

RESOLUTION 2020-6

**A RESOLUTION OF THE
READING PARKING AUTHORITY,
COUNTY OF BERKS, PENNSYLVANIA**

Adopted: February 25, 2020

**AMENDING THE READING PARKING
AUTHORITY'S EMPLOYEE COMPLAINT AND
COMMUNICATION PROCEDURE POLICY.**

WHEREAS, the Reading Parking Authority (“Authority”) is a body corporate and politic organized and existing under the Parking Authority Law, approved June 5, 1947, P.L. 458, 53 Pa.C.S. §5501 *et seq.*, as amended and supplemented (“Act”); and

WHEREAS, the Authority, by Resolution 2020-3, adopted an Employee Complaint and Communication Procedure Policy; and

WHEREAS, the Authority wants to amend its Employee Complaint and Communication Procedure Policy, the amended policy being attached hereto as Attachment “A”.

WHEREAS, the attached and amended Employee Complaint and Communication Procedure Policy shall immediately replace the prior policy and shall be immediately effective.

NOW, THEREFORE, BE IT RESOLVED, by the Board of this Authority, in lawful session duly assembled, as follows:

SECTION 1. The Authority hereby adopts the Employee Complaint and Communication Procedure Policy attached hereto as Attachment “A”, as may be amended from time-to-time by motion of the Authority’s Board of Directors.

SECTION 2. The attached Employee Complaint and Communication Procedure Policy shall completely replace the Employee Complaint and Communication Procedure Policy that was adopted on January 21, 2020. The prior policy shall no longer be effective.

SECTION 3. This Resolution shall take effect immediately. The amended Employee Complaint and Communication Procedure Policy attached hereto as Attachment "A" shall be effective immediately.

DULY ADOPTED, this 25th day of February, 2020, by the Board of The Reading Parking Authority.

ATTEST:

READING PARKING AUTHORITY

Nate Rivera, Secretary

By: _____
Frank Denbowski, Chairperson

(SEAL)

SECRETARY'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by a majority vote of the Board of Directors of the Reading Parking Authority at a meeting of said Board duly held on February 25, 2020, a quorum being present; that public notice of said meeting was given in the manner provided by law; that said resolution has been duly recorded upon the minutes of the Board, has not been amended or rescinded and is in full force and effect this 25th day of February, 2020.

READING PARKING AUTHORITY

By: _____
Nate Rivera, Secretary (SEAL)

ATTACHMENT "A"

**READING PARKING AUTHORITY EMPLOYMEE COMPLAINT AND
COMMUNICATION PROCEDURE POLICY**

Adopted By the Board of the Reading Parking Authority, February 25, 2020.

This Employee Complaint and Communication Procedure Policy ("Policy") shall provide a standard, guaranteed procedure for employees of the Reading Parking Authority ("Authority") to make requests, ask questions and/or voice complaints or statements. This Policy is meant to ensure that Authority employees have the opportunity to be heard in a consistent and even-handed manner.

Any Authority employee who would like to make a request, has a question, would like to voice a complaint, or make a statement should direct his or her request, question, complaint or statement to his or her immediate supervisor. In the event that the request, question, complaint or statement relates to the conduct of the employee's supervisor, the employee should direct such request, complaint or statement to the next level of supervision.

If an employee is not satisfied, or does not agree with the outcome of his or her inquiry, he or she may request in writing that his or her supervisor arrange a meeting with the employee and/or the next level of supervision as the case may present. Such written request shall outline the purpose for which the meeting is being requested. If a request for a meeting is honored, a meeting will be scheduled within two weeks if possible. If a request for a meeting is refused, a written response will be provided to the employee, providing a basis for the refusal.

Employees are strongly encouraged to follow this Policy in regard to any request, question, complaint or statement they may have before contacting a member of the Authority Board, the Authority Solicitor or (unless such employee reports directly to the Executive Director) the Executive Director. An employee who reports directly to the Executive Director, and desires to address a request, complaint, question or statement relating to the conduct of the Executive Director, may contact the Authority Board through its Solicitor, who shall bring the issue to the Authority Board on the employee's behalf.