

RESOLUTION 2020-13

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

Adopted: August 18, 2020

*ADOPTING A PERSONNEL POLICY FOR THE
READING PARKING AUTHORITY.*

WHEREAS, the Reading Parking Authority (“Authority”) is a body corporate and politic organized and existing under the Parking Authority Law, 53 P.S. §§ 5501 *et seq.* (“Act”); and

WHEREAS, the Authority wishes to and does by this Resolution adopt a Personnel Policy, attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the Board of this Authority, in lawful session duly assembled, that the Authority hereby establishes and approves the Personnel Policy attached hereto.

DULY ADOPTED, this 18th day of August, 2020, by the Board of Directors of the Reading Parking Authority.

ATTEST:

READING PARKING AUTHORITY

Nate Rivera, Secretary (SEAL)

By: _____
Frank Denbowski, Chairperson

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 August 18, 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provided by law; that said resolution has been duly recorded upon the minutes of the Board, has not been amended or rescinded and is in full force and effect this 18th day of August, 2020.

READING PARKING AUTHORITY

By: _____
Nate Rivera, Secretary (SEAL)

READING PARKING AUTHORITY – PERSONNEL POLICY

The following shall constitute the Personnel Policy of the Reading Parking Authority, duly adopted by its Board of Directors on August 18, 2020:

Authority Employees

Employees of the Authority shall be a member of either the career service or the exempt service. The exempt service shall consist of: (i) management level employees immediately under the direction and supervision of the Authority's Executive Director and (ii) temporary, part-time, or seasonal employees. All other employees of the Authority shall be members of the career service.

Merit Based Personnel System

The Authority shall have a merit based personnel system. Where applicable, personnel decisions shall be made on the basis of merit and qualifications that are applicable to all employees. Where applicable, appointments, promotions, transfers, demotions, suspensions, dismissals, or disciplinary action shall be carried out in accordance with this Merit Based Personnel System. The Merit Based Personnel System does not alter the at-will employment relationship between the Authority and its at-will employees. Additionally, the Authority reserves the right to make personnel related decisions outside of the Merit Based Personnel System, when warranted.

Personnel Code

The Authority's Personnel Code seeks to meet the following goals via its implementation: (i) merit selection for applicable positions; (ii) the establishment of well-defined job descriptions with compensation to be reviewed on a regular basis; (iii) fair and objective employee evaluations; (iv) access to employee training; (v) promotion from within the career service; and (vi) performance based, equitable compensation.

The Personnel Code shall include, but not be limited to, the following:

(a) Classification of all Authority positions based on the duties, authority and responsibility of each position with adequate provisions for reclassification of any position when needed;

(b) Well-defined job descriptions for all Authority positions;

(c) Well-defined provisions for compensation and other benefits such as sick and vacation leave, holidays, overtime and salary administration;

(d) Procedures concerning the substance, procedure, and enforcement of a merit personnel based system, including fair and objective employee evaluations;

(e) Procedures for the recruitment, selection, training, and development of personnel, based solely on merit and qualifications;

(f) Procedures for advancements based on merit and qualifications with emphasis on promotion from within the career service;

(g) Procedures concerning the discipline and discharge of personnel;

(h) Procedures providing for internal training programs for personnel;

(i) Procedures for those holding provisional appointments;

(j) Procedures establishing grievance procedures, including hearings on such matters;

(k) Procedures governing relationships with employee organizations; and

(l) Any other procedures necessary for the efficient administration of Authority personnel.

Collective Bargaining Agreements

No personnel procedures or policies established herein shall conflict with acts of the General Assembly, including specifically, any acts providing for collective bargaining and labor agreement administration. Nothing herein shall interfere with any lawful collective bargaining agreement entered into between the Authority and representatives of its employees.