



WAMPO TPB Executive Committee Meeting Notice

Thursday, August 11, 2022, at 11:15 am

In-Person Option: MAPD Office Room 237, 271 W. 3rd Street, Wichita, KS 67202

Online Link: <https://meet.goto.com/MPOWichita/executive-committee-meeting>

Phone: 646-749-3122

Access Code: 661-386-893

Please call us at [316.779.1313](tel:316.779.1313) at least 48 hours in advance if you require special accommodations to participate in this meeting.

We make every effort to meet reasonable requests.

[Note: Meeting agenda is subject to change during the meeting]

Meeting Agenda	Page Numbers (In this packet)
1. Welcome	
2. February 24, 2022, Meeting Summary	Page 2
3. New Business	
<u>OPERATIONS & MANAGEMENT</u>	
A. <u>Employee and Operations Manual Revisions & Organizational Chart Update</u>	Pages 3 to 65
i. <u>Procurement Manual</u>	
Chad Parasa, WAMPO and Kelly Rundell, Hite, Fanning & Honeyman L.L.P.	
B. <u>Agreement with Sedgwick County for WAMPO's office space and IT/HR Support</u>	Page 66 to 69
Chad Parasa, WAMPO and Kelly Rundell, Hite, Fanning & Honeyman L.L.P.	
C. <u>TPB Bylaws Amendment (addressing TAC Alternate Issue)</u>	
i. <u>TAC Roster Changes - FYI</u>	Page 70 to 82
Ashley Bryers, Chad Parasa, and Kelly Rundell	
<u>BUDGET & FINANCE</u>	
D. <u>CPG (Consolidated Planning Grant) – Federal Funds</u>	Pages 83
Chad Parasa	
E. <u>Monthly Financial Reports</u>	Pages 84 to 87
Chad Parasa	
<u>STAFF TASKS, PROJECTS & ACTIVITIES</u> (Reports attached)	
F. <u>2022 UPWP Tasks Update</u>	Pages 88
G. <u>2023 UPWP Tasks Review</u>	Pages 89 to 93
H. <u>MTP 2050 Development Key Milestones</u>	Pages 94
4. Other Business	
5. Executive Session	
6. Adjournment	
<u>Next Meeting – Thursday, November 3rd, 11:00 am</u>	

Chad Parasa, WAMPO Executive Director
August 4, 2022



WAMPO TPB Executive Committee meeting
Friday, February 24, 2022 at 11:30 am to 1:00 pm
 Candle Club Restaurant, 6135 E 13th St N, Wichita, KS 67208

Meeting Notes & Summary

02/24/2022	
Type of Meeting	Regular
Members Present:	David Dennis, Sedgwick County (Chair) Becky Tuttle, City of Wichita (Vice Chair) Dan Woydziak, Butler County (Ex-Officio) Troy Tabor, City of Andover Jack Hezlep, City of Derby Burt Ussery, City of Clearwater
KDOT:	Tom Hein
WAMPO Staff:	Chad Parasa
Discussion	<ul style="list-style-type: none"> • Chairman Commissioner Dennis opened the meeting by discussing TIP fees. Chad will follow up and send two options for Executive Committee members to choose one of the two. • Chad updated the schedule of upcoming tasks in the year 2022. • During January 14, 2022 WAMPO Executive Committee meeting, evaluation forms for the Director was provided for the committee members. As a follow up of that, Chairman Commissioner Dennis and the members of the Executive Committee recommended 6% salary increase for Chad Parasa, effective immediately.

WAMPO EMPLOYEE AND OPERATIONS MANUAL

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Employee and Operations Manual Acknowledgement and Receipt
Organizational Chart
WAMPO Code of Ethics
Statement of Substantial Interests
Compensatory Time Agreement
Alternative Work Schedule Application

I. INTRODUCTION

This manual is designed to acquaint employees with the most important policies of the Wichita Area Metropolitan Planning Organization (WAMPO). The manual cannot be comprehensive of all issues. This manual is not a contract, express or implied, guaranteeing employment of any specific duration. Additional rules and policies may exist in other documents or any Administrative Regulations, or be brought to your attention by your supervisor. The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time. WAMPO will try to inform employees of any changes as they occur.

Employees of WAMPO are employees at will. Although a long-term relationship is the hope, either the employer or WAMPO may terminate the relationship at any time, for any reason, with or without cause or notice, regardless of the length of employment. No WAMPO employee has the authority to enter into any agreement for employment for any specified period of time.

Do not hesitate to contact your immediate supervisor or the Director of WAMPO about any questions that may arise when reviewing this manual.

II. BACKGROUND INFORMATION

WAMPO is the designated Metropolitan Planning Organization (MPO) for the Wichita metropolitan area. It is the lead independent agency for coordinating priorities for regionally-significant transportation investments in roads, highways, transit, rail, and bicycle and pedestrian facilities. In engagement with its member communities, and state and federal partners, WAMPO supports the region's economic and transportation goals. WAMPO's region includes all of Sedgwick County, as well as portions of Butler and Sumner Counties. MPOs are required in any urbanized area over fifty thousand in population to oversee the continuous, comprehensive, and cooperative transportation planning process (3-C process) for the area within the metropolitan planning area boundary (MPAB). The MPAB is approved by the Policy Body and with concurrence by the Kansas Department of Transportation (KDOT). Products of this work include a long-range Metropolitan Transportation Plan (MTP), a short-range Transportation Improvement Program (TIP), and an annual plan, called the Unified Planning Work Program (UPWP).

A. *WAMPO Vision*

WAMPO aspires to develop an integrated regional transportation network that safely and effectively moves people and goods to their intended destinations and aligns investments in the region's economic and transportation goals.

B. *WAMPO Mission Statement*

WAMPO is the lead independent agency for coordinating priorities for regionally-significant transportation investments in roads, highways, transit, rail, and bicycle and pedestrian facilities. In engagement with its member communities and state and federal partners, WAMPO supports the region's economic and transportation goals. In pursuit of this vision and mission, the Body and staff are guided by these values:

- **Fairness** – to all member communities and other regional stakeholders in establishing priorities and making high-return-on- investment decisions.
- **Transparency** – openly communicating the when, what, how, and why of Body and staff decision making.
- **Public Engagement** – actively inviting, listening to, and considering the ideas of those who have a stake in the agency's decisions.
- **Collaboration** – consulting and cooperating with groups to share information and coordinate plans and decisions.

C. *Structure*

WAMPO is governed by a Transportation Policy Body consisting of one or more elected official representing each of the financially contributing jurisdictions, per the Fiscal Agreement. The Policy Body is governed by a set of Bylaws, outlining the Body's structure and procedures.

The Transportation Policy Body directs the activities of WAMPO employees through the Director of WAMPO. WAMPO's organizational chart is in the Appendix.

D. Financing

WAMPO receives federal Consolidated Planning Grant (CPG) funds administered by KDOT for completing the activities identified in the UPWP. The CPG program requires a 20% local match, which is provided by the member jurisdictions, per the Fiscal Agreement. Other sources of revenue are derived from obligated projects from the Transportation Improvement Program (TIP) or annual allocation of Surface Transportation Planning Grant (STP) funds, as well administrative fees from Wichita Transit for the pass through of 5310 federal funds.

E. Commitment to Full Engagement

WAMPO makes its planning process accessible to individuals with disabilities and complies with Section 504 of the Rehabilitation Act of 1973 (29 U. S. C. 794) and 49 CFR par 27 regarding discrimination against individuals with disabilities. It is committed to holding its public meetings and outreach events at ADA-compliant locations and providing assistance to those with hearing or visual impairments, limited English proficiency or other special needs.

III. EMPLOYMENT CLASSIFICATIONS

A. Full-time Employees

Full-time status refers to an employee who is regularly scheduled to work 40 or more hours per week or, for employees on an alternative work schedule, an average of 40 hours per week.

B. Part-time Employees

Part-time status refers to an employee who is regularly scheduled to work less than 40 hours per week. Employees who regularly work less than 20 hours per week do not receive benefits.

C. Temporary Employees

Temporary employees are utilized on a short-term, hourly basis dependent upon need. Temporary employees hired may work an assignment for a maximum of six (6) months. The formal selection process described in this manual need not be utilized for temporary employees, although the equal opportunity employment policy does apply. Temporary workers generally do not receive benefits unless otherwise provided by applicable law.

D. Student Interns

Interns from various academic or professional programs may be utilized. Any compensation is based upon the guidelines set forth in the program sponsoring the intern and/or upon approval of the Director. An intern generally does not receive benefits unless otherwise provided by applicable law.

E. Exempt and Non-Exempt

Employees are considered non-exempt of the requirements of the Fair Labor Standards Act, unless exempted by the Act. Employees considered exempt do not receive overtime or compensatory time. The Director can review the exempt or non-exempt status of a position at any time. If an employee requests a review of their status, the employee should make the request in writing and provide a written explanation of why the employee believes their status may be incorrect.

IV. SELECTION PROCESS

A. *Equal Opportunity Employment*

WAMPO does not discriminate in its employment and/or personnel practices on the basis of race, color, religion or creed, gender, age, national origin, disability, sexual orientation, veteran status, political affiliation, marital status/relationship or domestic partnership as defined by applicable state and federal laws. This policy applies to all terms and conditions of employment, including but not limited to recruitment, hiring, placement, promotion, demotion, separation from employment, layoff, recall, transfer, leaves of absence, compensation, benefits, and training. It is the policy of WAMPO to abide by all federal and state employment laws and to provide equal opportunities to employees and applicants. To assure full implementation of this policy, WAMPO will take action to assure that it:

- Hires only well-qualified people to perform the many tasks necessary in providing high-quality service within budgeted costs;
- Recruits, hires, and promotes without regard to race, religion, color, national origin, gender, marital status, age, sexual orientation, disability, political affiliation, or veteran status; and
- Ensures that all other actions relating to the employer-employee relationship, such as compensation, benefits, transfers, conditions of employment, training, and termination of employment, will be administered without regard to race, religion, creed color, national origin, gender, age, sexual orientation, marital status, domestic partnership, political affiliation, disability, or veteran status. It is understood that some insurance benefits may be offered by insurance carriers which may, as part of their business, set premiums based on age.

Equal employment opportunity is the responsibility of the entire workforce. Supervisors, however, are required to be familiar with equal employment opportunity requirements.

An employee who feels that they have not been afforded equal opportunity in an employment matter may pursue his or her complaint in accordance with the grievance procedures set forth in this manual. An employee who initiates an equal opportunity complaint or who serves as a participating witness in an investigation, will not be retaliated against, disciplined, or discriminated against for having done so in good faith.

B. *Hiring Process*

The Director is responsible for the hiring of staff members needed to perform the activities outlined in the Unified Planning Work Program (UPWP). The hiring of additional staff is granted by the Policy Body through the approval of the UPWP.

A selection committee may be established to hire for positions, but is not required. A committee may include the following individuals:

- WAMPO Director
- Transportation Advisory Committee (TAC) Chairperson
- Transportation Advisory Committee (TAC) At-Large Representative
- Other WAMPO staff that may serve as the supervisor of the new employee
- Members of the community with particular interest in the work to be done by the selected candidate or to create a more diverse selection committee.

Notice of openings will be announced internally and posted externally. Efforts will be made to broadly announce the opening, including a job description, information on how to apply, and the fact that WAMPO is an equal opportunity employer, so to obtain qualified applicants. Internally, the position will be posted at least 5 working days and will remain posted until a selection has been made; this posting may occur concurrently or in advance of outside recruitment. Internal candidates will not be discouraged from seeking advancement and will be fairly considered. Temporary and summer intern positions need not be posted internally.

To identify individuals to be interviewed, resumes and job applications may be screened, with specific job-related criteria.

Individuals who were denied employment after previously extended an contingent offer of employment subject to a satisfactorily passing a background check and an alcohol/drug test, are not eligible for employment until 6 months have passed since the failed check or test.

C. Veteran's Preference

WAMPO complies with Kansas Statute 73-201 and gives preference to veterans in employment and promotion. Any veteran, or spouse of a veteran, who qualifies for the preference under the statute should provide, with the application, a copy of the veteran's DD214 form or the DD214 of the veteran under which the spouse qualifies for preference. If the veteran or spouse qualifies for a veteran's preference under the statute, and meets all the stated qualifications and education requirements of the position, the veteran or spouse applicant will be interviewed. After the interview and any background and or reference checks, if the veteran or veteran's spouse is equally qualified with another applicant not entitled to preference, the veteran or veteran's spouse will be selected.

D. Offers of Employment

The selected candidate will be extended a conditional offer of employment, contingent upon satisfactory results from a background check and satisfactorily passing a physical and an alcohol/drug test. The selected candidate will be told of these contingencies and provided information on the testing location.

In accordance with the Americans with Disabilities Act, the physical is designed to assess only the physical ability to perform the position the candidate seeks to fill. In the event the conclusion is that the candidate is not physically able to perform the essential functions of position, WAMPO and the candidate will engage in an interactive process to assess a reasonable accommodation. The candidate will be provided the results of the examination and be given an opportunity to discuss, with the Director and any supervisor of the position, possible ways the candidate could perform the essential functions of the position despite the medical opinion. If the Director believes there is new information on an alternative way to perform the work and that this information may assist the health care professional, the Director may consult with whoever concluded the candidate was not physically able to perform the work before making a final decision on whether the employee should be offered employment.

WAMPO will contract with a reputable agency or health care provider to perform pre-employment drug and alcohol testing. The agency or health care provider will follow medically accepted protocols and acceptable standards. If a candidate does not pass the drug/alcohol test, in the opinion of the testing agency or health care professional, a candidate can arrange for a second testing of the sample to challenge the results. The second testing to challenge the results will be at the expense of the applicant.

E. Background Checks

To ensure that individuals who join WAMPO are well qualified and to promote a safe, productive work environment, WAMPO conducts pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks are not limited to, but may include, verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a WAMPO approved background check report. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead WAMPO to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks, such as a credit report, may be made on applicants for particular job categories if appropriate and job related.

Because WAMPO employees are routinely required to travel by vehicle throughout the Wichita metropolitan area, all WAMPO employees are required to maintain a valid driver's license. The background check may include the applicant's driving records and verification of the license

WAMPO also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

V. INITIAL PROBATIONARY PERIOD

For the first 180 days of an employee being in a new position, including promotions and transfers, the employee is in an initial probationary period. This time allows the employee to be introduced to the new position at WAMPO, learn the position's duties and the expected performance levels. Training, feedback, and coaching is provided during this time; and employees are encouraged to seek support during this time. At the end of the probationary period, the employee will be evaluated by supervision. If there are performance concerns during and at the conclusion of the initial probationary period, WAMPO may terminate the employment. Alternatively, at the discretion of the Director, the employee may be given an extension of the initial introductory period, of up to 90 days, to correct performance deficiencies. If performance does not improve, the employee will be terminated.

WAMPO may terminate an employee during the initial probationary period or any extension granted if the employee violates any policies and/or does not satisfactorily perform the duties of the position.

At all times, during the initial probationary period and after, the employee remains an employee at will, meaning the employee and/or WAMPO can terminate the employment for any reason that is not unlawful.

VI. WAGE AND SALARY INFORMATION

A. Timekeeping

All employees are accountable for tracking and logging the hours they worked. This will be accomplished in the following manner:

- Each employee will complete their timesheet by grant sub-task and approve it online. The Accountant submits the hours to the assigned payroll organization for processing every two weeks, after the Director has reviewed and approved the payroll file.
- Non-Exempt employees: The timesheet of non-exempt employees must accurately reflect all regular and overtime hours worked and any absences, later arrivals, early departures and meal breaks.

B. Pay Periods

The work week begins at 12:01 AM on Saturday and ends at midnight on Friday night. There are approximately twenty-six (26) pay periods in the calendar year, with payday normally scheduled every other Friday. If the scheduled payday is a Saturday, Sunday, or WAMPO-recognized holiday, payday will be the business workday prior to the weekend or holiday.

New employees will be paid on the next regularly scheduled payday following two weeks of employment.

Non-Exempt Employees

Non-exempt employees are paid for the hours worked based on their hourly wage. Unless authorized in advance by the Director, a non-exempt employee should not work overtime or work hours beyond the regular hours. All hours worked each day must be recorded on the timecard.

A non-exempt employee who works extra hours without permission and/or fails to report or fails to accurately report all hours worked will be subject to discipline, up to and including termination.

Exempt Employees

An exempt employee is paid approximately 1/26th of his or her annual salary every two weeks. However, if unpaid leave is taken during a pay period or if it is the employee's initial or final pay check and less than a full pay period was worked, the employee will be paid an amount corresponding to the number of hours worked during the pay period.

C. Overtime

Non-exempt employees may receive overtime pay, or possibly compensatory time off, as follows:

- The regular hourly rate of pay is paid for all hours worked through the 40th hour in any given workweek. Absences from work, including any form of paid leave, are not considered hours worked in any given workweek.
- All hours worked beyond the 40th hour of a work week, will be compensated by either payment at an amount equal to one and one-half the regular hourly rate or compensatory time off. (see below).
- Employees are required to obtain approval from the Director or Manager prior to working overtime. Failure to obtain approval prior to working overtime may result in discipline, although the overtime will be paid.
- Regular full time employees, regular part time employees, temporary employees, and intern employees are entitled to overtime, if they have non-exempt status.

D. Compensatory Time

- Compensatory time off may be given to those non-exempt employees who work overtime as provided in the section on “Overtime” and with whom WAMPO has a prior agreement or understanding that the employee will accept compensatory time in lieu of cash payment for overtime. See the Appendix for the Compensatory Time Agreement.
- Compensatory time off is at a rate of one and one-half hours off work for every hour of work by a non-exempt employee, in excess of 40 hours per workweek. Compensatory time off must be scheduled and approved by the Director.
- The maximum number of compensatory time hours that a non-exempt employee may accrue is 80 hours. An employee will be paid for hours of overtime that exceed this limit.
- Employees are encouraged to use their accrued compensatory time, and WAMPO will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted.
- WAMPO reserves the right at any time to pay an employee in cash for any or all accrued compensatory time and/or to require the employee to use accumulated compensatory time.
- If a non-exempt employee’s status changes to exempt, the compensatory time must be used or paid out prior to the effective date of the change.
- Exempt employees do not receive compensatory time. At the sole discretion of the Director, an exempt employee may be granted time off for extraordinary time worked during a workweek.

E. Breaks During the Workday

Breaks

No set time is scheduled for rest from stress and sedentary activities during the day. Employees may take two ten-minute breaks as they deem appropriate, except at the beginning or end of the workday. The Director may, however, schedule breaks to ensure that the work of WAMPO is not adversely affected or to temporarily suspend breaks to accommodate an unusually heavy workload. Breaks in excess of 10 minutes will be unpaid and should be indicated on the employee's time record.

Lunch

Non-exempt employees who are paid on an hourly basis may take either a ½-hour or 1-hour lunch period at their discretion. Lunch breaks do not constitute paid time. Lunch breaks should be scheduled between noon and 1:00 PM. The Director has the discretion to schedule lunch breaks so that the performance of WAMPO's work is not adversely affected.

Break Time for Nursing Mothers

For up to one year after a child's birth, any employee who is breastfeeding a child will be provided reasonable break times as needed to express breast milk for her baby. After the employee notifies the Director, a locked room will be provided, other than the bathroom, that is shielded from view and free from intrusion from coworkers and the public. While this space may not be solely dedicated for this purpose, it will be a functional space for expressing breast milk and will be available for use as needed by the nursing mother. Any breast milk stored in the common refrigerator must be labeled with the name of the employee, dated, and removed at the end of the workday. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Breaks of more than 20 minutes in length for employees will be unpaid unless approved by the Director, and the employee should indicate this break period on her time record.

VII. LEAVES

A. Holidays

Listed below are the holidays that are observed by the WAMPO. If the holiday falls on a Saturday, it will be observed on the preceding Friday; if the holiday falls on a Sunday, it will be observed on the following Monday.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Exempt employees receive full pay for these holidays.

Full time, non-exempt employees receive 8 hours of pay for these holidays. Part time, non-exempt employees receive wages or pay for the hours for which they would typically be paid or scheduled on that day. To receive holiday pay, however, a non-exempt employee must either work or be on paid leave (which was approved prior to the holiday) both the day before and the day after the holiday. If special circumstances exist, exceptions may be made to this policy at the discretion of the Director.

Temporary employees and student interns do not receive holiday pay.

B. Personal Day Leave

WAMPO allows employees to schedule one paid personal leave day. For exempt employees, it is one full day. For non-exempt, full-time employees the personal day is 8 hours, which must be taken in one full day. For part-time, nonexempt employees, the number of hours in the personal day is the average number of hours an employee works in a day of a typical workweek. The hours of a personal leave day cannot be taken until after 6 months of continuous employment. Personal leave cannot be taken on more than one day. (i.e., one cannot split up

the hours and use partial leave on different days.) Personal leave days cannot be carried over from one year to the next.

Personal day leave must be requested and approved by the employee's supervisor. The online leave form should be utilized to request leave.

C. Bereavement Leave

Employees are allowed up to four (4) consecutive days off from regularly scheduled work, with regular pay, in the event of the death of one of the following: Spouse, a domestic partner (a person who shares a residence and an intimate interpersonal relationship), mother, father, child, child of a domestic partner, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, stepchild, grandparent, or grandchild.

At the sole discretion of the Director, bereavement leave may be granted for other especially close relatives, on a case-by-case basis, for up to four (4) consecutive days.

Employees may use vacation leave or personal day leave consecutively with bereavement leave.

It is the responsibility of the employee to inform the Director of the length of time they will require for funeral leave.

In the event of the death of a co-worker or the co-worker's immediate family, WAMPO employees will be allowed up to four (4) hours time off to attend any funeral service or visitation.

D. Jury and Court Leave

Employees shall be entitled to paid leave if they are summoned to jury duty. WAMPO will pay said employee their regular hourly rate or salary during such time. To qualify for Court Leave, any jury fees received must be signed over to WAMPO.

Employees shall be entitled to paid leave if they are called to testify in a court case of which they are not a party, if the employee was scheduled to work during that time. Court Leave is not available for time spent on personal matters. To qualify for Court Leave, any fees received in connection with testifying, other than for travel, shall be signed over to WAMPO.

An employee should provide as much advance notice as possible of the need for court leave. Additionally, the employee must provide the Director with a copy of the jury summons or other documentation showing the employee's required attendance.

Employees are expected to return to work if a reasonable amount of time in the workday remains, following release from jury duty or the court appearance.

E. Voting Leave

Employees should be able to vote either before or after their regularly scheduled work hours. If, however, that is not possible due to work obligations, employees will receive up to two hours during the workday to vote.

F. Vacation Leave

Full time employees, unless otherwise contractually agreed upon, shall earn Vacation Leave according to the following schedule:

- 1st through 3rd service years 80 hours per year
- 4th through 9th service years 120 hours per year
- 10th through 15th service years 136 hours per year
- 16th through 19th service years 160 hours per year
- 20th service year and beyond 192 hours per year

Part-time employees, unless otherwise contractually agreed upon, shall earn Vacation Leave in proportion to a full-time employee. That is, the time a part-time employee is normally scheduled to work compared to 40 hours per week. For example, a part-time employee normally scheduled to work 20 hours per week, would earn vacation time at a rate of 40 hours annually during the first three years of employment; a part-time employee normally scheduled to work 10 hours per week, would earn 30 hours annually during the fourth through ninth year of employment.

Temporary Employees and Student Interns do not accumulate vacation leave.

For this purpose, a year begins on the first calendar day of the first full month of an employee's employment. Only time as a regular employee fulfill this requirement; time as a student intern or temporary employee does not count.

No Vacation Leave accrues for any month in which five (5) or more days of unpaid leave are used. In the event that this occurs, vacation leave accrual may be retroactively adjusted.

- **Non Exempt Employees:** Accrued vacation time must be used in one-half (1/2) hour increments. Up to 160 hours of accumulated vacation leave may be carried over from the employee's anniversary date to the following year; unused accumulated hours in excess of 160 hours on the anniversary date of employment are forfeited.
- **Exempt Employees:** Accrued vacation time must be used in 2-hour increments. Up to 160 hours of accumulated vacation leave may be carried over from the employee's anniversary date to the following year; unused accumulated hours in excess of 160 on the anniversary date of employment are forfeited.

Vacation leave must be requested and approved by the employee's supervisor. The online leave form should be utilized to request leave.

G. Sick Leave

Full time employees, unless otherwise contractually agreed upon, shall earn Sick Leave time according to the following schedule:

- 48 hours annually during the first five years of employment; and
- 96 hours annually during the sixth year and beyond of employment.

Part-time employees, unless otherwise contractually agreed upon, shall earn Sick Leave time in proportion to a full-time employee. That is, the time a part-time employee is normally scheduled to work compared to 40 hours per week. For example, a part-time employee normally scheduled to work 20 hours per week, would earn sick leave at a rate of 24 hours annually during the first five years of employment; a part-time employees normally scheduled to work 10 hours per week, would earn 24 hours annually during the sixth year of employment and beyond.

There is no limitation on the number of accumulated hours of sick leave an employee may be carried over from year to year.

For this purpose, a year begins on the first calendar day of the first full month of an employee's employment. Only time as a regular employee fulfill this requirement; time as a Student Intern or Temporary Employee does not count.

If an employee is likely contagious (for example, coughing, running nose, sore throat, vomiting or with fever), the employee should use sick leave and not report to work.

Paid Sick Leave may be used for personal and immediate family illness, injury, medical, dental, or optical appointments, hospitalization, day surgery, disability (including maternity leave), paternity leave, and enforced quarantine. "Immediate family" for paid sick leave purposes is defined as an employee's spouse, child, stepchild, state-approved foster child, parent, or step-parent. "Spouse" is defined as a husband or wife as defined or recognized under any state for the purposes of marriage. In addition, any other relative living in the employee's home is considered "immediate family". At the sole discretion of the Director, "immediate family" for paid sick leave purposes may be granted for other especially close relatives, on a case-by-case basis.

Maternity and paternity leave is included in immediate family paid sick leave and may be used for the birth of a child. Parental leave (for either or both parents) for the adoption or foster care placement of a child may also be requested as immediate family paid sick leave.

Non-exempt employees must take sick leave in one-half (1/2) hour increments.

Exempt employees must take sick leave in 2-hour increments.

An employee requesting use of paid sick leave should notify the Director of appointments 5 days in advance of the need for Sick Leave. When leave is not foreseeable, the employee should provide notice to the Director as early as practicable prior to their scheduled work time, using WAMPO's procedures for notification.

Unless it is an unexpected situation, written notice of the need for extended paid Sick Leave (longer than ten work days or two calendar weeks) must be given to the Director at least 10 days in advance of the requested leave, estimating or specifying when the leave will begin. A physician's statement that estimates a return to work date must be submitted within two weeks after extended paid sick leave begins. If a return date cannot be established, a physician's statement must be submitted for each period between medical appointments or at intervals not to exceed thirty (30) calendar days.

Employees may not elect to take unpaid time off in lieu of using available paid sick leave.

The use of Sick Leave for any other purpose than those described here is strictly prohibited and may constitute grounds for disciplinary action, up to and including termination of employment. Suspected sick leave abuse is subject to investigation by the Director.

H. Family Medical Leave

WAMPO complies with the Family and Medical Leave Act and will grant up to 12 weeks of Family Medical Leave (FML) during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

The purpose of this policy is to provide employees with a general description of their FML rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. Any questions, concerns or disputes with this policy, should be made to the Director.

Eligibility

To be eligible for leave under this policy, employees must meet **all** of the following requirements:

- Have worked at least twelve (12) months for WAMPO. The 12 months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the military are counted as hours worked in determining eligibility.
- Have worked at least 1,250 hours for WAMPO over the twelve (12) months preceding the date the leave would commence.

Reasons for Leave

To qualify as FML leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
- To care for a covered service member with a serious injury or illness.

Amount of Leave

An eligible employee can take up to 12 weeks of FML leave during any 12-month period. WAMPO measures the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FML military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FML leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for WAMPO may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

Intermittent Leave or a Reduced Work Schedule

Employees may take FML leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

WAMPO may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned

medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, WAMPO and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt WAMPO's operations.

Employee Notice Requirement

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to their manager or the Director.

When the need for the leave is foreseeable, the employee must provide the WAMPO with at least 30 days' notice. When an employee becomes aware of a need for FML leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FML leave is not foreseeable, the employee must comply with WAMPO's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, WAMPO will provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

Designation of FML Leave

Within five business days after the employee has submitted the required certification or other documentation, WAMPO will provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

Status and Benefits During Leave

WAMPO will continue an employee's health, dental and vision insurance benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the 15th day of each month. If the payment is more than 30 days late, the employee's health care

coverage may be dropped for the duration of the leave. The company will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control the employee is required to reimburse WAMPO the amount it paid for the employee's health insurance premium during the leave period.

WAMPO will continue life, AD&D and disability insurance while the employee is on FML.

Employee Status After Leave

An employee who takes FML may be asked to provide a fitness for duty clearance from a health care provider. Generally, an employee who takes FML leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. WAMPO may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FML leave is requested of their status as a key employee.

Use of Paid and Unpaid Leave

An employee who is taking FML leave because of their own serious health condition or the serious health condition of a family member must use all accrued vacation, Personal Day leave and sick leave prior to being eligible for unpaid leave. Sick leave may run concurrently with FML leave if the reason for the FML leave is covered by the established sick leave policy.

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

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

Intent to Return to Work from FMLA Leave

WAMPO may require an employee on FML leave to report periodically on the employee's status and intent to return to work.

Definitions

- a. **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.
- b. **Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.
- c. **Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FML leave is to commence.
- d. **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."
- e. **Qualifying exigency** includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
- f. **Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.
- g. **The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FML.
- h. **Covered service member** is a current member of the Armed Forces, including

a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

- i. **Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

I. Unpaid Leave

Any absence, by a regular full-time or part-time employee, other than holidays, military leave and paid leave described herein is an unpaid leave of absence. An employee's use of unpaid leave not approved by the Director prior to the absence, is subject to discipline up to and including termination.

Following exhaustion of available and applicable paid leave, a leave of absence without pay of up to six months may be granted to an employee by the Director when the Director determines, in his/her sole discretion, that the leave will not jeopardize the productivity of the relevant position or harm the program within which the employee is assigned.

Sick Leave and Vacation Leave will not accrue during unpaid leave. Holidays which occur during a period of unpaid leave will not be paid.

If any unpaid leave time exceeds 20 working days (160 hours) within any 12-month period, the employee's next annual wage increase will be pro-rated based on the amount of unpaid leave taken.

WAMPO reserves the right to fill an employee's position during any unpaid leave, unless otherwise provided by applicable law.

J. Military Leave

Employees who are covered under the Uniform Services Employment and Re-employment Rights Act (USERRA) include any employee who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in uniformed services. Such employees shall not be denied initial employment, reemployment, retention in employment, promotion, or any benefit of employment on the basis of that membership, application for membership, performance of service, application for service, or obligation.

1. Any time off shall be without pay. Unpaid military leave will be granted for required military activities. Employees should notify the Director of the need for Military Leave as far in advance as possible.
2. Employees on Military Leave for annual training, required training, or normal drills

may schedule their vacation leave to coincide with all or a portion of their Military Leave.

3. Employees are not required to use their vacation leave before being allowed to use unpaid Military Leave.
4. Active duty orders should be furnished to the Director before an employee's Military Leave of Absence begins, if possible.
5. If the employee does not return to work for WAMPO after military leave, the balance of unused vacation leave will be reimbursed upon written request following USERRA guidelines.
6. For absences of less than 31 days, health, dental, and vision benefits continue as if the employee has not been absent. It is the employee's responsibility to contact the Director or his/her designee to arrange for payment of the employee's share of the premium if he/she will receive no pay for an entire pay period due to military activities. For absences of 31 days or more, coverage stops unless the employee elects to pay the entire premium for such coverage. The employee must contact the Director or his/her designee to arrange for payment of continued coverage. Continuation of health, dental and vision insurance may not be necessary due to the beginning of military health, dental and vision benefits. Employees should check with their military unit to find out when their military health, dental and vision benefits become effective. When an employee returns to work, health insurance will be reinstated with no waiting period or exclusions.
7. Re-employment rights will be offered following the guidelines set forth in USERRA.
8. Employees returning from Military Leave will receive seniority of service credit toward longevity benefits (if any), provided they return to work within the time limits stated in the USERRA guidelines. However, Sick and Vacation Leaves shall not accrue during unpaid Military Leave.
9. Scheduling leave: All employees should notify the Director prior to using military leave. The Director will reflect their leave on their calendar. In instances in which advanced notice of an absence cannot be provided, the employee will contact the Director to inform them that they will not be in that day.

VIII. BENEFITS

A. *Health, Dental, and Vision Insurance*

WAMPO has an insurance program available to employees, other than part time employees who regularly work less than 20 hours per week, temporary employees and student interns. The types, amounts, provisions, and providers of these optional insurance programs are subject to change by the WAMPO Transportation Policy Body at any time. The terms of WAMPO's written insurance policies are controlling and override any statements made in this or other documents describing the various programs. If you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the WAMPO Accountant.

- **Enrollment:** Newly hired employees are eligible for health, dental, and/or vision insurance on the first of the month following their employment start date. Newly hired employees that do not enroll at their first opportunity can enroll during open enrollment.

All employees can enroll or change their insurance selections during open enrollment; open enrollment is held annually during a two-week period during November and/or December. Changes at other times can only be made if there is a statutorily-defined qualifying event. Contact the WAMPO Accountant or the carrier for more information.

1. **Premiums:** WAMPO has contracted with health, dental and vision insurance providers to provide coverage to all eligible employees who choose to participate and their spouses and dependents.
 - Health Insurance: The cost share of the monthly premium for the health insurance is 80% employer-paid and 20% employee-paid.
 - Dental Insurance: The cost share of the monthly premium for the dental insurance is 50% employer-paid and 50% employee-paid.
 - Vision Insurance: The cost share of the monthly premium for the vision insurance is 50% employer-paid and 50% employee-paid.
2. **Payment of Premiums:** The employee's share will be paid through payroll withholding. If for some reason the employee's pay is not sufficient to pay the employee's share of any premium, the employee is solely responsible for the remaining payment. The employee's share may be withheld pre-tax if the employee chooses to participate in the Section 125 Plan.

Because the group insurance program and its benefits are subject to change, employees are advised to refer to the insurance booklets which are provided to them for more information.

B. Life Insurance, AD&D and Disability

Basic group life insurance in the amount of \$50,000 is provided to all employees automatically; this amount may be higher if certain qualifications are met. The benefit is equal to twice the employee's annual income, less any overtime, up to a maximum of \$150,000. The entire cost of this benefit is paid by WAMPO.

Other benefits included with this policy are Accidental Death & Dismemberment (AD&D), and short- and long-term disability. Please refer to the Life Insurance Benefits manual for more information regarding these benefits.

Employees will be eligible for the life, AD&D, and disability insurance the first of the month following 60 days of employment. Employees who wish to have this benefit must complete required documents to enroll and name beneficiaries.

C. Retirement Fund

WAMPO offers a voluntary pre-tax 457 Plan for all qualifying employees, except temporary employees and student interns. Qualifying employees are those who have completed six (6) months as a WAMPO employee and are scheduled to work over 1,000 hours a year. Participation in the program is not required. Each employee choosing to participate in the 457 Plan has the option of electing a specific dollar amount or salary percentage-based option. Contributions to the 457 Plan are made through payroll withholding. WAMPO will match the employee contribution up to 4.7% of the employee's wages. Please refer to the manual for more details.

D. Professional Dues

If the budget allows, the Director may approve the payment of professional memberships of employees.

IX. EMPLOYEE PERFORMANCE EVALUATIONS

The formal performance evaluation is designed to facilitate communication, on a regular basis, between supervisor and employee about the employee's role in meeting WAMPO's goals and objectives. Performance evaluations are conducted to recognize positive performance, to correct unsatisfactory performance, and to set appropriate short and long-term goals. The performance evaluation will provide support and documentation for pay increases, promotions, demotions, layoffs, or terminations. It will provide an opportunity for the supervisor and the employee to discuss job duties and expectations. The evaluation process promotes discussion regarding the employee's career path, alternative career paths, and necessary training requirements.

Throughout the employee's tenure, there should be an ongoing dialogue between employee and supervisor regarding performance, both positive performance and areas needing improvement. If the informal process has been successfully followed, both employee and supervisor should come into the formal performance evaluation meeting with a clear view of the performance level the staff member has achieved.

A. Annual Evaluations

Upon joining WAMPO, a formal evaluation will be completed after the new employee has been with WAMPO for six (6) months (See Section IV. Initial Probationary Period). After this, each employee will undergo a formal review in December of each year. Performance evaluations are conducted by the Director and/or Manager. The Director and/or Manager may, at their sole discretion, determine that an additional formal evaluation is appropriate for any employee at any time. The formal evaluation will reaffirm and document discussions the employee had with supervision throughout the year. The formal process will include:

- Written performance evaluation;
- Dialogue in a face-to-face meeting; and
- Opportunity for the employee being reviewed to comment on the review form.

B. Interim Evaluations

In addition to the annual evaluation in December, it may be necessary to conduct interim evaluations to clarify expectations. At their sole discretion, the Director and/or Manager may choose to conduct a formal interim performance evaluation. The interim evaluation may or may not be done in conjunction with a Performance Improvement Plan.

C. Performance Improvement Plan

A performance improvement plan (PIP) will be written for any employee whose work is determined to be unsatisfactory. A performance improvement plan may be written at any time.

Typically, an employee placed on a PIP will be given up to 90 days to improve performance. The performance improvement plan should include:

- The nature of the improvement which is required;
- How that improvement will be measured or assessed;
- The time frame during which improved performance must be demonstrated;
- Any assistance or support which will be provided to the employee; and
- The consequences of not achieving a satisfactory level of performance.

At the conclusion of the time set forth in the PIP, one of the following will occur:

- If the employee's work has satisfactorily improved, it will be noted and the PIP will be terminated
- If the employee's performance has improved somewhat and the Director believes the employee's performance can improve if the PIP is extended, the Director may extend the PIP up to 30 days. A PIP may be extended only one time.
- If the employee's performance has not improved sufficiently, the employee's employment will be terminated.

D. Documentation

An employee will be asked to sign evaluations and any Performance Improvement Plan, reflecting the employee's receipt of the document. It is understood that the signature does not necessarily indicate agreement with what is written.

All evaluations and Performance Improvement Plans will be maintained in the employee's personnel file.

X. ETHICS AND CONFLICTS OF INTEREST

WAMPO is a governmental entity and it is reliant on all employees to be mindful of any conduct that could be subject to public scrutiny, comment, and/or criticism. Employees should conduct themselves in a professional manner at all times.

A. Confidentiality

Our member communities and other parties with whom we do business entrust WAMPO with important information relating to their business operations. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know,” unless required by applicable law, rule or regulation. If an employee questions whether certain information is considered confidential, he/she should first check with his/her supervisor.

This policy is not intended to inhibit normal business communications, but to alert employees to the need for discretion at all times.

B. Nepotism, Employment of Relatives, and Personal Relationships

The employment of relatives can be problematic for both WAMPO and the family, including conflicts of interest, favoritism, the appearance of favoritism, and scheduling issues.

In order to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts, or workplace disruptions exists, WAMPO has established the following standards:

- An employee must not be in a supervisor/subordinate relationship with a relative;
- An employee cannot be involved in any employment decision about a relative, such as hiring, discipline, or compensation.
- An employee must not participate in an audit or performance evaluation of a relative;
- The employment of relatives must not create an adverse impact on work productivity or performance;
- The employment of a relative must not create an actual or perceived conflict of interest or disruption in the work environment;
- The employment of a relative must not violate any legal or regulatory mandate; and
- An employee may not be employed if a member of the employee’s immediate family (spouse, children, parents, grandparents, siblings, stepfamily members or in-law family members) serves on WAMPO’s Transportation Policy Body.

For the purpose of this policy, a relative is defined as spouse, mother, father, son, daughter, sibling, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, stepchild, aunt, uncle, cousin, niece, nephew, grandparent or grandchild. The term “relative” also include a domestic partner (a person who shares a residence and an intimate interpersonal relationship) and child of a domestic partner.

With regard to sexual or romantic relationships, employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates. Any supervisor must disclose the existence of a romantic or sexual relationship with a subordinate employee; such disclosure must be made to the supervisor’s immediate superior, who will review the circumstances and determine whether a conflict of interest or risk of a conflict of interest exists. If a conflict of interest or a risk of such exists, WAMPO will work with the employees to consider options to resolve the problem. The possible resolutions may include reassignment of functions or position. Failure to cooperate with the assessment of the relationship or in the discussion to find a reasonable solution is insubordination and may result in discipline, up to and including termination. If one or both parties refuse to accept a resolution acceptable to the WAMPO, then such refusal will be considered a voluntary resignation.

Sexual and romantic relationships between employees, when neither is in a supervisory position, must not result in conduct that affects productivity or may create a problem in the workplace. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on company premises, whether during working hours or not. During nonworking time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in nonwork areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.

WAMPO reserves the right to exercise managerial judgment and take such actions as may be necessary to achieve the intent of this policy. On a case-by case basis, and with the specific approval of the Director, WAMPO reserves the right to vary from the standards to address unusual circumstances.

Employees should bring to the attention of the Director any potential or existing personal relationship which may violate this policy. Employees who know of and fail to disclose a relationship covered by this policy will be subject to disciplinary action up to and including termination.

C. Outside Employment

Outside employment is permitted only with the prior approval of the Director. An employee requesting approval should submit the request to the Director in writing, identifying the employer, the type of work to be performed and when the

work would be done. The Director will determine if a conflict of interest exists and whether the nature of the outside employment would impair the performance of the employee's duties and responsibilities or could otherwise impair WAMPO.

Work on behalf of an outside employer cannot be performed at such time that the employee is being paid wages by WAMPO or at the WAMPO worksite.

Under no circumstances should WAMPO supplies, equipment, or non-public information be used on behalf of the outside employer.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If WAMPO determines that an employee's outside work interferes with the employee's job performance, approval of outside employment will be withdrawn. The employee will be given a reasonable time to give notice of resignation to the outside employer.

Employees who have accepted outside employment may not use paid sick leave to work on outside employment.

Any violation of this policy will result in discipline, up to and including termination of employment.

D. Code of Ethics

WAMPO has adopted a Code of Ethics. (See Appendix) All employees are required to sign and acknowledge receipt of the policy. The Acknowledgement will be maintained in the employee's personnel file.

E. Statement of Substantial Interest

WAMPO employees who have a substantial interest must file a statement of substantial interest during the month of April of every year. A substantial interest occurs when any of the following occurs:

(1) If an individual or an individual's spouse, either individually or collectively, has/have owned, within the preceding 12 months, a legal or equitable interest exceeding \$5,000 or 5% of any business, whichever is less, the individual has a substantial interest in that business.

(2) If an individual or an individual's spouse, either individually or collectively, has/have received, during the preceding calendar year, compensation which is or will be required to be included as taxable income on federal income tax returns of the individual and/or spouse in an aggregate amount of \$2,000 from any business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(3) If an individual or an individual's spouse, either individually or collectively, has/have received, in the preceding 12 months, without reasonable and valuable consideration, goods or services having an aggregate value of \$500 or more from a business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(4) If an individual or an individual's spouse holds the position of officer, director, associate, partner, or proprietor of any business, other than an organization exempt from federal taxation of corporations under section 501(c)(3), (4), (6), (7), (8), (10) or (19) of chapter 26 of the United States code, the individual has a substantial interest in that business, irrespective of the amount of compensation received by the individual or individual's spouse.

(5) If an individual or an individual's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual and/or the individual's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year.

The Form "Statement of Substantial Interest" is in the Appendix.

XI. GENERAL ADMINISTRATION AND OPERATIONS

A. Business Hours

WAMPO's business hours are 8 a.m.-5 p.m., Monday through Friday, except for holidays and closings due to severe weather or emergency conditions.

Employees are expected to be able to respond to member organizations and collaborate with each other during normal business hours. Anyone wishing to participate in an alternative work schedule should discuss the ramifications with the Director; any flexible work arrangement is at the discretion of the Director, to ensure that employees fulfill their professional responsibilities and to uphold the vision, goals, and responsibilities to the WAMPO membership.

Non-exempt employees: Because employees may be expected to attend public meetings, even outside of regular business hours, flexible hours during the work week may be arranged with the approval of the Director. Non-exempt employees are reminded that any modified schedule must be completed in the same workweek. For example, if a community meeting results in an employee working Monday night and the employee desires to come in late an upcoming morning, that must be done during the same workweek and with the Director's approval.

Exempt employees: Exempt employees are paid for their work, rather than for the hours they keep. As a result, they may work weekends or nontraditional hours. Nevertheless, they are accountable to the public and expected to generally be available during business hours. Exempt employees should obtain the approval of the Director for any significant changes from business hours. Unapproved absences of blocks of time exceeding two hours will be considered vacation leave, personal leave, or, if there is insufficient paid leave, unpaid leave.

B. Alternative Work Schedule

An alternative work schedule may be available to WAMPO employees based on the nature of the position held, and at the discretion of the Director. Staff wishing to participate in the alternative work schedule program should discuss the ramifications for the department with the Director. Requests for an alternative work schedule should be submitted to the Director, using the Alternative Work Schedule Application form found in the Appendix. Approvals or denials of alternative work schedule requests by the Director, including the reason for the approval or denial, should be in writing.

Non-exempt employees will not be permitted to work an alternative work schedule under which the non-exempt employee is regularly scheduled to work more than ten (10) hours during any given workday or forty (40) hours during a one week period.

Any abuses of the alternative work schedule, including not documenting or following the schedule or submitting incorrect timecards, may result in the loss of

participation in the alternative work schedule and may result in disciplinary action, up to and including immediate termination.

Employees working an alternative work schedule may be asked to make specific adjustments to accommodate scheduled meetings.

The Director may withdraw approval of an alternative work schedule if necessary for the operations of WAMPO.

Full-Day Alternative Work Schedule Policy:

The full-day alternative work schedule policy is available to exempt employees only. The plan consists of eight nine-hour days and one eight-hour day within a two-week period.

Vacation Leave will be charged by the hour and not by the day. Vacation leave that is taken a week at a time will be charged at 40 hours per week. Vacation and sick leave taken by the day will be charged according to the number of hours scheduled to be worked. For example: if an employee wanted to take a vacation day during a week when they were scheduled to work nine-hour days, their annual leave balance would be charged nine hours. However, if the employee wanted to take five days off during the same week, their vacation leave balance would be charged 40 hours. That employee would then continue their two-week schedule the following week.

Sick Leave, in all instances, will be charged by the number of work hours actually taken based on the hours scheduled to work. For example: if an employee was scheduled to work a nine-hour day but was sick, their sick leave balance would be charged nine hours. If an employee takes sick leave for a whole week in which the employee works nine-hour days, 45 hours would be charged against their sick leave balance. Employees can make up sick leave when possible.

All holidays are counted as eight hours and not nine hours, unless there are two holidays in a two-week time period, then one holiday is 8 hours and the second one is 9 hours. When holidays occur, they must be used as the eight-hour day of the schedule.

If a holiday occurs on the scheduled day off, the employee may take an alternative day off, preferably the day before or the day after the holiday, as the scheduled day off. Regardless of holidays, each participating employee must account for a minimum of eight nine-hour days and one eight-hour day during the two-week pay period.

Half-Day Alternative Work Schedule Policy:

A half-day alternative work schedule is available to full-time exempt and non-exempt employees. The plan consists of four nine-hour days and one four-hour day within each week. The four hours off should not be recorded on the timecards as hours worked.

Vacation leave and sick leave will be charged by the hour and not by the day. Any leave taken for a full day will be charged according to the number of hours scheduled to be worked for that day. Holidays are counted as eight hours and not nine hours.

C. Parking

WAMPO follows the employee and public parking policies and procedures for the Ronald Reagan Building; these policies and procedures are determined by Sedgwick County because the County owns and operates the building.

D. Severe Weather and Emergency Closings

In the event of severe weather conditions or other emergencies, the Director may decide to close the office for the day, open late, or close the remainder of the day. It is anticipated that office closings will only be approved in rare instances. If a decision is made to close, all employees will be notified.

Employees may elect to work remotely if an office closing is declared. The time off will be documented on time sheets.

- Non-exempt employees may use vacation or approved unpaid leave for time off due to a closure declared by the Director. Alternatively, non-exempt employees may elect to make up time. However, any time made up must be made up during the same work week as the closure.
- If the closure is more than 2 hours of a workday, exempt employees may use vacation, or approved unpaid leave for time off due to a closure declared by the Director. Exempt employees may make up the time during the work week. Closures of less than two hours (closing early or opening late) are not unpaid for exempt employees.

If the closure is for a full day, employees may use their personal day leave.

Any employee who was on a previously approved leave day during the declared emergency will be charged leave for which approval was already given.

E. Financial Management

WAMPO and the Kansas Department of Transportation (KDOT) work to ensure KDOT regulations are being followed in accordance with federal grant funding rules and processes.

Separation of Duties

Contracts are reviewed by the Director and the Manager and, if equal to or over the \$5,000 threshold, are also approved by the Transportation Policy Body (TPB) and WAMPO's selected attorney before processing. Invoices, reimbursables, and timesheets are approved by the Director within bank workflow before processing.

Payroll and Bank Reconciliation

Payroll Services send WAMPO a copy of the bi-weekly payroll detail, which is reviewed by the Accountant and Director before submitting for approval to pay via ACH.

After payroll processing, the Accountant enters the payroll information into a spreadsheet, along with the insurance payments, to check for discrepancies. Payroll withdrawals from WAMPO's bank account are reconciled by the Accountant and reviewed by the Director.

Accounts Receivable

Incoming mail is received and date-stamped upon receipt. All checks received are date-stamped and forwarded to the accountant, who endorses the check and enters the information into a log sheet. A receipt is obtained and filed in the WAMPO TIP and/or MEMBERSHIP physical file, as well as in an online shared file.

Accounts Payable

Incoming invoices are date-stamped upon receipt and given to the Director for review. If approved, the Director will sign and date the invoice and forward to the accountant, who sets up the payment via WAMPO's online banking.

Credit Card - General Office Expenses

WAMPO's corporate credit card is used for general office purchases (office supplies, postage, etc.). All purchases should be necessary and made at a reasonable price. Such purchases shall be stored in a common areas to which WAMPO employees have access. The receipts and detailed documentation is provided to the accountant, who is responsible for confirming that the items purchased have been received, recording the expenditures the accounting system, ensuring the documentation is reconciled with the credit card statement, and storing the receipts. The Accountant shall make the documentation available to its fiscal agent, the City of Wichita, as well as auditors and others legally entitled to examine the records.

Credit Card - Travel Expenses

The employees who are assigned travel credit cards which are used for work-related travel expenses only, as described in the Employee and Operations Manual. The credit cards, when not in use, are to be kept in a locked cabinet, box or drawer maintained by the accountant. Travel expenses may include airfare, hotel, food, registration, transportation service, and parking. All credit card charges must be supported by receipts and detailed documentation. This documentation must be provided to the accountant. The Accountant is responsible for recording the expenditures the accounting system, ensuring the documentation is reconciled with the credit card statement, and storing the receipts. The Accountant shall make the documentation available to its fiscal

agent, the City of Wichita, as well as auditors and others legally entitled to examine the records.

F. Mail and Postage

Postage is purchased via the departmental credit card or petty cash and outgoing mail is dropped off at the local post office.

G. Mileage Reimbursement and Travel Procedures

Note: The procedures outlined below are to provide general guidance to employees regarding mileage reimbursement and travel procedures; however, the WAMPO Director, KDOT, and the U.S. Department of Transportation have the authority to review and determine eligibility of all costs incurred. This authority controls and supersedes any of the following procedures.

WAMPO will reimburse employees at the federal rate (www.gsa.gov) for privately-owned vehicle mileage incurred for allowable work-related purposes. This includes mileage to and from meetings, conferences, and trainings and for data collection efforts. Mileage is not paid for travelling between home and the office, and it is not paid for routine errands. Any mileage incurred for activities not directly specified in this paragraph requires prior approval from the Director. Employees may also be reimbursed for tolls or parking expenses. Receipts for these expenses must be submitted with the reimbursement request. Employees seeking mileage reimbursement should use the provided Employee Travel Reimbursement Form and submit their mileage bi-weekly in accordance with the payroll schedule. This written document will be kept with the payroll file.

Out-of-Region Travel (Day Trips)

Employees traveling out of the region for work-related purposes should inform their direct supervisor prior to travel and incurring any expenses. Failure to do so may result in the employee not being reimbursed for incurred costs. Allowable expenses for out-of-region travel may include mileage, meals, tolls, and parking expenses. If the employee seeks reimbursement for meals, the total reimbursement for actual costs should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov. Employees have the option to use their WAMPO credit card to pay for the meal using the Meals and Incidental Expense Rate, as defined at www.gsa.gov, and then provide an itemized/detailed receipt to WAMPO with the expense documented on the Employee Reimbursement Form. If proper documentation is not provided, the expense will not be reimbursed. WAMPO will not reimburse any alcohol-related expenses.

Out-of-Region Travel (Overnight)

Employees traveling overnight to attend conferences or trainings must receive prior approval from the Director for budgeting purposes. Any conference or training should be listed in the Unified Planning Work Program. If not, WAMPO must receive approval from KDOT prior to attending the event. Employees will use

their WAMPO credit card for conference registration, hotel room expenses, and transportation and transportation-related fees (tolls, parking, shuttles, etc).

Meal Reimbursement

Employees should follow the policies set forth in the above paragraphs regarding meal reimbursement. Employees incurring meal-related expenses for events in the WAMPO region may be eligible for reimbursement of meals if the following criteria are met:

- The work-related event (training or meeting) has a meal being served at the expense of the attendee, or the meeting is held at a food-establishment. Examples may include Military Affairs Council Breakfasts, Intergovernmental Luncheons, Housing Roundtable Discussions, etc. This would not include a meeting scheduled by the employee at an eating-establishment.
- A detailed receipt is obtained for the expense.
- The cost of the meal is not included in the registration costs for the event.

Employees seeking reimbursement for meal-related expenses should receive prior approval from the WAMPO Director. All meals should be paid for by the employee with the WAMPO credit card. Any meals reimbursed will be for the actual costs but should not exceed the Meals and Incidental Expense Rate, as defined at www.gsa.gov.

All meal reimbursements should be included on the Employee Reimbursement Form. The amount and meeting name should be included and documentation for the expense attached.

Unapproved Expenses

Any expenses charged to a WAMPO credit card, that are not reimbursable must be repaid to WAMPO by the employee.

H. Email and Computer Use Policy

Unless exempt from disclosure by applicable law, information generated in WAMPO's electronic systems is available for public access. Employees shall have no expectations of privacy when using WAMPO's email system or internet.

WAMPO reserves the right to monitor WAMPO-provided electronic services. Electronic media and services provided by WAMPO are the property of WAMPO and are intended for business use only. Monitoring may occur during system maintenance, periodic random checks, to further a legitimate business need, or if WAMPO has reason to believe that an employee is using electronic media in a way that is inconsistent with employee policies. E-mail and internet access are provided to WAMPO employees for appropriate use. WAMPO employees have no personal privacy rights, or any expectation of privacy, in e-mail messages or other

electronic communications created, received, posted or sent in the workplace. WAMPO employees also have no personal privacy in internet usage. WAMPO has the express right to intercept and monitor all e-mail messages and other electronic communications, as well as internet usage, while in the workplace.

1. **Acceptable and Prohibited Use:** Keeping in mind public expectations of public agencies such as WAMPO, employees should use the internet and email systems to effectively accomplish job responsibilities, specifically for WAMPO business and work-related communications only.
 - Job-related responsibilities may include searching online public access information, gaining access to software support information, accessing external databases, electronic listservs, or discussion groups on job-related topics.
 - WAMPO communications, internally and externally, must reflect the appropriate level of professionalism.
 - Emails with personal or business solicitations are not permitted.
 - Accessing the internet for a personal business or to participate in an online auction is prohibited.
 - Network data storage is to be used for business related data only. Personal music, video, pictures, etc. are not permitted to be stored on the network. Peer to peer music or video is not permitted.
 - Engaging in political activities is prohibited.
 - Accessing, forwarding, downloading, chatting, texting, or emailing material that would not be suitable for public distribution in the workplace, such as obscene or pornographic, harassing, threatening, illegal or unauthorized copyrighted materials is prohibited.
 - Chain letters or spamming are prohibited.
 - Gambling or game playing is prohibited.
 - Operating a personal business is prohibited.
2. **Security:** Due diligence should be exercised when transferring data to external storage devices (notebooks, PDSs, USB flash drives, external drives, etc.) to ensure that passwords, credit card numbers, social security numbers, etc. are not accessible in case the device is lost. Any lapse in security should be immediately reported to WAMPO, so that corrective actions can be started in a timely manner.
3. **Discipline:** Any employee found to have violated this policy might be subject to disciplinary action at the discretion of the Director and/or the TPB Executive Committee. Disciplinary action may include counseling, changes in work assignments or suspensions to prevent future violations. Depending on the severity of the violation and the frequency of violations, the discipline may be of

any form, up to and including termination of employment, at the discretion of the Director and/or the TPB Executive Committee.

I. Social Media Policy

Social media is a broad term understood to include websites, blogs, message boards, chat rooms, electronic newsletters, wikis, online forums, social and professional networking sites, and other electronic methods to share information. Violation of the social media policy may result in discipline, up and including termination.

At no time should information considered confidential be posted on social media. Examples of confidential information include drafts of requests for proposals or reports, proprietary information of private businesses, and personal information (obtained through employment at WAMPO) about individuals who have not given their permission to disclose it.

WAMPO Social Media

WAMPO's Communications Manager has primary responsibility to make postings on WAMPO-owned social media. Other employees wishing to make a post on a WAMPO-owned social media must coordinate that through the Communications Manager or the Director.

All passwords, protocols, and access to social media used by WAMPO cannot be altered to block access by the Director and/or the Communications Manager without the express permission of the Executive Committee of the Transportation Policy Body.

Appropriate permission from the photographed person should be obtained before referring to or posting images of current or former employees, member organizations, or vendors. However, broad or general photos taken during public meetings may be published.

Appropriate permission from the holder should be obtained before using copyrighted materials, trademarks, service marks, or other intellectual property.

Postings should be professional, straightforward, honest, non-political, and respectful. Derogatory, offensive, plagiarized, or libelous content or commentary is unacceptable.

Other Social Media

Posts on personally owned social media which involve work or subjects associated with WAMPO should include some sort of disclaimer, such as: "This is my own opinion and may not represent WAMPO's position or opinions."

Do not respond to work-related inquiries on personal social media accounts.

Subject to applicable law, after-hours or personal online activity that violates WAMPO's Code of Ethics, WAMPO's policies against workplace violence or

bullying, or WAMPO's harassment policy, or that discloses confidential information may result in discipline.

Personal social media activity should not interfere with an employee's responsibilities at WAMPO.

J. Equipment and Information Resources Use

Office Equipment

WAMPO's equipment is essential to the effective and efficient operation of the organization. Moreover, as a public agency, WAMPO must take reasonable steps to maintain and secure such assets. WAMPO equipment should be predominantly used for work-related purposes. Making photocopies for personal use or non-WAMPO use is prohibited.

Employees are expected to take reasonable care of equipment that has been issued to them in order to avoid misuse, damage, loss, or theft. Employees are expected to practice due diligence to protect the equipment and the confidential data contained therein. Employees who are deemed to be negligent may be requested to pay personally for the replacement or repair.

Electronic equipment should not be exposed to extreme temperatures or excessive humidity. Therefore, overnight storage of electronic equipment in a vehicle is not permitted.

Office equipment is purchased with federal funding and must be disposed of per federal guidance.

Information Resources

The term "Information Resources" includes all hardware, software, data, information, networks, telephones, facsimile machines, photocopy machines, and other information technology (IT).

WAMPO reserves the right to monitor any and all use of Information Resources, including e-mail, phone, and internet use. Employees have no right to, and no expectation of, privacy with respect to the use of Information Resources. Information including, but not limited to, documents, software, files, and email, that an employee creates, accesses, transmits, or stores while using Information Resources is WAMPO property.

Inappropriate use of Information Resources could result in disciplinary actions, up to and including immediate dismissal from employment or criminal prosecution where the act constitutes a violation of law.

K. Telephone Use

Personal calls and texting should be kept to a minimum and must not interfere with the employee's performance of his/her duties. Employees are expected to

use discretion in the placement of personal calls. Personal long-distance calls may not be charged to WAMPO.

L. Smoke-Free Workplace

It is the policy of WAMPO to prohibit smoking on all organization premises in order to provide and maintain a safe and healthy work environment for all employees. Smoking is defined as the act of carrying or possessing any lighted tobacco product, including cigars, cigarettes, electronic cigarettes, vaping devices, and pipes of any kind.

The smoke-free workplace policy applies to:

- All areas inside of the building.
- All organization-sponsored off-site conferences and meetings.
- All vehicles leased by the organization.
- All visitors (customers and vendors) to the organization's premises.
- All contractors and consultants and/or their employees working on the organization's premises.
- All employees, temporary employees, and student interns.

Smoking is permitted in WAMPO parking lots only.

Employees who violate the smoking policy will be subject to disciplinary action up to and including termination. This policy will also apply to hookah pipes and other artificial paraphernalia that create smoke.

M. Attire and Grooming

Employees contribute to the professionalism and reputation of the organization in the way that they present themselves. WAMPO employees are expected to be neat, clean, and well-groomed while on the job. It is a benefit for WAMPO employees to dress in business casual clothing year-round. However, as proponents for the organization and for its member jurisdictions, it is important that WAMPO employees present an appearance that projects a professional image, is consistent with staff's job responsibilities and conveys respect for the people that we serve.

WAMPO is confident that employees will use their best judgment regarding attire and appearance. WAMPO reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or, in severe cases, may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination of employment.

WAMPO has Jeans Day on Fridays. However, if scheduled to attend a meeting on behalf of WAMPO during a Jeans Day Friday, employees should not wear jeans. Business casual attire is required.

N. Personnel Files

Employee files are maintained by the Director or the Accountant/HR Assistant and are considered confidential. Employees files will consist of a general personnel file and a confidential file with health and disability information. Supervisors may only have access to personnel file information on a need-to-know basis.

A supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the personnel file, or limited parts of it, in accordance with applicable laws, rules, and regulations. The confidential file, with health and disability information, cannot be reviewed as part of the selection process.

Access to personnel files by current employees and former employees upon request will generally be permitted within three days of the request, unless otherwise required under state law. Personnel files are to be reviewed within a designated area specified by the Director or the Accountant/HR Assistant. Personnel files may not be taken outside of WAMPO.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Information about an employee's and his/her immediate family's health is subject to requirements of the federal Health Insurance Portability and Accountability Act (HIPAA). It is confidential and should not be disclosed beyond the employee's confidential file with health and disability information. While payroll information will include approved sick leave, it is not necessary for the nature of any illness to be disclosed in timesheets or payroll documentation.

XII. SAFETY AND HEALTH

WAMPO is committed to providing a safe and healthful working environment.

A. On-the-Job Injuries

Any on-the-job injury, aggravation, or illness must be reported to the Director immediately. WAMPO has worker's compensation coverage, as required by state law.

B. Emergency Contact

All employees are requested to regularly update emergency contact information. Emergency contact information is maintained by the Accountant/HR Assistant and/or Director.

C. Drug-Free Workplace Policy

To foster public safety and a safe, healthy, and productive work environment, WAMPO has a Drug-Free Workplace Policy, for the purpose of providing a safe working environment free of drugs and alcohol. The Drug-Free Workplace Policy covers all employees of WAMPO. Implementation of the Drug-Free Workplace Policy is subject to the restrictions contained in federal, state, and local laws.

Awareness Program

WAMPO is committed to achieving and maintaining a safe, healthy and productive workplace that is free of substance abuse. Employees of WAMPO are our most valuable resource and, for this reason, their health and safety are our number one concern. Substance abuse, which can imperil the health and well-being of our employees and threaten the WAMPO workplace, will not be tolerated. Employees are expected to be in suitable mental and physical condition to perform their assigned job tasks in a satisfactory and professional manner.

The term "substance abuse" includes the use or possession of any illegal drug or controlled substance, the use or possession of alcohol, or the misuse of any legally prescribed drug while on WAMPO business. Substance abuse includes when it is possessed or consumed during working hours, or while driving on behalf of WAMPO, as well as reporting to work under the influence. As used in this policy, "controlled substance" includes all substances listed in Schedules I through V of Section 202 of the Controlled Substance Act, 21 USC 812.

Prohibited Conduct

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by a WAMPO employee while conducting WAMPO business is prohibited. This includes off-premises activities during lunch breaks or any other break periods after which an employee is scheduled to return to work, as well as time periods immediately prior to work.

- The consumption, possession, manufacture, distribution, dispensation, sale, or storage (including in a desk, locker, automobile, or other repository) of alcohol on WAMPO property by a WAMPO employee, while conducting WAMPO business, in vehicles being used for business purposes, or during employee's work hours.
- Being under the influence of an illegal drug on WAMPO property, while conducting WAMPO business, or in vehicles being used for business purposes or during the employee's working hours. Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or the manufacturer's guidelines. Such use must not impair the individual's ability to function safely and effectively or adversely affect judgment or perception.
- Being under the influence of alcohol is defined as blood alcohol of 0.02% or higher.
- Being under the influence of an illegally used drug is defined as a verified positive drug test result.
- Illegal possession, use, manufacture, distribution, dispensation, sale of or involvement with a controlled substance, drugs or alcohol off the job that leads to adverse publicity for WAMPO or impacts WAMPO's credibility with any outside concern or has the potential for that publicity or impact.
- Switching, altering, or committing any other misconduct pertaining to any breath, urine, or blood sample.
- Refusing to consent to testing or refusing to submit a breath, urine, or blood sample for testing.
- Falsification of any information during a drug testing procedure.
- Disclosure of information to individuals, other than on a need-to-know basis, pertaining to: drug/alcohol testing referrals; results of such testing; or treatment referrals.
- Conviction under any criminal drug or alcohol statute for a violation and failing to notify WAMPO of such a conviction within five days of the conviction.
- For those employees driving a vehicle, or operating power tools or heavy equipment, failure to notify the Director of the use of a prescription drug, that may adversely impact the employee's ability to safely perform his/her job duties. WAMPO may temporarily place the employee in a less safety-sensitive position during the course of the drug's prescription.
- Refusing to sign the Drug-Free Workplace Policy Acknowledgement form or the Substance Abuse Testing Consent form.

Medications Affecting Job

An employee who is not able to perform his or her job satisfactorily because of the effects of an over-the-counter or prescribed medication should notify the Director of the use of the medication which may adversely impact the employee's ability to safely perform job duties. Appropriate actions include, but are not limited to, temporarily placing the employee in a less safety sensitive position during the course of treatment, sending the individual home in accordance with leave policies, or requiring a drug test.

Testing

- WAMPO will comply and institute drug and/or alcohol tests when required by any applicable government law or regulation.
- The methods that may be used to determine the presence of alcohol and/or drugs in the system under this policy include a urine, breath, saliva, and/or blood test. For the safety of our employees, WAMPO may test for drugs and/or alcohol when a supervisor and/or manager has/have reasonable, individualized suspicion of drug and/or alcohol use in violation of this policy. "Reasonable suspicion" must be based on specific, objective criteria, including, but not limited to: observation of drug use or possession; direct observation of the physical symptoms of being under the influence of a drug, such as impairment of motor functions or speech; a pattern of abnormal conduct or erratic behavior observed by a supervisor trained to recognize the signs of drug use; arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or distribution; information that is provided by a reliable and credible source or can be independently corroborated; or newly discovered evidence that an employee tampered with a previous drug test. A determination of reasonable suspicion shall be at the sole judgment of WAMPO.
- Testing Procedures:
 - Drug and alcohol testing will be performed, utilizing urine, breath, saliva, and/or blood samples, by a local medical facility or laboratory selected by WAMPO.
 - Testing will be conducted for the presence of controlled substances, as described in this policy, and any additional confirming tests that are required will be performed.
 - The testing collection agency selected by WAMPO shall adhere to all commonly accepted medical and legal safeguards relating to collection, chain of custody, and other requirements, to ensure optimal reliability and validity of the test results.

Consequences for Violation of This Policy

WAMPO has established the Drug-free Workplace Policy and Procedures in order to protect our employees, members, and agency from the effects of substance abuse. Employees who violate this policy and/or fail to cooperate with drug and/or alcohol testing will be subject to discipline, up to and including immediate termination.

Employees who are found in violation of this policy may be given the opportunity to continue employment subject to their successful participation in a treatment program at the employee's expense (or through their health plan). The decision to permit an employee to participate in a treatment program in lieu of termination rests solely with WAMPO. A follow-up test and random tests will be given to such employees. Any employee failing a second alcohol/drug test will be terminated.

Employees referred to treatment will be required to sign a Rehabilitation Agreement. Employees undergoing counseling, treatment, or rehabilitation for substance abuse that continue to work must meet all established standards of conduct and job performance.

Condition of Employment

As a condition of employment every employee:

- must abide by the provisions of this policy with regard to drugs and other controlled substances.
- must notify his or her supervisor within five (5) working days of any arrest or criminal charges arising out of the misuse of alcohol or any controlled substance.
- must notify his or her supervisor within five (5) working days of any conviction arising out of the misuse of alcohol or any controlled substance.

WAMPO requires that this policy be read by new employees. WAMPO views any violation of this policy as a serious offense, which will be fully investigated. Employees are expected to cooperate with any such investigation.

Failure to follow this policy can result in discipline, up to and including termination, even for a first offense.

Reservation of Rights

WAMPO reserves the right to interpret, change, or rescind this policy in whole or in part, with or without notice. In addition, changes to applicable federal or state laws or regulations may require WAMPO to modify or supplement this policy. This policy does not create a binding employment contract or modify an existing contract with any WAMPO employee.

D. Workplace Violence

WAMPO intends to promote a safe environment for its employees. It is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats of violence, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. The malicious use of traditional weapons and other items not intended as weapons; (i.e., pipes, screwdrivers, etc.) is also prohibited. Individuals who commit such acts may be removed from the premises and will be subject to disciplinary action, criminal penalties, or both.

Employees need to cooperate to implement this policy effectively and to maintain a safe working environment. Employees must not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If an employee observes or experiences such behavior by anyone on WAMPO premises it should be reported immediately to supervision. The Director should be consulted regarding an investigation of the incident and appropriate action. **(Please note: Threats or assaults that require immediate attention by police should be reported first by calling 9-911).**

WAMPO reserves the right to investigate potential violations of this policy in a reasonable manner and scope, including undertaking property searches. All desks, storage drawers and cabinets, office cubicles, and any other work areas provided by WAMPO are the property of WAMPO. WAMPO reserves the right to search any such property when WAMPO has a reasonable basis for doing so and the search is reasonable in its scope. Any weapon uncovered in a search may be confiscated. When warranted, confiscated items may be turned over to appropriate law enforcement authorities.

Nothing in this statement shall be construed as creating any duty or obligation on the part of WAMPO to take any actions beyond those required of an employer by existing law.

WAMPO intends to prosecute all violators of this policy. Employees who fail to comply with any part of this policy will be subject to discipline up to and including termination.

E. Harassment Policy

WAMPO will provide a productive work environment for its employees and not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another employee's work performance or that creates an intimidating, offensive, or hostile work environment.

Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, political affiliation, or any other characteristic protected by law, or that of his/her relatives, friends, or associates, and that (a) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on WAMPO time, or using organization equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites, or other means.

Sexual harassment, in particular, is strictly prohibited and will engender appropriate disciplinary action, up to and including, termination. Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example, (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

The harassment policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to WAMPO (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips,

business meetings, and business-related social events. Conduct prohibited by these policies is also unacceptable outside of the workplace, if it has the purpose and/or effect of creating an offensive, hostile, or intimidating work environment.

Any employee who believes that they have been sexually harassed has a responsibility to report the situation as soon as possible to the Director. Complaints alleging sexual harassment by the Director should be directed in writing to the current Transportation Policy Body Chair for immediate referral to the WAMPO on-call attorney. The organization's attorney will fully investigate all allegations. Complaints will be investigated and processed according to the grievance procedures, as set forth in this manual.

F. Workplace Bullying

WAMPO defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that WAMPO will not tolerate bullying behavior. Employees found in violation of this policy may be subject to disciplinary action up to and including termination of employment.

Bullying may be intentional or unintentional. It must be noted that where an allegation of bullying is made, the intention of the alleged bully is not relevant. It is the effect of the behavior upon the victim that is important. WAMPO considers the following a non-exhaustive list of the types of behavior constituting bullying:

- **Verbal bullying:** Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities for non-work-related purposes.

Complaints of workplace bullying should be brought to the attention of the Director. If the Director is a suspected party to the bullying, the complaint should be addressed to the TPB Chair.

G. Encouragement of Reporting

WAMPO encourages complaints, reports, or inquiries about illegal practices or serious violations of WAMPO's policies, including illegal or improper conduct by

WAMPO itself, by its leadership, or by others on its behalf. Individuals who believe they have been the victim of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the WAMPO Director or TPB Chair.

When possible, WAMPO encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often, this action alone will resolve the problem. WAMPO recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

WAMPO encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

H. Protection from Retaliation

WAMPO prohibits retaliation by or on behalf of the agency against employees for making good faith complaints, reports, or inquires under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The agency reserves the right to discipline persons who make bad faith, knowingly false, or wrongful complaints, reports, or inquiries or who otherwise abuse this policy.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, when necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

I. Whistleblowing Procedure

The Transportation Policy Body Chair will annually appoint a TPB member (including ex officio and non-voting members) with extensive work experience to be the Whistleblower Ombudsman in charge of the management and administration of any whistleblowing occurrences. The Ombudsman is not a legal representative, agent, or advocate of the employee or former employee making a report. Phone and email contact information of this appointment will be prominently posted for agency staff access.

The Ombudsman may receive and investigate complaints or information from employees about a violation of law, rule or regulation, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger

to public health or safety. The Ombudsman is not authorized to accept or investigate matters concerning the lawful exercise of discretionary authority.

After the Ombudsman's review of complaint or information, the Ombudsman may undertake an investigation. Subject to TPB's approval of expenses, when the Ombudsman believes it is necessary or useful, the Ombudsman may retain an attorney or other individual to investigate or assist in the investigation of the matter. Results of any investigation will be shared with the Executive Committee of the TPB.

The agency will maintain, to the fullest extent possible and at all times, the confidentiality of the data revealed through whistleblowing, and the identity of the whistleblower, subject to overriding legal requirements, and should protect such data with the most appropriate discretion and care.

All employees should be in a position to report serious occurrences, as defined above, without fear of any form of employment-related retaliation.

XIII. DISCIPLINE

A. *Discipline Generally*

Guidelines for the acceptable conduct of employees are necessary for the orderly operations of WAMPO and for the benefit and protection of the rights and safety of all employees. WAMPO's policies and procedures, and others which may be established from time to time, are identified to promote understanding of what is considered unacceptable conduct and to encourage consistent action in the event of violations.

Any employee may be subject to disciplinary action by the Director due to the employee's failure to perform duties in an acceptable manner or for personal actions that discredit the agency.

Grounds for disciplinary actions include, but are not limited to, the following examples. This list is not exhaustive and does not intend to cover all possible offenses. It is only intended as a guideline to be used by WAMPO.

- Refusing to comply with an authorized job-related directive of a supervisor.
- Stealing and/or causing destruction of agency property, and/or violating or refusing to comply with pertinent laws and regulations when such conduct impairs efficiency or could bring WAMPO into public disrespect.
- Conviction of a misdemeanor or felony crime.
- Being discourteous to the public, a WAMPO TPB or TAC member, or co-worker.
- Habitual tardiness.
- Unauthorized or excessive absence.
- Abuse of sick leave or other types of leave.
- Reporting for work or duty under the influence of alcohol, or the illegal use of drugs.
- Falsification of any records or employment data and/or failure to report work-related accidents or injuries.
- Requesting, giving, offering, taking, or accepting a bribe.
- Failure to take proper care of or abuse of WAMPO property.
- Gross carelessness or bad faith in making and meeting financial obligations on behalf of WAMPO.
- Playing of tricks, jokes, or other dangerous pranks upon others.
- Disregarding the safety and comfort of fellow employees.

- Engaging in prohibited workplace harassment.
- Failure to comply with provisions set forth in this manual or other policies and directives.

B. Disciplinary Procedures

WAMPO utilizes progressive discipline. However, whenever an employee commits an offense warranting discipline, the Director may begin the discipline at any step, depending on the seriousness of the offense committed and the employee's prior receipt of formal discipline.

Verbal Reprimand. The Director will issue an informal verbal reprimand to the employee. The verbal reprimand will be documented by the Director, but not put in the employee's personnel file, to demonstrate that the first step of progressive discipline has been taken.

Written Reprimand. The Director will issue a formal, written reprimand to the employee. The written reprimand will identify: (a) the nature of the action which led to the reprimand; and (b) the consequences which may result from additional violations of the established policy or procedure which is in question. The employee will be asked to sign the written reprimand, acknowledging receipt of it, although not necessarily agreeing with it. The reprimand will be kept in the employee's personnel file.

Suspension. The employee will be issued a suspension from duty without pay. The written notice of the suspension will identify: (a) the length of the suspension; (b) the nature of the action which engendered the suspension; (c) the action or behavior which is required; and (d) the consequences which may result from further violations of the established policy or procedure. For non-exempt employees, a suspension without pay may range from 4 hours to 10 working days. An exempt employee will be suspended for one full week. At the discretion of the Director, step 3 of the progressive discipline process may be repeated in the case of recurring behavior. The employee will be asked to sign the suspension, acknowledging receipt of it. The record of suspension will be kept in the employee's personnel file.

Termination. The employee will be terminated; the notice of termination will provide a description of the conduct warranting termination.

No advance notice of the application of disciplinary procedures is required. In all such cases, however, the employee will be afforded the opportunity to grieve the specific application of WAMPO's disciplinary procedure.

XIV. GRIEVANCE

A formal grievance procedure is provided as a vehicle for addressing questions, concerns, and disputes which have not otherwise been addressed to an employee's satisfaction. This procedure applies to grievances (i.e., complaints which refer to an inappropriate application of policy), discrimination, and allegations of harassment (whistleblowing, reporting of improprieties, fraud, or other illegal behaviors within the organization is covered separately).

Every effort will be made to resolve employee questions, concerns, and disputes to the satisfaction of all interested parties in a manner that is quick, fair, effective, and fully consistent with the established policies and procedures of WAMPO.

WAMPO's grievance procedure consists of three (3) steps. Each step must be followed in sequence.

1. The employee will initiate an informal (i.e., unwritten) discussion with the Director within 5 working days of the action or event which precipitated the complaint or within 5 working days of the employee's first awareness of the action or event. If the matter pertains to an equal employment opportunity issue, harassment issue, or other impropriety by the Director, the informal discussion may be conducted with the Chair of the Transportation Planning Body. The Director of the Chair of the Transportation Planning Body should document the discussion, including any resolution.
2. The employee will file a formal grievance with the Director. The employee must file a written grievance within 5 working days of the information discussion in Step 1. Additional time may be granted at the discretion of the Director. In the grievance, the employee must identify: (a) the nature of the complaint; (b) the statute, regulation, policy, or precedent which has been violated; and (c) the remedy which is sought. Within 5 working days of having received the grievance, the Director will arrange to meet with the employee to discuss the complaint. The Director should issue a written response to the employee within 5 working days of receiving the written grievance. If extraordinary circumstances exist (such as a significant person involved is on vacation), the Director may have an additional 5 working days to issue a response. In the event of an extension, the employee will be notified of the extension and the reason for the delay.
3. The employee is afforded the opportunity to appeal the decision of the Director. Within 5 working days of having received the Director's response, a written appeal is to be delivered to the Director, who will arrange for the appeal to be considered in an Executive Session of the Policy Body within 60 working days. The employee is afforded an opportunity to make a formal presentation to the Policy Body regarding the complaint. (A formal presentation is optional on the employee's part.) The Director may identify and secure any additional information or input which might be required to adjudicate the grievance. The Policy Body will issue a written response to the employee within 30 working days of its formal consideration of the matter. The Policy Body's decision on the matter is final.

XV. SEPARATION FROM EMPLOYMENT

A. Exit Interviews

Every employee who separates from WAMPO may be asked to participate in an exit interview conducted by the Director or his or her designee. The exit interview will be used to obtain feedback – both positive and negative – from the employee pertaining to his or her reason(s) for leaving. The feedback received from the employee will be shared with the employee’s supervisor and/or other members of the management team. Notes pertaining to the exit interview will not be retained in the separating employee’s personnel file.

B. Voluntary Separation

In order to accommodate the orderly transfer of assignments from one employee to another, all employees are asked to provide as much advance notice as possible (i.e., 2 to 4 weeks) when choosing to leave employment with WAMPO.

In cases of retirement, employees are asked to provide written notice at least 60 days prior to their scheduled separation, in order:

- to meet the requirements of the established retirement plan;
- to accommodate the time needed to process any required arrangements; and
- to provide sufficient time for the orderly transfer of assignments.

Employees will not be permitted to use any of their unused vacation or sick leave days after notice of separation is provided or is disclosed informally. The Director, however, may authorize the use of sick leave in the event of documented health issues.

Pay for accrued, unused vacation time and accrued compensatory time will be paid to the employee on the first regular pay date after the employee receives his or her final paycheck for time actually worked.

Pay for accrued, unused sick leave is ordinarily not paid. In the event, however, in the case of a retirement with at least 60 days notice and satisfaction of the requirement of the established retirement plan, 50% of the employee’s accrued, unpaid sick leave will be paid, with a maximum payment of 100 hours. In the event of long-term disability, recognized by WAMPO’s disability insurance carrier, 50% of the employee’s accrued, unpaid sick leave will be paid, with a maximum payment of 100 hours.

C. Layoff

With or without notice, an individual may be separated at any time for any reason which is deemed appropriate by WAMPO.

If the event of a reduction or change in the organization's funding or programs, a termination notice of at least 2 weeks (i.e., 10 working days) will be provided to an employee.

Pay for accrued, unused vacation time and accrued compensatory time will be paid to the employee on the first regular pay date after the employee receives his or her final paycheck for time actually worked. Employees will not be permitted to use any of their unused vacation or sick leave days after notice of separation is provided or is disclosed informally. The Director, however, has the discretion to authorize the use of unused vacation time for the purpose of seeking other employment after the employee has been notified of a layoff. The Director, however, may authorize the use of sick leave in the event of documented health issues.

D. Involuntary Separation – Other than Layoff

If the organization elects to terminate an employee immediately, the employee will receive pay for accrued compensatory time on the first regular pay date after the employee receives his or her final paycheck for time actually worked.

An employee who separates involuntarily may file a grievance pursuant to the grievance procedure set forth in this manual.

E. Return of WAMPO Property

Separating employees must return all WAMPO property at the time of separation, including cell phones, keys, laptops, personal computers, WAMPO credit cards and WAMPO identification cards. In the event an employee fails to return WAMPO property, WAMPO may take steps to recover the property and/or its value; such efforts may include, but are not limited to, criminal prosecution and civil collection actions.

F. Rehire

Former employees who left WAMPO in good standing and were classified as eligible for rehire may be considered for reemployment with WAMPO. Applicants must meet all minimum qualifications and requirements for their applied-for position, including the passage of all required qualifying tests, checks, and exams.

Supervisors must obtain approval from the WAMPO Director or their designee prior to rehiring a former WAMPO employee. Unless the separation was a result of a layoff, previous employment tenure will not be considered in calculating leave accruals or any other benefits for rehired WAMPO employees. If a former employee, separated as a result of a layoff, is rehired within two years of the last day the employee worked, the previous employment tenure will be considered in calculating leave accrual and longevity for other benefits.

A former WAMPO employee who was terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation is ineligible for rehire.

XVI. EMPLOYMENT-AT-WILL STATEMENT

This manual provides basic information pertaining to policies, practices, responsibilities, and benefits which are associated with employment at WAMPO. However, no provision of this manual represents a contract or should be construed as such.

Employment is at the will of the employer. Both the employer and the employee may terminate employment at any time with or without cause. WAMPO, through its own action or through the action of the Director, may change any term or condition of employment whether that term or condition is stated in the manual or is otherwise established as an employment practice. Written or oral statements made to employees are not to be interpreted in any manner that alters the “at will” employment relationship.



Employee and Operations Manual Acknowledgement and Receipt

I acknowledge that I have received a copy of the Wichita Area Metropolitan Planning Organization (WAMPO) Employee and Operations Manual. I understand that this manual replaces any and all prior verbal and written communications regarding WAMPO working conditions, policies, procedures, appeal processes, and benefits.

I have read and understood the contents of this manual and will act in accord with these policies and procedures as a condition of my employment with WAMPO.

I have read and understood the Standards of Conduct expected by WAMPO and I agree to act in accord with the Standards of Conduct as a condition of my employment by WAMPO.

I understand that if I have questions or concerns at any time about the manual, I will consult my immediate supervisor, or the WAMPO Director.

I also acknowledge that the manual contains an employment-at-will provision that states:

- Either WAMPO or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this manual, in any other WAMPO documents, or in any verbal statements to the contrary; and
- That no one except the Director can enter into any differing employment relationship, contract, or agreement. To be enforceable, any such out-of-the-ordinary relationship contract or agreement must be in writing, signed by the Director and in the employee file.

Finally, I understand that the contents of this manual are simply policies and guidelines, not a contract or implied contract with employees. The contents of the manual may change at any time.

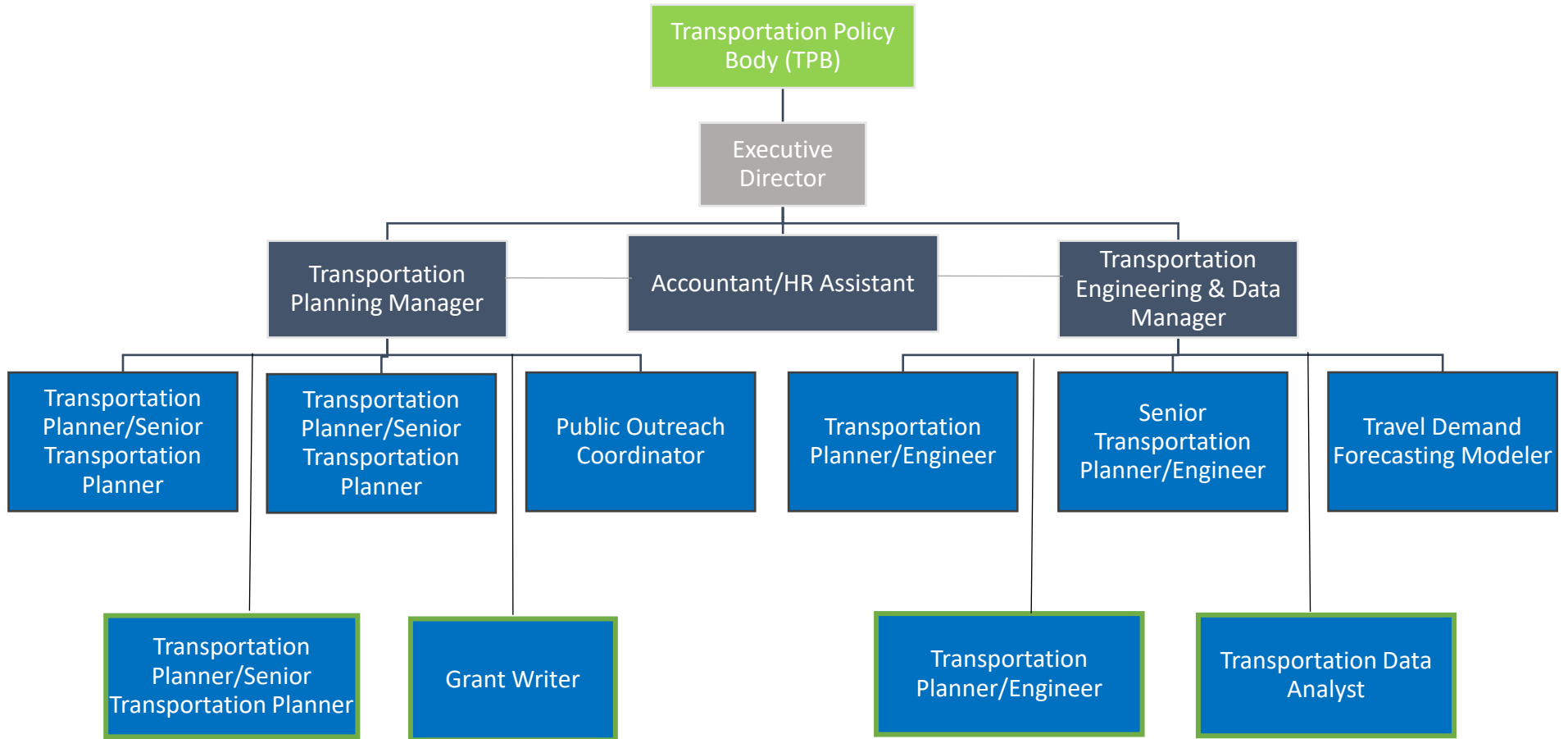
I have read this document in its entirety and understand the conditions of my employment.

Employee Signature Date

Employee Name (Please Print)



ORGANIZATIONAL CHART



Future

**CONTRACT FOR FACILITY AND ADMINISTRATIVE SUPPORT SERVICES BETWEEN
THE WICHITA AREA METROPOLITAN PLANNING ORGANIZATION
AND
SEDGWICK COUNTY, KANSAS**

THIS CONTRACT entered into this ___ day of _____, 2022 by and between Sedgwick County, Kansas (hereinafter referred to as County) and the Wichita Area Metropolitan Planning Organization (herein after referred to as WAMPO).

WITNESSETH THAT:

WHEREAS, WAMPO is the designated Metropolitan Planning Organization (“MPO”) for the greater Wichita metropolitan area and is responsible for the continuing, cooperative, and comprehensive transportation planning process mandated by federal law and state regulations; and

WHEREAS, WAMPO is a legally independent government entity authorized by federal regulation, is distinct from any of its Member Jurisdictions and is governed by the Transportation Policy Body (“TPB”); and

WHEREAS, WAMPO’s bylaws provide that a representative of Sedgwick County is a member of the Executive Committee of the TPB; and

WHEREAS, WAMPO is comprised of member jurisdictions within the existing Metropolitan Planning Area Boundary population (including the Sedgwick County, Kansas); and

WHEREAS, K.S.A. 12-2908 authorizes the parties to contract for certain cooperative purposes; and

WHEREAS, the parties desire to enter into a cooperation agreement concerning facilities and administrative support for WAMPO.

Now, therefore, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. **Scope of Services.** The County agrees to provide:
 - a. WAMPO with physical space, utilities, janitorial services and related facility maintenance for WAMPO’s office and related conference rooms, in the county-owned building at 271 W. Third St., Wichita, Kansas.
 - b. Parking spaces sufficient for staff and necessary meetings, near the county-owned building at 271 W. Third St., Wichita, Kansas.
 - c. To ensure compatibility with the County’s Information Technology systems, it will provide access to its procurement process for WAMPO to purchase computers, telephones, software, and related IT hardware.
 - d. Information Technology and related maintenance, including telephones, computers, software, internet access, electronic storage, and email services.

- e. Human Resource support in the form of guidance, advice and, when necessary, a witness for employer-employee sessions.
- 2. **Compensation.** WAMPO agrees to pay the County \$30,000 per year, commencing October 1, 2022, and payable in two installments of \$15,000 due on August 1 and February 1 of every year during the term of this agreement.
- 3. **Address for Payments and Notices:**

For the County:
Tom Stolz, County Manager
Sedgwick County
525 N. Main St., Suite 343
Wichita, Kansas 67202

For WAMPO:
Chad Parasa, Executive Director
WAMPO
217 W. Third St., Suite 208
Wichita, Kansas 67202

All notices must be in writing and delivered in person or by certified mail.

- 4. **Renovations.** WAMPO will utilize the County's procured providers for renovations, painting, electrical work and cubicle purchases it makes to the county-owned building at 271W. Third St., Wichita, Kansas.
- 5. **Use of Premises.** WAMPO will use the facility for office, meetings and functions related to its purpose. WAMPO will not assign or sublet the property without prior written consent of the County. WAMPO will not use the premises for any offensive, illegal, dangerous trade or occupation. Further WAMPO will not cause or permit waste and/or destruction of the building or premises. WAMPO agrees to comply with reasonable rules of operation of the facility at 271 W. Third St., such as compliance with elevator loads and limits on excessive noise.
- 6. **Term.** This contract will be effective on the date it has been approved by both the Commissioners of Sedgwick County, Kansas and the Transportation Planning Body of the WAMPO.
- 7. **Duration.** The duration of this Agreement shall be three years, unless terminated as provided herein. This agreement can be renewed by written mutual agreement of the parties.
- 8. **Resolution of Disputes.** The parties shall in good faith attempt to resolve any controversy, dispute or disagreement arising out of or relating to this Agreement, or the breach thereof, by negotiation.
- 9. **Termination.**
 - A. **Termination for Material Breach.** This Contract may be terminated upon the failure by either party to comply with any of the material obligations contained in this Contract or any subsequent extension or amendment to this Contract. Such a breach shall entitle the other party to give to the party in

default notice specifying the nature of the default and requiring it to cure such default. If such default is not cured within fourteen (14) business days after the receipt of such notice or, if such default cannot be cured within such day period, if the party in default does not commence and diligently continue actions to cure such default, the notifying party may terminate this Contract on the fourteenth (14th) business day following receipt of the default notice. The right of either party to terminate this Contract, as hereinabove provided, shall not be affected in any way by its waiver or failure to take action with respect to any previous breach.

- B. **Termination Due to Lack of Funding.** If funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming to WAMPO, this Contract shall terminate, unless otherwise agreed in writing by the parties.
- C. **Termination for Convenience.** This Contract may also be terminated for the convenience of any party upon sixty (60) days written notice to the other party.

10. **Entire Agreement.** This written contract constitutes the entire agreement between the parties and may be modified only by a written agreement signed by both parties.

11. **Governing Law.** This agreement shall be construed in accordance with the laws of the state of Kansas. Any action related to the breach or enforcement of this agreement shall be commenced in the 18th Judicial District of the State of Kansas.

IN WITNESS WHEREOF, the parties hereto have executed this contract the day and year first above written.

Approved as to form:

By _____
Kelly J. Rundell
Attorney for the Wichita Metropolitan
Planning Organization

Date

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION:

Chairperson
Transportation Policy Body Chairperson

Date

ATTEST:

WAMPO Secretary

Date

Approved as to form:

By _____
County Attorney
Sedgwick County, Kansas

Date

SEDGWICK COUNTY:

Chairperson
Sedgwick County Commissioner

Date



Agenda Item 3C: Discussion
TPB Bylaws Amendment and TAC Roster Changes
Chad Parasa, Executive Director
Ashley Bryers, Transportation Planning Manager

Background

Staff evaluated the TPB and TAC bylaws and rosters for opportunities to provide clarification on voting membership. TPB bylaws may be amended by a two-thirds vote of TPB quorum at any regular meeting, provided that the members have been notified at least five (5) calendar days in advance, and the proposed amendment is on the agenda. The TAC composition is delineated in their bylaws. It includes 19 voting members and two (2) ex-officio non-voting members.

TPB Bylaws Amendment

Page 5 of the TPB bylaws states, “No other TPB voting representative or designated alternate [besides the TAC Chair] shall serve simultaneously on both the TPB and TAC.” The “designated alternate” portion of this requirement places hardships on several entities as their TAC representative is selected as the TPB representative’s alternate. To alleviate this concern, WAMPO staff proposes the following:

- Remove “or designated alternate” from the bylaws under Article 8 Committees, Section 8.1 Technical Advisory Committee.

If the proposed solution is not enacted, it will require the City of Derby and KDOT to designate different alternates for Jack Hezlep and Brent Terstriep as their current designated alternates are voting TAC members.

TAC Roster Changes

To provide clarification on voting membership and quorum, staff reviewed the TAC bylaws. It became clear some entities were voting when they were not voting members and there are a few unfilled seats.

Under the current TAC bylaws, the City of Valley Center, City of Haysville, and the City of Maize do not have specific representation on TAC; however, these cities were acting as voting members. (Technically the City of Maize position was vacant, as Jolene Graham is filling the “Economist Representative” role.)

The Sedgwick County Association of Cities (SCAC) has three seats on the TAC. At their May 14, 2022, meeting, the SCAC selected Justin Shore (Clearwater), Danielle Gabor (Haysville), and affirmed Dan Squires (Derby) to fill the three SCAC seats.

Further, two organizations need to be switched from voting to non-voting and vice versa based on the bylaws. The TAC roster listed Kansas Turnpike Association as a non-voting member when they are a voting member. The KDOT – Wichita Metro Office Representative (Don Snyder) was acting as a voting member; however, that position is a non-voting position.



Agenda Item 3C: Discussion **TPB Bylaws Amendment and TAC Roster Changes**

Chad Parasa, Executive Director

Ashley Bryers, Transportation Planning Manager

WAMPO staff has informed Will Black, Brent Clark, Don Snyder, and the KTA of the changes in their voting status.

There are five (5) remaining vacant voting positions which include large freight, rail freight, technology, public health (Dr. Elizabeth Ablah resigned from her WAMPO commitments in the spring of 2022 due to other commitments), and a representative for WAMPO. It is unclear why the first three positions are vacant, but WAMPO staff, TAC, and TPB members need to identify people to fill these roles. TPB will review recommended representatives and make the final selection for the five positions.

In summary, the TAC roster has been updated with the following:

- Kansas Turnpike Association listed as a voting member
- KDOT – Wichita Metro Office Representative listed as a non-voting member
- As of May 14, 2022, SCAC appointed the following seats
 - Dan Squires (Derby)
 - Justin Shore (Clearwater)
 - Danielle Gabor (Haysville)
- Removed City of Valley Center, City of Haysville, and the City of Maize as voting members with designated seats

The following actions need to be taken:

- TPB select people to fill the vacant positions: public health, large freight, rail freight, technology, and a representative for WAMPO.

Attachment

- TAC Roster as of July 28, 2022



Wichita Area Metropolitan Planning Organization Transportation Policy Body Bylaws

Article 1 - TRANSPORTATION POLICY BODY (TPB) MEMBERSHIP

1.1 Voting Representatives. The TPB consists of voting representatives from the MPO Member Jurisdictions participating in the financial support of the MPO. The membership is as follows:

- a) Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council;
- b) Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed by the Sedgwick County Board of County Commissioners;
- c) Two (2) KDOT representatives appointed by the Secretary of Transportation;
- d) One (1) Sedgwick County Association of Cities (SCAC) elected official or designated alternate representing jurisdictions in "Good Standing" under 2,000 population; and
- e) One (1) elected official or designated alternate each for all other jurisdictions in "Good Standing" over 2,000 population.

Member Jurisdictions must remain in Good Standing as defined in the WAMPO Redesignation Agreement for Cooperative Transportation Planning, 2013 (Redesignation Agreement) to retain voting privileges.

1.2 Designation of Alternates. Participating Member Jurisdictions may designate an official alternate or alternates as the official representative to the TPB as prescribed in the Redesignation Agreement. The intent of this provision is to have Member Jurisdictions designate alternates who can attend TPB meetings on a consistent basis, providing continuity in Jurisdictions' participation. The designation must be made in writing and submitted to the WAMPO prior to the alternate's or alternates' participation at a TPB meeting.

1.3 Attendance. Because regular attendance at TPB meetings is important, WAMPO will alert a member jurisdiction whenever its representative misses three or more consecutive meetings.

1.4 Non-Voting Members. Non-voting members represent WAMPO Member Jurisdictions that do not participate in the financial support of WAMPO, Member Jurisdictions represented by the Sedgwick County Association of Counties, and representatives from the Federal Highway Administration and the Federal Transit Administration.

Article 2 - VOTING

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021

2.1 Voting. Each voting representative or designated alternate will be allowed one (1) vote on matters of business before the TPB. Non-voting members will have no voting privileges, but may participate in meetings.

The affirmative vote of a majority of quorum shall be sufficient for the passage of all motions, except for amendment to these Bylaws or for any other action where a different vote is specifically required by the Redesignation Agreement or these Bylaws.

Any voting member remaining silent on a vote shall be considered to have voted in the affirmative. Representatives shall abstain from voting on any matter in which he or she has a substantial interest, as defined in Article 9.

2.2 Weighted Voting. Weighted voting will be allowed as provided for under procedures established in Section 4.1 of the Fiscal Agreement for the Operation of the Wichita Area Metropolitan Planning Organization.

2.3 Proxy Votes. The use of proxy voting is not allowed. Voting members must be present to vote, except as provided in Article 6.

Article 3 - OFFICERS

3.1 Chair and Vice-Chair. The TPB shall annually elect a Chair and Vice-Chair from among the voting representatives. The election shall be by an affirmative vote of the quorum present at the regular February meeting of the TPB. The newly elected Chair and Vice-Chair shall assume office immediately following the election. In the event the TPB does not meet in February, elections will be at the next scheduled meeting. The Chair and Vice-Chair are eligible to succeed themselves but shall not represent the same Jurisdiction. The Chair and the Vice -Chair shall serve a term of one (1) year. No person elected as Chair shall serve more than two consecutive terms as Chair and no person elected as Vice-Chair shall serve more than two consecutive terms as Vice-Chair.

The Chair shall preside at TPB meetings and at all public hearings conducted by the TPB; appoint subcommittees as needed; sign all letters, agreements and documents, as authorized by the TPB; and perform such other duties as appropriate. The Vice-Chair shall serve as Chair in the absence of the Chair.

3.2 Secretary. The WAMPO Director, or designee, shall serve as Secretary. The Secretary will not have TPB voting privileges. The Secretary shall conduct all business on behalf of the TPB. The Secretary will perform other actions and responsibilities as may be delegated to that position by the Chair.

3.3 Removal of Officers. The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes

and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present in a meeting where a quorum is present.

3.4 Vacancies. In the event of a vacancy in the office of Chair or Vice-Chair, a voting representative shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner consistent with the election of a Chair or Vice-Chair.

Article 4 - EXECUTIVE COMMITTEE

4.1 Executive Committee Membership. The TPB may, at its discretion, create an Executive Committee to which it may refer matters regarding the budget and finances, personnel and law. The Executive Committee shall be composed of:

- Chair
- Vice-Chair
- Chairperson of TAC
- Two (2) at large members of the Executive Committee are voting representatives of the TPB and appointed by the Chair of the TPB.

No more than one representative from any one Jurisdiction may participate on the Executive Committee. If a member of the Executive Committee cannot attend a meeting of the Executive Committee, the jurisdiction's designated alternate may attend.

The Executive Committee shall include, in some capacity, one member from the City of Wichita and one member from Sedgwick County. Representatives of the City of Wichita and Sedgwick County may be Chair, Vice-Chair, Chairperson of TAC, or members at large.

The Executive Committee will serve until the next election of officers, at which time the Executive Committee will be re-selected. No member of the Executive Committee can serve more than two consecutive terms in a particular position, but may serve two consecutive terms in as Chair, Vice Chair, member at large and TAC chair.

The Executive Committee will also include as non-voting, ex officio members:

- Immediate past Chair of the TPB. In the event the immediate past chair of WAMPO is no longer representing a jurisdiction, this position shall not be filled.

The Secretary shall attend these meetings to provide staff support, unless an item pertains to a personnel issue related to the Secretary.

4.2 Meetings. Executive Committee meetings shall be called at the discretion of the Chair or Vice-Chair.

4.3 Duties and Powers. The Executive Committee shall:

- a) exercise the duties and powers assigned to it by the TPB;
- b) have the authority to take action on behalf of the TPB (between regular meetings of the TPB or when a necessary quorum is lacking at a regular meeting of the TPB); and
- c) supervise the affairs of the TPB between regular meetings.

All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the TPB.

Article 5 - MEETINGS

5.1 Regular Meetings. The TPB shall determine the time, date and place of its regular meetings, which will be held in accordance with a schedule of meeting dates approved in the fourth quarter of the preceding calendar year.

5.2 Notice of Meetings. Written notice stating the time, date and place of all regular meetings and an agenda enumerating items of business to be considered shall be distributed to each voting representative and non-voting member. Notice to the general public of regular meetings will follow procedures prescribed in the most current Public Participation Plan.

5.3 Special Meetings. The Chair, Secretary, or a majority of the voting members may call special meetings. In calling a special meeting, the requirements of the most current Public Participation Plan must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

5.4 Executive Sessions. The Chair may recess a regular meeting into executive session as permitted by Kansas laws.

5.5 Meeting Cancellations. The Secretary may cancel a regularly scheduled meeting as deemed necessary, with the consent of the Chair.

5.6 Quorum. The presence of a majority of the total voting membership of the TPB shall constitute quorum. No action shall be taken without a quorum of the TPB in attendance at that meeting. Quorum is not lost when one or more members abstain from voting.

If quorum is present at the scheduled meeting time and the Chair and Vice-Chair are absent, the Secretary or other WAMPO staff representative may call for election of a temporary Chair. Upon the arrival of the Chair or Vice-chair, the temporary Chair shall relinquish the position upon conclusion of the business item immediately before the TPB.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the TPB. In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

Quorum for the Executive Committee shall be the presence of three members.

5.7 Public Comment Opportunity. Opportunities for public comment shall be provided at each meeting. Locations for all meetings shall be accessible by persons with disabilities.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021

5.8 Record of Proceedings. The Secretary or designee will record a roll of members, minutes of proceedings and votes and will maintain those records. The minutes recorded are subject to review and approval by the TPB and the Secretary shall make them available for public review.

Article 6 - VIDEO AND TELECONFERENCE ATTENDANCE

Members of the Transportation Policy Body may participate in a meeting by means of conference telephone, video conference device, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this subsection shall constitute presence in person at such meeting.

If communication is lost and cannot be restored in a timely fashion, the person participating through electronic devices will be considered to have left the meeting. In that event, the Chair will ascertain whether quorum continues. The lack of quorum present will be addressed through procedures identified in Section 5.6.0

Article 7 - CONDUCT OF BUSINESS

Meetings will be held in accordance with the Kansas Open Meetings Act (KOMA). Roberts Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the TPB or to take other appropriate actions necessary to conduct all business in an orderly manner.

Article 8 - COMMITTEES

8.1 Technical Advisory Committee. The Technical Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. During the regular February meeting of the TPB, the TPB shall elect by an affirmative vote of a quorum present one of its members to serve as the Chair of the TAC. In the event the TPB does not meet in February, the election will be at the next scheduled meeting. The appointed Chair of the Technical Advisory Committee shall be appointed to serve no more than two 1 year terms. No other TPB voting representative or designated alternate shall serve simultaneously on both the TPB and the TAC.

8.2 Other Committees. The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest to it. Such committee members may, or may not, be members of the TPB.

Article 9 - CONFLICT OF INTEREST

No member of the TPB shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.46-229, et seq (Attachment 1). Should any member

have such a substantial interest on a matter coming before the Body or its committees, he or she shall declare the substantial interest.

Article 10 - AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of quorum at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance, and the proposed amendment has been placed on the agenda. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. Revised Bylaws shall be delivered to members (both voting and non-voting) at the next regular meeting following the Bylaws amendments.

Article 11 - SUPERSESION OF PREVIOUS BYLAWS

Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the WAMPO Transportation Policy Body, but does not affect any other existing official actions by WAMPO special purpose agreements or contracts between WAMPO and other general or special purpose units of governments, boards, agencies, commissions, or authorities.



David Dennis
WAMPO TPB Chairperson



Date

ATTEST:



Secretary of WAMPO



Date



Technical Advisory Committee Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

The Wichita Area Metropolitan Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include but not limited to:

- 2.2.1** Provide technical support to the WAMPO TPB, and other agencies, on transportation related studies and issues.
- 2.2.2** Advise the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.
- 2.2.3** Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- 2.2.4** Review the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- 2.2.5** Assist the WAMPO TPB and Staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the WAMPO TPB.
- 2.2.6** Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the WAMPO area.

SECTION 3.0 MEMBERS

3.1 Committee Composition:

The membership of the TAC will consist of nineteen (19) voting members and two (2) Ex-Officio non-voting members.

3.1.1 Voting Members:

- One **(1)** WAMPO TPB Member (Chair, elected by the TPB)

WAMPO TAC Bylaws
Adopted: January 19, 2006
Amended: October 14, 2008
Amended: August 9, 2011
Amended August 8, 2017
Amended: March 9, 2021

- One (1) WAMPO Representative (Named by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative
- One (1) Coordinated Transit District Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative from the WAMPO Regional Pathways System Plan (RPSP) Project Advisory Committee
- One (1) Air Quality Representative for the Metropolitan Statistical Area
- One (1) Kansas Turnpike Authority Representative
- One (1) At Large Representative Freight Movement Orientation (Named by the TPB)
- One (1) Railroad Freight Representative
- One (1) Economist
- One (1) Technologist
- One (1) Urban land use planning and development trend expert
- One (1) Public Health Representative

3.1.2 *Ex-Officio Non-Voting Members

- One (1) Federal Highway Administration Representative*
- One (1) Federal Transit Administration Representative*

3.2 Alternate Members

Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member.

3.2.1 Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member.

3.3 Member Selection and Termination

Members will be approved by the WAMPO TPB. Staff will provide recommendations on membership.

3.3.1 The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the Bylaws. These selections will be submitted to WAMPO staff through an email or letter for documentation purposes.

3.3.2 A person's membership on the TAC **shall** be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

3.3.3 Missing three (3) meetings within a calendar year will be considered a resignation by the member unless the TAC votes to retain the member.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson

4.1.1 The TPB shall elect one of its members to serve as the Chairperson of the TAC.

4.1.2 Elections shall take place during the regular February monthly meeting of the TPB. In the event the TPB does not meet in February, elections will be at the next scheduled meeting.

4.1.3 The term of the office shall be 1 year, or until such time the new officers are elected. The Chairperson of TAC may serve two consecutive 1 year terms.

4.1.4 In the event of a vacancy in the office of Chairperson, a member shall be elected by the TPB to serve the remainder of the term of office.

4.2 Duties of the Chairperson

The Chairperson shall preside at TAC meetings assuring a comprehensive, cooperative, and continuing planning process.

4.3 Duties of the Secretary

It is the duty of the Secretary to conduct meetings in the absence of the Chairperson. The Secretary is responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes, and the official roster of members. The Director of the WAMPO will act as Secretary to the TAC; the Secretary does not have voting privileges.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings

The TAC shall typically hold meetings, two weeks ahead of the WAMPO TPB meeting whenever possible. The WAMPO TPB approves the schedule of meeting dates each year. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day or as scheduled by the Secretary.

6.1.1 The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.**6.1.2** Changes to meeting time, place, or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

6.1.3 Publication of the meetings and information will be posted on the WAMPO website. Public involvement activities will follow the currently adopted Public Participation Plan (PPP).

6.2 Conduct of Meetings

6.2.1 The meetings of the TAC will be held in accordance with Robert's Rules of Order and the Kansas Open Meetings Act (KOMA).

6.2.2 Locations for all TAC meetings shall be accessible by persons with disabilities.

6.3 Agendas

6.3.1 There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.

6.3.2 The Secretary in consultation with Chairperson shall draft a meeting agenda.

6.3.3 Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

6.3.4 Regular meeting agendas shall be distributed to Members at least five (5) calendar days in advance of the meetings.

6.4 Record of Proceedings

6.4.1 At all meetings of the TAC, the Secretary shall record a roll of members, minutes of proceedings, and votes.

6.4.2 The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval. Approved minutes of the TAC meetings shall be available for public inspection at the office of the Secretary and posted on the WAMPO web site.

WAMPO TAC Bylaws
Adopted: January 19, 2006
Amended: October 14, 2008
Amended: August 9, 2011
Amended August 8, 2017
Amended: March 9, 2021

6.5 Voting

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

6.6 Conflict of Interest

No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the WAMPO TPB voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. An official copy will be maintained by the Secretary.

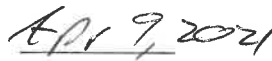
SECTION 8.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the TAC.

- Adopted this 19th day of January 2006**
- Amended this 14th day of October 2008**
- Amended this 9th day of August 2011**
- Amended this 8th day of August 2017**
- Amended this 9th day of March 2021**



WAMPO TPB Chairperson
David Dennis



Date

ATTEST:



WAMPO Secretary



Date



Agenda Item 3D: Discussion
CPG (Consolidated Planning Grant) UPWP Budget
 Chad Parasa, Executive Director

Background:

The Unified Planning Work Program (UPWP) describes how the federal planning funds allocated to WAMPO (in the form of Consolidated Planning Grant (CPG) funds) will be used and what planning activities WAMPO staff and consultants will undertake each year.

The UPWP Budget or CPG (Consolidated Planning Grant funds) is distributed based on population size of MPO's in Kansas.

The trend of this distribution is illustrated in the following Table.

	KS Metro Population (2010 Census)	2021	Total CPG Amount 2022
Kansas MPO's	1,431,424	\$ 2,527,493	\$ 4,840,115
MARC	663,508	\$ 1,043,132	\$ 2,114,262
WAMPO	472,870	\$ 786,519	\$ 1,549,893
MTPO	150,003	\$ 301,915	\$ 544,072
LDCMPO	88,053	\$ 218,526	\$ 360,674
FHMPO	54,622	\$ 173,525	\$ 261,704
STJATSO	2,368	\$ 3,876	\$ 9,510

Federal Grants need Matching Funds

		2021	2022
Federal CPG	80%	\$ 800,000	\$ 1,600,000
Local matching Funds	20%	\$ 200,000	\$ 400,000

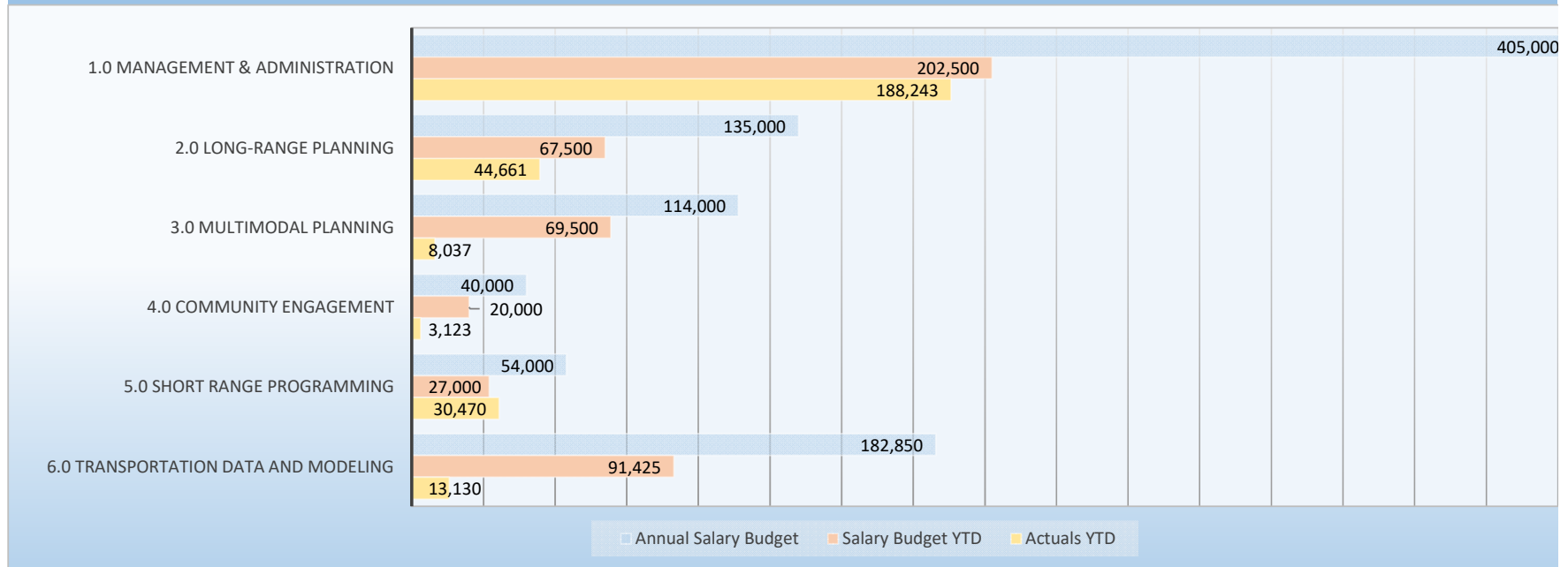
Staff Proposal:

Seeking increased partnership from State:

		2022
Federal CPG	80%	\$ 1,600,000
State matching funds	10%	\$ 200,000
Local matching Funds	10%	\$ 200,000

This would greatly help in increased State's participation in planning transportation projects, more hand in hand, to work with MPO and local jurisdictions.

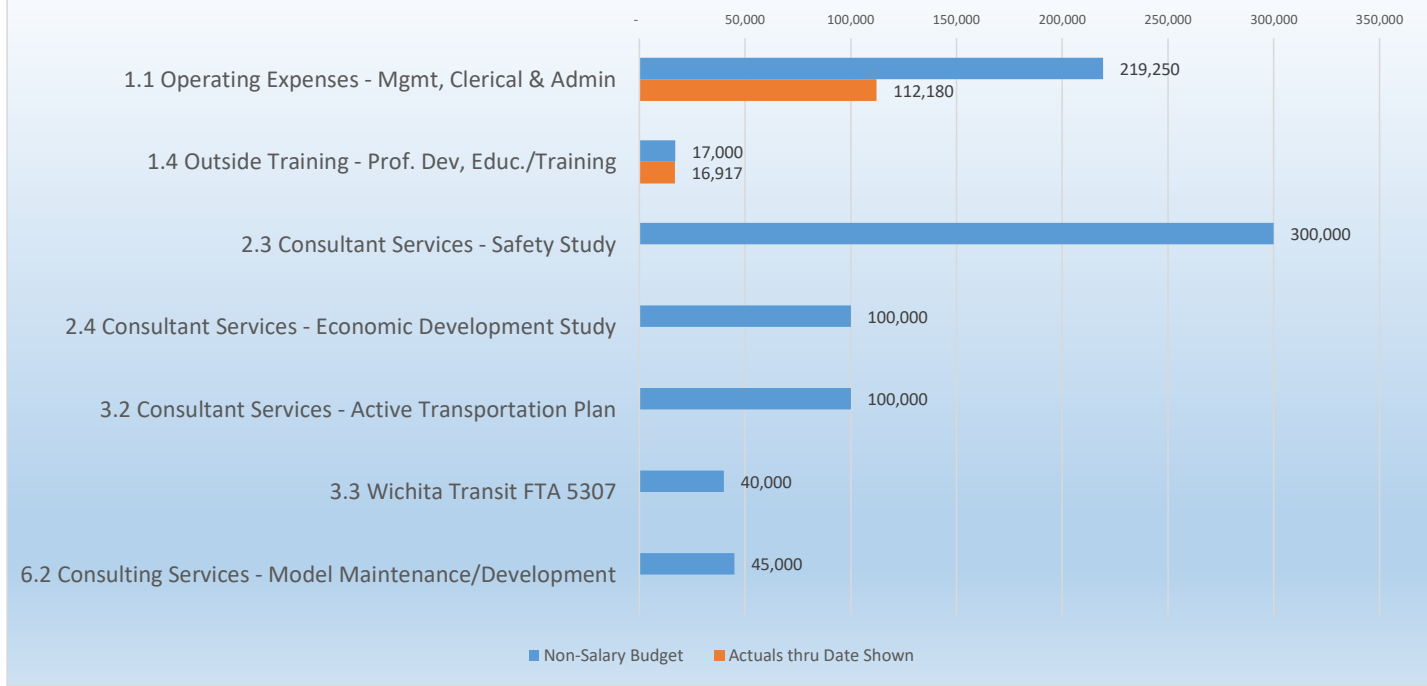
WAMPO Payroll Budget/Actuals - June 2022



WAMPO Payroll Budget/Actuals - June 2022

Budget Task	Annual Salary Budget	Salary Budget YTD	Actuals YTD
1.0 Management & Administration	405,000	202,500	188,243
2.0 Long-Range Planning	135,000	67,500	44,661
3.0 Multimodal Planning	114,000	69,500	8,037
4.0 Community Engagement	40,000	20,000	3,123
5.0 Short Range Programming	54,000	27,000	30,470
6.0 Transportation Data and Modeling	182,850	91,425	13,130
	930,850	477,925	287,665

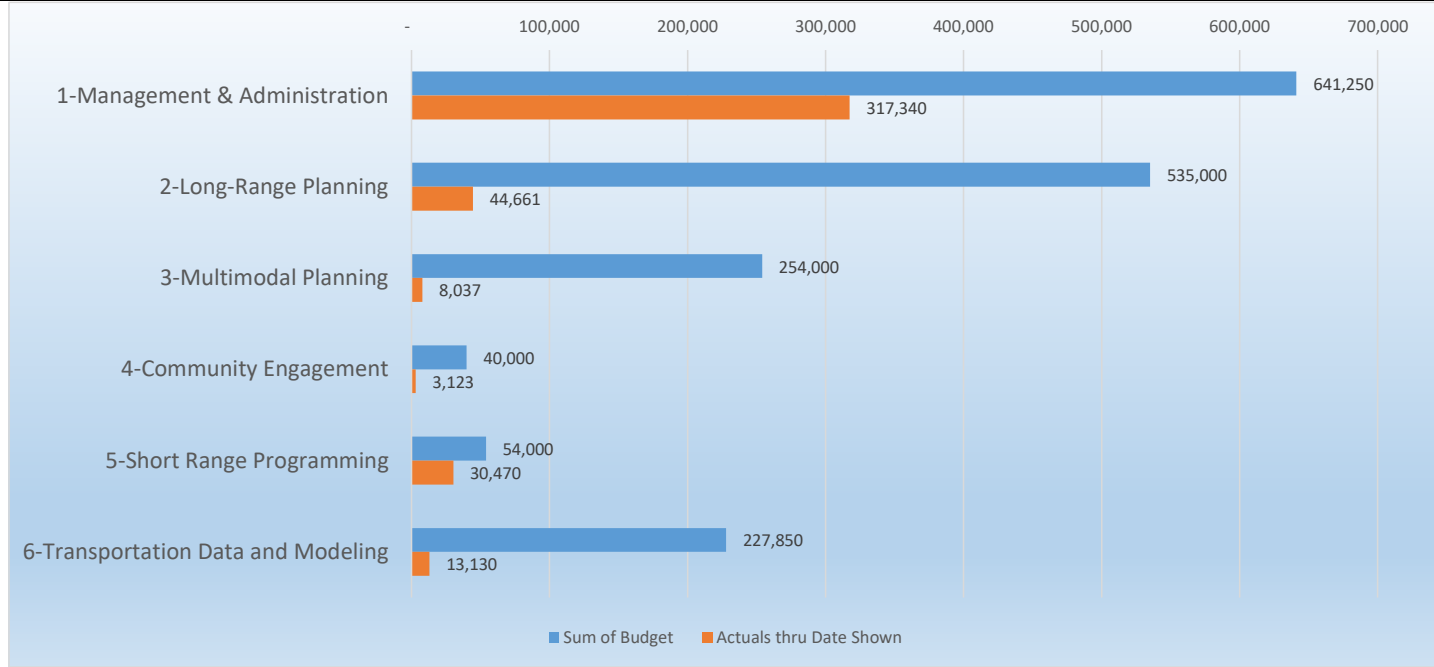
WAMPO Non-Payroll Budget/Actuals Year to Date - June 30, 2022



WAMPO Non-Payroll Budget/Actuals Year to Date - June 30, 2022

Budget Task	Non-Salary Budget	Actuals thru Date Shown
1.1 Operating Expenses - Mgmt, Clerical & Admin	219,250	112,180
1.4 Outside Training - Prof. Dev, Educ./Training	17,000	16,917
2.3 Consultant Services - Safety Study	300,000	
2.4 Consultant Services - Economic Development Study	100,000	
3.2 Consultant Services - Active Transportation Plan	100,000	
3.3 Wichita Transit FTA 5307	40,000	
6.2 Consulting Services - Model Maintenance/Development	45,000	
Grand Total	821,250	129,097

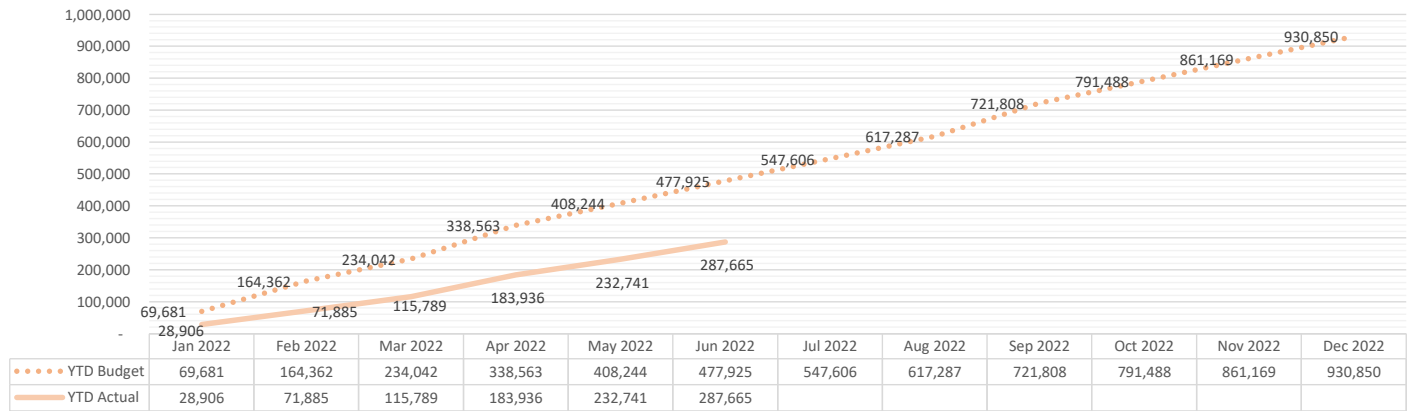
WAMPO Budget/Actuals - Combined Payroll and Non-Payroll Year to Date - June 30, 2022



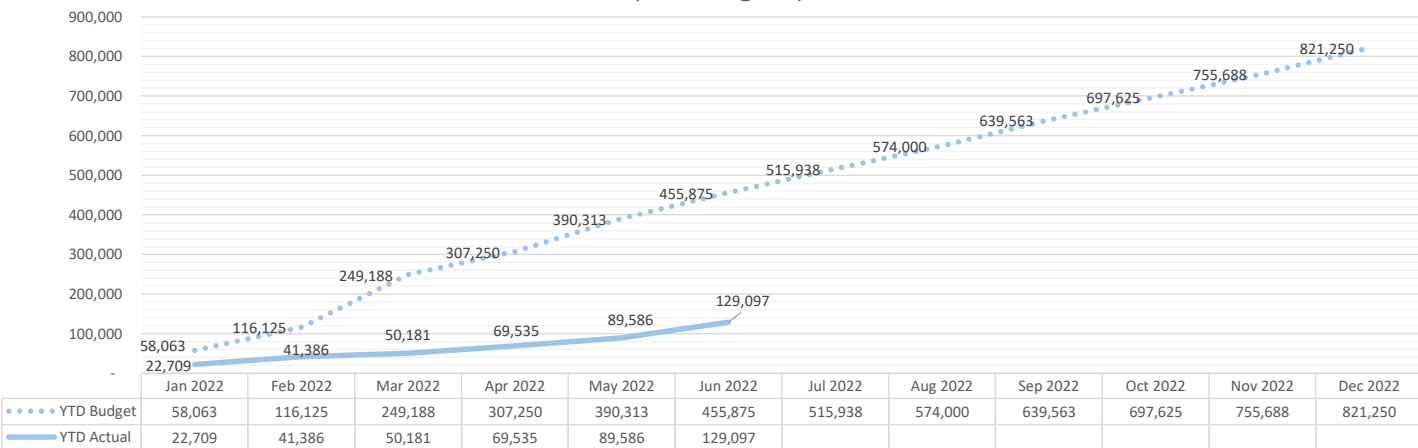
WAMPO Budget/Actuals - Combined Payroll and Non-Payroll Year to Date - June 30, 2022

Budget Task	Sum of Budget	Actuals thru Date Shown
1-Management & Administration	641,250	317,340
2-Long-Range Planning	535,000	44,661
3-Multimodal Planning	254,000	8,037
4-Community Engagement	40,000	3,123
5-Short Range Programming	54,000	30,470
6-Transportation Data and Modeling	227,850	13,130
Grand Total	1,752,100	416,762

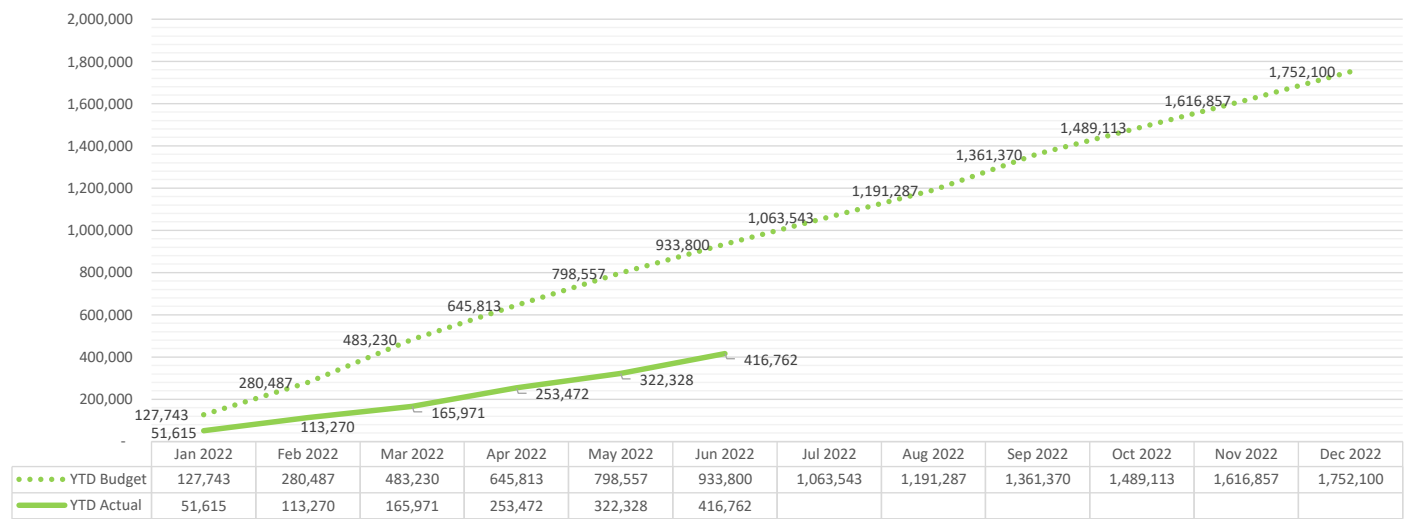
WAMPO CPG Salaries & Benefits 2022



WAMPO CPG Operating Expenses 2022



WAMPO CPG Operating Expenses & Payroll 2022



Total CPG Budget 1,752,100
Funds needed from KDOT 1,401,680
Funds needed from Local Match 350,420



**Agenda Item 3F: Update
2022 Tasks Schedule**

Ashley Bryers, and Chad Parasa, WAMPO

Background:

Progress report on year 2022 tasks and activities are summarized as follows.

The table below shows the projects and the quarters in which each project will be completed. Several projects will continue into 2023 and two are ongoing projects, which do not have end dates. The “Status” column has been updated to reflect work completed through July, 2022.

Project	Quarters*	Status
Year 2021 Audit	1	Completed.
TIP 2021-2024 amendments	1, 2, 3	Public comment period – 6/25-7/24, anticipated approval at the 8/9 TPB meeting. (Last amendment)
TIP 2023-2026 update	1, 2, 3	Public comment period – 6/15 - 7/15, anticipated approval at the 8/9 TPB meeting.
Travel Demand Forecasting Model update	2, 3, 4, 2023	Working with Selection Committee and KDOT, to select a firm and prepare contract. Anticipated to present at TPB September meeting.
Safety Plan	1, 2, 3, 4, 2023	Scope of work is underway, will be reviewed by the steering committee soon. Then the RFP will be released.
Economic trends/indicators + transportation study	1, 2, 3, 4, 2023	Compiling preliminary economic trends from each jurisdiction. Preparing RFP for ongoing economic study/plan development.
LEP	2	Approved in July 2022
Title VI	2, 3	Approved in July 2022
Public Participation Plan	2, 3, 4	-
Transportation Performance Management (Federally Required)	1, 2, 3, 4, ongoing	In-progress
Data development and coordination among jurisdictions	1, 2, 3, 4, ongoing	In-progress
Partnering with Wichita Bike/Ped Study	2, 3, 4, 2023	Working with Wichita on their Bike Master Plan, will work on the Regional Active Transportation Plan next year

*Quarter 1: January - March, Quarter 2: April - June, Quarter 3: July - September, Quarter 4: October - December



**Agenda Item 3G:
Planned Tasks & Activities for the 2023 UPWP**
Chad Parasa, Executive Director
Ashley Bryers, Transportation Planning Manager

Background:

The Unified Planning Work Program (UPWP) describes how the federal planning funds allocated to WAMPO (in the form of Consolidated Planning Grant (CPG) funds) will be used and what planning activities WAMPO staff and consultants will undertake each year. The UPWP is developed by WAMPO staff with input from local governments, Wichita Transit, Kansas Department of Transportation (KDOT) staff, Federal Highway Administration (FHWA) staff, and Federal Transit Administration (FTA) staff. A new UPWP is produced each year. The UPWP needs to consider the Planning Emphasis Areas identified by FTA and FHWA. Further, under the Bipartisan Infrastructure Law (BIL), passed in November 2021, at least 2.5% of planning funds need to be used on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

A UPWP needs to have the following components:

- Planning work tasks for regional and metropolitan planning priorities and activities that address federal planning requirements
- Resulting products
- Responsible organizations
- Time frames
- Costs
- Funding sources (FHWA, FTA, state, and local)

After the 2023 UPWP is approved by the WAMPO Transportation Policy Body (TPB) it is approved by FHWA and FTA with KDOT providing oversight.

Core Documents:

WAMPO has five “core” documents, which need to be maintained. Table 1 shows the status of these five core documents.



Agenda Item 3G:
Planned Tasks & Activities for the 2023 UPWP
 Chad Parasa, Executive Director
 Ashley Bryers, Transportation Planning Manager

Table 1: Core Document Status

Item	Status
Metropolitan Transportation Plan (MTP)	Reimagined Move 2040 was approved in June 2020. The next plan update is due by June 2025. Staff is beginning to update appendices now. The Safety Action Plan and Regional Active Transportation Plan will be incorporated into the new MTP.
Transportation Improvement Program (TIP)	The FFY2023-FFY2026 TIP is planned for approval on August 9, 2022.
Unified Planning Work Program (UPWP)	This document is created yearly. The 2023 document will be approved before the end of November.
Public Participation Plan (PPP)	The last PPP was completed and approved in 2017. Staff is currently updating the PPP with an expected approval by the end of 2022.
Congestion Management Process (CMP)	This is included in the Travel Demand Model process. The TDM will conclude by April 2024.

Potential 2023 Planning Tasks:

WAMPO staff met with our Planning Partners – KDOT, FHWA, FTA, and Wichita Transit – to discuss potential planning activities for 2023 based on work done in 2022 and plan update cycles. The tasks listed in Table 2 are planned for 2023. A few tasks are continuations of 2022 work, and a few will begin in 2023.



Agenda Item 3G:
Planned Tasks & Activities for the 2023 UPWP
 Chad Parasa, Executive Director
 Ashley Bryers, Transportation Planning Manager

Table 2: 2023 Planned UPWP Tasks

Item	Federally Required	Continuation from 2022	Status	Work
Comprehensive Safety Action Plan	No	Yes	The RFP will be posted in Q3.	Consultant
Travel Demand Model & Congestion Management Program Update	Yes	Yes	The RFP is currently open for proposals.	Consultant
Economic Development Study	No	Yes	economic development presentations from the various jurisdictions are currently occurring at TPB meetings.	Consultant
Regional Active Transportation Plan	No	This may start in 2022, but will most likely not start until 2023	In coordination with the Wichita Bike Master Plan, but a separate process.	Consultant
Greater Wichita Bike Map	No	No	Last printed in Spring 2016. This map will be developed as part of the Regional Active Transportation Plan. It won't be printed until 2024 using local funding.	In-House?
Intelligent Transportation Systems Architecture	Yes	No	Last updated in 2006.	?
Safe Routes to School Planning Assistance	No	No	FFY2024 funding, thus the project can't start in earnest until October 2023.	Consultant
MTP 2050 Planning Assistance	Yes	No	FFY2024 funding, thus the project can't start	Consultant



Agenda Item 3G:
Planned Tasks & Activities for the 2023 UPWP
 Chad Parasa, Executive Director
 Ashley Bryers, Transportation Planning Manager

Item	Federally Required	Continuation from 2022	Status	Work
			in earnest until October 2023.	
MTP 2050	Yes	Yes	The new MTP must be completed and approved by June 2025.	In-House/ Consultant
Bike/Ped Counts	No	Yes	Continuation of annual counts and pursue making the counts more robust, potentially through purchasing data or counters.	In-House
Coordinated Public Transit Human Services Transportation Plan	Yes	No	Last updated in 2018.	In-House
FFY2023-FFY2026 TIP Administration	Yes	Yes	This TIP is planned for approval on August 9. 2023 tasks will include quarterly updates.	In-House



Agenda Item 3G:
Planned Tasks & Activities for the 2023 UPWP
 Chad Parasa, Executive Director
 Ashley Bryers, Transportation Planning Manager

Item	Federally Required	Continuation from 2022	Status	Work
Wichita Transit Network System Redesign	No	No	FFY2023 MPO-CMAQ funding.	Consultant
Transit Study	No	No	Developing a fiscally constrained implementation plan based on the Connecting Communities: Wichita Area Transit Feasibility Study that was last updated in 2018 and regional coordination conversations local transportation providers have been having.	?
Electric Vehicle Network Plan	No	No	Develop this to prepare for BIL funding opportunities.	?

Discussion:

Are there other potential tasks we should keep in mind?

MTP 2050: Key Milestones

**Form Plan
Advisory
Committee**

- SEP '22 - NOV '22

**Call for Projects
for the MTP &
'25 TIP**

- SEP '23 - JAN '24

**Project
Selection**

- FEB '24 - JUN '24

**TPB Plan
Approval
Consideration**

- MAY 13, 2025

