issued to the employee prior to his/her last day.

The manager or supervisor must consult with the Chief Human Resources Officer prior to discharging an employee.

1.1.5 Reduction in Force
The Chief Executive Officer (CEO) may require a reduction in staff due to budgetary constraints. If employees are laid-off, supervisors will receive specific instructions regarding lay-off procedures.

1.1.6 Death
Upon the death of an employee, the supervisor should notify the Chief Human Resources Officer for immediate processing.

1.1.7 Expiration of Medical Leave
A certified letter of Notice of Proposed Termination of Employment will be sent to employees who have been granted a leave of absence and are unable to return to work by the expiration date of the leave of absence.

1.1.8 Termed-Out of Employment
Non-regular employees such as project employees, interns, etc., may not exceed a defined term of employment, and will terminate at the end of that tenure.

STEP 2 - Provide the Employee with the "Checklist for Employees Terminating from RTA"
Employees must complete the tasks listed on the Checklist for Employees Terminating from RTA (Attachment 1), prior to their last day of work. Supervisors must provide this list to the employee, with whom the supervisor should review the termination process.

STEP 3 – Complete an Employee Action Form (EAF)
Once the supervisor receives or issues a termination letter, the department's staff should complete a EAF (Attachment 2) for the employee, indicating the:

- Effective Date of Termination
- Reason for Termination
- Eligibility for Rehire
- Last Day Worked

STEP 4 – Complete the Clearance Order
The supervisor or his/her designee must follow the instructions outlined in the Addendum to this policy, Instructions for Completing a Clearance Order (Attachment 3) to complete the Clearance Order (Attachment 4), as well as manually complete a payroll timesheet for the terminating employee.

STEP 5 – Prepare Personnel Record and Medical Record Files for Delivery to Talent Acquisition
The employee's Personnel Record File and Medical Record File must be prepared for delivery to Human Capital in conformance with the standards specified in RTA's Personnel Records (HC6) policy.

STEP 6 – Deliver to Human Capital
On, or immediately following the employee's last day of work, the following materials must be hand-delivered, or mailed as one complete package to the Human Capital Department located at 2817 Canal St New Orleans, LA 70119.

- Notice of Termination
- Employee Action Form (EAF)
- Personnel Record and Medical Record Files
- Clearance Order
- Employee ID Badge/Transportation Pass and Dependent Transportation Pass(es)

STEP 7 – Notifying Contract Administrators
If the terminating employee was a contracted Project Manager (PM) that PM's supervising department must notify the assigned Contract Administrator with the name of the replacing PM, as needed.

1.2 Exit Interview
Upon an employee's voluntary separation from RTA employment, Human Capital will mail a letter with exit interview questionnaire. The exit interview is an optional and anonymous survey providing employees an opportunity to assess their experiences

working at RTA. Information gathered by Human Capital will be used to assess and modify/improve the RTA work environment, as needed; to improve employee retention; and aid in recruitment and retention efforts.

Employees who terminate will receive their final checks on the regular payday of the payroll period in which they terminate. For this reason, the above materials must be received by Human Capital no later than the end of the pay period.

Employees who have been terminated may not extend their RTA service by using accrued leave per the PTO Sick Leave (HC20) policy.

2.0 DEFINITION OF TERMS

Accrued Leave - Includes vacation, sick, frozen sick and frozen vacation, paid sick time, Paid Time Off (PTO), and Compensatory Time Off (CTO).

Discharge - An employee's involuntary separation from RTA resulting from disciplinary or performance reasons.

Earned Leave – Leave that has been earned, but not yet placed in employee's leave bank.

Resignation – A voluntary, employee-initiated separation from RTA.

Termination - The cessation of the employment relationship between RTA and an employee, either by resignation or business necessity.

3.0 RESPONSIBILITIES

Department Heads are responsible for signing Clearance Orders.

Employees are responsible for providing advance notice to their supervisor of their resignation or retirement and for completing all tasks outlined on Checklist for Employees Terminating from RTA (Attachment 1). These tasks include returning all RTA property/equipment, Identification Badge/Transportation Pass and Dependents Passes and paying any outstanding financial obligations to RTA.

Supervisors are responsible for completing all the termination processing tasks outlined in this policy and its Addendum and for consulting with Employee & Labor Relations in Human Capital prior to making a final determination with respect to discharging a non-represented employee.

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Human Capital/Talent Acquisition has overall responsibility for the administration of this policy.

4.0 FLOWCHART

N/A

5.0 REFERENCES

- Employee Code of Conduct
- Policies:
  - Progressive Discipline (HC25)
  - Employment Status (HC34)
  - Transportation Passes (HC19)
  - Medical Leave (HC39)
  - Employee Personnel File (HC6)
  - PTO Sick Leave (HC20)

6.0 ATTACHMENTS

1. Checklist for Employees Terminating from RTA
2. Employee Action Form (EAF)
3. Addendum to Termination of Employment Policy, Section 1.1, Step 4 - Instructions for Completing the Clearance Order
4. Clearance Order
5. Supervisor's Termination Processing Checklist

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

Human Capital

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CHECKLIST FOR EMPLOYEES RETIRING OR TERMINATING FROM RTA

This checklist is intended to help you complete the retirement or termination process.

Employees terminating their employment with RTA are responsible for completing a variety of tasks on or before their last day of work. Please ensure that you complete the various tasks outlined below before you leave RTA. If you have questions, please speak with your immediate supervisor or contact the Human Capital Department.

NOTE: Failure to return property to RTA or the removal of property may be construed as theft and appropriate legal action may be taken if property is not recovered. RTA will deduct from the employee's final check for the value of any unreturned property.

Tasks to Complete	Completed
1. If you are voluntarily resigning from RTA, proved your supervisor written notice of your intent to resign at least two (2) weeks prior to your last day of work. If you are retiring, provide written notice of your intent to retire at least 90 days in advance of your last day of work.	
2. Turn in the following items to your immediate supervisor or other appropriate party on or before your last day of work: • Transportation Pass and Dependent Passes. Employee will be charged a fee equivalent to the fee charged for lost or stolen passes for each unreturned Transportation Pass and Dependent Pass • Keys • All Tools, property, equipment, manuals and other RTA property in your possession • Other items issued to you	
3. If you are voluntarily resigning or retiring, your department will provide you with an Exit Interview Questionnaire to complete before your last day of work. You are encouraged to complete this Questionnaire and to send it to the Human Capital Department in the pre-addressed stamped confidential envelope that is provided.	
4. Settle any and all other outstand financial matters/obligations to RTA not indicated above with the Payroll Department.	
5. Turn in Purchase Card (P-Card) if applicable.	
6. Provide your department with your forwarding mailing address.	
Miscellaneous Task to Do (For Employee's use)	

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OTHER IMPORTANT INFORMATION ABOUT TERMINATING FROM RTA

Final Check: Your final check will be issued to you on the next scheduled payday of the payroll period in which you are terminating. It will include unpaid wages, earned and accrued vacation time or PTO, frozen or banked vacation, and any unused compensatory time off (CTO). If you are retiring, you will also receive up to 100% (is this union and if not unaware that we pay any sick leave, but I'm willing to pay 25% of sick hours for retirement only) of your sick time/frozen sick time, depending on your union affiliation or non-union affiliation. Your final check may also reflect deductions for the value of any property/equipment that you have not returned to RTA or any outstanding balances that you owe RTA.

Arrange with your department to have your final check:

1. Mailed to you or
2. Available for pick-up on payday at RTA's payroll department located at 2817 Canal Street New Orleans, LA 70119

Benefits: After you leave RTA, you will be notified by mail of optional COBRA-continued health coverage benefits by RTA's Pension and Benefits Department.

The Human Capital Department is available to answer any questions you might have regarding the termination process. You may contact a Human Capital Coordinator for assistance.

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EMPLOYEE ACTION FORM

Last Name		First Name		Middle		**If Name change, attach new Social Security Card and W4*
ansaction ype		Reason				

PERSONAL INFORMATION UPDATE – NEW HIRE INFORMATION

Address – City, State, Zip	Home Phone	Cell Phone

Marital Status	Gender	Date of Birth	Race/Ethnicity	Military Status	Disabled ☐ Y ☐ N	Disabled Vet ☐ Y ☐ N	I-9 Verified ☐ Y ☐ N

Hire Date	Rehire Date	Adjusted Hire Date	Highest Education Level Achieved	Referral Source	Specific Referral Name

JOB INFORMATION

Current Job Data / New Hire Data				Proposed Job Changes			
Location Name				Effective Date of Change		New Location Name	
Payroll Dept		Union Name		New Payroll Dept		New Union Name	
Job Code /		File #		New Job Code / Job Title		New File #	
Employee Type		Standard Hrs		New Employee Type		New Standard Hrs	
Hourly or	Salary	Pay Group		Hourly or	Salary	New Pay Group	
Temp or	Perm	Co. Car	Y or	Temp or	Perm	Co. Car	Y N or
FT or	PT	Car Allowance $		FT or	PT	New Car Allowance $	
Supervisor Name				New Supervisor Name			

SALARY CHANGES

Current Salary (Hourly or Annual)			Increase Information			
Hourly Rate	Annual Salary	Bonus Target %	Effective Date		Review Rating	
			Increase Total $		Next Review Date	
			% of Merit Incr	0.00%	% of Adj Incr	0.00%
ate of Last Increase			% of Promo Incr	0.00%	Total %	0.00%
eview Date			New Hrly Rate		New Annual Salary	New Bonus Target %

LEAVE OF ABSENCE

First Day of LOA		Expected LOA Return	
Actual LOA Return Date		FMLA	☐ ☐ Y N

SEPARATION (Payout types may not apply to all properties & States)

Separation Date		Last Day Worked		Pay Thru Date	
Severance ☐ Y ☐ N	# Hours Owed	Vacation		Other	☐ ☐
		Floating		Eligible for Rehire	Y N

SIGNATURES (Certain Signatures May be Required for Agency Salary Guidelines)

	Print Name	Signature	Date
Initiator / HR Employee Engagement (for demographic/name changes)			
1st Level of Approval Title:Supervisor/Manager			
2nd Level of Approval Title:Director			
3rd Level of Approval Title:Officer			
4th Level of Approval Title:Chief HR			
5th Level of Approval Title:CEO			
6th Level of Approval Title:			

ADDITIONAL REMARKS

HUMAN RESOURCES USE ONLY

Date Rec'd		Date Input		Initials		Payroll Effective Date	

EMPLOYEE ACTION FORM
INSTRUCTIONS

FOR ALL TRANSACTIONS	Top of Form
	• Transaction Type – Choose from the drop down list (ie. Separation) – ***REQUIRED FOR ALL ACTIONS***
	• Reason – Provide the reason for the transaction ***REQUIRED FOR ALL ACTIONS***
NEW HIRE	Personal Information Update – New Hire Information Section
	• Complete all fields o For hire dates, used Adjusted Hire Date to give service credit for prior Company Service (ie: Veolia, Transdev, etc.)
	Job Information Section
	• Complete left side of this section
	o Location Name – name of property
	o Payroll Dept – enter Payroll Dept #
	o Union Name – if union employee provide union code or name
	o Job Title – name of position
	o File # - This is auto assigned when employee is entered into ADP
	o Employee Type – Select one in each category: Hourly or Salary, Temp or Perm, FT or PT
	o Standard Hours – enter hours scheduled to work per week
	o Pay Group – enter Pay Group employee is to be paid
	o Car Allowance – if applicable, enter amount eligible for
	o Co Car – Select Yes or No if the employee is given a company vehicle
	o Supervisor Name – provide full name of direct supervisor
	Salary Changes Section
	• Complete left side of this section
	o Hourly Rate – if hourly employee provide hourly rate
	o Annual Rate – if salaried employee provide annual rate
	o Bonus Target % - if employee is bonus eligible provide bonus target
	o Date of Last Increase – enter hire date
	o Review Date – enter next review date
	Signatures Section – obtain appropriate signature for new hire transaction
JOB CHANGE	Job Information Section
	• Current Job Data (left side of section)
	o Complete entire section with current job information
	• Proposed Job changes – **ALL PAY GROUP TRANSFERS MUST GO THROUGH Human Resources/Human Capital**
	o Enter Effective Date of Proposed Change
	o Complete entire section with new job information
	o If employee is transferring pay groups, new File # will be assigned for employee upon entry into ADP.
	Salary Changes Section
	• Provide current salary information (left side of section)
	o Hourly Rate – if hourly employee provide current hourly rate
	o Annual Rate – if salary employee provide current annual rate
	o Bonus Target % - if bonus eligible provide current bonus target
	• Provide increase information (right side of section)
	o Enter Effective Date of Proposed Change
	o Review Rating – provide employee's latest review rating
	o Increase Total $ - provide amount of increase in dollars
	o Enter % of increase – Merit, Promotion or Adjustment (form will automatically calculate total %)
	o Enter new hourly or annual rate & bonus target (if applicable)
	Signatures Section – Obtain appropriate signature for job change transaction
LEAVE OF ABSENCE	First Day of LOA – Provide first day employee missed work due to leave
	Expected LOA Return – Provide date employee is expected to return to work
	Actual LOA Return Date – Provide date employee returned to work
	Signatures Section – Obtain appropriate signature for leave of absence transaction
SEPARATION	Separation Date – Provide date of employee separated
	Last Day Worked – Provide date employee was last at work
	Severance – Select Yes or No if the employee is eligible for Severance
	Pay Thru Date – Provide date the employee should be paid thru
	Hours Owed – Provide number of vacation, floating holidays and/or sick hours employee is owed (if any) Also include any other time due as part of a Collective Bargaining Agreement (i.e. PTO).
	Signatures Section – Obtain appropriate signature for separation transaction
NAME / ADDRESS CHANGE	Provide new name or address for employee and provide any necessary documentation for change
	Employee should sign off on these types of changes. They can sign on the initiator line.

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Addendum to Retirement and Termination of Employment

Policy INSTRUCTIONS FOR COMPLETING A CLEARANCE

The following is a detailed description order associated with completing the RTA Clearance Order.

The Clearance Order is completed by the department in which the terminating employee is paid. Supervisors or their designee (s) are responsible for completing each section of the Clearance Order as indicated below. When all information on the Clearance Order has been completed, the Department Head must sign the Clearance Order.

Please read and follow the instructions below. You may also utilize the **Supervisor's Termination Processing Checklist** to assist you in keeping track of the various tasks which need to be completed.

If you have any questions regarding completing this Clearance Order or the termination process in general, please contact the Human Capital Department.

1. Final Paycheck – Wages and Accrued/Earned Leave Banks – An employee who terminates from RTA is entitled to any unpaid wages, earned and accrued vacation time or PTO, or frozen or banked vacation, and any unused compensatory time off (CTO). If retiring, an employee is entitled up to 100% of his/her accrued sick/frozen sick time. Charges for equipment/property not returned and any outstanding financial obligations to RTA will be deducted from the employee's final paycheck.

    - In order to pay the employee his/her final wages, a Payroll Timesheet should be completed for the employee and attached to the Clearance Order.
    - The Payroll Department will be responsible for indicating all other accrued/earned hours in the employee's final check.
    - The employee's final check will be issued by the Payroll's office on payday of the normal payroll cycle. Given this new practice, the use of the Manager's Check to pay final unpaid wages is prohibited.
    - Arrange with the employee to receive his/her final check either by: 1) U.S. mail, or 2) pick up on payday at the payroll office located at 2817 Canal St New Orleans, La 70119. Make sure the employee provides his/her correct forwarding mailing address.

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2. **RTA Equipment/Property** – Ensure that the employee has returned all required RTA equipment/property issued to him/her upon termination. The Clearance Order provides a detailed list of this equipment/property. Indicate on the Clearance Order the amount to be deducted from the employee's final check for the replacement value of any unreturned equipment/property or other fees owed.

3. **Transportation Pass and Dependent Passes** – Per the Transportation Pass Policy – HC19, upon termination, all employees must turn in their Transportation Pass and family Dependent Pass(es). Contact the Human Capital Department to determine the number of Dependent Passes that have been issued to the employee's family members. These passes are to be collected from the employee upon termination. Note on the Clearance Order the number of passes that have **not** been turned in by the employee. The employee will be charged for each employee and/or dependent Transportation Pass not turned in, in the amount charged for the replacement of a lost or stolen Transportation Pass. The Human Capital Department will calculate the specific amount that will be deducted from the employee's final check. All Returned passes are to be submitted to the Human Capital Department along with the employee's Personnel File, EAF, and Clearance Order and Timesheet.

4. **Keys**

5. **Exit Interview Questionnaire:** When an employee notifies you of his/her intention to voluntarily resign or retire, provide the employee with an Exit Interview Questionnaire Packet before his/her last day of work. Encourage the employee to complete the voluntary Exit Interview Questionnaire and assure the employee of the confidentiality of the information. Only the chief Human Resources Officer will review the Exit Interview Questionnaire responses. Advise the employee to send the completed Questionnaire directly to the Human Capital Department or through the U.S. mail in the pre-addressed stamped envelope provided.

   Exit Interview Questionnaires may be obtained from the Human Capital Department.

6. **Post-Employment Restrictions** – The supervisor must inform the employee that upon termination from RTA the employee must comply with all post – employment restrictions outlined in RTA's Employee Code of Conduct, Section "5-15-210 Restrictions Upon Leaving the RTA".

7. **Purchase (P) Cards** – When a Cardholder terminates employment at RTA, the P-card must be canceled prior to departure. Ensure that the card is returned to the Business Unit Coordinator immediately, for forwarding to the Agency Program Coordinator (APC). The Approving Official (AO) should notify the APC by e-mail, with a copy to the Business Unit Coordinator, to request immediate cancellation of the P-Card. The AO must process a Purchase Card Revisions and Cancellation form.

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CLEARANCE ORDER

Employee's Name		Badge	Position Title
Street Address (City, State, Zip Code)			
Date of Birth	Date of Hire		Date of Termination
Status: ☐ Retired ☐ Terminated ☐ Deceased ☐ Other		Are there unpaid hours? ☐ No ☐ Yes If yes, please complete the following: Unpaid Hours Worked :________:________(Hours : Minutes)	

Instructions:

1. Select how the employee would like to receive their final check*. (Final check will be issued on the payday of the normal payroll cycle in which the Payroll Department receives the clearance order. It will not be deposited electronically.)
   ☐ Mail to above address. (Please verify the mailing address.)
   ☐ Pick Up: At RTA's payroll office, 2817 Canal St New Orleans, LA 70119
2. Dial the extension number (if listed) to inquire if dollar amount is owed for items not turned in prior to termination date.
3. Send completed Clearance Order, approved timesheet, department file and HR issued Transportation Passe(s) to the Human Capital Department.

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Indicate the charges for any items not turned in prior to termination date.	$ Amount	Indicate the charges for any items not turned in prior to termination date.	$ Amount
Assigned Auto-Personal Use			
Assigned Hand Held Radio/Equip		Purchase Card (P-Card)/Credit Card	
Cell phone, air card, hot spot		Restricted Access ID Readers/Cards	
Computer Equipment (laptop/tablet)		Safety Vest and Flashlight	
Keys		Transportation Pass(es)	
Moving Expenses		Employee ( )	
Operator Rule Book/SOP		Dependent(s)( )	
Operator Service Guide			
Other:			
		457 Distributions	
		☐ No	
		☐ Yes (Please attach distribution form)	

Dept. Signature:	Badge #:	Department #:
HR Signature:	Badge #:	Department #:

FOR PAYROLL USE ONLY

Payroll Deductions	$ Amount	Earned Vacation hours
Garnishments:		Earned TOWP hours
1. State Levy (FTB)		Accrued Vacation hours
2. Federal Tax Levy (IRS)		Frozen/Banked Vacation hours
3. Other Legal Judgments (Details)		Sick Time/Frozen Sick Time
Acct 10: ☐ No ☐ Yes		Hours @ 50% - 100 %
Accounts Receivable Cash Advances		Compensatory Time Off (CTO)
		Accounting Operation Specialist's Initials:
Life Insurance(49)		Accounting Supervisor's Initials:
Medical Insurance		
Other Advances (Account 12007)		Accounting Manager Signature:
Petty Cash Fund Responsibility		
Travel Advance		Date:
Uniform/Watch Installment Notes		

* Employees are entitled to wages, accrued and earned vacation time or TOWP, frozen/banked vacation, unused Compensatory Time Off (CTO), and if retiring, up to 100% of their sick/frozen sick time on their final check.

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SUPERVISOR'S RETIREMENT/TERMINATION PROCESSING CHECKLIST

Tasks To Complete	Completed
Step 1 - Receive or Issue Employee's Notice of Retirement/Termination	
Step 2 - Provide employee Checklist for Employee Retiring/Terminating from RTA	
Step 3 - Complete Employee Action Form (EAF)	
Step 4 - Complete Clearance Order	
Step 5 - Prepare Employee's Personnel Record and Medical Records Files for delivery to the Human Capital Department	
Step 6 - Deliver all the above materials along with employee Transportation Pass and family Dependent Badges to the Human Capital, Records Room, or immediately after the employee's last day of work and before the end of the pay period.	
Clearance Order Checklist	
1. Final Check - Have the employee complete a Payroll Timesheet for unpaid wages and attach to the Clearance Order. Note on the Clearance Order the number of work hours the employee should be paid for. Employees will receive their final check in conjunction with the normal payroll cycle. Make arrangements for employee to receive his/her final check by one of the following options: 1) U.S. mail, or 2) pick up at the RTA's payroll office located at 2817 Canal St New Orleans, LA 70119. Ensure employee's forwarding mailing address is accurate.	
2. RTA Equipment/Property - Collect all RTA property/equipment from employee.	
3. Transportation Pass and Dependent Passes - Collect all passes from employee. Issue retirement pass to retiree and eligible dependents.	
4. Keys – Ensure that all keys that have been issued to employee are returned to immediate supervisor.	
5. Exit Interview Questionnaire - If employee is voluntarily resigning or	
retiring, provide Exit Interview Questionnaire packet for him/her to complete which may obtained from the Human Capital Department.	

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6. Post-Employment Restrictions – Refer employee RTA's Code of Conduct, "Restrictions Upon Leaving the RTA" regarding employees' post-employment restrictions.	
7. Purchase (P) Cards - Ensure that employee has returned P-Card, if applicable	