



BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 14, 2024, at 6 p.m.

Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

*Notice: Meeting attendance options include in-person and virtual via Zoom
Spanish language translation is available via Zoom*

Meeting Link:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Phone: 253-215-8782 / Toll Free: 877-853-5247

Meeting ID: 989 6217 8731 / Password: 833979

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). If you wish to make public comments during the meeting, you must attend the meeting in person, not via Zoom.

AGENDA

- | | |
|--|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Anel Montejano |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments: | Chair McKay |
| To facilitate an orderly and efficient board meeting, public comment will be limited to 3 minutes per speaker, matters related to agenda items only , limited duplication of prior statements, and not reading written statements of other persons. Written public comments will be provided to the board members prior to the meeting. | |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Citizens Advisory Network (CAN) Report | Matthew Howie |
| 7. Consent Agenda | |
| A. February 8, 2024, Regular Board Meeting Minutes (page 5) | |

- B. February Voucher Summary (*page 12*)**
- C. Resolution 11-2024 Authorizing the General Manager to Award RFP 23-14 for Transit Service Analysis and Long-Range Plan Development to Consulting Firm Transpo Group USA, Inc. (*page 32*)**
- D. Resolution 12-2024 Adopting the Revised Lost and Found Policy, Policy OPS-101 (*page 37*)**
- E. Resolution 13-2024 Authorizing the General Manager to Declare the Items Identified on Exhibit A: “List of Surplus Information Technology Items” as Surplus and Dispose of per Resolution 62-2014 (*page 40*)**
- F. Resolution 14-2024 Authorizing the General Manager to Enter into a Contract with GardaWorld for Armored Truck Transport & Cash Vault Services (*page 46*)**

8. Action Items

- | | |
|---|------------------|
| A. Resolution 15-2024 Adopting the Revised Board of Directors Travel Policy, Policy EO-100 <i>(page 48)</i> | Jeremy Bishop |
| B. Resolution 16-2024 Approving the Ben Franklin Transit Employee Handbook Dated March 2024 <i>(page 51)</i> | Mackenzie Miller |

9. Discussion & Informational Items

- A. Via Presentation** (*page 122*) Via

10. Staff Reports & Comments

- | | |
|------------------------------------|------------------|
| A. Legal Report | Jeremy Bishop |
| B. General Manager's Report | Rachelle Glazier |

11. Board Member Comments

12. Executive Session

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, April 11, 2024, at 6:00 p.m.

15. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

Jueves, 14 de Marzo, 2024, a las 6 p.m.

Edificio de la Administración del Condado de Benton, Sala 303
7122 W. Okanogan Place, Building E, Kennewick, Washington

*Aviso: Las opciones de asistencia a las reuniones incluyen en persona y
virtuales a través de Zoom
Traducción al Español está disponible a través de Zoom*

Enlace de la reunión:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Teléfono: 253-215-8782 / Número gratuito: 877-853-5247

ID de Reunión: 989 6217 8731 / Contraseña: 833979

Si desea proporcionar comentarios por escrito a la Junta o hablar durante la parte de Comentarios Públicos de una reunión de la Junta, favor envíe [este formulario](#). Si desea hacer comentarios públicos durante la reunión debe asistir la reunión en persona, no a través de Zoom.

AGENDA

- | | |
|---------------------------------|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Anel Montejano |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |

Para facilitar una reunión de la junta ordenada y eficiente, los comentarios públicos se limitarán a 3 minutos por orador, **los asuntos relacionados con los puntos de la agenda únicamente**, duplicación limitada de declaraciones anteriores, y no leer declaraciones escritas de otras personas. Se proporcionarán comentarios públicos por escrito a los miembros de la junta antes de la reunión.

- | | |
|--|------------------|
| 5. Aprobación de la agenda (página 1) | Presidente McKay |
| 6. Reporte del Citizens Advisory Network (CAN) | Matthew Howie |



BOARD OF DIRECTORS REGULAR MEETING

Thursday, February 8, 2024, at 6 p.m.

Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

Meeting attendance options included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:00 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Kurt Maier	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Stephen Bauman	Director	Excused
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Rachelle Glazier, Shane Anderson, Bill Barlow, Jamie Bergstrom, Zita Brashear, Tina Braswell, Janet Brett, Imelda Collop, Terry DeJuan, Steve Frazier, Sarah Funk, Katy Hamm, Monica Hofstetter, Tony Kalmbach, Tim Kelley, Michael Lohmann, Brian Lubanski, Gabe Martin, Mackenzie Miller, Anel Montejano, Shawna Munyan, Rob Orvis, Jonathan Rider, Joshua Rosas, Chris Slack, Kevin Sliger, Cristina Templeton, Kathryn Wall

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

Chair McKay led the meeting participants in the Pledge of Allegiance.

4. **PUBLIC COMMENTS**

Chair McKay turned the meeting over to Jeremy Bishop, who provided ground rules on the public comment period. He stated that this is the only time during the meeting when public comments are accepted. He indicated that the General Manager would be addressing the Via expansion for those who were in attendance for that, so their time had not been wasted attending the meeting.

General Manager Rachelle Glazier wanted to correct some misinformation and stated that the Via expansion will not reduce Dial-A-Ride services, nor will it result in any layoffs or terminations. She advised that the expansion is not ready to launch, and they will be conducting more interviews. They will ensure that there are enhanced background checks and rigorous training protocols in place that are equivalent to or better than what we have, and that Via employees are employees of Ben Franklin Transit. The Via expansion will provide overflow for Dial-A-Ride to ensure that all customers are served in a manner that is timely and appropriate. The expansion will add airport service, and the goal is to provide the best service to the most people while maintaining a sustainable budget. There will be open houses relative to the Via expansion as details become available. Via has been a partner with Ben Franklin Transit for the last three years. If the public wants to provide additional comments in reference to the Via expansion, they can do so online.

Chair McKay stated the Board received 10 or 11 emailed written public comments, and that they do read those. He then opened the meeting to comments from the public.

Casey Kasselder, a Dial-A-Ride customer who was turning 31 years old the following day, addressed the Board and spoke in favor of Dial-A-Ride services. She addressed her concerns to the Board on outsourcing services to Via.

Katelyn Shaff, a Dial-A-Ride customer, spoke in favor of Dial-A-Ride services.

Norma Nelson, a retired Dial-A-Ride driver, and former Board of Director, spoke in favor of Dial-A-Ride services.

Sylvia Howland addressed the Board and spoke about how she uses Ben Franklin Transit services.

Jamie Torres spoke against Via services.

Sharon Zeller, a Dial-A-Ride customer, spoke against outsourcing services to Via.

Marla, a resident of West Richland, spoke against outsourcing services to Via.

Valerie Maples, a resident of Prosser, asked to speak for Kendra Ridgeway. She addressed the Board that she heard that services to Benton City and Prosser are possibly being phased out and how she is dependent on Dial-A-Ride services, as she resides at Amber Hills Assisted Living.

Pat Osbourne, a resident of Kennewick, spoke against outsourcing services to Via.

Kevin Robert, a resident of Richland, spoke against outsourcing services to Via.

Carmen Forney spoke against outsourcing services to Via.

Imelda Salinas, a caregiver, is a part of the SEIU and spoke against outsourcing services to Via. Francine Carr is a retired caregiver, who used to ride the buses with her clients and is now in a wheelchair, asked the Board to think it out on outsourcing services to Via.

Veronica Cardenas, a resident of Richland, spoke against outsourcing services to Via.

Pamelis, a resident of Richland, spoke against outsourcing services to Via.

Lisa, a resident of Kennewick, spoke in favor of the proposal to not raise the ticket price for the Dial-A-Ride clients while lowering the price for fixed route in the end. She spoke against outsourcing services to Via.

Nancy, a driver who has a brother that rides Dial-A-Ride, spoke against outsourcing services to Via.

Cheryl Irwin, a resident of Richland and retired Dial-A-Ride driver, spoke against outsourcing services to Via. She stated that if she needs to use Dial-A-Ride, she needs to apply to be a client if she wants to use the service, but she can't use her Lifetime Pass as the only free pass for Dial-A-Ride is the Youth Pass. She was told her Lifetime Pass was good on all services, but now is being told it's not.

Andrew Western, a resident of Kennewick, spoke against outsourcing services to Via.

Sylvia Estrada, a resident of Kennewick, spoke against outsourcing services to Via.

Tina Collins, a resident of Finley, spoke against outsourcing services to Via.

Kenneth Taylor, a Veteran of the Kennewick Police Department, spoke against outsourcing services to Via.

Nancy Kimsey, a resident of Pasco, spoke against outsourcing services to Via.

Chelsie Frogoza, a former Dial-A-Ride Driver, spoke against outsourcing services to Via.

Jeremy Meredith, a resident of Pasco and former Fixed Route Operator, spoke against outsourcing services to Via.

Jim Atkins, a resident of Prosser, spoke against outsourcing services to Via.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

Director Sandretto moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

Dori Luzzo-Gilmour provided a report on the Citizens Advisory Network. She presented two recommendations to the Board. The first recommendation was to continue to offer Zoom access

with a Public Comment Option. The second recommendation was to allow Public Comment on any item of public interest. She stated there will be more recommendations for the Board at the next meeting.

7. ELECTION OF OFFICERS

A. Chair/Vice Chair

BFT Legal Counsel Jeremy Bishop asked for nominations for Board Chair. Director Beauchamp nominated Director McKay; Director Sandretto seconded the nomination. All directors voted in favor of Director McKay remaining Board Chair.

Mr. Bishop then asked for nominations for Board Vice Chair. Director McKay nominated Director Beauchamp for Vice Chair; Director Didier seconded the nomination. All directors voted in favor of Director Beauchamp.

B. BFCOG Representative

Mr. Bishop explained that the BFCOG representative is traditionally the General Manager and then an alternate is named, which is currently Director Bloom. Director Sandretto nominated Director Bloom; Director McKay seconded the nomination. All directors voted in favor of Director Bloom remaining the BFCOG Alternate.

8. CONSENT AGENDA

Chair McKay presented the Consent Agenda items and invited a motion.

A. January 11, 2024, Regular Board Meeting Minutes

B. January Voucher Summary

C. Resolution 05-2024 Authorizing the General Manager to Award General Legal Counsel Services to Roach & Bishop LLP

D. Resolution 06-2024 Authorizing the General Manager to Acquire Property Deeded by Project Oyster Pasco, LLC

Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Director Becken and passed unanimously.

9. ACTION ITEMS

A. Resolution 07-2024 Amend Ben Franklin Transit Bylaws

Mr. Bishop presented a resolution to amend the Ben Franklin Transit Bylaws. The last amendment to the Bylaws was in 2010 to recognize the addition of the Nonvoting Union Board Member. Mr. Bishop gave a background history on the standing committees. It was suggested to adopt one standing committee, that is the Executive Committee consisting of the Board Chair, Vice Chair and two appointees that will meet on a needed basis for special projects, as opposed to monthly, and the Chair will be given the power to consult on setting the agenda with staff. He stated there was an update on the General Manager duties to match the existing policy, the bylaws, and the previous policy, including minor corrections to the policy.

Director Didier moved for approval of Resolution 07-2024. The motion was seconded by Director Sandretto and passed unanimously.

B. Approval of Adoption of Rules Pertaining to Requests for Public Records Submitted Pursuant to the Public Records Act

i. Presentation

Mr. Bishop presented a resolution for public records to adopt a policy that outlines reasonable time frames for response, prioritizing records as appropriate, and limiting the amount of time that staff spends on those public requests monthly.

ii. Public Hearing

He stated that a public hearing was not necessary, as the policy proposed adopts the relatively nominal statutory fees for public records, unless they enact a statutory fee schedule beyond that; then a hearing would be necessary.

iii. Resolution 08-2024 Adopting Rules Pertaining to Requests for Public Records Submitted Pursuant to the Public Records Act, Chapter 42.56 RCW, and Agency Responses Thereto

Mr. Bishop asked the Board to adopt Resolution 08-2024 as presented.

Director Bloom moved for approval of Resolution 08-2024. The motion was seconded by Director Sandretto and passed unanimously.

C. Approval of New Fare Structure & Acknowledgement of Title VI Analysis Results

i. Presentation

Chief Planning & Development Officer Kevin Sliger presented information on the new fare structure and on the Title VI Fare Study findings. There was discussion among the Board members about the new fare structure.

ii. Public Hearing

Chair McKay opened the Public Hearing on the adoption of the new fare structure. There were no comments related to the new fare structure.

iii. Resolution 09-2024 Rescinding 04-2017 in its Entirety and Establishing all Fares

Mr. Sliger asked the Board to adopt Resolution 09-2024 rescinding 04-2017 in its entirety and establishing all fares as presented.

Director Bloom moved for approval of Resolution 09-2024. The motion was seconded by Director Didier and passed unanimously.

iv. Resolution 10-2024 Adopting the 2024 Title VI Service Equity Analysis

Mr. Sliger asked the Board to adopt the 2024 Title VI Service Equity Analysis.

Director Bloom moved for approval of Resolution 10-2024. The motion was seconded by Director Becken and passed unanimously.

10. DISCUSSION & INFORMATIONAL ITEMS

A. Fourth Quarter 2023 Agency Performance Report

Chief Planning and Development Officer Kevin Sliger presented the Fourth Quarter 2023 Agency Performance Report highlighting the continued growth in ridership. He also provided an update

on the capital projects and touched on the community events that BFT staff have participated in during the fourth quarter of 2023.

11. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced we will have an executive session later this evening.

B. General Manager's Report

The General Manager stated that Transit Employee Appreciation week will start March 18 and invited the Board of Directors to stop by.

She reported that we hired 12 new bus operators that started on Monday.

12. BOARD MEMBER COMMENTS

Director Didier reported that they met with veterans that morning for breakfast and hired Harris White Leasure for the HAPO Center. They proposed to have the Veterans use the HAPO Center for their meetings because they have a building in Benton County, but it can only seat about 40 people, and they are 130 strong. He was hoping that Ben Franklin Transit can work with the Veterans to get them to these meetings, as they are doing a wonderful service to the Tri-Cities area with the flag salutes and the 21-gun salutes. They meet once a month, and they donated the HAPO Center for the meetings until they can find a new building.

Director Beauchamp asked if there was any data on how many veterans are being provided services by Ben Franklin Transit, or if there is a way of collecting that data to see what the pool looks like. He stated that a couple of people brought up the option of trying to get free rides on Dial-A-Ride; he does not know what the cost of that is but would love to have the ability to offer that to the Veterans. He asked to have that information provided next time.

Director Maier asked if he could get some of the information that was referenced by Chief Planning & Development Officer Kevin Sliger to be provided to him offline so that he can learn more.

Director Grimm introduced himself, as this was his first time on the Board. He stated that it sounds like there is work to be done and looks forward to working with everyone.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) for 10 minutes with no anticipated action. The Board recessed at 7:42 p.m. and returned to open session at 8:10 p.m.

14. OTHER

There were no other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, March 14, 2024, at 6 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 8:10 p.m.

Anel Montejano, Clerk of the Board

Date



1000 Columbia Park Trail, Richland, WA 99352
509.735.4131 | 509.735.1800 fax | www.bft.org

Thursday, March 14, 2024

To: Ben Franklin Board of Directors
From: Sarah Funk, Chief Financial Officer
RE: Vouchers for Feb 2024

Feb 2024 vouchers totaled \$4,575,618.68. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$ 528,425.13
N.W. ADMIN. TRANSFER	Teamsters Medical	\$ 431,880.00
INTERNAL REVENUE SERVICE	Payroll Taxes	\$ 407,459.10
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 321,649.30
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 239,331.77
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 235,783.66
ESF DEVELOPMENT LLC	Contracted Services	\$ 164,115.61
KPFF INC	Contracted Services	\$ 131,127.20
STATE OF WASHINGTON	Medical	\$ 95,043.40
WESTERN CONFERENCE OF	Teamsters Pension	\$ 81,680.84
CDW GOVERNMENT INC.	IT Supplies	\$ 74,100.80
GILLIG LLC	Vehicle Parts	\$ 35,504.33
WEX BANK	Fuel	\$ 33,363.52
WA STATE TRANSIT ASSOCIATION	Membership	\$ 32,075.00
CUMMINS INC	Vehicle Parts	\$ 32,073.43
BRIDGESTONE AMERICAS INC	Vehicle Parts	\$ 29,013.87
DELL MARKETING LP	IT Supplies	\$ 28,939.91
EDNETICS INC	Contracted Services	\$ 22,949.99
COURVAL SCHEDULING INC	Software	\$ 19,400.00
MOSS ADAMS LLP	Contracted Services	\$ 18,831.77
TEAMSTERS UNION	Teamsters Union	\$ 16,231.00
ANR GROUP INC	Contracted Services	\$ 15,431.12
PEAK CONTRACTORS INC	Contracted Services	\$ 12,460.57
APPLE VALLEY BROADCASTING INC	Marketing	\$ 12,200.00
TCF ARCHITECTURE PLLC	Contracted Services	\$ 12,169.39
CASCADE NATURAL GAS CORPORATION	Utilities	\$ 11,954.05
HERITAGE PROFESSIONAL LANDSCAPING INC	Contracted Services	\$ 11,831.05
D'AMATO CONVERSANO INC PC	Contracted Services	\$ 11,622.90
Total Significant Vendors		\$ 3,066,648.71
Payroll Total		\$ 1,208,010.96
Total Non-Significant Vendors		\$ 300,959.01
GRAND TOTAL		\$ 4,575,618.68

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
Benton County, Washington, do hereby certify that the payroll related services, herein specified have been
received and that the following checks are approved for payment for the month of February 2024.

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
503-24	80970	80970	2/9/2024	593,265.77 Payroll
504-24	80971	80971	2/23/2024	612,842.54 Payroll
528-24			2/13/2024	1,902.65 Payroll
			Total	\$ 1,208,010.96

AUTHORITY MEMBER
03/14/2024

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have
 been received and that the following checks are approved for payment for the month of February 2024.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
021-24	86696 86747	2/2/2024	259,761.04	MDSE
022-24	86748 86813	2/9/2024	248,134.38	MDSE
023-24	86814 86878	2/16/2024	666,620.99	MDSE
024-24	ACH TRANS	2/9/2024	203,916.10	ACH TRANS
025-24	ACH TRANS	2/13/2024	553.79	ACH TRANS
026-24	ACH TRANS	2/14/2024	324,269.22	MDSE
027-24	ACH TRANS	2/20/2024	34,030.31	ACH TRANS
028-24	86879 86951	2/23/2024	955,349.29	MDSE
029-24	VOID - 86912	2/23/2024	(502,946.58)	VOID
030-24	86952 86952	2/26/2024	528,425.13	MDSE
031-24	ACH TRANS	2/23/2024	646,863.05	ACH TRANS
032-24	ACH TRANS	2/27/2024	2,666.07	ACH TRANS
033-24	VOID - 86724	2/29/2024	(35.07)	VOID

Total \$ 3,367,607.72

 AUTHORITY MEMBER
 03/14/2024

February 2024 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members March 14, 2024.

ACTION: As of this date, March 14, 2024, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
503-24	80970 80970	2/9/2024	593,265.77 Payroll
504-24	80971 80971	2/23/2024	612,842.54 Payroll
528-24		2/13/2024	1,902.65 Payroll

Total \$ 1,208,010.96

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
021-24	86696 86747	2/2/2024	259,761.04 MDSE
022-24	86748 86813	2/9/2024	248,134.38 MDSE
023-24	86814 86878	2/16/2024	666,620.99 MDSE
024-24	ACH TRANS	2/9/2024	203,916.10 ACH TRANS
025-24	ACH TRANS	2/13/2024	553.79 ACH TRANS
026-24	ACH TRANS	2/14/2024	324,269.22 MDSE
027-24	ACH TRANS	2/20/2024	34,030.31 ACH TRANS
028-24	86879 86951	2/23/2024	955,349.29 MDSE
029-24	VOID - 86912	2/23/2024	(502,946.58) VOID
030-24	86952 86952	2/26/2024	528,425.13 MDSE
031-24	ACH TRANS	2/23/2024	646,863.05 ACH TRANS
032-24	ACH TRANS	2/27/2024	2,666.07 ACH TRANS
033-24	VOID - 86724	2/29/2024	(35.07) VOID

Total \$ 3,367,607.72

Check Register Nos. 503-24 to 504-24 and 528-24 and 021-24 to 033-24 in the total amount of: **\$ 4,575,618.68**

The motion was seconded by _____ and approved by a unanimous vote.

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 021-24

CHECK NUMBERS 86696 to 86747

DATE 02/02/2024

PURPOSE AP FEB24A VOUCHERS AMOUNT \$259,761.04

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 4, 2024 12:11 PST)

AUDITOR

02/04/2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 022-24

CHECK NUMBERS 86748 to 86813

DATE 02/09/2024

PURPOSE AP FEB24B VOUCHERS AMOUNT \$248,134.38

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Yunk (Feb 15, 2024 05:39 PST)

AUDITOR

Feb 15, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 023-24

CHECK NUMBERS 86814 to 86878

DATE 02/16/2024

PURPOSE AP FEB24C VOUCHERS AMOUNT \$666,620.99

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 19, 2024 15:26 PST)

AUDITOR

Feb 19, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 024-24

ACH WIRE TRANSFERS

DATE: 02/09/2024

PURPOSE:

INTERNAL REVENUE SERVICES	\$203,916.10
TOTAL	\$203,916.10

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 19, 2024 13:57 PST)

AUDITOR

Feb 19, 2024

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 025-24

ACH WIRE TRANSFERS

DATE: 02/13/2024

PURPOSE:

INTERNAL REVENUE SERVICES	\$553.79
TOTAL	\$553.79

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 19, 2024 13:58 PST)

AUDITOR

Feb 19, 2024

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 026-24

ACH WIRE TRANSFERS

DATE: 02/14/2024

PURPOSE:

WASHINGTON STATE SUPPORT	\$2,619.92
DEPT OF RETIREMENT SYSTEMS	\$321,649.30
TOTAL	\$324,269.22

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 19, 2024 14:00 PST)

AUDITOR

Feb 19, 2024

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 027-24

ACH WIRE TRANSFERS

DATE: 02/20/2024

PURPOSE:

STATE OF WASHINGTON	\$417.21
SAMBA HOLDINGS	\$249.58
WEX BANK	\$33,363.52
TOTAL	\$34,030.31

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 20, 2024 15:06 PST)

AUDITOR

Feb 20, 2024

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 028-24

CHECK NUMBERS 86879 to 86951

DATE 02/23/2024

PURPOSE AP FEB24D VOUCHERS AMOUNT \$955,349.29

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 28, 2024 06:25 PST)

AUDITOR

Feb 28, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 029-24

CHECK NUMBERS 86912

DATE 02/23/2024

PURPOSE A/P VOID CHECK AMOUNT (\$502,946.58)

Vendor required separate checks for invoices.

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."


Sarah Funk (Feb 28, 2024 06:27 PST)

AUDITOR

Feb 28, 2024

DATE

TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREGVOID
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 030-24

CHECK NUMBERS 86952 to 86952

DATE 02/26/2024

PURPOSE AP FEB24E VOUCHERS AMOUNT \$528,425.13

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 28, 2024 11:09 PST)

AUDITOR

Feb 28, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 031-24

ACH WIRE TRANSFERS

DATE: 02/23/2024

PURPOSE:

N.W. ADMIN. TRANSFER	\$431,880.00
HRA VEBa TRUST	\$4,200.00
INTERNAL REVENUE SERVICES	\$207,168.42
DEPT OF RETIREMENT SYSTEMS	\$3,614.63
TOTAL	\$646,863.05

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 28, 2024 06:19 PST)
AUDITOR

Feb 28, 2024
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 032-24

ACH WIRE TRANSFERS

DATE: 02/27/2024

PURPOSE:

WA STATE SUPPORT	\$2,666.07
TOTAL	\$2,666.07

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."


Sarah Funk (Feb 29, 2024 12:33 PST)
AUDITOR

Feb 29, 2024
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER **033-24**

CHECK NUMBERS **86724**

DATE **02/29/2024**

PURPOSE **A/P VOID CHECK** **AMOUNT** **(\$35.07)**

Vendor required separate checks for invoices.

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."


Sarah Funk (Feb 29, 2024 1:4:56 PST)

AUDITOR

Feb 29, 2024

DATE

TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREGVOID
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 503-24

CHECK NUMBER	80970	\$	1,516.76
ACH TRANSFER		\$	591,749.01

PAYROLL DATE FEBRUARY 9, 2024

PURPOSE: PPE 02/03/2024 AMOUNT: \$593,265.77

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims.”

Sarah Funk Digitally signed by Sarah Funk
Date: 2024.02.15 06:22:56
-08'00'

AUDITOR

2/15/2024

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 504-24

CHECK NUMBER 80971

\$ 1,358.29

ACH TRANSFER

\$ 611,484.25

PAYROLL DATE

FEBRUARY 23, 2024

PURPOSE: PPE 02/17/2024 AMOUNT: \$612,842.54

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

Sarah Funk

Digitally signed by Sarah
Funk
Date: 2024.02.28 06:33:29
-08'00'

AUDITOR

2/28/2024

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 528-24

CHECK NUMBER	\$	0.00
ACH TRANSFER	\$	1,902.65

PAYROLL DATE FEBRUARY 13, 2024

PURPOSE: PPE 02/02/2024 AMOUNT: \$1,902.65

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims.”

Sarah Funk
Digitally signed by Sarah
Funk
Date: 2024.02.15 07:42:31
-08'00'

AUDITOR

2/15/2024
DATE

Memorandum

Date: March 14, 2024

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Awarding Contract #1455 to Transpo Group USA, Inc. for Transit Service Analysis & Long-Range Plan Development Services

Background

Ben Franklin Transit (BFT) is initiating a pivotal project to analyze and enhance the long-term strategies for the agency's fixed route and on-demand transit services. The last comprehensive service analysis was completed in 2016, which consisted of a 10-year outlook. As BFT nears the end of this study, additional factors of post-pandemic changes in ridership, exceptional population growth both current and projected, and an evolving demographic contribute to the need for a thorough analysis. The selected consulting firm will collaborate with local jurisdictions to align the growth with the communities served. It will also assist with ensuring that rapidly growing communities have transit access as they are built. The project entails several tasks and deliverables aimed at enhancing the transit services of BFT over the short, mid, and long term:

Deliverables: Identify key stakeholders, create a communication plan, establish a project timeline, and define key milestones.

Staff and Public Engagement: Engage both internal staff and the public through various outreach phases and meetings, ensuring compliance with Title VI requirements.

Data Collection, Compilation, & Analysis of Existing Services: Gather data to evaluate the current transit system's performance, infrastructure, ridership patterns, financial constraints, and demographic information.

Short-Range Recommendations (2025): Provide recommendations for the upcoming Annual Service Plan, incorporating changes in routes, signage distribution, and adjustments to on-demand services

Mid-Range Recommendations (2026-2035): Develop plans for integrating transit centers, establishing commuter express services, assessing demand in underserved areas, and coordinating with regional transit providers.

Long-Range Recommendations (20-year plan 2025-2045): Create a comprehensive long-term plan considering stakeholder engagement, technological advancements, demographic trends, financial sustainability for potential budget constraints, infrastructure needs, accessibility improvements, and risk mitigation.

Development of Agency Goals: Collaborate with BFT staff to establish agency goals derived from the long-range planning analysis. The goals will be condensed for publishing and distribution to the public and community leaders in the PTBA. This task was added to the scope after the initial round of scoring.

Procurement Background

BFT received four proposals and all four proposals were determined to be responsive and responsible. Evaluators rated all proposals and selected the top two firms for the second phase (oral interviews). The top two firms, Transpo Group USA, Inc. & Toole Design Group, LLC were interviewed and received up to 30 additional evaluation points. Resultant scores are displayed below:

EVALUATIONS (INCLUDES ORAL PRESENTATIONS, WITH 30 POSSIBLE POINTS, FOR A TOTAL OF UP TO 130 POINTS)			
CONTRACTOR	Initial Evaluation Points (possible 100)	Oral Evaluation Points + Initial = Total Points	Estimated Cost
Transpo Group USA, Inc.	77.40	77.40 +25.46=102.73	\$344,976 initial quote, \$394,785 added task
Toole Design Group, LLC	76.80	76.80 +19.6=96.4	\$349,273 initial quote, \$380,437 added task
Nelson/Nygaard Consulting	68.80	NA	\$348,123
Fehr & Peers	68.20	NA	\$424,000

Following finalist selections, an additional task was added for establishing strategic goals in line with the long-range plan. Best and Final Offers (BAFO) were requested for the added task.

Project Budget & Schedule

The approved project budget is \$520,000, project budget is estimated to not exceed \$434,264 (includes 10% change order authority) with completion expected within 18 months from the notice to proceed. Tasks associated with the 2025 Annual Service Plan are to be completed by September 2024 with the long-range plan adoption targeted for Q3 2025.

Funding

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Local

Recommendation

Authorize the General Manager to award Contract #1455 transit service analysis & long-range plan development to Transpo Group USA, Inc., for an initial two (2) years with the option to extend an additional three (3) years.

Forward as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 11-2024**

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AWARD RFP 23-14 FOR TRANSIT SERVICE ANALYSIS AND LONG-RANGE PLAN DEVELOPMENT TO CONSULTING FIRM TRANSPOR GROUP USA, INC.

WHEREAS, Ben Franklin Transit (BFT) requires a comprehensive analysis and long-range planning for its transit services to meet the evolving needs of the community; and

WHEREAS, BFT staff diligently sought proposals from qualified firms through a rigorous process, advertising locally and nationally for firms capable of undertaking the transit service analysis & long-range plan development project; and

WHEREAS, After careful evaluation, it has been determined that consulting firm Transpo Group USA, Inc. submitted the most responsive and responsible proposal, scoring highest among all firms reviewed; and

WHEREAS, Funding for this vital project is available from the operating budget of BFT, ensuring the continued improvement and sustainability of our transit services;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is hereby authorized to enter in Contract #1455 with Transpo Group USA, Inc. to provide a transit service analysis & long-range plan development for an initial two years with the option to extend an additional three years, contract not to exceed amount of \$434,264 that includes a 10% change order authority.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 14, 2024, 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Ben Franklin Transit

Multi-Year Plan

SHORT-RANGE PLAN (2025)

Engage staff and the public through outreach phases and meetings to comply with Title VI requirements.

LONG-RANGE RECOMMENDATION (2025-2045)

Develop a detailed long-term plan covering stakeholder engagement, technology advancements, demographic trends, financial sustainability, infrastructure, accessibility, and risk management.

MID-RANGE PLAN (2026-2035)

Create strategies for transit center integration, commuter express services, demand evaluation in underserved areas, and collaboration with regional transit providers.

Kick-off

The project budget will not exceed \$450,000. Completion is expected within 18 months from the notice to proceed.

Q2
2024

Q3
2024

BFT Goals

Creation of a strategic plan with 6-10 agency goals guiding the development of service plans.



Data Collection and Analysis

Short-Range Recommendations



Mid-Range Recommendations



Long-Range Plan Recommendations

Staff and Public Engagement



Multi-Year Plan Timeline



Q1
2025

Q3
2025

Memorandum

Date: March 14, 2024

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning & Development Officer

Re: Resolution 12-2024, Approval of Revised Policy OPS-101, Lost and Found

Background

Policy OPS-101 has been revised to reduce the number of days items are retained in the Ben Franklin Transit Lost and Found from 60 days to 30 days, except for large items, which will now be retained for 15. Keeping lost and found items for 60 days creates storage issues, particularly with large items. Additionally, lost articles are rarely retrieved by their owners after 30 days.

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 12-2024 as presented.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 12-2024**

A RESOLUTION ADOPTING THE REVISED LOST AND FOUND POLICY, POLICY OPS-101

WHEREAS, Policy OPS-101, Lost and Found, outlines the process for handling items found on Ben Franklin Transit (BFT) property or vehicles; and

WHEREAS, The policy has been revised to update the retention period for unclaimed items; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The revised Lost and Found Policy, Policy OPS-101, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, March 14, 2024, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Policy Number:	OPS-101	PURPOSE: To outline the process for handling items found on Ben Franklin Transit property or vehicles.
Section:	OPERATIONS	
Effective:	03.14.2024	
Reference:	Resolution 12-2024	
General Manager Approval:		
Revision Number	Effective Date	Description of Change
NEW	01.01.1999	Initial Adoption (new policy) 3050 later updated to 8004 (no changes to content)
N/A	05.13.2021	Policy number updated from 3050, 8004, 01-1999 to OPS-101. No change to content.
1	03.14.2024	Change in number of days items will be retained

1. Lost and Found

Any item found on Ben Franklin Transit property or vehicles shall be tagged and stored in the BFT Lost & Found located at Three Rivers Transit Center at 7109 W. Okanogan Place in Kennewick. Customer Service staff will make every effort to identify and return the lost item to the owner. Lost and found items will be retained for 30 days, except for bicycles and large items identified in Section 2.

2. Bicycles and Large Items

Bicycles and large items requiring storage, i.e., air conditioners, microwave ovens, etc., will be held for 15 days. After 15 days, unclaimed bicycles will be donated to a charitable organization. Large unclaimed items in usable condition will be donated to a charitable organization or disposed of per Section 3.

3. Miscellaneous Items

Items found to be knowingly illegal will be surrendered to local law enforcement unless otherwise instructed. Items found to be unsafe due to contamination or being of a perishable nature will be disposed of immediately. After 30 days, Customer Service staff are authorized to evaluate items found and donate items in usable condition to a charitable organization. Customer Service staff are authorized to dispose of or destroy items for which either of the following criteria have been met:

- A. The property has no substantial commercial value, or the cost of sale exceeds the value of the property.
- B. The item is unsafe and is unable to be made safe for use by any other member of the public.

Memorandum

Date: March 14, 2024

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

Re: Resolution 13-2024 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

Background

Resolution 62-2014 states that Ben Franklin Transit (BFT) shall dispose of surplus property through a process at the discretion of the General Manager. The process will start with the value of the property, which will be established by determining current market value and researching past sales. Vehicles may be sold to nonprofit organizations; municipal corporations; other units of state or local government; or to the general public, which would include public notification regarding the sale of surplus property.

Surplus property may be sold through a live or online auction with no minimum bid. Vehicles or equipment that has been totaled, has had mechanical failure, or is of no reasonable value for resale may be sold for scrap or salvage after BFT staff have determined the property to be unsafe or beyond repair.

As a data security precaution, all hard drives will be removed from computer systems and will be disposed of through a separate destructive process. This effectively renders all computers inoperable and valueless. As such, they will not be able to be disposed of through auction or other sales processes; our recourse is disposition through recycling venues.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 13-2024 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 13-2024**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE THE
ITEMS IDENTIFIED ON EXHIBIT A: “LIST OF SURPLUS INFORMATION
TECHNOLOGY ITEMS” AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014**

WHEREAS, Ben Franklin Transit (BFT) owns Information Technology computing items;

WHEREAS, Information Technology computing items will wear out and fail in the normal course of their useful life; and

WHEREAS, The items on the attached Exhibit A are beyond useful life or have failed and have no market or residual value;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The General Manager is authorized to declare the identified Information Technology items surplus (which is attached to this resolution as Exhibit A: List of Surplus Information Technology Items and incorporated herein by reference).
2. The General Manager is authorized to dispose of items listed on Exhibit A: List of Surplus Information Technology Items per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 14, 2024, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (March 2024)

Last Updated: 02/29/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	FP320C3X17004431	N/A	Access point	Access point	Fortinet	FAP-320C	12/1/2017
AT	1	FP320C3X17001837	N/A	Access point	Access point	Fortinet	FAP-320C	8/1/2017
AT	1	FP320C3X17004436	051544	Access point	Access point	Fortinet	FAP-320C	12/1/2017
AT	1	FP320C3X17004419	N/A	Access point	Access point	Fortinet	FAP-320C	12/1/2017
AT	1	FP320C3X17003394	052945	Access point	Access point	Fortinet	FAP-320C	10/1/2017
AT	1	FP320C3X17002116	N/A	Access point	Access point	Fortinet	FAP-320C	8/1/2017
AT	1	FP320C3X17003475	052060	Access point	Access point	Fortinet	FAP-320C	10/1/2017
AT	1	FP320C3X17004444	N/A	Access point	Access point	Fortinet	FAP-320C	12/1/2017
AT	1	FP320CTF18001686	N/A	Access point	Access point	Fortinet	FAP-320C	11/1/2018
AT	1	N/A	N/A	Mouse	Wireless	Dell	M55320WI	N/A
AT	1	N/A	N/A	Keyboard	Wireless	Dell	KB7221Wt	3/1/2021
AT	1	CN-OM5N9M-PRC00-14C-05HL-A01	N/A	Keyboard	Wireless	Dell	K83121Wb	3/1/2021
AT	1	N/A	N/A	Mouse	Wireless	Dell	MS32121Wt	N/A
AT	1	H18C000470	052065	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	G18C013062	052073	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	G18C013051	052077	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	H18C000467	052076	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	H18C000473	052080	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	H18C012892	052071	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	B19C006640	052070	POS	Wired	Elo Touch Solutions	ETTT10I1	N/A
AT	1	6K54J2300102M032370	N/A	Metal Hinges and Power Supply	Power Supply	N/A	N/A	N/A
AT	1	6K54J2300102M032276	N/A	Metal Hinges and Power Supply	Power Supply	N/A	N/A	N/A
AT	1	18144PP21496496	052067	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	18144PP21496138	052064	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	18085PP21446578	052072	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	18144PP21496392	052078	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	18144PP21496784	052069	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	1843PP21496308	052074	Keypad	Keypad	Igencio	ICM122-11T2265A	N/A
AT	1	FP222ETF19002630	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	9/7/2019
AT	1	FP222ETF19002634	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	9/7/2019
AT	1	FP222ETF20004246	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	3/11/2020
AT	1	FP222ETF19002506	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	9/7/2019
AT	1	FP222ETF19002497	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	7/8/2019
AT	1	FP222ETF19002993	052209	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	7/8/2019
AT	1	FP222ETF19002735	052210	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	7/8/2019
AT	1	FP222ETF20004394	052725	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	3/11/2020
AT	1	FP222ETF20004376	N/A	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	3/11/2020
AT	1	FP222ETF18000005	052750	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	Fortinet	FAP-222E	3/11/2020
AT	1	1551G44D9E7ACF4AC-HeDKVM	051448	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	UniFi	UAP Outdoor +	N/A
AT	1	1551G44D9E7ACF4C2-vYRc82	051444	Outdoor Wireleses Access Point (WAP)	Wireleses Access Point (WAP)	UniFi	UAP Outdoor +	N/A
AT	1	CN-02HV8N-L9500-0BA-OIOE-A00	052700	Docking Station	Docking Station	Dell	K20A	N/A
AT	1	CN-0NDMRP-74261-21A-1YEU T	051216	Monitor	Monitor	Dell	P2312Ht	1/1/2012
AT	1	CN-OPWWNX-FCC00-759-AV18-A00	051540	Monitor	Monitor	Dell	P2312Ht	1/1/2012
AT	1	CN-07R1K3-74445-535-BCJB	051338	Monitor	Monitor	Dell	P2312Ht	3/1/2015
AT	1	CN-07R1K3-74445-41H-GX5L	051238	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GKDL	051248	Monitor	Monitor	Dell	P2314Ht	9/1/2014
AT	1	CN-OKG49T-74261-19K-1RKU	050916	Monitor	Monitor	Dell	P2412Hb	9/1/2014
AT	1	CN-07R1K3-74445-535-BCJB	051338	Monitor	Monitor	Dell	P2412Hb	9/1/2014
AT	1	CN-07R1K3-74445-360-A8JL	051137	Monitor	Monitor	Dell	P2412Hb	1/1/2012
AT	1	CN-07R1K3-74445-41H-GXFL	051165	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GXUL	051169	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GZQL	051159	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GXJL	051166	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-360-A8ML	051133	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GX8L	051237	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GWVL	051246	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GXLL	051247	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GXQL	051168	Monitor	Monitor	Dell	P2314Ht	1/1/2014

Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (March 2024)

Last Updated: 02/29/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	CN-07R1K3-74445-41H-GXHL	051167	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-OPWWNX-FCC00-759-CDG8-A00	052042	Monitor	Monitor	Dell	P2314Ht	11/1/2017
AT	1	CN-0GFXN4-74445-32J-S6WL	0510207	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GX4L	051183	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-535-C79b	051329	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-61K-BG2-A01	051502	Monitor	Monitor	Dell	P2314Ht	1/1/2016
AT	1	CN-07R1K3-74445-41H-GX6L	051244	Monitor	Monitor	Dell	P2314Ht	3/1/2015
AT	1	CN-07R1K3-74445-41H-GX3L	051163	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GY2L	051244	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-61K-BFQL-A01	051643	Monitor	Monitor	Dell	P2314Ht	1/1/2016
AT	1	CN-07R1K3-74445-41H-GX1L	051254	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-61K-BF9L-A01	N/A	Monitor	Monitor	Dell	P2314Ht	1/1/2016
AT	1	CN-07R1K3-74445-41H-GWRL	051256	Monitor	Monitor	Dell	P2314Ht	1/1/2014
AT	1	CN-07R1K3-74445-535-C6C8	051330	Monitor	Monitor	Dell	P2314Ht	3/1/2015
AT	1	CN-07R1K3-74445-535-C62B	051333	Monitor	Monitor	Dell	P2314Ht	3/1/2015
AT	1	CN-07R1K3-74445-535-C6YB	051332	Monitor	Monitor	Dell	P2314Ht	3/1/2015
AT	1	CN-07R1K3-74445-535-C60B	051331	Monitor	Monitor	Dell	P2314Ht	3/1/2015
AT	1	CN-07R1K3-74445-41H-GX7L	051255	Monitor	Monitor	Dell	P2314Ht	6/1/2014
AT	1	CN-07R1K3-74445-61K-BFVL-A01	051509	Monitor	Monitor	Dell	P2314Ht	1/1/2016
AT	1	H96F50F1Q1GG	052649	Ipad	Ipad	Apple	A2270	N/A
AT	1	CN-02HV8N-L9S00-18U-0A0L-A00	N/A	Docking Station	Docking Station	Dell	K20A	N/A
AT	1	CN-02HV8N-L9S00-0AS-0ACD-A00	052699	Docking Station	Docking Station	Dell	K20A	N/A
AT	1	10013404110045	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	11/1/2004
AT	1	11111109050194	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	5/1/2009
AT	1	10712107100008	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	10/1/2007
AT	1	10724507100028	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	10/1/2007
AT	1	10888408060085	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	6/1/2008
AT	1	10197705090089	N/A	Mobile Digital Video Recorder	Mobile Digital Video Recorder	Apollo Road Runner	MR4	N/A
AT	1	92BC3L3	052854	OptiPlex 7090 Micro Computer Tower	OptiPlex 7090 MicroComputer Tower	Dell	D14U	N/A
AT	1	2BG1R13	052235	OptiPlex 7070 Micro Computer Tower	OptiPlex 7070 MicroComputer Tower	Dell	D10U	N/A
AT	1	2B37R13	052208	OptiPlex 7070 Micro Computer Tower	OptiPlex 7070 MicroComputer Tower	Dell	D10U	N/A
AT	1	2B68R13	052234	OptiPlex 7070 Micro Computer Tower	OptiPlex 7070 MicroComputer Tower	Dell	D10U	N/A
AT	1	299JDV2	N/A	OptiPlex 5060 SFF	OptiPlex 5060 SFF Mini Tower	Dell	D11S	N/A
AT	1	29FFDV2	052110	OptiPlex 5060 SFF	OptiPlex 5060 SFF Mini Tower	Dell	D11S	N/A
AT	1	H6H21M2	051560	OptiPlex 5060 SFF	OptiPlex 5060 SFF Mini Tower	Dell	D11S	N/A
AT	1	37JVV33	052343	Laptop XPS 15 9500	Laptop (XPS 15 9500)	Dell	P91F	1/1/2020
AT	1	32VPM53	052378	Laptop (Latitude 5501)	Laptop (Latitude 5501)	Dell	P80F	N/A
AT	1	N/A	052176	Laptop XPS 15 9500	Laptop (XPS 15 9500)	Dell	P91F	1/1/2020
AT	1	GWC5043	N/A	Laptop (Latitude 5511)	Laptop (Latitude 5501)	Dell	P80F	N/A
AT	1	FG200E4Q17900595	051590	Firewall	Firewall	Fortinet	FG-200E	N/A
AT	1	FG200E4Q17904824	051591	Firewall	Firewall	Fortinet	FG-200E	N/A
AT	1	FD02121V1F4	051633	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02117E08P	051626	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121E1GA	051599	Switch	Switch	Cisco	WS-C3650-48PD	5/24/2017
AT	1	FD02121V1FB	051424	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121Q1A4	N/A	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121V1F7	051627	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121V1C9	051624	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121V1F0	051632	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FDO2121V1EL	N/A	Switch	Switch	Cisco	WS-C3650-48PD	5/25/2017
AT	1	FD02121V1C4	N/A	Switch	Switch	Cisco	WS-C3650-48PD	5/24/2017
AT	20	Unknown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A
AT	1	90100589	N/A	Handheld Radio	Handheld Radio	Kenwood	TK-3200L	11/3/2017
AT	1	24P105490008B	N/A	Switch	Switch	Nextgear	GSM7352S v2	N/A
AT	1	2BW2074X0001E	N/A	Switch	Switch	Nextgear	GSM7252PS	N/A
AT	1	24P1054K00005	N/A	Switch	Switch	Nextgear	GSM7352S v2	N/A
AT	1	LCC2219GAJL	N/A	Switch Stack Cable	Switch Stack Cable	Cisco	T2-50CMV03	5/12/2017
AT	110	Unkown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A

Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (March 2024)

Last Updated: 02/29/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	2	Unkown	N/A	Metal Cable Holder	Metal Cable Holder	N/A	N/A	N/A
AT	55	Unkown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A
AT	3	Unkown	N/A	Networking Cable	Networking Cable	N/A	N/A	N/A
AT	1	SN177754	N/A	Telephone Set	Telephone Set	Zetron	360	N/A
AT	1	LCC2119GAKN	N/A	Switch Stack Cable	Switch Stack Cable	Cisco	T2-50CMV03	5/12/2017
AT	2	Unkown	N/A	Switch Stack Cable	Switch Stack Cable	Cisco	N/A	5/12/2017
AT	1	LCC2126G904	N/A	Switch Stack Cable	Switch Stack Cable	Cisco	T2-1M V03	5/12/2017
AT	1	FDO21221BFN	N/A	Switch Stack Dock	Switch Stack Dock	Cisco	N/A	N/A
AT	1	Unkown	N/A	Footswitch Controller	Footswitch Controller	Linemaster	632-S	N/A
AT	2	Unkown	N/A	Switch Stack Cable	Switch Stack Cable	Cisco	N/A	N/A
AT	1	24N1044Y00002	051022	Switch	Switch	Nextgear	GSM7328D v2	N/A
AT	1	80DA029C9-5354	N/A	Firewall	Firewall	WatchGuard Firebox	KL5AE8	N/A
AT	1	N/A	N/A	Switch	Switch	Dell	71PXP	N/A
AT	1	FDO2117Q04N	051639	Switch	Switch	Cisco	WS-C3650-48PD	4/22/2017
AT	1	1MH7035H00010	051208	Switch	Switch	Nextgear	GSM732FS	N/A
AT	24	Unkown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A
AT	1	813010ABEK701	N/A	Mouse	Mouse	Acer	MOANUOA	N/A
AT	2	Unkown	N/A	Phone Cable	Phone Cable	N/A	N/A	N/A
AT	1	Unkown	N/A	USB Cable	USB Cable	N/A	N/A	N/A
AT	1	Unkown	N/A	Headset	Headset	Insignia	19I23A	N/A
AT	1	2012AP01VY28	N/A	Mouse	Wireless	Logitech	M510	N/A
AT	1	CN-0M5N9M-PRC00-19N-00AF-A01	N/A	Mouse	Wireless	Dell	M5N9M	9/1/2021
AT	1	CN-011D3V-73826-3CN-0RY4	N/A	Mouse	Wireless	Dell	MS111-P	9/1/2023
AT	1	KR30BN9651623ADB51N3KO050	N/A	TV Stand	TV Stand	Samsung	N/A	N/A
AT	1	CN30BN9651622AE0EGN3O1072	N/A	TV Stand	TV Stand	Samsung	N/A	N/A
AT	1	CN-093YYM-LO300-39K-M29G-A03	N/A	Mouse	Wireless	Dell	MS32121Wt	N/A
AT	1	CN-093YYM-LO300-39L-M013-A03	N/A	Mouse	Wireless	Dell	MS32121Wt	N/A
AT	1	CN-0RKR0N-LO300-99O-07M7-A03	N/A	Keyboard	Wired	Dell	KB216t	9/1/2019
AT	1	Unkown	N/A	Keyboard	Wireless	Dell	KB3121Wt	N/A
AT	1	CN-08JPPH-LO300-1CR-K180-A00	N/A	Keyboard	Wireless	Dell	KB3121Wt	N/A
AT	1	72980619K701	N/A	Keyboard	Wired	Acer	PR1101U	N/A
AT	1	CN-0RKR0N-LO300-9AP-0RCM-A03	N/A	Keyboard	Wired	Dell	KB216t	N/A
AT	1	CN-093YYM-LO300-39K-M2DW-A03	N/A	Mouse	Wireless	Dell	MS32121Wt	9/1/2023
AT	1	CN-0M5N9M-PRC00-14C-05HS-A01	N/A	Mouse	Wireless	Dell	M5N9M	4/1/2021
AT	1	CN-093YYM-LO-300-39K-K2D4-A03	N/A	Keyboard	Wireless	Dell	MS32121Wt	N/A
AT	1	CN-093YYM-LO300-39K-K2DW-A03	N/A	Keyboard	Wireless	Dell	KB7221Wt	9/1/2023
AT	1	CN-093YYM-LO300-39K-K29J-A03	N/A	Keyboard	Wireless	Dell	KB3121Wt	9/1/2023
AT	1	CN-09EYIM-LO300-39K-K013-A03	N/A	Keyboard	Wireless	Dell	KB3121Wt	9/1/2023
AT	1	CN-093YYM-LO300-39K-K2DX-A03	N/A	Keyboard	Wireless	Dell	KB3121Wt	9/1/2023
AT	1	CN-093YYM-LO300-39K-K29G-A03	N/A	Keyboard	Wireless	Dell	KB3121Wt	9/1/2023
AT	1	CN-CTTXC-PRRC00-1CG-06NY-A00	N/A	Keyboard	Wireless	Dell	KB3121Wp	12/1/2021
AT	1	CN-093YYM-LO300-39K-K28T-A03	N/A	Keyboard	Wireless	Dell	KB3121Wt	9/1/2023
AT	1	CN-034GPR-LO300-03D-0098-A03	N/A	Keyboard	Wired	Dell	KB813t	3/1/2020
AT	3	Unkown	N/A	Monitor Cable	Monitor Cable	N/A	N/A	N/A
AT	1	CN270150A0A18430NL6	N/A	DPMI cable	DPMI cable	Dell	N/A	N/A
AT	1	Unkown	N/A	DPMI cable	DPMI cable	Dell	N/A	N/A
AT	1	CN-0DVORH-LO300-79I-DME0	N/A	Mouse	Wired	Dell	MS116t	N/A
AT	1	Unkown	N/A	USB Cable	USB Cable	N/A	N/A	N/A
AT	1	CN-0DVORH-LO300-7AQ-12BP	N/A	Mouse	Wired	Dell	MS116t	N/A
AT	1	CN-09RRCC-744751-232-0LQT	N/A	Mouse	Wired	Dell	MS111L	N/A
AT	1	CN-0DVORH-LO300-787-04QE	N/A	Mouse	Wired	Dell	MS116t	N/A
AT	1	FDDJA0BCP8C3DB	N/A	Mouse	Wireless	HP	SM-2061	N/A
AT	1	1948LZ0KP538	N/A	Mouse	Wireless	Logitech	M185	N/A
AT	1	CN-0TNTCT-PRC00-06F-02S4	N/A	Mouse	Wireless	Dell	WP116p	N/A
AT	1	CN-0TNTCT-PRC00-04O-02WJ	N/A	Mouse	Wireless	Dell	WP116p	N/A
AT	1	CN-0TNTCT-PRC00-08L-01JQ	N/A	Mouse	Wireless	Dell	WP116p	N/A
AT	1	CN0RHTXY-PRC00-9AN-00SQ	N/A	Mouse	Wireless	Dell	WP116p	N/A
AT	1	73903C5K701	N/A	Mouse	Wired	Acer	MOANUOA	N/A

Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (March 2024)

Last Updated: 02/29/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	1610LZ0EN8Z8	N/A	Mouse	Wireless	Logitech	M570	N/A
AT	1	CN-09RRRC7-48729-464-11YR	N/A	Mouse	Wired	Dell	MS111-L	N/A
AT	1	LZ134B3	N/A	Mouse	Wireless	Logitech	M510	N/A
AT	1	1521LZ01Q538	N/A	Mouse	Wireless	Logitech	M310	N/A
AT	1	1601LZ0J39C8	N/A	Mouse	Wireless	Logitech	M310	N/A
AT	1	1518LZ01CVD8	N/A	Mouse	Wireless	Logitech	M310	N/A
AT	1	19455LZ0JJK08	N/A	Mouse	Wireless	Logitech	M185	N/A
AT	1	Unkown	N/A	Mouse	Wireless	Microsoft Surface	1592	N/A
AT	1	CN483906X8	N/A	Monitor	Monitor	HP	HSTND-9721-W	9/1/2018
AT	1	CN-0063-LOC00-04U-DC9D-A04	N/A	Laptop Charger	Laptop Charger	Dell	LA130PM130	N/A
AT	1	GY46573	52825	Laptop	Laptop	Dell	Lattitude 5501	1/1/2020
AT	3	Unkown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A
AT	1	Unkown	N/A	USB Cable	USB Cable	N/A	N/A	N/A
AT	1	UPL3P2CO2WP2	N/A	Hard Drive	Hard Drive	Fujitsu	MAP3367NC	12/1/2002
AT	1	BA14P8A00320	N/A	Hard Drive	Hard Drive	Fujitsu	MBA3300NC	10/28/2008
AT	1	BA03P9901PDM	N/A	Hard Drive	Hard Drive	Fujitsu	MBA3300NC	9/1/2009
AT	1	BA03P9901PF2	N/A	Hard Drive	Hard Drive	Fujitsu	MBA3300NC	9/1/2009
AT	1	BA03P9901PDK	N/A	Hard Drive	Hard Drive	Fujitsu	MBA3300NC	9/1/2009
AT	1	89876334900676	51143	Tera Station (Hard drive Base)	Hard drive Base	Buffalo	TS5800D3208	N/A
AT	1	F0C0952Z191	N/A	Switch	Switch	Cisco Systems	Catalyst 2950 series	12/23/2005
AT	1	CN-ON85GR-FFZ00-9N5-2730-A01	50811	Micro Form Factor Stand	Micro Form Factor Stand	Dell	MFS18	11/1/2019
AT	1	FD02121E1GG	51598	Switch	Switch	Cisco	WS-C3650-48PD	5/24/2017
AT	1	CN-09RRRC7-44751-22F-08QU	N/A	Mouse	Wired	Dell	MD111L	N/A
AT	1	CN-0RH659-73571-8CH-022Q	N/A	Keyboard	Wired	Dell	L100	N/A
AT	47	Unkown	N/A	Ethernet Cable	Ethernet Cable	N/A	N/A	N/A

Memorandum

Date: March 14, 2024

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

RE: Recommending GardaWorld to be Awarded the Armored Truck Transport & Cash Vault Services Contract

Background

Ben Franklin Transit's (BFT) current contract with GardaWorld for armored truck transport & cash vault services will end on March 31, 2024. The contract has been in place almost five (5) years. GardaWorld currently pulls cash vaults from bus and DAR vehicles once a week at BFT's MOA, and then transports the cash vaults to their Renton, WA facility, where the monies are counted and deposited in BFT's bank accounts. The emptied vaults are then returned to BFT the following week and the process is repeated.

BFT staff requested proposals for armored truck transport & cash vault services for the pickup and transportation of cash vaults. BFT staff advertised in the Tri-City Herald, Seattle Daily Journal of Commerce, and Transit Talent (a national public transit publication). BFT staff also sent proposals to armored truck transport & cash vault services companies.

BFT received one (1) responsive and responsible proposal from GardaWorld, BFT's current contractor. **Pricing has increased substantially, the new rate at \$2,895 per week/trip, has increased 50%, compared to the current rate of \$1,955 per week/trip.** The new rate at \$2,895 per week/trip is estimated to cost \$150,540 over 12 months.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Award the Armored Truck Transport & Cash Vault Services contract to GardaWorld for one (1) year with the option to extend the contract up to four (4) additional years.

Forward as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 14-2024**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A
CONTRACT WITH GARDAWORLD FOR ARMORED TRUCK TRANSPORT & CASH
VAULT SERVICES**

WHEREAS, BFT has a need for contracting out fare collection proceeds on a weekly basis to an armored truck transport & cash vault services company, and

WHEREAS, BFT advertised and sent out request for proposal packages to armored car service contractors, and

WHEREAS, GardaWorld was the only contractor that submitted a proposal and it was determined to be responsive and responsible, and

WHEREAS, Cash vault service charges are estimated to be \$150,540 for year one or \$2,895 per week/trip.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to enter into a one (1) year contract with the option to extend up to an additional four (4) years with GardaWorld and referenced by title: Armored Truck Transport & Cash Vault Services Contract #1466”.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, March 14, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: March 14, 2024

To: Board of Directors

From: Jeremy Bishop

Re: Resolution 15-2024, Approval of Revised Policy EO-100, Board of Directors Travel

Background

Policy EO-100 has been revised to include the Nonvoting Union Representative to the definition of “board member”. The prior policy predates the inclusion of a Union Representative as a non-voting Board Member. The nonvoting union board member is elected by the union employees in accordance with RCW 36.57A.050 and shall be considered a Board Member for purposes of the Travel Policy, EO-100.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 15-2024 as presented.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 15-2024**

**A RESOLUTION ADOPTING THE REVISED BOARD OF DIRECTORS TRAVEL
POLICY, POLICY EO-100**

WHEREAS, Policy EO-100, Board of Directors Travel, outlines the amount of trips allowed by the Ben Franklin Transit (BFT) Board of Directors; and

WHEREAS, The policy has been revised to add Nonvoting Union Representative to the definition of “Board Member”; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The revised Board of Directors Travel Policy, EO-100, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, March 14, 2024, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Policy Number:	EO-100	PURPOSE: The purpose of this policy the term “Board Member” shall refer to an elected official that has been selected to serve as a member of the Board of Directors as identified and authorized by a member jurisdiction of the Benton Franklin Public Transportation Benefit Area and the nonvoting union board member elected by the union employees. The term “Alternate Board Member” shall refer to the elected official that has been designated by the jurisdiction to serve in the event of the absence of the regular “Board Member”.
Section:	EXECUTIVE	
Effective:	03.14.2024	
Reference:	Resolution 15-2024	
General Manager Approval:		
Revision Number	Effective Date	Description of Change
Revision 2	03.14.2024	Nonvoting Union Representative added to definition of “board member”
Revision 1	07.09.2009	Two trips per year changed to one trip per year
NEW	09.08.2005	Initial Adoption (New Policy)

1. A member of the BFT Board of Directors may take no more than one out of state trip for conferences, conventions, workshops, etc. in the budgeted calendar year, (transit related educational or training purpose), provided that the Board Member has attended at least one half of the last 12 Board Meetings. This means a new Board Member that has less than 12 months tenure on the BFT Board of Directors is exempt from this rule. Board Members and alternates may attend in-state conferences, conventions, workshops, etc. for transit related educational and training purposes at their discretion provided that they have satisfied the attendance criteria as set for out of state trips. The nonvoting union board member elected by the union employees in accordance with RCW 36.57A.050 shall be considered a Board Member for purposes of this travel policy. Out of state business related trips (such as inter-jurisdictional representation, lobbying, site visits, contract negotiations, etc.) would not count against the one trip limit. These would include trips clearly taken for the organization’s benefit.
2. An Alternate Board Member would be allowed with the approval of the Board of Directors to attend out of state or in state events for educational and training purposes, in the event that the alternate has attended at least one-half of the BFT Board meetings for which the alternate has been eligible to attend or at least four board meetings in the last twelve months.
3. It is recognized that some board members may also be appointed or serve on state-wide, regional, or national committees, task forces, commissions, councils, etc. for the purpose of representing Ben Franklin Transit on such organizations or groups BFT will pay for the expenses incurred by such representation and activity to the extent that it is not covered by the parent group or organization.
4. In each of these circumstances, the Board may consider exceptions to these rules on a case-by-case basis.

Memorandum

Date: March 14, 2024

To: Rachelle Glazier, General Manager

From: Mackenzie Miller, Senior Manager of Human Resources

Re: Board Approval of Employee Handbook

Background

In collaboration with legal counsel, the Agency conducted a comprehensive review of Ben Franklin Transit's policies related to employment. Following this review, legal counsel recommended BFT incorporate its employment policies into a comprehensive employee handbook and seek Board of Directors approval.

1. Policy language was written by legal counsel on the following topics, which BFT does not currently have policies on, for inclusion in the employee handbook: Legal Disclaimer, At-Will Employment, Veterans Preference, Hiring, Temporary Employees, Nepotism and Conflicts of Interest, Outside Employment Disclosure, Remote Work Policy, Reasonable Breaks for Lactation, Leave for Victims of Domestic Violence, Workers' Compensation, Reference Checks and Verification of Employment, Re-employment Eligibility, Take-Home Vehicles, Fitness for Duty, Prescription and Over-the-Counter Drugs, Disclosure of Convictions and Arrests, and Driver's License Requirement. See attached Exhibit A for more details.
2. The following existing policies were revised by legal counsel, and portions of them have been included in the employee handbook: HR-101, HR-102, HR-103, HR-104, HR-106, HR-001, HR-003, HR-106, HR-107, HR-108, HR-109, HR-112, HR-113, HR-114, HR-115, HR-116, 3010, HR-117, HR-118, HR-008, HR-009, HR-010, HR-011, HR-012, FIN-104, HR-120, HR-121, HR-122, HR-123, HR-124, HR-125, HR-126, HR-127, HR-128, HR-129, HR-130, HR-131, IT-100, IT102, IT103, FIN-100, FIN-106, and HR-105.
3. The new policy language and portions of existing policies were arranged by category and renumbered for the employee handbook. Exhibit A (attached) displays the new policy numbers and an explanation of the new and revised policy language.
4. Changes with a financial impact:
 - a. Employee Recognition program will implement the following rewards/gifts: 10 years - \$150; 20 years - \$350; 25 years - \$500; 30 years - \$700.
 - b. Increase tuition reimbursement from \$2500 per year to \$5250 per year, which aligns with the IRS rate.
 - c. The addition of two holidays, which will increase holiday observances from six to eight. The new holidays are Martin Luther King Day and the day after Thanksgiving.

Funding

Budgeted: Yes

Budget Source: Operations Budget

Funding Source: Local

Recommendation

Staff recommends the Board of Directors rescind the aforementioned policies in their entirety and approve Resolution 16-2024 adopting the Employee Handbook, which shall supersede all previous policy versions.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 16-2024**

**A RESOLUTION APPROVING THE BEN FRANKLIN TRANSIT EMPLOYEE HANDBOOK
DATED MARCH 2024**

WHEREAS, In collaboration with legal counsel, the Agency conducted a comprehensive review of Ben Franklin Transit's policies related to employment; and

WHEREAS, Policy language was written by legal counsel on the following topics, which BFT does not currently have policies on, for inclusion in the employee handbook: Legal Disclaimer, At-Will Employment, Veterans Preference, Hiring, Temporary Employees, Nepotism and Conflicts of Interest, Outside Employment Disclosure, Remote Work Policy, Reasonable Breaks for Lactation, Leave for Victims of Domestic Violence, Workers' Compensation, Reference Checks and Verification of Employment, Re-employment Eligibility, Take-Home Vehicles, Fitness for Duty, Prescription and Over-the-Counter Drugs, Disclosure of Convictions and Arrests, and Driver's License Requirement; and

WHEREAS, The following existing policies were revised by legal counsel, and portions of them have been included in the employee handbook: HR-101, HR-102, HR-103, HR-104, HR-106, HR-001, HR-003, HR-106, HR-107, HR-108, HR-109, HR-112, HR-113, HR-114, HR-115, HR-116, 3010, HR-117, HR-118, HR-008, HR-009, HR-010, HR-011, HR-012, FIN-104, HR-120, HR-121, HR-122, HR-123, HR-124, HR-125, HR-126, HR-127, HR-128, HR-129, HR-130, HR-131, IT-100, IT102, IT103, FIN-100, FIN-106, and HR-105; and

WHEREAS, The new policy language and portions of existing policies were arranged by category and renumbered for the employee handbook;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The aforementioned policies have been rescinded in their entirety; and
2. The Employee Handbook dated March 2024 has been adopted and shall supersede all previous policy versions.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 14, 2024, at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

HANDBOOK NUMBERING	REVISED/NEW POLICY NUMBER	FORMER POLICY NUMBER
PURPOSE AND SCOPE		
WELOCME	1.1	NEW
LEGAL DISCLAIMER	1.2	NEW
REPRESENTED EMPLOYEES	1.3	HR-128
AT-WILL EMPLOYEES	1.4	HR-106
MISSION STATEMENT	1.5	ON WEBSITE
CODE OF ETHICS	1.6	HR-109
GENERAL POLICIES AND PRACTICE		
EQUAL OPPORTUNITY EMPLOYMENT	2.1	HR-001
DISABILITY ACCOMODATION	2.2	HR-001
RELIGIOUS ACCOMODATION	2.3	HR-001
ANTI-HARASSMENT AND NON-DISCRIMINATION	2.4	HR-003
REPORTING HARASSMENT, DISCRIMINATION AND RETALIATION	2.5	HR-003
ANTI-RETALIATION	2.6	HR-003
OPEN DOOR POLICY	2.7	NEW
HIRING AND EMPLOYMENT		
HIRNING	3.1	HR-101
COMPENSATION	3.2	HR-128
VETERANS PREFERENCE	3.3	NEW
NEPOTISM AND CONFLICT OF INTEREST	3.4	NEW
OUTSIDE EMPLOYMENT DISCLOSURE	3.5	NEW
HOURS, ATTENDANCE & PAYROLL		
EMPLOYEE CLASSIFICATION	4.1	HR-128
MEAL AND REST BREAKS	4.2	HR-128
REASONABLE BREAKS FOR LACTATION ACCOMMODATION	4.3	NEW
ATTENDANCE AND PUNCTUALITY	4.4	HR-128
OVERTIME	4.5	HR-106 & HR-128
WORK SCHEDULES AND TIMEKEEPING	4.6	HR-008
PAYROLL	4.7	FIN-101
OVER PAYMENT OF WAGES	4.8	HR-120
REMOTE WORK	4.9	NEW
EXPENSE AND TRAVEL REIMBURSEMENT		
EXPENSE REIMBURSEMENT	5.1	
LOCAL MEALS EXPENSE POLICY	5.2	FIN-008
WORK RELATED TRAVEL	5.3	FIN-104
WORK RELATED TRAVEL - BOARD OF DIRECTORS	5.4	EO-100
TAKE HOME VEHICLES	5.5	NEW
EMPLOYEE RESPONSABILITIES AND CONDUCT		
GIFTS, ENTERTAINMENT, OR FAVORS	6.1	HR-126
EMPLOYEE CONDUCT AND DISCIPLINE	6.2	HR-106
CIVIC ENGAGEMENT	6.3	HR-106
GOAL BASED PERFORMANCE EVALUATION	6.4	HR-106 AND HR-128
SOCIAL MEDIA	6.5	HR-119
WORKPLACE VIOLENCE	6.6	HR-124
WEAPONS IN THE WORKPLACE	6.7	HR-124

WORKPLACE BULLYING	6.8	HR-124
SMOKE-FREE WORKPLACE	6.9	HR-115
DRUG AND ALCOHOL POLICY	6.10	HR-112
PRESCRIPTION AND OVER-THE-COUNTER DRUGS	6.11	NEW
DRIVERS LICENSE REQUIREMENT	6.12	NEW
FITNESS FOR DUTY	6.13	NEW
SAFETY AND SECURITY		
INFORMATION TECHNOLOGY RESOURCES	7.1	IT-100, IT-101, IT-102, IT-103
BADGE AND KEY ISSUANCE	7.2	HR-125
EMPLOYEE BENEFITS OVERVIEW		
EMPLOYEE BENEFITS	8.1	HR-107
BFT WELLNESS PROGRAM	8.2	
TUITION REIMBURSEMENT	8.3	HR-127
SERVICE RECOGNITION	8.4	HR-105/NEW
BFT BUS PASSES FOR EMPLOYEES AND FAMILY MEMBERS	8.5	FIN-106 (EXCERPT FROM POLICY)
TIME OFF AND LEAVE OF ABSENCE		
GENERAL LEAVE - REGULAR AND SICK LEAVE PAID TIME OFF	9.1	HR-107
WASHINGTON'S PAID SICK LEAVE LAW	9.2	NEW
HOLIDAYS	9.3	HR-107
BEREAVEMENT LEAVE	9.4	HR-107
LEAVE FOR PERFORMANCE OF CIVIC DUTIES	9.5	HR-107
MILITARY LEAVE	9.6	HR-107
LEAVE FOR SPOUSE OF MILITARY PERSONNEL	9.7	HR-107
LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING	9.8	HR-107
UNPAID PERSONAL LEAVE OF ABSENCE	9.10	HR-107
WASHINGTON PAID FAMILY AND MEDICAL LEAVE	9.11	HR-107
FAMILY AND MEDICAL LEAVE	9.12	HR-107
PREGNANCY DISABILITY	9.13	HR-107
WORKER'S COMPENSATION	9.14	HR-107
SEPERATION FROM EMPLOYMENT		
PAY AND BENEFITS UPON TERMINATION	10.1	HR-102
REFERENCES/VERIFICATION OF EMPLOYMENT	10.2	NEW
EXIT INTERVIEWS	10.3	NEW
RE-EMPLOYMENT ELIGIBILITY	10.4	HR-128

HANDBOOK NUMBERING	REVISED/NEW POLICY NUMBER	FORMER POLICY NUMBER	EXPLANATION
PURPOSE AND SCOPE			
WELOCME	1.1	NEW	
LEGAL DISCLAIMER	1.2	NEW	Best practice
REPRESENTED EMPLOYEES	1.3	HR-128	Delinates represented and non-represented employees
AT-WILL EMPLOYEES	1.4	NEW	Washington state law for non-represented employees. This replaces the 6 month probationary period
MISSION STATEMENT	1.5	NEW	Added from BFT website
CODE OF ETHICS	1.6	HR-109	No change. Added core values
GENERAL POLICIES AND PRACTICE			
EQUAL OPPORTUNITY EMPLOYMENT			I replaced the existing policy with separate EEO, disability and religious accommodation, harassment, retaliation, and reporting policies. These policies are more robust and include (1) additional protected classes under Washington law; (2) a more streamlined reporting procedure; (3) a more expansive anti-retaliation policy.
	2.1	HR-001	
DISABILITY ACCOMODATION	2.2	HR-001	
RELIGIOUS ACCOMODATION	2.3	HR-001	
ANTI-HARASSMENT AND NON-DISCRIMINATION	2.4	HR-003	
REPORTING HARASSMENT, DISCRIMINATION AND RETALIATION	2.5	HR-003	
ANTI-RETALIATION	2.6	HR-003	
OPEN DOOR POLICY	2.7	NEW	
HIRING AND EMPLOYMENT			
HIRING	3.1	HR-101	General guidance for employees
COMPENSATION	3.2	HR-128	Revised language - no change to compensation table.
VETERANS PREFERENCE	3.3	NEW	Recommended as a public/government employer
NEPOTISM AND CONFLICT OF INTEREST	3.4	NEW	General guidance for employees
OUTSIDE EMPLOYMENT DISCLOSURE	3.5	NEW	General guidance for employees
HOURS, ATTENDANCE & PAYROLL			
EMPLOYEE CLASSIFICATION			I adopted the majority of the hourly timekeeping policy as-is. However, I separated overtime eligibility into its own subsection. Additionally, I removed the requests for time off. Those are addressed in the general leave (GL) section.
	4.1	HR-128	
MEAL AND REST BREAKS	4.2	HR-128	
REASONABLE BREAKS FOR LACTATION ACCOMMODATION	4.3	NEW	Washington State Law
ATTENDANCE AND PUNCTUALITY	4.4	HR-007	No substantial change from Board approved policy in April 2023.
OVERTIME	4.5	HR-106 & HR-128	No substantial change from Board approved policy in April 2023.
WORK SCHEDULES AND TIMEKEEPING	4.6	HR-008	No substantial change from Board approved policy in April 2023.
PAYROLL	4.7	FIN-101	Removed the option for employees to request payroll advances
OVER PAYMENT OF WAGES	4.8	HR-120	Renamed. Former name "recoupment of monies:
REMOTE WORK	4.9	NEW	General guidance for employees
EXPENSE AND TRAVEL REIMBURSEMENT			
EXPENSE REIMBURSEMENT	5.1		
LOCAL MEALS EXPENSE POLICY	5.2	FIN-008	
WORK RELATED TRAVEL			I included a simplified reimbursement policy for the handbook. I adopted (and referenced) the various forms that must be filled out by employees and also adopted the limitations to what will be paid for by BFT.
	5.3	FIN-104	HR-011 provides guidance for management on how to make determinations as to make determinations on appropriate business expenses. The decision-maker and events coordinator should be educated on what constitutes an appropriate business-related expense and HR-011 can be maintained as-is for that purpose. That level of detail is not needed for a handbook.
WORK RELATED TRAVEL - BOARD OF DIRECTORS	5.4	EO-100	Added Union/non-voting board member to fall under this policy.
TAKE HOME VEHICLES	5.5	NEW	General guidance for employees
EMPLOYEE RESPONSABILITIES AND CONDUCT			
GIFTS, ENTERTAINMENT, OR FAVORS	6.1	HR-126	No change.
EMPLOYEE CONDUCT AND DISCIPLINE	6.2	HR-106	Added more robust language and guidance
CIVIC ENGAGEMENT	6.3	HR-106	No change
GOAL BASED PERFORMANCE EVALUATION	6.4	HR-106 AND HR-128	Combined HR-106 and HR-128 Goal Based Performance Evaluation process
SOCIAL MEDIA			I combined this with the Social Media Civility into one singular policy since there is significant interplay between the two.
	6.5	HR-119	
WORKPLACE VIOLENCE	6.6	HR-124	
WEAPONS IN THE WORKPLACE	6.7	HR-124	I replaced the existing policy with a more expansive workplace violence policy that include various threats or acts of violence. The new policy also makes clear that the itemized examples are not limiting the policy.
WORKPLACE BULLYING	6.8	HR-124	
SMOKE-FREE WORKPLACE	6.9	HR-115	I implemented a simplified smoke-free workplace that includes the designated smoking areas
DRUG AND ALCOHOL POLICY	6.10	HR-112	Added more robust language and guidance. No substantial change.
PRESCRIPTION AND OVER-THE-COUNTER DRUGS	6.11	NEW	General guidance for employees
DRIVERS LICENSE REQUIREMENT	6.12	NEW	General guidance for employees
FITNESS FOR DUTY	6.13	NEW	General guidance for employees
SAFETY AND SECURITY			
INFORMATION TECHNOLOGY RESOURCES	7.1	IT-100, IT-101, IT-102, IT-103	Our IT partners, Devfusion, updated these policies with more robust, modern, and protective language
BADGE AND KEY ISSUANCE	7.2	HR-125	
EMPLOYEE BENEFITS OVERVIEW			
EMPLOYEE BENEFITS	8.1	HR-107	Employee benefits will be maintained in plan documents and not the employee handbook.
BFT WELLNESS PROGRAM	8.2		Employees are required to have a paycheck within the distribution month to receive a wellness card so that BFT can deduct taxes
			Increased the yearly maximum from \$2500 to \$5250, which is aligned with IRS rates. Deceased payback schedule for individuals who leave BFT.
TUITION REIMBURSEMENT	8.3	HR-127	

This does not need to be in an employee handbook. The policy just delineates three types of awards employees can win for recognition. BFT can maintain HR-105 as-is for those on a need-to-know basis. Human Resources and Marketing designed a years of service awards program. Recognizing 10, 20, 25, and 30 years of services. Employees will receive a gift in the following dollar amount.

10 years - \$150
 20 years - \$350
 25 years - \$500
 30 years - \$700

The years of service program is included in the handbook.

Excerpt from FIN-106. No change to the policy

SERVICE RECOGNITION	8.4	HR-105/NEW	
BFT BUS PASSES FOR EMPLOYEES AND FAMILY MEMBERS	8.5	FIN-106 EXCERPT FROM POLICY	
TIME OFF AND LEAVE OF ABSENCE			
GENERAL LEAVE - REGULAR AND SICK LEAVE PAID TIME OFF	9.1	HR-107	Approved at December BOD Meeting
WASHINGTON'S PAID SICK LEAVE LAW	9.2	NEW	Washington State Law
HOLIDAYS	9.3	HR-107	Added Martin Luther King Day and Day after Thanksgiving
BEREAVEMENT LEAVE	9.4	HR-107	No change
LEAVE FOR PERFORMANCE OF CIVIC DUTIES	9.5	HR-107	Washington State Law
MILITARY LEAVE	9.6	HR-107	Washington State Law
LEAVE FOR SPOUSE OF MILITARY PERSONNEL	9.7	HR-107	Washington State Law
LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING	9.8	HR-107	Washington State Law
UNPAID PERSONAL LEAVE OF ABSENCE	9.10	HR-107	General guidance for employees
WASHINGTON PAID FAMILY AND MEDICAL LEAVE	9.11	HR-107	Washington State Law
FAMILY AND MEDICAL LEAVE	9.12	HR-107	Washington State Law
PREGNANCY DISABILITY	9.13	HR-107	Washington State Law
WORKER'S COMPENSATION	9.14	HR-107	Washington State Law
SEPERATION FROM EMPLOYMENT			
PAY AND BENEFITS UPON TERMINATION	10.1	HR-102	Employees are no longer allowed to "vacation out" at end of employment
REFERENCES/VERIFICATION OF EMPLOYMENT	10.2	NEW	General guidance for employees
EXIT INTERVIEWS	10.3	NEW	General guidance for employees
RE-EMPLOYMENT ELIGIBILITY	10.4	HR-128	General guidance for employees

Policy Number	Name	Employee Manual Reference	Modifications Explained	Current Policy
HR-101	Recruiting and Selection	NA	This is an HR procedure for job posting, interviewing, and selection. It does not belong in the employee handbook. However, we added a Hiring policy that holds BFT's hiring standards for applicants to enter the Agency.	No
HR-102	Employee Separation	NA	removed "pay in lieu of notice" and "for cause" termination that has no consequences. Since this is an at-will relationship, there is no requirement that BFT provide notice or cause prior to termination and there is no requirement that BFT provide pay in lieu of notice. In the new policy, I clarified that an employee that is terminated "for cause" is not eligible for re-hire.	No
HR-103	Employee Assistance Program	NA	This was not added to the handbook. EAP program falls under benefits and benefit plan documents prevail. The EAP is referenced as a resource to employees in the handbook.	Yes
HR-104	Employee Suggestion Rewards Policy	NA	This does not need to be in an employee handbook. The policy just delineates the circumstances where an employee can obtain an award for their workplace suggestions. BFT can maintain HR-104 as-is for those on a need-to-know basis.	No
HR-106	Non-Represented Probationary Period	NA	Best/modern practice to remove the following policies: • Probationary Period: The probationary period does not seem to serve any purpose and could potentially undermine the at-will doctrine. It is not in the updated handbook. • Grievance Procedures: The existing grievance procedure is too rigid and onerous. BFT should not ignore employee complaints that arise more than 10 days after the incident and, likewise, should not guarantee a specific timeline or appeal process for employee complaints. The new handbook has a more lenient "open door" policy that invites employees to raise concerns and states that BFT will deal with them on a case-by-case basis. If BFT opts to take a second (or third) look at a specific grievance, it can still do so under the suggested open door policy. * Outside Activities (duplicate policy with Civic Engagement - No change to the Civic Engagement policy)	No
HR-107	Benefits, Non-represented Employees	NA	* Short Term Disability Policy * Health Insurance Plans are governed by plan documents. This information is communicated outside the employee handbook. * PERS retirement plans not included in the new handbook. Those policies are more suited to be maintained in the Plan Documents	STD - No Medical Benefits - Yes
HR-108	Reduction in Force (Non-Represented Employees)	NA	I did not include this in the handbook. BFT is not required to implement a seniority system when conducting a RIF for non-represented employees and should not commit to doing so ahead of time. There might be a situation where a merits-based RIF or a combination of seniority and merit would be useful. This should be addressed with counsel when a RIF happens and does not need to be in an employee handbook.	No
HR-113	Treatment of Public and Customers	NA	I did not include this policy. These concerns are addressed by the anti-harassment, workplace violence, and workplace bullying policies – which all include customers and the public. Unless there's a specific additional concern that BFT uses this policy for, I would not include it.	Yes

HR-114	Improper Actions/Whistleblower Policy	NA	This policy is handled by the anti-retaliation policy in the handbook. Employees do not need to be provided specific phone numbers to government agencies for employees to call and report unlawful conduct at BFT. If they are aware of unlawful conduct, they should report it to management so we can stop it.	NA
HR-116	Legal Defense of An Action or Proceeding Against Employee	NA	This is not included in the employee manual. It is neither necessary nor advisable for BFT to commit to pay for the legal defense of an employee without knowing the details of the allegations and whether insurance will cover the cost of the particular defense.	NA
HR-117	Succession Plan	NA	I did not include this in the handbook.	No
HR-118	Uniforms	NA	This is for represented employees and is covered in their CBAs. It does not need to be in the handbook.	NA
HR-121	Safety and Health Committee	NA	Not included in the employee handbook	NA
HR-122	Safety - Accident Committee	NA	Not included in the employee handbook	NA
HR-123		NA		
HR-129	Health Reimbursement Account	NA	I did not add this to the employee handbook, but it will be maintained in benefits plan documents. No changes to the plan have been made.	Yes
HR-130	Relocation Expenses for Management Level New Employees	NA	Relocation assistance will be assessed on a case by case basis. I did not add this to the handbook.	No
HR-131	Comprehensive Benefits for Non-Represented Employees	NA	Duplicate of HR-107 (revised accordingly/removed)	No
HR-122	Safety- Accident Investigation Committee	NA	This is a safety committee procedure and not suited for the employee handbook.	NA



EMPLOYEE HANDBOOK

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RECEIPT OF EMPLOYEE HANDBOOK

Effective March 15, 2024

I acknowledge and agree I have received a copy of the Ben Franklin Transit (BFT) Employee Handbook. I understand it is my responsibility to read the Employee Handbook and to abide by the guidelines, policies, and standards set forth in the Employee Handbook. I acknowledge the Employee Handbook is intended to provide me with a general overview of BFT's guidelines, policies, and procedures. I acknowledge there is nothing in this Employee Handbook to be interpreted as a contract, express or implied, a promise of specific treatment in specific circumstances, or an inducement for employment.

I also acknowledge my employment with BFT is at will and can be terminated at any time for any reason, with or without cause or notice, by me or by BFT. I acknowledge there is nothing in this Employee Handbook and no oral statements or representations regarding my employment which can alter the foregoing. I also acknowledge this handbook of at-will employment may be revised, deleted, or superseded only by a written employment agreement signed by an authorized BFT representative which expressly revises, modifies, deletes, or supersedes the handbook of at-will employment.

I acknowledge that failure to comply with any of the policies in this handbook may result in disciplinary action, including up to termination of employment.

I also acknowledge BFT reserves the right to revise, delete, and add to the provisions of this Employee Handbook with or without prior notice.

Employee Name

Year

Date

Employee Signature

PURPOSE AND SCOPE

1.1 WELCOME

Welcome to Ben Franklin Transit (herein “BFT”). We are glad to have you as a member of our team. If you need assistance or guidance at any time, you should not hesitate to ask your supervisor or manager, the Senior Manager of Human Resources (who is the Agency’s designated Equal Employment Opportunity Officer), or the General Manager.

1.2 LEGAL DISCLAIMER

The Employee Handbook is intended to be used as a resource to summarize Ben Franklin Transit’s employment policies and provide an overview of some of the benefits provided by BFT. Legal, technical, and bureaucratic language has been translated into plain English. For specific information about employment benefits, employees should refer to the controlling plan documents. The provisions in this handbook are not intended to create any contractual obligation with respect to any employee’s employment. Statements about policies, the law, and consequences in this handbook are abbreviated. Management will consider specific and contextual circumstances when applying this handbook.

Each employee should read and become familiar with the information contained in this handbook. While not listed in every policy, it is important for you to understand a violation of any information contained in this handbook may lead to disciplinary action which, based on the individual circumstances, could result in disciplinary action up to and including termination.

Interpretation and Application of Policies Stated in this Handbook

The guidelines and information, although applicable to most situations, are not designed to cover every possible occurrence or action of BFT or its employees. BFT reserves the right to interpret and administer these policies at its sole discretion. BFT reserves the right to evaluate and make personnel decisions it considers appropriate under the circumstances. These guidelines are not intended to be, nor should they be considered by any employee to be, a contract of employment. These guidelines are intended for employees.

BFT has the maximum discretion permitted by law to change, modify, delete, or add any guideline as needed for the efficient and proper management of BFT. Oral statements or representations cannot supplement, change, or modify the provisions in this handbook. Employees have no vested right in the continuation or effect of any guideline. The Human Resources Department will review all guidelines and policies with legal counsel for legal sufficiency and consistency and has the authority to recommend their adoption or other changes to the General Manager.

Each department may have specialized Standard Operating Procedures (SOPs), which are not appropriate for inclusion in this handbook. Each department is responsible for developing its internal procedures, and employees are responsible for knowing, understanding, and complying with those SOPs.

Nothing in this handbook nor any other communication by a BFT representative or employee, whether oral or written, is intended to in any way create a contract of employment. Unless an employee has a written employment agreement signed by an authorized BFT representative, employees are at will and nothing in this handbook can be construed to contradict, limit, or otherwise affect your right or BFT’s right to terminate the employment relationship at any time with or without notice or cause. If an employee has a written employment agreement signed by an authorized BFT representative and a provision of this handbook conflicts with the terms of the employment agreement, the terms of the employment agreement will prevail.

This handbook supersedes all prior versions and related policies published or distributed by BFT and all inconsistent oral or written statements.

Nothing in this handbook is intended to be construed or enforced in a manner which would interfere with employees’ rights under the National Labor Relations Act.

1.3 REPRESENTED EMPLOYEES

The guidelines within this handbook apply to all employees, unless otherwise specified in a represented employee collective bargaining agreement. For represented employees, provisions found in an employee collective bargaining agreement shall control over any of the policies found in this handbook.

1.4 AT-WILL EMPLOYEES

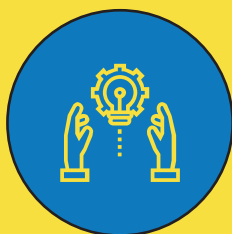
In accordance with Washington State employment laws, employment at BFT is at will. An at-will employment relationship can be terminated at any time, with or without reason or notice, by either BFT or the employee. This at-will employment relationship exists regardless of any statements by BFT personnel to the contrary.

1.5 MISSION STATEMENT

To provide exceptional and cost-effective transportation services which consistently exceed customer expectations while promoting the principles and practices of livable communities and sustainable development.

1.6 CODE OF ETHICS

High moral and ethical standards among BFT's Board of Directors and employees are essential to the conduct of free government. A code of ethics for the guidance of public officers and employees is necessary to eliminate conflicts of interest in public office, improve standards of public service, and promote and strengthen the fair and confidence of the public in their government.



BFT CORE VALUES

- Safety
- Customer Satisfaction
- Collaboration
- Diversity
- Fiscal Accountability
- Innovation
- Sustainability

No BFT employee, officer, agent, Board member, or their immediate family member shall have any interest, financial or otherwise, direct or indirect, or shall engage in any business or transaction or professional activity, or shall incur any obligation of any nature, which conflicts with the proper discharge of their duties in the public interest. Additionally, the following practices are strictly prohibited:

- No BFT employee, officer, agent, Board member, or their immediate family member shall be authorized to accept on behalf of BFT any voluntary donations or cash contributions from private sources for travel expenses or services in-kind, such as hotel accommodations, meals, or other travel accommodations, unless approved by an authorized BFT representative.
- Theft: Taking of BFT property for private use or sale, regardless of value, is considered theft. Any BFT employee, officer, agent, Board member, or their immediate family member found to have committed theft will be subject to legal action as deemed necessary by the appropriate legal authorities.
- A BFT employee, officer, agent, or Board member who is responsible for approval of a procurement in any way shall exclude themselves from any procurement action involving a supplier that is closely related to them or who is a partner/business owner with a financial or other interest in the firm selected for contract award.
- All vendors shall be treated fairly and equitably in the procurement process. Collusion and the appearance of collusion shall be avoided in all cases. In the absence of extenuating circumstances, all procurement will be done only after determining that the competitive forces of the marketplace are present and that the market has been afforded the opportunity to respond to BFT's needs. Extenuating circumstances would be emergency actions related to issues of safety, cases where sole source procurement can be adequately justified and documented, cases where the procurement cost to seek competition is deemed greater than the potential savings, and cases where there is a substantial and immediate risk of interfering with the ongoing operation of the transit.

GENERAL POLICIES AND PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

BFT is an Equal Employment Opportunity (EEO) employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. This handbook applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

BFT is committed to EEOs and to compliance with federal anti-discrimination laws. We also comply with Washington State law, which prohibits discrimination and harassment against employees or applicants for employment based on race, including traits historically associated or perceived to be associated with race, such as hair texture and protective hairstyles (e.g., afros, braids, locks and twists); creed; color; religion; sex; marital status; sexual orientation, including gender identity and expression; pregnancy, including a woman's potential to get pregnant, pregnancy-related conditions and childbearing; age (40 and over); national origin or ancestry; physical, mental or sensory disability (including the use of a trained dog guide or service animal); military status or status as an honorably discharged veteran; HIV/AIDS or hepatitis C status; status as an actual or perceived victim of domestic violence, sexual assault or stalking; and genetic information. BFT will not tolerate discrimination or harassment based upon these characteristics or any other characteristics protected by applicable federal, state, or local law. BFT also prohibits unlawful discrimination based on citizenship or immigration status.

Agency EEO Officer

The Senior Manager of Human Resources has been assigned the responsibility of EEO Officer for the Agency and is responsible for ensuring that all phases of personnel EEO administration comply with this handbook.

Executives and Managers

Executives and managers are responsible for ensuring compliance with this handbook and are expected to demonstrate leadership in supporting BFT's EEO policies by taking steps to promote EEO in all facets of employment. Executives and managers are required to report all knowledge of complaints, including actual, potential, or suspected violations of this policy, immediately and directly to the Senior Manager of Human Resources or the General Manager. Executives and managers will be evaluated to ensure the success of the EEO program and policy compliance for their areas.

2.2 DISABILITY ACCOMMODATION

To comply with applicable laws ensuring EEO for individuals with disabilities, BFT will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an employee or applicant for employment, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an EEO, and/or obtain equal job benefits, should contact their supervisor, manager, or Human Resources. BFT will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodations may be appropriate.

Employees who believe they need accommodations must specify, preferably in writing, what barriers or limitations prompted the request. BFT will evaluate information obtained from the employee, and possibly their healthcare provider or another appropriate healthcare provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on BFT and/or a direct threat to the health and/or safety of the individual or others, BFT will generally make the accommodation, or it may propose another reasonable accommodation that may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodations and be willing to consider alternative accommodations when applicable.

BFT will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth, and lactation when supported by medical documentation and/or as required by applicable federal, state, or local law. For more information, please refer to the Pregnancy Disability and Reasonable Breaks for Lactation Accommodation policies in this handbook.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to their supervisor or manager, Human Resources, or the General Manager regarding the proposed accommodation. BFT will not retaliate or otherwise discriminate against an employee or applicant who requests accommodation in accordance with this policy.

2.3 RELIGIOUS ACCOMMODATION

BFT will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to BFT.

BFT has developed an accommodation process to assist employees, management, and Human Resources. Through this process, BFT establishes a system of open communication between employees and supervisors or managers to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests.

Any employee who perceives a conflict between job requirements and a religious belief, observance, or practice should bring the conflict and their request for accommodation to the attention of their supervisor, manager, and Human Resources. BFT asks that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

BFT will not retaliate or otherwise discriminate against an employee or applicant because they request accommodation in accordance with this handbook.

2.4 ANTI-HARASSMENT AND NONDISCRIMINATION

BFT prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. Everyone has the right to work in a professional environment which promotes EEO and is free from discriminatory practices--one without limitation, harassment, or sexual harassment. Consistent with BFT workplace policies of EEO, BFT prohibits and will not tolerate harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, or any other status protected by applicable law. Violations of this handbook may lead to discipline, including up to termination of employment.

Harassment is generally defined as unwelcome verbal or nonverbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably

interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive working environment. Harassing conduct includes, but is not limited to, epithets; slurs or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- 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.

Examples of sexual harassment include, but are not limited to:

- Unwelcome or unsolicited sexual advances
- Displaying sexually suggestive material
- Unwelcome sexual flirtations, advances, or propositions
- Suggestive comments
- Verbal abuse of a sexual nature
- Sexually oriented jokes
- Crude or vulgar language or gestures
- Graphic or verbal commentaries about an individual's body
- Display or distribution of obscene materials
- Physical contact such as patting, pinching, or brushing against someone's body
- Physical assault of a sexual nature

2.5 REPORTING HARASSMENT, DISCRIMINATION, AND RETALIATION

Any BFT employee who feels they have been harassed or discriminated against, or has witnessed or become aware of discrimination, harassment, or retaliation in violation of these policies, should bring the matter to the immediate attention of their direct supervisor or manager, Human Resources, or the General Manager.

BFT will determine whether an investigation is necessary and, if so, promptly investigate all allegations of discrimination and harassment and act as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and BFT will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies or for participating in good faith in an investigation pursuant to these policies. Retaliation is any conduct that would reasonably dissuade an employee from raising, reporting, or communicating about good-faith concerns through internal reporting channels or with any governmental authority or from participating in or cooperating with an investigation or legal proceeding raising such concerns. If an employee feels they have been retaliated against, the employee should file a complaint using the procedures set forth above.

2.6 ANTI-RETALIATION

BFT strictly prohibits any form of retaliatory action against employees who raise issues or ask questions, make reports, participate in a workplace investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law (in each case “protected activity”). Situations or behaviors which could lead to an employee engaging in a protected activity include, but are not limited to, reports and/or investigations of the following:

- Discrimination or harassment
- Fraud
- Unethical or unprofessional business conduct
- Noncompliance with BFT guidelines, policies, and procedures, including the policies outlined in this handbook
- Violations of local, state, or federal laws and regulations

Retaliation occurs when an employer takes an “adverse action” against an employee because the employee engaged in a protected activity. Adverse action includes, but is not limited to:

- Demotion
- Suspension
- Termination
- Failing to hire or consider for hire or promotion
- Failing to give equal consideration in making employment decisions or to make impartial employment recommendations
- Adversely impacting working conditions or otherwise denying any employment benefit to an employee
- Creating a hostile or intimidating work environment

BFT prohibits retaliation even if the concerns raised by an employee are not confirmed following an investigation. However, an employee may be subject to adverse action if the employee knowingly made a false allegation, provided false or misleading information during an investigation, or otherwise acted in bad faith.

2.7 OPEN-DOOR POLICY

BFT has an open-door policy and takes employee concerns and problems seriously. BFT values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management. All workplace complaints are dealt with on a case-by-case basis.

RESOURCES/FORMS

Forms can be found on **MyBFT**, by contacting **hr@bft.org**, or in the Human Resources office.

- ADA Reasonable Accommodation Request Form
- Religious Accommodation Request Form
- General Complaint Form



HIRING AND EMPLOYMENT

3.1 HIRING

When a position becomes vacant, the department chief has the responsibility for reviewing the position and its job description and preparing a written request to fill it. The position may be posted internally, for consideration by all qualified candidates, prior to or concurrently with an external posting or advertisement of the vacancy. The General Manager must approve the request to fill the position before it is posted and/or advertised.

The selection and hiring process may consist of examination and testing procedures which are deemed necessary by BFT or are required by law, including achievement tests, aptitude tests, pre-employment examinations to test the qualifications and ability of applicants, personal interviews, examination of work samples, physical ability/skills tests, written tests, and investigations of personal background and references.

Upon completion of an impartial selection process, based on the results of testing and other relative considerations, BFT will make an appointment from the final candidates and present an offer to the chosen candidate. After a conditional offer of employment has been made and prior to the candidate's hiring, BFT may require candidates to take and pass a medical examination, including testing for alcohol and controlled substances (in safety-sensitive positions) and a criminal records check.

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records for applicants will be checked upon receipt of a signed offer letter. Applicants with poor driving records, as determined by BFT, will be disqualified for employment with BFT in positions requiring driving.

BFT also requires a conditionally selected candidate for a Commercial Driver's License (CDL) required position or public-safety-sensitive position to undergo and pass a pre-employment drug and/or alcohol screening examination at BFT's expense.

Negative information or incongruent information on a candidate's application and background obtained from a background investigation or examination may be cause for rejection of an applicant or candidate.

Internal applicants must be in good standing to be considered for an interview or other positions within the Agency

Temporary Employees

Department heads may use temporary, seasonal, and short-term seasonal employees to temporarily replace or fill an absence of a regular, full-time employee or regular, part-time employee on vacation or paid or unpaid leave to meet temporary or peak workload needs, to staff a special project, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees are generally expected to work short term, less than five (5) months. Temporary employees may also be part-time employees working less than 70 hours per month.

Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws. Temporary employees may be hired through an outside employment agency and are considered employees of that agency. They are not paid through BFT's payroll system; they are paid through their employment agency.

Temporary employees may be eligible for overtime pay as required by law. Temporary employees generally are not placed on the state Public Employees Retirement System (PERS), subject to a few exceptions depending on PERS eligibility criteria. Temporary employees are not eligible to receive healthcare benefits under the Public Employees Benefits Board (PEBB). Seasonal employees will be placed on PERS if the eligibility criteria are met. Conditions of temporary employment will be specified in the letter of appointment or contract. Temporary employees do not attain regular status, have no grievance rights, may be terminated at will, and do not qualify for benefits such as health and welfare insurance or leave accruals, unless required by law.

Temporary Acting Roles

An employee may be placed in an acting role when they are temporarily assuming the duties and responsibilities of the assigned acting role. When an employee is placed in an acting role, they will receive a temporary 10% increase in salary in consideration for assuming added work and responsibilities. Acting roles are assigned on a temporary basis and may be revoked at any time at the discretion of BFT.

3.2 COMPENSATION

Overview

The Compensation Practice serves to document and govern the salary or pay compensation for staff who are nonrepresented. The Compensation Practice may be amended from time to time at the discretion of the Board of Directors, typically when budgets are approved by the Board. It is understood that the General Manager maintains broad discretion in administering the Compensation Practice.

Covered Job Position Classifications

Ben Franklin Transit has adopted a salary table, which includes all nonrepresented positions. Each position is placed in a salary band commensurate with similar positions and skill level. All positions have a pay range with a minimum, midpoint, and maximum.

Pay Range Minimum

The lowest base pay rate payable to an employee.

Pay Range Midpoint

The area of the range that most typically represents the prevailing market external competitive pay level for a job.

Pay Range Maximum

The highest level of base pay an employee can receive in a given job. Employees shall not exceed the pay range maximum. An employee's base salary will not be increased above the pay range maximum.

Base Pay

The point within the pay range assigned to an employee. All movement within the range is calculated on base pay.

Placement in Range upon Hire

Employees' initial placement within the hiring range is based upon qualifications, knowledge, experience, education, and skills. Most external employees can anticipate being paid at midpoint unless their experience differs significantly from the typical applicant and the job requirements.

Progression through the Range

Employees are able to progress through the range based on performance as documented via annual performance reviews. Once earned, all regular increases, up to the maximum, shall be considered base pay.

Position Changes

When an employee is transferred, promoted, demoted, reinstated, rehired, or reclassified, the rate of pay for the new position will be recommended by Human Resources and approved by the General Manager. BFT will post all positions,

allowing for a competitive recruiting process internally and externally.

Pay Adjustments

Employees may receive a pay adjustment within their existing pay range without needing to go through the competitive recruitment process. Pay adjustments may be granted for high performance, taking additional responsibilities, or transferring to a new role that has the same pay range. Employees will only be placed in a higher pay band through the competitive recruitment process or by Board-approved, agencywide compensation analysis.

Pay Range Adjustments

Pay range adjustments will be made periodically, typically every twelve (12) to twenty-four (24) months. In considering range adjustments, external competitive factors evaluated will include adjustments based on the market rates of pay for similar employment within the competitive market area, rates of pay in other jurisdictions, cost of living increases, and the availability of employees in particular occupational categories.

Temporary Acting Role Adjustment

An employee may receive a temporary pay increase to their base pay when BFT places an employee in a temporary acting role. The temporary acting role adjustment may be applied when an employee assumes a temporary acting role for a period of greater than four (4) weeks, and it typically should not exceed six (6) months. A temporary situation may be triggered due to a temporary restructuring or resignation. The temporary pay increase will be up to a 10% increase in the employee's base pay, not to exceed the pay range of the employee's acting role.

Cost-of-Living Adjustment

BFT may consider a cost-of-living adjustment (COLA) based on the percentage increase of the Consumer Price Index (CPI) from the month of August in the prior year from which the increase will take effect. COLA is capped at 5%, will be applied to the employee's base pay, and will be effective January 1st of each year to coincide with the wage increase from the Goals-Based Performance Evaluation process. If CPI is zero or negative, staff will not receive a COLA increase that year. The General Manager and Board of Directors have the final authority to issue COLA increases.

BFT reserves the right to modify this process according to business need with or without advance notice to employees.



3.3 VETERANS PREFERENCE

In recognition of the sacrifices made by those serving in the U.S. armed forces (Army, Navy, Marines, Air Force and Coast Guard), veterans receive some degree of preference in appointments to state jobs under Washington State law.

BFT shall give qualified veteran candidates strong consideration. Prior to making an offer, in the event there are two (2) or more equally qualified candidates, and a candidate is a veteran, then Veterans Preference will act as a tiebreaker.

3.4 NEPOTISM AND CONFLICTS OF INTEREST

Ben Franklin Transit must remain ethically compliant and eliminate the appearance of favoritism, which may conflict with BFT business operations and our commitment to transparency as a Washington State public agency.

Employees are expected to conduct themselves with high professional standards, cooperation, honesty, and integrity in a way that is in the best interest of BFT. Employees are responsible for monitoring and reporting relationships which may create an actual or perceived conflict of interest. This is an overriding principle which should govern your relationships in the workplace.

BFT recognizes family members of current employees may seek employment at BFT. To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, whether perceived or real, BFT has adopted the following rules and guidelines related to employment of family members. This applies to all BFT employees, regardless of rank or title.

Definition Of Personal Conflict

Personal conflict is defined broadly as:

- Spouse
- Domestic partner
- Parent
- Son or daughter
- Brother or sister
- Grandparent or grandchild
- Aunt or uncle
- Niece or nephew
- Cousin
- Guardian or ward
- Step, half, or in-law relation
- A person living in one's household
- Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé, significant other, platonic or romantic partners, or current or prior business partner/professional relationship).

Hiring of Family Members

Family members seeking employment at BFT must use standard application channels. To avoid creating any barrier to EEO, hiring of family

members based exclusively on referrals will not be permitted.

All hiring decisions of family members must be reviewed by BFT Human Resources to ensure compliance with BFT's policies and applicable nondiscrimination laws.

Family members may not participate in the interview or selection process of their family members.

Working Relationship of Family Members

Family members may not directly supervise another family member or occupy a position which has influence over a family member's:

- Employment
- Transfer or promotion
- Salary considerations
- Other management or personnel considerations

Such influence may include, but is not limited to, participation as a member of a screening committee or other committee which recommends personnel actions or employment decisions of the related person.

Reporting Family Status

Changes in status must be reported to Human Resources immediately. HR will work with the employees to devise a working solution to avoid nepotism violations under this policy. In the event a working solution is unattainable, BFT may ask one or both employees to resign from employment. If an employee has a change in family status with an existing employee or fails to report a new employee who is their family member, employee(s) may be subject to discipline, up to and including termination of employment.

3.5 OUTSIDE EMPLOYMENT DISCLOSURE

The purpose of this policy is to encourage transparency by employees who are engaged in outside employment by requiring disclosure of and authorization for secondary employment of BFT employees.

BFT recognizes some employees may need or want to hold additional jobs outside their employment with the Agency. Employees of BFT are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns. BFT applies this policy consistently and without discrimination to all employees, and in compliance with all applicable employment and labor laws and regulations.

Employees are required to submit an Outside Employment Disclosure to Human Resources upon obtaining outside employment. BFT reserves the sole right to deny a request for outside employment, subject to applicable law. An employee who earns less than twice the applicable Washington State hourly minimum wage may hold outside employment so long as such services do not raise issues of safety for the employee, coworkers, or the public; interfere with the reasonable and normal scheduling expectations of BFT; or conflict with the employee's common law duty of loyalty or present a conflict of interest with BFT. The employee must still submit an Outside Employment Disclosure form.

The following rules for outside employment apply to all employees:

- Work-related activities and conduct away from BFT must not compete with, conflict with, or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to BFT. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for BFT.
- BFT employees must carefully consider the demands an additional work activity will create before accepting outside employment. 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 outside work activity causes or contributes to job-related problems, the employee will be asked to discontinue outside employment. The employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s), including and up to termination of employment.
- Employees may not use any form of leave inappropriately to perform work for another employer.
- If an employee's outside employment presents a conflict of interest with BFT, as defined in the Conflict of Interest policy, or if such outside employment has any potential for negative impact on BFT or BFT's Professional image, the employee will be asked to terminate the outside employment.
- Fraudulent use of company sick leave or an employee's refusal to comply with BFT's reasonable request to terminate outside employment may result in immediate termination of employment with BFT.
- BFT employees may not wear BFT-branded clothing while conducting outside employment or while volunteering.

Nothing in this handbook is intended to, nor should be construed to, limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

Resources/Forms

Forms can be found on **MyBFT**, by contacting **hr@bft.org**, or in the Human Resources office.
-BFT Disclosure Form

HOURS, ATTENDANCE, AND PAYROLL

4.1 EMPLOYEE CLASSIFICATIONS

Employees of BFT are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. The following designations are used throughout this handbook.

Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor with any questions or concerns regarding this status.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests and who are not exempt from minimum wage and overtime pay requirements. Nonexempt employees are eligible to receive overtime pay for hours worked more than 40 hours in each week, or as otherwise required by applicable state law.

Full-Time/Part-Time Employees

Full-time employees are employees who work 30 hours or more per week on a regular basis. All other employees are part-time employees.

4.2 MEAL AND REST BREAKS

BFT will comply with all laws regarding meal and rest breaks. BFT will provide break time as appropriate, subject to operational needs and supervisor discretion.

Rest breaks of short duration, lasting between five (5) and fifteen (15) minutes, will be counted as “hours worked” and paid accordingly. Meal breaks lasting thirty (30) minutes or more are not considered “hours worked” for purposes of federal law and will not be paid for nonexempt employees.

Employees must be completely relieved from work duties during any unpaid meal breaks.

Nonexempt employees working more than five (5) hours in a shift will be allowed a meal break of at least thirty (30) minutes. The meal break must be taken between the second and the fifth hour of work. An additional meal break will be provided for each additional five (5) hours of work and will be given within five (5) hours from the end of the first meal break.

Nonexempt employees who work three (3) or more hours longer than the normally scheduled shift will be allowed at least one (1) thirty- (30) minute meal break prior to or during that extra work time.

Meal breaks of at least thirty (30) minutes, during which the employee is completely relieved from duty, are unpaid. While BFT encourages employees to take their meal breaks, meal breaks may be periodically voluntarily waived by an employee. Employees must ask their manager in writing to voluntarily waive their lunch. Any employee who is required to work through some or all of a 30-minute meal break or whose 30-minute meal break is interrupted should report it to Human Resources.

Non-exempt employees must take a ten- (10) minute paid rest break for every four (4) hours worked and must not work more than three (3) consecutive hours without a paid ten- (10) minute rest break. An employee's paid rest breaks do not have to be scheduled in ten- (10) minute blocks if the nature of the work allows the employee to take shorter, intermittent rest breaks totaling ten (10) minutes for every four (4) hours worked. A rest break taken in a ten- (10) minute block must be scheduled as near as possible to the midpoint of the work period. An employee may not waive a paid rest break.

Any employee who does not receive a rest break should report it to Human Resources. If an employee does not report a missed or shortened meal or rest break, BFT will assume the employee took their meal and rest breaks as required by this handbook.

Employees are expected to take their meal and rest breaks, and management is expected to ensure employees take meal and rest breaks. Supervisors may not pressure or coerce employees to work through their meal or rest breaks. Any employee who feels they have been pressured or coerced into working through a meal or rest break should immediately report the situation to Human Resources.

4.3 REASONABLE BREAKS FOR LACTATION ACCOMMODATION

BFT will provide a reasonable amount of break time for employees to express breast milk for the employee's infant child for up to two years following the child's birth. Employees may use ordinary paid rest breaks or may take other reasonable break times when the employee has a need to express milk. If possible, the lactation break time should run concurrently with scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run

concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for non-exempt employees.

Employees will be relieved of all work-related duties during any unpaid break. When unpaid breaks or additional time are required, employees should work with Human Resources regarding scheduling and reporting the extra break time. Where state law imposes more specific requirements regarding the break time or lactation accommodation, BFT will comply with those requirements.

Because exempt employees receive their full salary during the weeks in which they work, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as “unpaid.”

BFT will provide employees with the use of a room or other location to express milk in private, other than a bathroom or toilet stall, which is shielded from view and free from intrusion from coworkers and the public. BFT will make a reasonable effort to identify a location within proximity to the work area for the employee to express milk. This location may be the employee’s private office, if applicable.

BFT will otherwise treat lactation as a pregnancy-related medical condition and address lactation-related needs in the same manner that it addresses other medical conditions that are not incapacitating, including requested time off for medical appointments, requested changes in schedules, and other requested accommodations.

Employees should discuss with Human Resources the location for storage of expressed milk. In addition, employees should contact Human Resources during their pregnancy or before their return to work to identify the need for a lactation area.

BFT will comply with all legal requirements, including providing greater or different benefits than those indicated here.

4.4 ATTENDANCE AND PUNCTUALITY

On-site attendance and punctuality are essential job functions for all BFT employees. Employees are expected to maintain regular attendance and report to work as scheduled. This includes:

- Working on-site
- Being on time for all scheduled workdays
- Being ready to work at the start of the shift or workday
- Working during the normal hours of operation
- Taking no longer than the allotted time for breaks and lunch, and promptly returning to the work area

- Working until the end of the scheduled shift or workday

All employees are responsible for managing their own attendance and are required to plan for all foreseeable absences utilizing the established time-off procedures and forms.

BFT recognizes there may be times when an employee needs to suddenly take time off on an unplanned and/or unforeseeable basis. For these occasions, employees are required to notify their direct manager or supervisor as soon as possible.

Notification of Absence

Employees must report all unplanned absences directly to their supervisor as soon as possible, preferably no later than 30 minutes before the start of the workday, using established department procedures. Employees must receive confirmation from their supervisor that the notification was received. Absences must be reported daily unless the employee is on preapproved leave for a specified period.

Notifying friends or coworkers instead of a supervisor or manager or having others call for you, instead of contacting a supervisor directly, are examples of actions which are not accepted as notification of absence. In addition to notifying your manager, employees may also notify their coworkers that may be impacted by their absence.

BFT recognizes that there may be extenuating circumstances hindering an employee from reporting their absence. These circumstances will be taken into consideration on a case-by-case basis.

Excessive Absence and Tardiness

Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment, unless the absence or tardiness is legally protected. All employees are responsible for managing their own attendance and are encouraged to plan for anticipated absences. For all employees, excessive absenteeism and/or tardiness are defined as greater than three (3) incidents of unplanned absences per month and/or more than three (3) tardy events per month, not including legally protected absences.

If a pattern of excessive absenteeism is evident, BFT reserves the right to skip or eliminate steps to effectively handle serious or pattern attendance issues.

An employee who believes their absence or tardiness to work is legally protected or they have been mistakenly subject to disciplinary action should promptly discuss the matter with Human Resources.

Absences For Sickness Greater Than Three (3) Days

Employees must contact Human Resources for paperwork for a serious health condition lasting more than three (3) days, as they may be eligible for additional leave benefits.

Please contact Human Resources for assistance. Absences of five (5) or more consecutive days for illness will require a valid, original, verifiable doctor's note releasing them to work.

No Call, No Show

An employee who is absent from work for two (2) consecutively scheduled workdays without notifying their supervisor may be considered to have voluntarily resigned, and employment with BFT will end following the second day of absence. (Note: In the event the employee is physically unable to have given notice, the circumstances will be considered by HR on a case-by-case basis with acceptable documentation.)

Any no-call, no-show absence is unexcused. In addition, up to two individual no-call, no-show incidents over any twelve- (12) month period will subject the employee to disciplinary action.

4.5 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime. Non-exempt employees will be paid one and one-half (1.5) times their regular rate of pay for all hours worked more than 40 in one workweek and as otherwise required by applicable state and federal law. Paid time off such as, holiday pay, General Leave, military leave, bereavement, and jury duty pay (where applicable) will not count toward hours worked for the purpose of determining overtime pay. BFT's workweek is defined as beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m., unless otherwise specified in Collective Bargaining Agreements. All overtime work must be authorized in advance by the employee's supervisor.

4.6 WORK SCHEDULES AND TIMEKEEPING

All employees are expected to be at their designated on-site work area ready to perform their work during their scheduled working times.

BFT complies with federal and state laws regarding meal and rest breaks. Employees should review BFT's meal and rest breaks policy for further information.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours which may be scheduled each day and week.

Nonexempt Employees

BFT hourly employees are expected to report all hours worked and time off accurately and honestly. Failing to report time off or hours worked accurately, altering or falsifying records, entering timekeeping for others, or other unacceptable/improper conduct will subject an employee to disciplinary action, up to and including termination.

Employees who are classified as nonexempt must accurately record their time worked each day, including arrival, departure, and meal break times. Nonexempt employees must record all hours worked in BFT's authorized timekeeping system daily/weekly for payroll and benefit purposes. Hourly (nonexempt) employees are required to record all hours worked in BFT's designated timekeeping system as well as hours of absence from work for reasons such as leaves of absence, holidays, vacation leave, or personal business. No time should be left unaccounted for. Supervisors and HR/Payroll staff are the only individuals authorized to change or correct entries.

Management approval for any leaves must be obtained in writing on the approved electronic form AND be reflected in BFT's designated timekeeping system. Time off entered in BFT's timekeeping system is subject to audit and must match time off request forms.

At the end of the week, it is the employee's responsibility to verify their entries and approve their time; the system then sends it to their supervisor for approval. This must be completed on the last day of the week the employee works, and by no later than each Monday at 8:00 a.m. to process the employee's payroll. Supervisors must approve the timesheets by 9:00 a.m. Monday.

Requesting Time Off

Requests for planned or foreseeable time off needs (vacation, leaves of absence for appointments, etc.) must be made in writing or entered in BFT's electronic request for time off in advance or as soon as the need is known. For jury duty, a copy of the summons must be uploaded/provided.

Military orders must be provided to BFT's payroll office in order to receive paid time off.

For unforeseeable absences (sickness, emergency), an electronic form must be filled out and submitted for approval as soon as the employee returns to work.

All requests for time off must be made in writing using the approved electronic format. Employees are not authorized to take time off until the time requested has been approved. Time off entered in BFT's timekeeping system is subject to audit and should match time off request forms.

It is the employee's responsibility to submit a cancellation request in the approved format, and it must be signed off/approved by the supervisor, no later than 24 hours before the time off begins. Otherwise, the time off may be charged, and the individual may be expected to take the time off.

Exempt Employees

Employees who are classified as exempt are expected to report days worked and time off accurately and honestly. In addition, employees are expected to be at their assigned work area and ready to work at their assigned schedule, which must coincide with normal hours of operation.

Exempt employees are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the number of hours worked. This means employees may be required to work additional time to get job tasks done, during emergencies, outside of regular business hours such as evenings or weekends, or may need to be available for events outside of standard business hours.

The normal schedule for all exempt salaried employees is 8:00 a.m. to 5:00 p.m. 5 days/40 hours per week (typically Monday through Friday, but may vary). Alterations to the normal schedule must be approved in advance. Employees who take time off on scheduled workdays must utilize General Leave. Working extra hours at the beginning of a week, for example, to avoid using vacation on scheduled workdays later in the week is not permissible. Failing to report time off accurately, falsifying records, or other unacceptable/improper conduct will subject an employee to disciplinary action, up to and including termination.

The Agency provides up to three (3) hours and fifty-nine (59) minutes for flexibility (at managerial discretion), which does not count toward absence on any given workday, but this should be approved in advance and should be relatively rare (meaning not frequently). This flexibility should not be interpreted as license to establish a pattern of "leave-earlies" or late-arrivals, to modify core business hours, or any other misuse. General Leave must be used when more than three (3) hours and fifty-nine (59) minutes of absence is taken in a day for reasons such as general leave or for personal business and the like.

The General Manager has sole discretion over compensatory time. Requests for compensable time must be requested and preapproved by the General Manager.

It is BFT policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state law. BFT prohibits any deductions from pay that violate the FLSA or applicable state law.

If an exempt employee believes that an improper deduction has been made to their salary, they should immediately report this information to Human Resources or the Chief Financial Officer. All allegations of improper deductions will be promptly investigated, and the employee will be promptly reimbursed for any improper deduction made.

4.7 PAYROLL

Direct Deposit

All employees are required to provide direct deposit information to Payroll within 15 days of hire and/or execution of this employee handbook. Employees must provide authorized direct deposit information from their financial institution. BFT will not accept handwritten bank account and routing numbers or electronic requests for direct deposit.

Payday

Paychecks are distributed biweekly, every other Friday, which is in accordance with Washington State law. If the pay date lands on a holiday, paychecks will be distributed on the closest business day before the holiday.

Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax and other withholdings. Elected deductions are deductions authorized by the employee and may include, for example, contributions to benefit plans.

Employees may contact BFT's Payroll Department or Human Resources to obtain the necessary authorization forms for requesting additional deductions from their paychecks. Notify your immediate supervisor if your paycheck appears to be inaccurate or you do not receive your direct deposit.

Any change in name, address, telephone number, marital status, or number of exemptions claimed by an employee should be reported to Payroll or Human Resources as soon as possible.

All W-4 and direct deposit requests for changes must be hand delivered to Payroll or Human Resources to ensure employee information is protected and no fraudulent activity is taking place.

4.8 OVERPAYMENT OF WAGES

In the event of overpayment of wages (including benefits) to an employee, BFT will provide written notice to the employee and the Union (if applicable) via certified mail or other manner prescribed under RCW 49.48.210. The notice will include all of the following:

- The amount of overpayment
- The basis for the claim of overpayment
- A demand for payment within 20 calendar days after receipt of notice
- A statement of the employee's rights under RCW 49.48.210

If the employee does not repay the overpayment within 20 calendar days after receipt of notice, BFT will begin deducting wages to the extent permissible under RCW 49.48.200. Employees may be offered the chance to set up a repayment plan with the Payroll Department. If overpayment amounts remain due following an employee's separation of employment, BFT may withhold the balance from the employee's final paycheck to the extent permitted by law. If the final paycheck does not cover the balance due, the employee must repay BFT the balance due within 60 days of separation. Failure to satisfy this obligation will result in collection of debt to the extent permitted by law.

Disclosure of Wages

Employees who have access to wage information as part of their essential job functions are prohibited from making unauthorized disclosure of employee wages and benefits. Authorized BFT representatives may disclose employees' wages in response to verifications of employment for loan requests, a complaint or charge, in furtherance of an investigation, or when otherwise consistent with BFT's legal obligation to provide information.

4.9 REMOTE WORK

BFT has established guidelines and expectations for employees who may be eligible to work remotely. These guidelines outline the procedures, responsibilities, and requirements for remote work to ensure a productive and effective work environment while maintaining BFT's standards and security.

These guidelines are not intended to be used for sick days, childcare accommodations, or providing care to a family member. Remote work is designed for temporary, infrequent use at management discretion. Remote work will not be offered on a permanent basis.

Employees may request short-term remote work accommodation, which will be approved on a case-by-case basis by the employee's department chief and the General Manager. Eligibility criteria may include the business need for the employee to work remotely, duration of the request, qualifying reason, nature of the job, and the ability to meet job requirements remotely.

To request short-term remote work accommodation, employees must submit the remote work request form to their manager. If a remote work request is approved, employees are expected to adhere to the following guidelines:

- **Duration:** All remote work accommodations must have a start and end date. Remote work accommodations should be short in nature and are not long-term accommodations.
- **Work Hours:** Employees should maintain their regular work schedule and be available during their core working hours unless alternative arrangements are approved by their department chief and General Manager.
- **Availability:** Employees must be reachable during working hours via phone, email, and other communication tools.
- **Workspace:** Employees should maintain a dedicated and safe workspace in their home environment which is free from distractions and ergonomically suitable for work.
- **Childcare:** Employees with young children are required to have childcare arrangements while working from home.
- **Equipment and Security:** Employees are responsible for ensuring the security of BFT-owned equipment and data. All BFT property must be used in compliance with the BFT's IT security policies.
- **Attendance and Leave:** Regular attendance and adherence to BFT's leave, time off, and meal and rest period policies apply to employees who are temporarily working from home.
- **Expenses:** Employees will not incur additional expenses related to remote work without prior approval. BFT may reimburse reasonable expenses incurred while working remotely, subject to BFT policy.

BFT reserves the right to terminate or modify remote work arrangements at any time. Employees may also request to terminate or modify their remote work arrangement. Such requests will be reviewed by the employees' department chief and the General Manager.

Failure to comply with this remote work policy may result in the revocation of remote work privileges and other disciplinary actions, up to and including termination of employment.

RESOURCES/FORMS

Forms can be found on MyBFT, by contacting hr@bft.org, or in the Human Resources office.

- **Work from Home Request**

EXPENSE & TRAVEL REIMBURSEMENT

5.1 EXPENSE REIMBURSEMENT

Business-related expenses must be preauthorized by the department chief. Employees must complete all applicable forms when requesting reimbursement. Expenses must be submitted for reimbursement no later than 30 days after the expense has been incurred. For expenses under the Work Travel policy, expenses must be submitted for reimbursement no later than 30 days after the travel ended. Reimbursement will not be paid if receipts have not been timely submitted.

5.2 LOCAL MEALS EXPENSE POLICY

This policy pertains to all BFT employees, the Board of Directors, and any other authorized persons serving in a BFT business-related capacity who are authorized to initiate the procurement of local meals.

Note: This policy does not apply to meal reimbursement while in travel status or attending off-site training or business meetings.

Policy

The following guidelines shall be utilized in administering the local meal policy. This policy does not obligate BFT to provide meals under any circumstances. However, the Agency does recognize the legitimate business need to occasionally host local meals to ensure continuity and optimization of time for certain meetings, trainings, or events, and/or in conjunction with meeting the employee relations objectives of the organization.

Food and Beverages Provided During Mealtimes

For the purposes of this policy, customary mealtimes are considered to be 7:00 to 8:00 a.m., 12:00 noon to 1:00 p.m., and 5:00 to 7:00 p.m.

Business necessity or time optimization may require that some meetings, trainings, or events are scheduled through or over these times. In these cases, a meal may be provided if: 1) the principal purpose of the meeting is to conduct BFT business; 2) the meeting is scheduled to be at least two hours long and cover the entire meal period (for example, a meeting that ends at 1 p.m. must have convened at 11 a.m.); and 3) when there is no reasonable alternative to holding the meeting or training during the mealtimes specified above.

Examples of acceptable legitimate business reasons for meals provided may include:

- During official BFT meetings for Board members, committee members, related staff, and guests, where the meeting extends through the meal period.
- When employees are performing an official function over a meal period. For the General Manager, department directors, or other authorized staff, for example, attending service club meetings is considered an official function for purposes of meal reimbursement.
- In connection with authorized attendance at meetings, conventions, or conferences.
- During authorized training sessions or retreats where the meeting takes place away from BFT property.
- For interviewers, staff, and candidates involved in all-day interviews and assessment centers.
- For BFT-sponsored public meetings for special situations or occasions (i.e., public training sessions).
- When commemorating a dedication or an unveiling that is recognized as serving a public purpose.
- For participants, volunteers, and guests at certain all-day events (e.g., BFT's Bus Rodeo).
- For employee appreciation events (e.g., an employee picnic).
- During extended staff meetings and training sessions of two hours or more that span over a meal period and could not be otherwise scheduled.
- When an emergency is expected to span over a regular meal period(s) and employees are required to remain on duty or available to respond to an emergency.

The above does not include every possible situation in which a business meal could be appropriate. The General Manager will evaluate any requests on a case-by-case basis.

All local meal expenses should be authorized in advance by the executive over the area before ordering. Other forms of recognition or food expenditures not specifically mentioned in this policy must be pre-approved by the General Manager.

BFT will not pay for:

- Alcohol.
- Casual or routine meals with individuals, consultants, or employees of BFT or other agencies, where the purpose is primarily social.

Tipping

For situations in which a tip is appropriate and customary, tips are authorized at no more than 15%. Tips above that amount are borne by the employee and are not eligible for reimbursement.

Expensing Local Meal Expenses

The employee making the purchase is responsible for completing the entire expense cycle when ordering local meals.

The *Food and Refreshments Expense Request Form* will be fully prepared and signed by the employee who is making the purchase, and they are responsible for submission of a completed expense form packet.

Specifically, they are responsible for ensuring submission of the prior authorization (email), all itemized receipts, and a list of attendees. They must also ensure that the form is filled out legibly and completely with the meeting purpose, GL account number, and the contract number. After the form is complete, the ordering individual is responsible for obtaining all final signatures as required. Incomplete forms will not be accepted. Expenses following local meal events must be turned in within 10 days of the event.

A list of expenditure types and required authorizations is available upon request or on MyBFT.

The senior manager will review and approve the expense reports for their area of responsibility, and they will be routed for further approval.

5.3 WORK-RELATED TRAVEL

Work-Related Travel Expenses

For travel-related expenses, employees must complete the following forms:

- Travel Authorization Form
- Travel Reimbursement Form

Travel within 100 miles of BFT Headquarters (HQ), which does not require overnight lodging or registration fees, does not require a formal travel authorization via the form. Such travel must, however, have the department head's written approval.

Employees authorized or required to travel on BFT business must be familiar with BFT's standards of conduct and act professionally. Employees are expected to ensure their conduct always meets BFT's standards while traveling. The General Manager, department chiefs, and department managers are responsible for verifying travel is necessary, in BFT's best interest, the budgeted funds are available, and that employees comply with these procedures.

Lodging

Employees will use lodging at the lowest available government, corporate, or conference rates. Travelers may stay at the conference center hotel even if less expensive accommodation is nearby. Utilizing accommodations such as Airbnb are acceptable, provided they are comparable in price to a traditional hotel. BFT employees are not required to stay in lodging of a quality inferior to those rated at one star in the appropriate Mobile Travel Guide <http://www.forbes.com/travel>.

Travelers are required to pay lodging expenses at checkout and obtain a receipt.

Authorized travelers who stay with family or friends while traveling will be paid \$50 a night.

Airfare

The authorized travel coordinator will arrange air travel for a traveling employee based on the lowest available airfare for a regularly scheduled flight that reasonably accommodates the requested travel time and the destination as specified by the requesting department. If an employee purchases a more expensive flight, their seat will be in coach class or equivalent. Employees may be reimbursed for up to two (2) checked bags. While travel may be needed unexpectedly, the expectation is travel and airfare is purchased 30 days in advance, when possible, to avoid paying airfare premiums.

Reimbursement for cancellations or upgrades will be considered if they are incurred for business needs.

Employees will not be reimbursed for personal travel when combined with business-related travel.

If an employee chooses to change their flight for personal reasons, the employee will be responsible for all associated change fees and difference in cost.

Public Transportation, Taxis, Lyft, and Uber Rides

The authorized traveler must first utilize all sources of public transportation before using other modes of transportation, such as a rental car. BFT will reimburse employees for appropriate public transportation and/or vehicle travel to and from hotels, business events, and meetings, when the employee has used air travel to their destination.

BFT Vehicles

If available, a BFT vehicle should be considered for business travel outside the Tri-Cities if the most appropriate mode of travel is by automobile. Transporting anyone other than BFT employees is prohibited.

Employees traveling on BFT business in a BFT-issued vehicle are entitled to reimbursement for gas, parking, and toll expenses, but not mileage reimbursement. The traveler must provide original and itemized receipts for all expenses. BFT employees are expected to carpool in a BFT vehicle. If an employee chooses to take their personal vehicle for group travel, they will not be reimbursed for mileage or gas. Employees who choose to take their own vehicle individually from the group, when group travel is involved, will not be reimbursed for mileage, gas, parking, tolls, or other associated vehicle fees.

Use of Personal Vehicles

Authorized travelers may use personal vehicles at their own expense. BFT will not reimburse mileage, fuel, or parking of personal vehicles when a company vehicle or carpool is available for use. BFT will reimburse mileage for carpooling when a BFT vehicle is not available.

Per Diem

Employees will be entitled to per diem for meals consumed while traveling, unless the meal is provided at the conference. Per diem amounts and reimbursement maximums will be based on the current federal per diem rate for the final travel destination. Taxes and tips are included in the rates. Current rates for the continental U.S. are adjusted annually and can be found at www.gsa.gov.

BFT follows federal policy where the first and last day of travel is paid at 75% of the daily meals and incidental expense (M&IE) rate. The General Manager may authorize 100% of the M&IE rate when a traveler is in travel mode spanning for twelve (12) hours on these days.

The table below summarizes partial/full day meal per diem rates for the first and last day of travel.

First day of travel	Meal per diem provided
Trip begins <i>before</i> 7 a.m.	Full per diem (full per diem includes I/E)
Trip begins <i>after</i> 7 a.m.	75%
Last day of travel	Meal per diem provided
Trip ends <i>before</i> 7 p.m.	75%
Trip ends <i>after</i> 7 p.m.	Full per diem (full per diem includes I/E)
Trip ends between 12:00 a.m. and 5:00 a.m.	No per diem

Per diem will be excluded if a conference provides a meal (breakfast, lunch, or dinner) on any reimbursable travel day. Refreshments, continental breakfasts, and hors d' oeuvres served at events are not considered full meals and will not affect per diem or reimbursement. BFT will not reimburse for alcoholic beverages.

Employees with a medical or religious dietary restriction must make every effort to request accommodation as part of the paid event.

Miscellaneous

As long as expenses are directly related to the trip and not for personal time, BFT will pay for:

- Education materials.
- Laundry expense for trips greater than five (5) business days.
- Uber, Taxi, Lyft, public transit, etc. BFT strongly recommends that employees use public transit before other modes of transportation.
- Bridge or other tolls.
- Parking fees.
- Ferry costs.
- Valet parking, but when self-parking is not an option.
- Checked baggage.

Credit Card Use During Travel

Credit card use during travel must be preauthorized according to our credit card authorization policy.

Schedules During Travel

Employees may be required to travel outside of their regular work schedule. Employees are expected to gain approval from their department head if any change in an employee's schedule is impacted by travel. This includes traveling on a nonscheduled workday, taking a scheduled workday off, or working overtime due to travel.

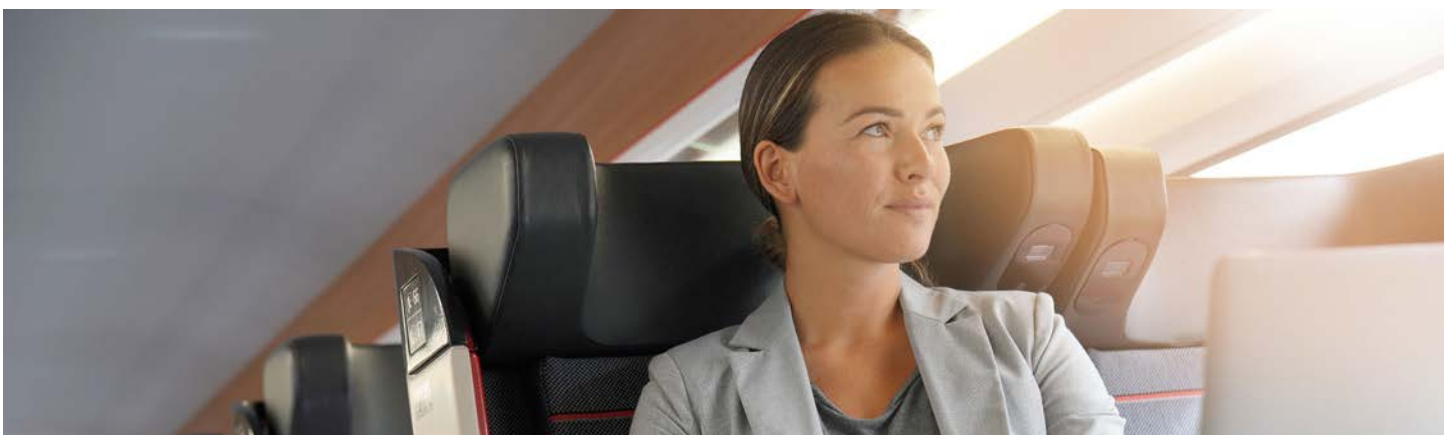
Compensation of Time During Travel

The following guidelines should be followed when determining whether travel time to attend out-of-town training is compensable.

Nonexempt employees will be compensated for all time spent traveling to and from out-of-town work events, including work-related training and conferences. Out-of-town work travel must be authorized in advance. Regardless of the time of day travel occurs or the mode of transportation, compensable travel time includes all time spent traveling to and from: (1) either the workplace or the employee's residence; and (2) either the hotel or event location. BFT compensates for reasonable waiting time at the airport up to a maximum of two (2) hours prior to the scheduled flight departure. Exempt employees will be paid regular straight time during all travel time.

Nonexempt employees will also be compensated for all time spent attending or participating in the out-of-town work event, training, or conference. Out-of-town time during which the employee is not traveling or engaging in work activities, and when the employee is free to engage in personal activities of his/her choice, is not compensable. Employees will be compensated for reasonable time up to a maximum of 15 minutes before and after the conference or training begins or ends, unless there is a legitimate business reason to arrive early or stay later. BFT will comply with any compensation requirements imposed by an applicable labor agreement that exceed its obligations under state and federal law.

BFT cannot predict every circumstance an employee may encounter when traveling. The intent of this policy is to confirm BFT's expectations that employees travel as efficiently as possible in consideration of public funds. Employees may not unnecessarily linger at the airport, which includes volunteering to take a later flight than scheduled, make personal stops before arriving at their destination, or otherwise prolong work travel.



The following are some examples of compensable or noncompensable time, but is not an all-inclusive list.

Activity	Compensable?
Travel time from home to airport to attend out-of-town training or conference	Yes , regardless of who is driving and regardless of time of day
Travel from home to workplace to meet others and head to airport or carpool to attend out-of-town training	No , this would be normal home-to-work commute time.
Time spent at airport waiting for flight, flying, and getting from airport to hotel or training site	Yes . BFT will compensate for reasonable time up to a maximum of two (2) hours before a scheduled departure at the airport. Volunteering to take a later flight than scheduled may not be compensated.
Time spent driving from home or from worksite to training site or hotel	Yes , regardless of who is driving and regardless of time of day.
Time spent attending training or conference	Yes .
Time spent commuting from the out-of-town hotel to the training location each day	No . Travel time from the hotel to the training location (and vice versa) is considered normal “home”-to-work commute time.
Free time while out of town for training/conference (e.g., time at the hotel before or after sessions, lunch breaks where employee is free to engage in personal activities)	No . Employee is not “on duty,” and free time does not constitute “hours worked.” However, if the employee uses this time to engage in work activities, such as making phone calls and sending emails, the time would be compensable.
Free time from end of conference/training to time employee needs to depart for airport for trip home	No , if the employee is free to engage in personal activities.
Travel time from training site to airport for return trip	Yes .
Time spent at airport waiting for flight home and flight time	Yes , up to a maximum of two (2) hours.
Travel from airport to home or to worksite	Yes .
Once back to worksite following trip, travel from worksite to home	No . Where employees go to worksite then home, time spent from worksite to home is normal commute time.
Time spent driving from training site or hotel to home or worksite	Yes .

Travel Exceptions

Any exceptions to this policy must be preapproved by the General Manager. Items not reimbursed under this travel policy include, but are not limited to, lost baggage, flight upgrades, alcoholic beverages, childcare or pet sitting, credit card interest, parking tickets, traffic tickets, or personal entertainment.

5.4 WORK-RELATED TRAVEL - BOARD OF DIRECTORS

For the purpose of this policy, the term “Board Member” shall refer to an elected official that has been selected to serve as a member of the Board of Directors as identified and authorized by a member jurisdiction of the Benton Franklin Public Transportation Benefit Area and the non-voting union board member elected by the union employees. The term “Alternate Board Member” shall refer to the elected official that has been designated by the jurisdiction to serve in the event of the absence of the regular “Board Member.”

A member of the BFT Board of Directors may take no more than one out-of-state trip for conferences, conventions, workshops, etc. in the budgeted calendar year, (transit-related educational or training purpose), provided that the Board member has attended at least one-half of the last twelve (12) Board meetings. This means a new Board member that has less than twelve (12) months’ tenure on the BFT Board of Directors

is exempt from this rule. Board Members and alternates may attend in-state conferences, conventions, workshops, etc., for transit related educational and training purposes at their discretion provided that they have satisfied the attendance criteria as set for out-of-state trips. The non-voting union board member elected by the union employees in accordance with RCW 36.57A.050 shall be considered a Board member for purposes of this travel policy.

Out-of-state business-related trips (such as interjurisdictional representation, lobbying, site visits, contract negotiations, etc.) would not count against the one trip limit. These would include trips clearly taken for the organization's benefit.

An alternate Board member would be allowed, with the approval of the Board of Directors, to attend out- of-state or in-state events for educational and training purposes, in the event that the alternate has attended at least one-half of the BFT Board meetings for which the alternate has been eligible to attend, or at least four (4) Board meetings in the last twelve (12) months.

It is recognized that some Board members may also be appointed or serve on statewide, regional, or national committees, task forces, commissions, councils, etc., for the purpose of representing Ben Franklin Transit on such organizations or groups. BFT will pay for the expenses incurred by such representation and activity to the extent that it is not covered by the parent group or organization.

In each of these circumstances, the Board may consider exceptions to these rules on a case-by- case basis. All other terms of the work-related travel policy apply.

5.5 TAKE-HOME VEHICLES

BFT employees may be assigned a take-home vehicle when required by their job responsibilities.

Employees who are assigned take-home vehicles must adhere to the following:

Safe Operation

It is the responsibility of the employee to always ensure safe operation of a BFT Vehicle. Employees are to follow all applicable state and local laws when operating the vehicle, on or off duty. Employees are required to report any accident or injury immediately. Employees must have a satisfactory driving record according WSTIP standards and maintain a valid Washington driver's license to qualify for a take-home vehicle.

Maintenance and Defects

Employees are responsible for ensuring that any defects and/or deficiencies are reported immediately to the Maintenance Department. Employees must ensure the vehicle is taken to the Maintenance Department for any and all scheduled and routine maintenance.

Official and Personal Use of the Vehicle

An employee who is issued a BFT take-home vehicle is permitted to use the vehicle for work purposes to travel between the employee's residence and the BFT location at which the employee is working. Employees shall only use the assigned vehicle for official BFT business and incidental, de minimis use of the vehicle while commuting. Employees shall not use the vehicles for multiple or prolonged stops or personal business on the way to work, during work hours, or returning home from work. Unauthorized passengers are prohibited.

Parking and Securing the Vehicle While not in Use for BFT Official Business

The vehicle is to be parked in a safe location at the employee's residence while not in use. The employee must ensure the vehicle is secured while unattended and parked in a location that will not invite vandalism/theft. The vehicle is not to be used for any reason outside of official BFT business. Personal belongings and BFT equipment will be removed from the vehicle at the end of each day, i.e., laptops, tablets, handheld radios, etc., to prevent theft of items.

Location/GPS Audits

BFT reserves the right to review GPS data at any time for any vehicle to ensure there is no misuse of company vehicles.

Vehicle Mileage Log

Employees will complete a vehicle mileage log anytime the vehicle is driven. Employees are required to track all mileage and locations on the Ben Franklin Transit Monthly Vehicle Mileage Log. This log will be submitted to BFT at the end of each month. Vehicles will be fueled on site.

RESOURCES/FORMS

Forms can be found on MyBFT, by contacting hr@bft.org, or in the Human Resources office.

- Travel Authorization Form
- Credit Card Authorization Form

EMPLOYEE RESPONSIBILITIES & CONDUCT

6.1 GIFTS, ENTERTAINMENT, OR FAVORS

Employees may accept food, refreshments, or entertainment, etc., of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting, or during an inspection tour where an employee may properly be in attendance. For this policy, nominal value shall be considered in each circumstance, but cannot exceed \$20.

Except as mentioned above, employees shall not solicit or accept, directly or indirectly, any gift, gratuity (cash), entertainment, loan, or any other things of monetary value, from a person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with BFT.
- Conducts operations or activities which are regulated by BFT.
- Has interests which may be substantially affected by the performance or nonperformance of the employee.
- Is a customer of BFT.

Employees are not authorized to accept, on behalf of BFT, voluntary donations or cash contributions from private sources for travel expenses or the furnishing of services in kind, such as hotel accommodations, unless authorized by the General Manager.

6.2 EMPLOYEE CONDUCT AND DISCIPLINE

BFT expects all employees to conduct themselves in such a way as to protect the interests and safety of all employees and the Agency, to ensure an orderly and productive work environment.

If an employee's performance is unsatisfactory or the employee has engaged in any misconduct, they may be subject to disciplinary action at any time.

Discipline may be issued ranging from a verbal reprimand, written warning, performance improvement plan, leave without pay, or termination, depending upon the severity of the cause for discipline or other factors, at the discretion of BFT. This nonexhaustive list is not intended to limit the type(s) of discipline which may be implemented by BFT, and instances of discipline shall be dealt with on a case-by-case basis. Management reserves sole judgement to immediately terminate employees without utilizing progressive discipline. Unacceptable employee conduct may result in disciplinary action, up to and including termination of employment. In all cases, discipline will be documented and placed in the employee's personnel file. Nothing in this handbook shall be construed to modify the at-will nature of employees' employment with BFT.

In addition to violations of the various rules and policies stated throughout this handbook, the following types of behavior are prohibited at BFT and may result in discipline, up to and including termination of employment. These include, but are not limited to:

- Theft or inappropriate removal or possession of property.
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Refusing to follow instructions of your supervisor or manager, including insubordinate behavior.
- Failure, inability, or refusal to perform your job responsibilities in a diligent or careful manner.
- Illegal activities or violations of state, federal, or local laws and regulations and failure to report criminal convictions or arrests.
- Dishonesty.
- Unauthorized disclosure of business secrets or confidential information.
- Inappropriate use of work time (i.e., excessive cell phone use while working).
- Lying.

This is not an exhaustive list, and management reserves the right to address employee conduct on a case-by-case basis. Nothing in this section of the handbook is intended to, nor should be construed to, limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1), rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

6.3 CIVIC ENGAGEMENT

BFT management employees are encouraged to be active participants in service and civic organizations. The benefit associated with such organizations is improved community awareness and accessibility of BFT management employees to the business community.

Organizations may include but are not limited to: Rotary, Kiwanis, Lions, Chamber of Commerce, or other appropriate community or professional associations. Reimbursement by BFT for membership expenses in these organizations is limited to one representative per organizational group, unless authorized by the General Manager. Multiple BFT-sponsored memberships may be authorized when there are different organizations in the community with a common name, e.g., Richland Kiwanis and Pasco

Kiwanis. The General Manager may also authorize other organizations as needed.

Employees will be reimbursed expenses associated with membership in these organizations. Such costs will include membership fees (limited to no more than \$500 per year to each organization), meals incurred during a meeting, and costs incurred traveling to and from meetings. The General Manager may authorize such expenditures. The General Manager may also authorize expenditures to attend regional or state conferences of these or similar organizations, as deemed necessary. No expenses will be allowed if the organization is reimbursing the employee's expenses.

Employees are prohibited from using such organizations to:

- Exert influence on other employees or officers to provide financial contributions or other support to the civic or service organization.
- Use the civic or service organization as a form for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in which the officer or employee may have a direct or indirect financial interest or may acquire a personal benefit or gain.

6.4 GOALS-BASED PERFORMANCE EVALUATION

BFT is committed to promoting a culture of performance excellence and continuous improvement. BFT's Goals-Based Performance Evaluation process outlines the principles and guidelines which govern the establishment, communication, monitoring, and evaluation of employee performance goals within the organization. Our goal is to align individual and team objectives with the company's strategic priorities, foster accountability, and reward outstanding performance.

Goal Setting

Employee goal setting is conducted annually at the beginning of each year, and goals will be evaluated at the end of the same year. All employee performance goals should directly contribute to the achievement of BFT's strategic objectives. Goals should be Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Employees and their managers should collaborate to set clear and meaningful objectives. Goals should be reviewed and updated periodically, considering changes in business conditions, individual development, and organizational needs.

Employees should take ownership of their goals and actively participate in the goal-setting process. Regular feedback sessions should occur between employees and their managers to discuss progress

toward goals, offer guidance, and address any obstacles. Employees hired after July 1st of each year will not be eligible to participate in that year's annual goal setting and performance evaluation process.

Monitoring and Evaluation

Progress toward goals should be regularly monitored using objective, measurable metrics. BFT conducts annual performance evaluations on the completion of goals, quality of work product, and performance rating. While employees may be recognized and rewarded based on their achievement of goals, BFT cannot guarantee pay increases upon the completion of goals.

Performance Rating

Employees are rated on a five- (5) point scale on reliability, communication, adaptability, collaboration, and business acumen. The evaluation criteria for yearly goals are complete or incomplete. Employees will receive an overall performance rating on a five- (5) point scale with the following criteria:

5. Far exceeds expectations
4. Exceeds expectations
3. Meets expectations
2. Does not meet expectations
1. Severely underperforming

Performance Evaluations

Employees hired before July 1st of each year must set goals and complete a year-end performance evaluation. Similarly situated employees who experience an internal change at any point in the year must set goals and complete a performance evaluation. Employees hired after July 1st of each year will not be required to establish or enter goals for the current evaluation year and will not receive a year-end performance evaluation.

Compensation

Employees hired before July 1st of each year must complete a year-end performance evaluation to be eligible for a potential performance-based pay increase. In addition, if you were hired after July 1st, you will not be eligible for a performance-based pay increase.

Cost-of-living adjustments (COLA) and performance-based increases are not guaranteed and are evaluated for consideration by BFT's General Manager and Board of Directors.

BFT reserves the right to modify this process according to business need with or without advance notice to employees.

6.5 SOCIAL MEDIA

BFT recognizes many employees engage in social media activity. For purposes of this policy, "social media activity" includes:

- Multimedia and social networking websites including, but not limited to, Threads, Facebook, X, YouTube, Flickr, TikTok, and discussion forums such as Yahoo!, Reddit, and Google Groups.
- Blogs, including official BFT blogs, blogs external to BFT but authored by BFT employees, and blogs external to BFT authored by individuals or organizations not employed by BFT.
- Websites that feature news or editorial coverage of BFT and allow for comments and postings from readers.
- Wikis such as Wikipedia and any other site where text, video, or other content can be posted.
- Any other form of social media or social networking website that may exist or has yet to be developed.

BFT does not permit employees to engage in personal social media using corporate electronic resources. Employees may not use their corporate email address to register for personal social media accounts. All pertinent BFT policies, such as the anti-harassment provision, antidiscrimination provision, along with the Standards of Conduct policy, apply to personal social media use. Should an employee receive a request from the media for a statement related to BFT through a personal social media account, the request should be provided to the Marketing and Communications Department at marketing@bft.org.

BFT works to foster a respectful and positive workplace and community. We ask our employees to help us in this endeavor. Employees are encouraged to address work-related concerns with their supervisor or through the open-door policy rather than through social media.

BFT employees are personally responsible for the content they publish on the internet, both internally and externally, whether they are on or off duty. Internet communications and postings may not violate BFT policy or procedure or otherwise disrupt BFT's ability to provide its services or conduct regular operations. If your post violates any of BFT's policies in another forum, it will also violate them in an online forum. Do not use the internet to disclose confidential or proprietary information, harass, defame, threaten, or discriminate against fellow employees or customers or cause other disruptions to BFT's business and operations.

This policy shall not be construed or enforced in a manner that would interfere with employees' rights under the National Labor Relations Act.

Protocols for Internet Communications and Postings

- User comments on any aspect of BFT's business, or any policy issue in which BFT is involved,

in an employee's posting and/or blog site(s) created at any time and using any system, must clearly state that the user is speaking on his/her behalf and not on behalf of BFT.

- If a user authors any blogs or similar website discussing BFT, the following disclaimer should be placed in a reasonably prominent place: "The views expressed on this website are mine and do not necessarily reflect the views of BFT."
- If a user is writing about BFT business and is not sure whether the comments are appropriate, the employee should check with their manager or Human Resources before posting.
- A user's internet postings may not disclose any information that is confidential, safety- or security-sensitive, or proprietary to BFT or to any third party that has disclosed information to BFT.
- A user must obtain the express permission of any BFT employee or customer before making audio or visual recordings of them or using such recording in an internet posting.

Application

This policy applies to all employees and applies to social media activity which relates in any way to BFT's business, employees, customers, vendors, or competitors or that identifies an employee's affiliation with BFT, other than as an incidental mention of place of employment in personal social media activity unrelated to BFT.

BFT's policies with respect to nondiscrimination, anti-harassment or anti-retaliation, and protection of confidential BFT information, apply to social media usage.

This information in the policy applies to social media activity when on or off duty and whether the employee posts anonymously or using a pseudonym.

Failure to comply will result in disciplinary action, up to and including termination of employment.

Media Statements

Employees and others may occasionally be approached by the media (television, radio, newspapers or other print publications, internet content creators, or others) and asked to make comment regarding BFT.

Employees are not authorized to speak on behalf of BFT in an official capacity. All media sources should be referred directly to the Marketing and Communications Department at marketing@bft.org or to the General Manager.

Only the CEO/General Manager and the Chair of the Board of Directors are authorized to make statements on behalf of BFT on any topic.

6.6 WORKPLACE VIOLENCE

The safety and security of employees is of vital importance to BFT. Therefore, BFT has adopted a zero-tolerance policy concerning workplace violence. Threats or acts of violence - including intimidation, bullying, physical or mental abuse, and/or coercion - that involve or affect employees or that occur on BFT's premises will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of BFT including, but not limited to, BFT employees and other personnel, temporary workers, consultants, contractors, customers, vendors, visitors, and anyone else on BFT's premises.

It is our goal to have a workplace free from acts or threats of violence and to respond effectively to such acts or threats.

Workplace violence is any intentional conduct sufficiently severe, abusive, or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several employees.

Workplace violence includes, but is not limited to:

- Threats or acts of violence occurring on BFT premises, regardless of the relationship between the parties involved in the incident.
- Threats or acts of violence occurring off BFT premises involving someone who is acting in the capacity of a representative of BFT.
- Threats or acts of violence occurring off BFT premises involving an employee if the threats or acts affect the business interests of BFT.
- All threats or acts of violence occurring off BFT premises, of which an employee is a victim, if we determine the incident may lead to an incident of violence on BFT premises.
- Threats or acts of violence resulting in the conviction of an employee or agent of BFT, or an individual performing services for BFT on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when the act or conviction adversely affects the legitimate business interests of BFT.

Examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual.
- Threatening an individual or their family, friends, associates, or property with harm.

- The intentional destruction or threat of destruction of BFT property or an individual's property.
- Menacing or threatening phone calls.
- Stalking
- Veiled threats of physical harm or similar intimidation.
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates which are zealous or impassioned, provided there is no resort to any form of coercion. Discussions about legitimate sporting activities, popular entertainment, terms or conditions of employment, or current events are not considered workplace violence when there is no threat of violence being directed to the workplace or any individual connected with it. Rather, workplace violence refers to behavior demonstrating an intention to engage in violence, condones violence in our workplace, or targets any individual with acts or threats of violence.

Employees should help maintain a violence-free workplace. Employees must immediately report any incident violating this policy to the employee's direct supervisor or manager, Human Resources Senior Manager, or the General Manager. Retaliation against any individual who reports misconduct, participates in an investigation under this policy, or otherwise engages in related protected activity, is strictly prohibited.

No provision of this policy alters the at-will nature of employment with BFT. BFT will make the sole determination of whether and to what extent threats or acts of violence will be acted upon by BFT. In making this determination, BFT may undertake a case-by-case analysis to ascertain whether there is a reasonable basis to believe workplace violence has occurred.

6.7 WEAPONS IN THE WORKPLACE

BFT strictly prohibits employees, or any other person providing services to BFT or located on BFT's premises, from possessing weapons of any kind in the workplace. The workplace includes any property owned or leased by BFT or occupied by groups of BFT employees or persons providing services to BFT. Unless this prohibition is contrary to state or local law, the workplace specifically includes BFT parking areas and BFT vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by BFT and used by the employee for work purposes unless the employee is required to transport or store a weapon as part of the employee's duties and the employee has written permission from the General Manager.

This prohibition specifically includes guns, rifles, and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, weapon parts, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use can inflict serious bodily injury or lethal force.

6.8 WORKPLACE BULLYING

BFT does not tolerate bullying behavior.

“Workplace bullying” is the use of force, threats, or coercion to abuse, intimidate or humiliate another employee. Workplace bullying includes, but is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults, and epithets.
- Verbal or physical conduct that is threatening, intimidating, or obscene.
- Pushing, shoving, kicking, poking, tripping, assaulting or threatening physical assault, or intentionally damaging a person’s work area or property.
- Sabotaging or deliverately subverting, obstructing, or disrupting another person’s work performance

Cyberbullying is also prohibited. “Cyberbullying” refers to bullying which occurs using a computer, cell phone, smartphone, tablet, or other device that transmits electronic information, regardless of whether the device is owned by or located at BFT or connected to the BFT network.

This information in no way prohibits employees from engaging in activities protected under applicable state and federal laws including, but not limited to, any activity protected under Section 7 of the National Labor Relations Act, which includes the right of employees to speak with others, engage in workplace debates and protest about their terms and conditions of employment.

Reporting and Response

Employees who are subject to or witness workplace bullying are encouraged to notify Human Resources or the General Manager immediately. BFT will promptly investigate the complaint. BFT will maintain confidentiality to the greatest extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, BFT will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling, and other actions. BFT will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

6.9 SMOKE-FREE WORKPLACE

BFT provides a smoke-free work environment. Smoking and the use of all tobacco-related products including, but not limited to, smoking, the use of chewing tobacco, and the use of e-cigarettes, is strictly prohibited in the workplace. Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or to another member of management. Employees will not be disciplined or retaliated against for reporting smoking.

BFT prohibits smoking in the workplace and in any area that is within 25 feet of an enclosed work area. Employees wishing to smoke must do so outside of BFT facilities and at least 25 feet away from enclosed work areas during scheduled work breaks. Employees are required to smoke at designated smoking areas only.

6.10 DRUG AND ALCOHOL POLICY

Ben Franklin Transit strives to provide safe, dependable, and economical transportation services to our transit system customers. Ben Franklin Transit employees are our most valuable resource. It is our aim to provide a safe and satisfying work environment that provides personal opportunities for growth. To meet these goals, Ben Franklin Transit will:

- Assure that employees have the ability to perform assigned duties in a safe and productive manner.
- Create a work environment free from the adverse effects of drug and/or alcohol misuse and abuse.
- Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances.
- Encourage employees to seek professional assistance when personal problems, including drug or alcohol dependency, adversely affect their job.

The Board also adopts relevant Code of Federal Regulations (49 CFR) standards, as amended, as they pertain to drug and alcohol testing.

All employees who are in safety-sensitive positions, as defined by Federal Transit Administration standards, will be required to participate in the preemployment, reasonable suspicion, post-accident, return-to-duty, and random drug testing program.

All prospective employees will be required to disclose if they have failed or refused a Department of Transportation (DOT) preemployment drug or alcohol test within the past two years from an employer who did not hire them.

Ben Franklin Transit will make a good faith effort to obtain the previous two years’ drug and alcohol testing history for all applicants seeking a safety sensitive position. All DOT-covered employees are required to provide written consent for the release of such information.

An applicant or covered employee who has previously failed a drug or alcohol test must present to BFT proof of having successfully completed a referral, evaluation, and treatment plan, passing a return-to-duty test, and having at least six follow-up tests within the first 12 months of returning to work as a driver prior to being assigned safety-sensitive job duties.

Purpose of Policy

The purpose of this policy is to assure employee fitness for duty and to protect our employees, guests, and the public from risks posed by worker use of drugs and alcohol. This policy is intended to comply with all the applicable federal regulations governing workplace drug and alcohol misuse in the transit industry.

Regulations issued by the U.S. Department of Transportation and the Federal Transit Administration mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions. This policy sets forth BFT's drug and alcohol abuse program and the testing and reporting guidelines for all employees.

This policy complies with the U.S. Department of Transportation 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended, mandating urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. DOT published 49 CFR Part 40, as amended, sets standards for the collection and testing of urine and breath specimens. The current 49 CFR in its entirety can be found on the Federal Transit Administration Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/drugandalcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

In addition, DOT has published 49 CFR Part 32 implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is strictly prohibited at BFT. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the Drug and Alcohol Program Manager (DAPM), Drug and Alcohol Program Designated Employer Representative (DER), or Human Resources no later than five (5) days after such conviction. Any employee who fails to provide such notification shall be subject to discipline, up to and including termination.

Policy Dissemination

All employees and representatives of employee

organizations shall be provided a written copy of Ben Franklin Transit's policy.

Authority of Testing

Before performing a drug or alcohol test under this policy, each covered employee shall receive a written notification of the basis for testing.

Covered Employees

This policy applies to all full-time and part-time safety-sensitive and non-safety-sensitive transit system employees and service provider contractors when they are on transit property, or when performing transit related business off property. This policy applies to applicants or transferees who perform or will perform a "safety-sensitive function" (referred to as a "covered" employee throughout this policy) as defined in Part 655, Section 655.4.

A safety-sensitive function is any duty related to the safe operation of public transportation service vehicles. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Additionally, visitors, vendors, and contractor employees are governed by this policy while on transit property and will not be permitted to conduct transit business if found to be in violation of this policy.

Under FTA, you are a safety-sensitive employee if you perform any of the following work activities:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a nonrevenue vehicle requiring a commercial driver's license (CDL)
- Controlling movement or dispatch of a revenue service vehicle in or out of service
- Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service in or out of service
- Carrying a firearm for security purposes

Employees who perform safety-sensitive functions, as defined by FTA standards, will be subject to random drug and/or alcohol testing.

Any safety-sensitive or non-safety-sensitive employee can be tested for drugs any time while on duty, and for alcohol just before, during, or immediately after safety-sensitive duty.

Covered Contractors

Under FTA regulations, the requirements of this policy apply to recipients of FTA assistance as defined in 49 CFR Part 655, as well as other entities that provide mass transportation services or perform safety-sensitive functions for such recipients or entities, including subrecipients, operators, and contractors.

"Contractors" subject to the requirements of the regulations include persons or organizations that

provide services for the above-described “employer” consistent with a specific understanding or arrangement, which can be evidenced by a written agreement or an informal arrangement that reflects an ongoing relationship between the parties. As a result, BFT will ensure that any contractors who perform safety-sensitive functions within the scope of this policy and the regulations certify their compliance with the requirements of 49 CFR Part 655.

Prohibited Substances

The use of any illegal drug or substance is always prohibited under this policy. Illegal use includes use of or impairment by an illegal drug, misuse of legally prescribed or over-the-counter drugs, or the use of illegally obtained prescription drugs. The use of any beverage or mixture, including any medication, containing alcohol during or prior to performing a safety-sensitive function is also prohibited. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40.

Prohibited Drugs Include:

- Marijuana
- Cocaine
- Phencyclidine (PCP)
- Opioids
- Amphetamines
- Any drug not approved for medical use by the U.S. Drug Enforcement Administration (DEA) or the U.S. Food and Drug Administration (FDA)

The Department of Transportation’s drug and alcohol testing regulations – 49 CFR Part 40 §40.151(e) do not authorize medical marijuana under Washington State law to be a valid medical explanation for a transportation employee’s positive drug test result. Therefore, a Medical Review Officer (MRO) will not verify a drug test as negative based upon information that a physician recommended the employee use “medical marijuana.”

The appropriate use of legally prescribed and nonprescription medication is not prohibited. A legally prescribed drug means that the individual has a prescription, or other written approval, from a physician for the use of a drug in the course of medical treatment. It must include the patient’s name, the name of the substance, and quantity/amount to be taken.

However, the use of any substance which carries a warning label indicating that mental functioning, motor skills, or judgment will be adversely affected, must be reported to the DAPM or DER and medical advice should be sought, as appropriate, before performing safety sensitive duties. It is the responsibility of employees to remove themselves from service if they are experiencing any adverse

effects from medication.

The misuse or abuse of legal drugs while performing transit business is prohibited. It is the responsibility of the employee to inform his/her physician when being prescribed medication(s) that they are covered under the terms of this policy.

Alcohol

For purposes of this policy, “alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. “Alcohol use” means the consumption of any beverage, mixture, or preparation, including any medication, which contains alcohol. “Alcohol concentration” (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.

Prohibited Behavior

It is Ben Franklin Transit’s policy to have an alcohol- and drug-free workplace; therefore, all employees are prohibited from using, manufacturing, possessing, selling, dispensing, or distributing prohibited substances (controlled substances or illegal drugs or alcohol) at any time. Employees who violate these provisions will be subject to disciplinary action, up to and including termination. Law enforcement may be notified, as appropriate, where criminal activity is suspected.

Covered safety-sensitive employees are prohibited from using, manufacturing, possessing, selling, dispensing, or distributing prohibited substances (controlled substances or illegal drugs or alcohol) at any time. Employees are also prohibited from refusing to submit to any drug test required by this policy. Employees who violate these provisions may be subject to disciplinary action, up to and including termination.

Intoxication/Under the Influence

Any safety-sensitive employee, as defined by FTA standards, who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty (e.g., having a prohibited substance in the body), shall immediately be removed from safety-sensitive duty and be referred to a substance abuse professional (SAP). The employee will also be suspended from job duties pending an investigation. Employees found to be under the influence of prohibited substances, or who fail to pass a drug test or alcohol breath test, may be subject to disciplinary action, up to and including termination and shall be referred to a SAP. Law enforcement may be notified, as appropriate, where criminal activity is suspected.

Ben Franklin Transit’s policy and Federal Transit Administration regulations prohibit the following conduct as it relates to the use of alcohol:

- Alcohol concentration - [655.31(b)] reporting

for duty or remaining on duty which requires the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater

- On-duty use - [655.32] using alcohol while performing safety-sensitive functions
- Pre-duty use - [655.33] using alcohol within four hours prior to performing a safety-sensitive function
- Post-accident use - [655.34] using alcohol within eight hours following an accident, unless the employee has first undergone a post-accident alcohol test
- Refusal to submit - [655.49] refusing to submit to any alcohol test required under this policy.

Alcohol Testing

Any covered employee requested to submit to an alcohol test required under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be disqualified from performing or continuing to perform a safety-sensitive function until the employee's alcohol concentration measures less than 0.02 in a retest or at the start of the employee's next regularly scheduled duty period, but not less than eight (8) hours following administration of the test. Any covered employee whose test result is 0.04 or greater will be removed immediately from performing safety-sensitive functions and will be referred to a substance abuse professional.

On-call employees are prohibited from using alcohol during their specified on-call hours. [655.33(b)]

On-call employees who have used alcohol during their specified on-call hours must acknowledge the use of alcohol at the time he or she is called to report to duty and unable to perform his or her safety-sensitive function. [655.33(b)(1)]

An on-call employee who has acknowledged the use of alcohol but claims ability to perform his or her safety-sensitive function will be required to submit to an alcohol test [655.33(b)(2)].

Any covered employee found to be performing safety-sensitive work with an alcohol concentration of 0.02 or greater or otherwise found to be in violation of these policies may be subject to disciplinary action, up to and including termination.

Compliance with FTA Testing Requirements - Refusals

In an effort to maintain a drug-free workplace, all safety-sensitive, as defined by FTA standards, employees will be subject to urine drug testing and breath alcohol testing. Non-safety-sensitive employees who trigger a reasonable suspicion test will be tested under BFT mandate using non-DOT forms and will not be tested under Part 40. Any employee who refuses to comply with a request to submit for test-

ing, refuses to sign the certification at Step 2 of the alcohol testing form, or who attempts to falsify test results through tampering, contamination, adulteration, substitution, or failing to provide a specimen, shall be removed from duty immediately, referred to a substance abuse professional, and may be subject to disciplinary action, up to and including termination. "Refusal" can include an inability to provide a specimen or breath sample without a valid medical explanation, refusal to sign the certification at Step 2 of the alcohol testing form, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Treatment

All employees are encouraged to make use of the available local and state resources for treatment for alcohol and substance abuse problems. Employees seeking voluntary participation by coordinating with Human Resources and/or the DER for a self-referred treatment program may be allowed to use accumulated sick leave, vacation, family leave, and unpaid leave of absence while participating in treatment. They will also be eligible for uninterrupted fringe benefits and seniority.

Proper Application of the Program

Ben Franklin Transit is dedicated to assuring fair and equitable application of this substance abuse program. Therefore, supervisors/managers are required to use and apply all aspects of this program in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this program, or who is found to deliberately misuse the program with regard to subordinates, may be subject to company discipline, up to and including termination.

Testing Circumstances

A covered employee will be required to submit to a drug test any time while on duty. A covered employee will be required to submit to an alcohol test just before, during, or immediately after safety-sensitive duty.

A. Circumstances for Testing

Before performing any alcohol or drug test required by this policy, BFT will notify the test subject that the test is being required pursuant to this policy and/or Federal Transit Administration regulations (49 CFR Part 655).

B. Preemployment Testing

All safety-sensitive applicants are required to take a pre-employment urine drug test after a contingent offer of employment has been made. This also applies to current employee transfers from a non-safety-sensitive position to a safety-sensitive position. All pre-employment drug tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform a safety-sensitive function. If a pre-employment test is cancelled by the collection site representative, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan and all other DOT requirements.

C. Reasonable Suspicion Testing

When Ben Franklin Transit has reasonable suspicion to believe that a safety-sensitive or non-safety-sensitive employee has used a prohibited drug, the employee will be tested any time while on duty, in uniform, or on BFT premises. Safety-sensitive or non-safety-sensitive employees may be tested just before, during, or just after performance of safety-sensitive duties. A fitness for duty evaluation is required when there is reason to believe that drug or alcohol use is adversely affecting job performance.

A reasonable suspicion referral for testing will be made by a trained supervisor or other trained agency official based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. These observations will only be made by a supervisor/manager who has received appropriate training in detecting the signs and symptoms of drug and alcohol use and will be documented in a supervisor's report for reasonable suspicion.

As mandated under BFT authority, the following steps will be taken if a supervisor/manager suspects reasonable suspicion of any employee:

1. The supervisor/manager will place the employee in a non-safety-sensitive position or suspend the employee from work, with pay, pending the receipt of test results from the MRO and the collector.
2. The supervisor/manager will notify the DAPM/DER or the designee in Human Resources.
3. A test will be ordered immediately after

a trained supervisor/manager makes a reasonable suspicion observation. Any investigation will not affect the timeliness of testing or the testing determination itself. If the employee is represented, the union will be notified. BFT will not delay testing if a union representative is not available.

4. The employee will be informed that a refusal to cooperate with the investigation is considered insubordinate and cause for discharge.

5. The supervisor/manager and the DAPM or the designee will document the observations leading to the reasonable suspicion that the employee is under the influence of drugs or alcohol.

Non-safety-sensitive, as defined by FTA standards, employees who trigger a reasonable suspicion test will be tested under BFT mandate using non-DOT forms, but will not be tested under Part 40.

In the event of any reasonable suspicion testing circumstance, a Ben Franklin Transit representative will transport the individual to an appropriate collection facility and await the completion of the collection procedure. A BFT representative will then transport the individual back to BFT's premises, where arrangements will be made to transport the individual home. If the employee refuses to comply and attempts to operate his/her own vehicle, BFT will take appropriate efforts to discourage him/her from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the above procedures will be subject to discipline, up to and including termination.

BFT will not take any disciplinary action against a covered employee based solely upon observations of the employee's behavior and appearance with respect to alcohol use, in the absence of an alcohol test, unless the employee has refused to submit to a requested test.

D. Post-Accident Testing

Any covered employee operating a public transportation vehicle, in or out of service, at the time of an accident will be required to submit to tests for alcohol and prohibited drugs as soon as practicable if one or more of these conditions are present:

Fatal Accidents

1. Each surviving covered employee operating the public transportation vehicle at the time of the accident will be tested for alcohol and prohibited drugs, per Section 655.44(a)(1)(i).
2. BFT shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by BFT using the best information available at the time of the decision, per Section 655.44(a)(1)(ii).

Nonfatal Accidents

3. BFT shall drug and alcohol test each covered employee operating the public transportation vehicle at the time of the accident unless BFT determines, using the best information available at the time of the decision, that the covered employee's performance can be completely discounted as a contributing factor to the accident. BFT shall also drug and alcohol test any other covered employee whose performance could have contributed to the accident, as determined by BFT using the best information available at the time of the decision, per Section 655.44(a)(2)(i).

"Disabling damage" means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner, under its own power, in daylight, after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven.

"Disabling damage" does not include:

1. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
2. Tire disablement without other damage, even if no spare tire is available.
3. Headlamp or taillight damage.
4. Damage to turn signals, the horn, or windshield wipers, which makes them inoperative.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by BFT using the best information available at the time of the decision, will be tested.

Following an accident under the above circumstances, the employee will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. Employees involved in accidents must refrain from alcohol use for eight (8) hours following the accident or until a drug/alcohol test is administered.

Employees who leave the scene of an accident without appropriate authorization prior to the testing will be considered to have refused the test and may be subject to discipline, up to and including discharge.

Any other Agency employee whose performance may have contributed to accidents under this section will be tested; for example, Maintenance or Dispatch employees.

If an alcohol test is not administered within two (2) hours following the accident, a record stating the reasons the test was not promptly administered must be recorded and maintained on file. If the alcohol test is not administered within eight (8)

hours, BFT shall cease attempts to administer the test but shall maintain the records.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

E. Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of covered employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty. Employees selected will receive a letter of notification and will report immediately to the appropriate testing site.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

F. Random Testing - End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be drug tested no later than three (3) hours before the end of their shift and random alcohol tested no later than thirty (30) minutes before the end of their shift.

Verifiable documentation of a previously scheduled medical or childcare commitment for the period immediately following an employee's shift must be provided at least 24 hours before the end of the shift.

G. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health & Human Services (DHHS). All collecting and testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. All incoming primary specimens will be tested for dilution, substitution, or adulterations.

H. Dilute Urine Specimen

If there is a negative dilute test result, Ben Franklin Transit will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation; see 49 CFR Part 40, Section 40.67.

I. Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second certified laboratory which meets 49 CFR Part 40 requirements. BFT requires all costs for such testing to be paid by the employee. The split specimen test will be conducted in a timely fashion.

The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40.153, as amended. The employee's request for a retest must be made to the MRO within 72 hours after notification of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the employee's control.

J. Test Refusals

Any safety-sensitive or non-safety-sensitive employee who refuses to submit to an alcohol or drug test will be prohibited from performing or continuing to perform safety-sensitive functions, be removed from duty, and may be subject to discipline, up to and including termination. You have refused to test if you:

1. Fail to appear for any test, except a preemployment test, within a reasonable time, as determined by Ben Franklin Transit.
2. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a preemployment test has not refused to test.
3. Fail to attempt to provide a breath or urine

specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

4. Fail to permit monitoring or observation of your specimen collection in the case of a directly observed or monitored urine drug collection.
5. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
6. Fail or decline to take a second drug test as directed by the collector or Ben Franklin Transit.
7. Fail to undergo a medical evaluation as required by the MRO or Ben Franklin Transit's Drug and Alcohol Program Manager or Designated Employer Representative.
8. Fail to cooperate with any part of the testing process.
9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
12. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
13. Fail to remain readily available following an accident.

Any employee who is suspected of falsifying a test through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection by medical personnel.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive. Under BFT's Zero Tolerance Policy, you will be immediately removed from performing safety-sensitive functions, referred to a SAP, and may be subject to disciplinary action, up to and including termination.

Consequences/Discipline

A. Drugs

The consumption of illegal drugs is prohibited at all times. A drug test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40 or the Agency policy. Any employee with a confirmed positive drug test, or any employee refusing drug testing, will be immediately removed from safety-sensitive duty, referred to a SAP, **and terminated from employment with BFT.** While covered employees must submit to drug tests in accordance with Part 655, **all other BFT employees must also submit to drug and alcohol testing under BFT's authority.**

B. Alcohol

Covered employees must submit to alcohol tests in accordance with Part 655. Any employee who tests positive for alcohol at a 0.04 alcohol level or higher **will be discharged**, and the employee will be given information to contact the SAP for advice on resources available to evaluate and resolve problems associated with alcohol misuse. ***This does not negate or change the discharge of the employee for violating the policy.***

If applicable, a union representative will be notified and a disciplinary meeting will be held. The employee will be immediately removed from safety-sensitive duty, referred to a SAP, and terminated from employment with BFT.

1. Alcohol Test at 0.02 – 0.039 Level

If the alcohol test results are between 0.02 and 0.039, the department manager will:

- a) Remove the employee from a safety-sensitive position for at least eight (8) hours.
- b) Hold a disciplinary hearing. A union representative will be notified of the impending hearing, if applicable.
- c) During the time the employee is on unpaid leave for evaluation and treatment, they may use any accrued paid leaves or vacation consistent with department policy. The employee may apply for short-term disability insurance if the treatment qualifies under the plan.

2. The employee must successfully complete all the following before being allowed to return to work:

- a) Contact the Employee Assistance Program (EAP) within 24 hours of getting test results for a referral to and assessment by a substance abuse counselor.
- b) Complete a treatment and rehabilitation program as developed by the counselor.
- c) Undergo a return-to-duty test with a “O” reading for alcohol and a negative drug test result prior to returning to work.
- d) Comply with all aspects of a “Return to Work” agreement that is developed in conjunction with the counselor outlining terms of return to work, including:
 - Ongoing treatment, aftercare conditions, and additional random testing for up to three (3) years, with a minimum of six (6) tests the first year
 - A return-to-duty drug and alcohol testing schedule
 - Expected work and attendance standards to be met

e) Any employee who has a second positive test at any level, under any testing circumstance, within five (5) years of the last test, will be discharged.

3. Alcohol Test at 0.01 – 0.019 Level

Any employee who tests for alcohol at a 0.01 – 0.019 level will be given a written reprimand and be provided information about the EAP.

A second test at this level will require the employee to complete all the requirements listed in Section 1 and 2 above.

A third positive test at any level, within five (5) years from the second positive test, will result in discharge of the employee.

C. Observed Testing

Refer to CFR 49, Part 40.67 for a complete list of circumstances that require directly observed collection.

D. Return-to-Duty Testing

Any employee who previously voluntarily entered into a rehabilitation program as set forth at the beginning of Section 2 must test negative on a return-to-duty drug or alcohol test (below 0.02 for alcohol) and be evaluated and released to duty by a substance abuse counselor. Testing in this section is conducted under Ben Franklin Transit authority using non-DOT testing forms.

E. Follow-Up Testing

Any employee who previously voluntarily entered into a rehabilitation program will be required to undergo frequent, unannounced, urine and/or breath testing following their return to duty. The follow-up testing will be performed for a period of one to five (1-5) years with a minimum of six (6) tests to be performed in the first year. Testing in this section is conducted under Ben Franklin Transit authority using non-DOT testing forms.

Self-Referral/Employee Assistance Program

A. Voluntary Self-Referral

By BFT authority, any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random, or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DAPM, DER, or to Human Resources, who will refer the individual to a substance abuse counselor for evaluation and treatment. A voluntary self-referral will only be considered as such if the employee self-reports a drug and/or alcohol abuse problem to their direct supervisor or manager, the Senior Manager of Human Resources, or the DER. Disclosure of a drug and/or alcohol abuse problem to any other BFT employee will not be considered a voluntary self-referral.

If BFT management, Human Resources, the DER, or the Safety Department suspects any illegal

substance abuse by an employee, whether by hearsay, overhearing conversations, being told by a third party, or under any other suspicion, and documents this with a time and date, the employee cannot make a self-referral or self-report at and/or after that time. BFT management, Human Resources, the DER, and/or the Safety Department will call a meeting with the employee to discuss the suspicion and send the employee for a substance abuse test under BFT authority immediately.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

B. Employee Assistance Program

Ben Franklin Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment.

While not required by FTA rules, BFT encourages employees to seek treatment voluntarily and makes available the Employee Assistance Program. Any employee who comes forth and notifies the agency of alcohol or chemical abuse problems will be given the assistance extended to employees with any other illness. General leave, Family and Medical Leave, short-term disability, or leave of absence without pay may be granted for treatment and rehabilitation, as in other illnesses. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees have this option of rehabilitation only once during the course of their employment.

Employees are encouraged to contact the Human Resources Department for help in understanding benefits and leave policies when participating in the EAP. Any decision to seek help through the EAP or privately will not interfere with an employee's continued employment or eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.

Promoting a safe work environment for employees is a priority of the Agency. Therefore, employees must not report for work or continue working if they are under the influence or impaired by drug or alcohol use. Failure to observe the Prohibited Behavior rules established in this policy will result in disciplinary action (see Consequences/Discipline section)

regardless of whether or not an employee is participating in a treatment program. Such employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.

C. Education and Training

Ben Franklin Transit will make training, education programs, and materials available to all agency employees.

Ben Franklin Transit employees will receive a copy of the BFT Drug and Alcohol Policy.

In addition, employees will be provided with information concerning the effects of drug use and alcohol misuse, and available methods of addressing when an alcohol or drug problem is suspected, including referral to any employee assistance program and/or referral to management.

Covered employees in a nonsupervisory role will receive a minimum of sixty (60) minutes of training of the effects and consequences of prohibited drug use on personal health, safety, and the work environment and on the signs and symptoms which may indicate prohibited drug use (Part 655, Section 14).

Employees designated to determine whether reasonable suspicion exists will receive at least sixty (60) minutes of training on alcohol misuse and sixty (60) minutes of training on drug use. This training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and prohibited drug use and what to do in reasonable suspicion cases. Refresher training will be provided annually and/or as may be appropriate.

Each employee who receives a copy of the policy will be required to sign a statement certifying that he or she has received a copy. Records of all attendance and successful completion of training will be retained in the employee's training file residing in Human Resources per 655.71(2).

Questions regarding BFT's anti-drug and alcohol misuse prevention program should be referred to the DAPM, the DER, or Human Resources.

12. Confidentiality and Recordkeeping

A. Recordkeeping

The DAPM or DER will maintain all FTA-required data regarding drug and alcohol testing and will prepare and send in the required annual reports by March 15th of each year. Records will be kept in a secure location with controlled access and kept separate from personnel files.

Records will be stored in compliance with 49 CFR Part 40, as amended, as well as under the Washington State Public Records Act (RCW 40.14).

Confidentiality of records of substance abuse testing will be maintained in accordance with 49

CFR 655.73. Test results may be released only under the following circumstances:

- Upon written request, employees may obtain copies of any records pertaining to their use of prohibited drugs, use of alcohol, and results of their drug or alcohol tests.
- BFT shall disclose data for its Drug and Alcohol Program when requested by the Secretary of Transportation or any DOT agency with regulatory authority over BFT or any of its employees. BFT may disclose information required to be maintained as part of its substance abuse policy which pertains to an employee either to the employee, or to the decision-maker in a lawsuit, grievance, or other proceeding
- BFT is required to permit access to all facilities utilized in complying with the requirements of its DOT-mandated Drug and Alcohol Program to the Secretary of Transportation or any DOT agency with regulatory authority over BFT or any of its employees.
- Records relating to substance abuse testing of an employee shall be made available to a subsequent employer upon receipt of a written request from the employee.

Contacts

For questions about Ben Franklin Transit's anti-drug and alcohol misuse program, please contact:

Employee Contact:

Matthew Mullen
Drug & Alcohol Program Designated
Representation (DER)
Drug & Alcohol Program Manager (DAPM)
1000 Columbia Park Trail, Richland, WA 99352
509-734-5541
Mmullen@bft.org

Employee Assistance Program:

Washington State EAP
1-877-313-4455
https://www.advantageengagement.com/1669/login_company.php
The Organization Code is: BFTEAP

Collection Site:

Adept Testing Occupational Medicine
4303 W. 27th Avenue, Suite D, Kennewick, WA 99338
www.adepttesting.com

Substance Abuse Professional:

Tara Mahoney
Pendleton, OR
541-276-1022

Apple Valley Counseling Services, LLC

William B. Ellis, Jr.
611 W. A Street
Yakima, WA
509-452-1000

Ben Franklin Transit may change, alter, or eliminate any or all portions of this policy as it deems appropriate, or as mandated or permitted by applicable laws, and may interpret it in response to any particular circumstances. An up-to-date copy of the policy is kept in the Human Resources Department. Employees may request to see the policy at any time during normal business hours.

Responsibilities

The Human Resources and Safety Departments are responsible for the implementation of the Drug and Alcohol Policy.

6.11 PRESCRIPTION AND OVER-THE-COUNTER DRUGS

Employee (s) taking medication should consult with a healthcare professional or review dosing directions for information about the medication's effect on the employee's ability to work safely and promptly disclose any work restrictions to Human Resources. Employees are not required to reveal the name of the medication or the underlying medical condition.

BFT reserves the right to transfer, reassign, place on leave of absence, or take other appropriate action regarding any employee during the time the employee uses medication which may affect their ability to perform safely. BFT will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.

BFT's policy against the possession or use of marijuana at work applies, regardless of whether an employee is certified to use marijuana for medical reasons under state law. Unless otherwise required by law, BFT will not accommodate the use or possession of marijuana by individuals who are medically authorized to use marijuana as a matter of state law but will offer such individuals alternative accommodations related to any underlying disability. If you have any questions concerning BFT's position concerning medical marijuana in a particular location, please contact Human Resources.

Disclosure of Convictions and Arrests

BFT has established the following guidelines to protect its employees, the public, and visitors from any safety risk when an employee engages in off-duty conduct that leads to their arrest, and their arrest impacts their job duties or their access to BFT resources or facilities.

BFT commits to review the circumstances of the pending charge(s) and conduct an individualized assessment of the underlying charge, the circumstances, and connection to the employee's job duties. The final decision will be made by Human Resources and/or the General Manager or their designee.

The standards contained in this handbook shall apply to pending criminal charge(s) reported directly by the employee or identified independently by BFT through any other means.

Responsibility

BFT employees must report any arrest for a misdemeanor or felony criminal charge(s) immediately upon reporting to work. The employee is required to report this information to Human Resources. Misrepresentation of the criminal charge or nature of the arrest may be grounds for disciplinary action, up to and including termination.

Procedure

In the instance a supervisor and/or department head is notified of such arrest and/or charge, they must immediately report this information to Human Resources. Human Resources, in conjunction with the department head, will review and assess as described below.

The employee must provide BFT written documentation (for example, a written court record of the arrest, conviction, or plea) to Human Resources describing the criminal charge(s) in question, if one is provided to the employee by the arresting authority.

Depending on the nature of the reported pending criminal charge, Human Resources may initiate an updated criminal conviction check for the employee in question, both to assist in its risk assessment and determine whether there are other convictions previously unknown to BFT which may influence the assessment. In the event an updated criminal convictions check is initiated under this policy, Human Resources will provide the affected employee with any legally required disclosures.

Using the standards provided below, the department head, in coordination with the Senior Manager of Human Resources, will determine the most appropriate action to be taken by BFT, if any. Employees may be placed on unpaid leave during this assessment. Such action may include, but not be limited to, modification of duties or work assignment or termination of employment.

In considering whether a pending criminal charge(s) may require BFT to act, which may adversely affect an individual's employment, the following factors will be considered:

- The relationship of the pending criminal charge to the specific job duties and responsibilities which would be performed by the covered individual, including the impact of ongoing risks with continued contacts with other employees, customers, or members of the public.
- The nature, gravity, and context of the events surrounding the pending criminal charge.
- The background check results and any supplementary information obtained by BFT or provided by the employee.
- An employee's absence from work while criminal charges are pending may be a violation of BFT's attendance policy.

6.12 DRIVER'S LICENSE REQUIREMENTS

BFT requires all employees to hold a valid Washington State driver's license. If an employee's license is revoked, suspended, lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify Human Resources, and they will be immediately suspended from any driving duties. The employee may not resume driving until proof of a valid, current license is provided to Human Resources. Depending on the duration of license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, including termination.

An employee in a position which requires them to hold a valid Washington State commercial driver's license (CDL) must notify his/her department director in writing immediately of a conviction for any traffic violation (except parking), regardless of what type of vehicle was being driven; this includes traffic violations off duty in a personal vehicle. If the employee's license is revoked, suspended, or is in anyway not valid, the employee shall immediately notify Human Resources. Failure to properly notify Human Resources of driving convictions or loss of driving privileges may result in disciplinary action, up to and including termination.

Conflicts of Interest

Any BFT employee, officer, agent, Board member, or their immediate family member who is employed by, or has contractual income from, any business or entity which BFT contracts with on a regular or ongoing basis, may have an actual conflict of interest, or the appearance of a conflict of interest. In such cases, the outside employment or contract shall be brought to the attention of the General Manager and Board of Directors for their approval or waiver of conflict.

6.13 FITNESS FOR DUTY

Various circumstances, including personal health conditions, may impact an employee's ability to perform their job duties in a safe and effective manner and may even impact the health and safety of the employee and others. In light of this, and particularly given the safety-sensitive nature of Ben Franklin Transit's operations, this policy is intended to ensure that employees are fit to perform their assigned duties safely and reliably.

Employee Responsibilities

Employees are expected to report to work and remain fit to perform their assigned job duties for the duration of their shift. Being fit for duty means that an employee is physically and mentally capable of carrying out assigned job duties effectively and safely, which may include with the aid of reasonable accommodations where appropriate. Any employee who feels unable to perform their duties safely and effectively should notify their supervisor or Human Resources to address relief from duty and resources such as leave and/or accommodations. An employee

who believes that another employee is unfit for duty must promptly report this concern, and the basis for the concern, to a supervisor.

Supervisor Responsibilities

Supervisory employees should be alert to any indication that an employee may not be fit for duty. A supervisor who becomes aware that an employee may be unfit for duty due to a physical or mental condition shall take prompt and appropriate action to address the situation, including first consulting with Human Resources, unless the employee's condition presents immediate potential safety issues. Whenever feasible, the supervisor should make a preliminary determination of the level of inability of the employee, including any safety-related issues, to determine appropriate interim measures, which may include temporarily relieving the employee from duty or temporary reassignment to non-safety-sensitive duties; assisting the employee, if in need of immediate medical or psychiatric treatment; or other action to ensure the safety of the employee, other personnel, and the public. The supervisor is encouraged to confer with a manager and Human Resources for guidance. All supervisors must keep any employee medical information confidential, except for the disclosure of information to Human Resources to evaluate options for addressing the situation.

This policy applies to circumstances where an employee may be unfit for duty due to a physical or mental condition. In situations where an employee is suspected to be under the influence of drugs or alcohol, supervisors should address the situation consistent with BFT's Drug and Alcohol Policy.

Relief from Duty

An employee who is determined or perceived to be unfit for duty may be temporarily relieved from duty by Ben Franklin Transit. Absent extenuating circumstances, a decision to relieve an employee from duty should be made in consultation with Human Resources. Depending on the circumstances, the employee may be placed on administrative leave or temporarily assigned to modified duty pending an assessment, or the employee may initiate a medical leave of absence. Where the employee acknowledges he/she is currently unfit for duty, Human Resources will offer guidance on available leave options, which may include the use of accrued leave, filing of a workers' compensation claim, Family and Medical Leave, or other entitlements under applicable law or Ben Franklin Transit policies and contracts.

Physical and/or Psychological Examinations

Whenever circumstances reasonably indicate that an employee is unfit for duty, Ben Franklin Transit may require the employee to undergo a physical and/or psychological examination. A requirement to undergo a medical examination must be job-related

and consistent with business necessity in accordance with applicable law. This generally means that there is a reasonable belief that an employee's ability to perform essential job functions is or will be impaired by a medical condition or that the employee poses or will pose a direct threat to themselves or others due to a medical condition. The decision whether to require an employee to undergo an examination will be made by Human Resources. Ben Franklin Transit may identify an appropriate health care provider to conduct the examination, will provide relevant documents and information to the provider in order to facilitate the assessment, and will pay the costs associated with the examination. In some situations, as an alternative to a third-party examination, Ben Franklin Transit may make medical inquiries to and seek input from an employee's existing provider(s) to evaluate the employee's fitness for duty.

Note: Such indications may include, but are not limited to, the following or combination of the following: internal or external complaints about an employee, particularly involving inappropriate, abusive, verbal or physical conduct; an abrupt and negative change in customary behavior; irrational conduct or behaviors, including delusions or paranoia; suicidal statements or behaviors; personal expressions of mental instability; unexplained and excessive fatigue or hyperactivity; inattention to personal hygiene; dizziness or instability; memory losses; memory lapses; impatience or impulsiveness, especially with a loss of temper; an increasing tendency to escalate tense situations; other factors or combination of factors that causes a supervisory to reasonably suspect that a fitness for duty evaluation may be necessary.

The following applies to fitness-for-duty examinations:

- An employee who is required to undergo a fitness-for-duty examination or submit to medical inquiries from their own provider must cooperate fully with the process to facilitate the examination or inquiry. This may include signing releases authorizing providers to disclose health information relating to fitness for duty, providing truthful information, appearing for scheduled appointments, cooperating with any clinical interview(s) or test(s), and otherwise being prompt and responsive to direction and requests. Any failure to comply or cooperate with the fitness for duty process, including efforts to obstruct or delay the process, may be deemed insubordination and may result in discipline.
- The scope of any medical examination or inquiry conducted to evaluate an employee's fitness for duty shall be limited to information relevant to a determination of whether the employee can perform the essential

functions of the job or work without posing a direct threat. The provider will be asked to address whether the employee is fit for duty and what, if any, job modifications may be necessary. If it is determined that an employee has a disability necessitating reasonable accommodation, the provider will address the nature, severity, and duration of the employee's impairment, the extent to which the impairment impacts the employee's ability to perform job duties safely and effectively, and will also explain the basis for any recommended accommodation(s).

- If an employee is deemed fit for duty, the employee will be returned to duty. If the employee is deemed fit for duty with job modifications, Ben Franklin Transit will engage in an interactive process with the employee (and provider(s), as necessary) to evaluate options for reasonable accommodations. If an employee is deemed unfit for duty, Ben Franklin Transit will confer with the employee regarding available leave entitlements and/or other outcomes appropriate to the circumstances. If an employee deemed unfit for duty is on administrative leave, such leave will be converted to a medical leave during which the employee may use accrued leave or other benefits.
- If an employee has undergone a physical or psychological examination by a health care provider designated by Ben Franklin Transit, and the employee disagrees with the provider's assessment, the employee may provide Ben Franklin Transit with documentation from the employee's own provider(s) addressing the basis for such disagreement. In making any determinations regarding the employee's fitness for duty and/or need for reasonable accommodation, Ben Franklin Transit will rely on the best available objective medical and factual evidence.
- Any medical information provided to Ben Franklin Transit will be kept confidential. Records containing medical information will be maintained in an employee's confidential medical file.

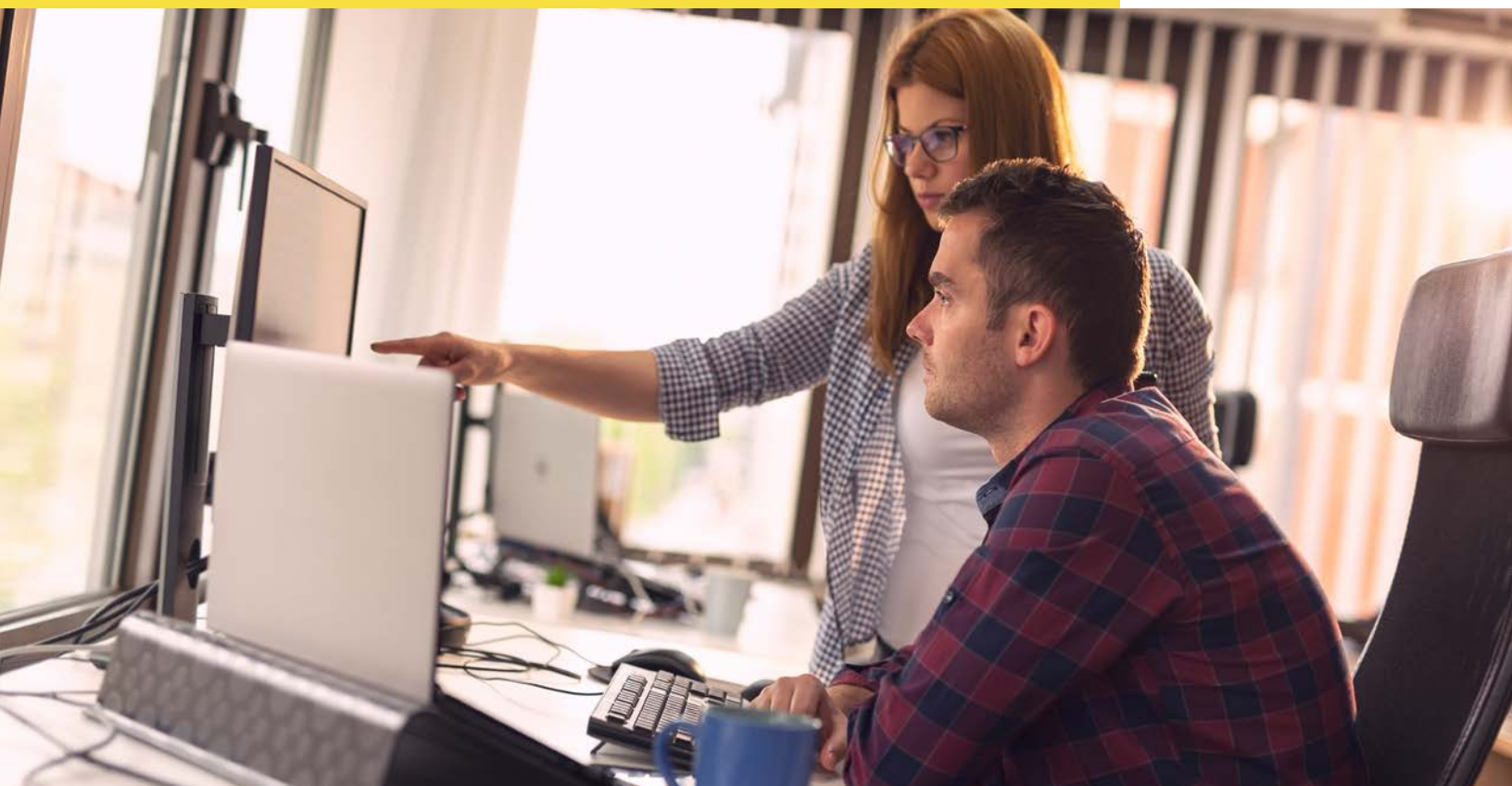
RESOURCES/FORMS

Forms can be found on **mybft.com**, by contacting **hr@bft.org**, or in the Human Resources office.

- **General Complaint Form**
- **Fitness for Duty - Physician**
- **EAP Resources Flyer**



SAFETY AND SECURITY



7.1 INFORMATION TECHNOLOGY RESOURCES

BFT provides its employees with access to information technology (IT) resources, including computers, networks, communications systems, and software, to aid in the efficient and effective performance of their duties. These resources are the property of BFT and are intended for official business purposes only, except for limited personal use as described below.

Acceptable Use

BFT is committed to upholding high standards of conduct and ethical behavior. We expect all employees to use IT resources in a productive, ethical, and lawful manner which aligns with BFT's mission and values. This includes:

- **Respecting others:** Refraining from any form of communication (written, verbal, or electronic) that is harassing, offensive, discriminatory, or violates any individual's privacy, upholding BFT's commitment to inclusivity and respect for all people.
- **Protecting information:** Maintaining the confidentiality of all BFT data and information, accessing only information authorized for your role, and reporting any suspected security breaches or unauthorized access attempts.
- **Use resources responsibly:** Avoiding activities which overload the network, waste resources, or damage BFT's systems; installing only authorized software and avoiding downloading or sharing illegal or inappropriate content.
- **Complying with laws and regulations:** Ensuring all IT usage adheres to relevant federal, state, and local laws, including copyright regulations and intellectual property rights.
- **Personal use:** Limited personal use of IT resources during nonworking hours is permitted, provided it does not:
 - Interfere with your official duties or the work of others.
 - Consume excessive resources or bandwidth.
 - Violate any BFT policy or applicable law.

Remember, responsible use includes minimizing personal device usage during work hours. While accessing personal phones or devices during breaks and nonessential moments is acceptable, excessive

or frequent personal use can impact productivity and distract from official duties.

- **Security and access passwords:** You are responsible for creating and maintaining strong, unique passwords for all BFT accounts and systems. Do not share your passwords with anyone, and report any suspected unauthorized access immediately.
- **Data security:** You are responsible for safeguarding BFT data entrusted to you. Follow designated protocols for accessing, storing, and transmitting sensitive information.
- **Unauthorized access and software:** Do not attempt to access unauthorized systems or data. Installing unauthorized software is strictly prohibited.
- **Monitoring and compliance:** BFT reserves the right to monitor IT usage to ensure compliance with this policy and to protect its systems and information. Violation of this policy may result in disciplinary action, up to and including termination of employment.

By utilizing BFT's IT resources, you acknowledge your understanding and agreement. If you have any questions or concerns, please contact the IT Department for clarification. This information is intended to be read in conjunction with other relevant BFT policies, procedures, and guidelines including the Acceptable Use Policy for Electronic Communications, the Data Security Policy, and the Employee Code of Conduct.

This information applies to all information technology resources and communications systems owned or used by BFT, including both official equipment and personal devices utilized for work purposes. This encompasses, but is not limited to:

Electronic Communications:

- Email systems and accounts, including BFT-provided and personal email used for BFT business
- Instant messaging systems and platforms used for professional communication
- Voicemail systems associated with BFT-issued or personal phones

Network Access:

- Internet and intranet access through BFT-provided devices or personal equipment used for work
- Network key fobs and other access control devices

Communication Hardware and Devices:

- Telephones (landline and mobile), smartphones, pagers, and any other BFT-issued or personal devices used for official communication
- Fax machines, e-fax systems, and modems used for work purposes

Printing and Document Management:

- Printers, photocopiers, and scanners used for BFT business
- Digital document management systems and online storage platforms utilized for official documents

Security Systems:

- Closed-circuit television (CCTV) and other physical security systems and devices
- Access key cards, fobs, and any other electronic access control devices
- At all times, BFT properties, including breakrooms, hallways, conference rooms, exteriors of buildings, BFT vehicles, and other locations not specified are under video surveillance. Surveillance footage may be reviewed at the discretion of BFT and will be used to substantiate reports of misconduct or at the request of legal authorities.

Software and Applications:

- All BFT-installed software and applications, including desktop and cloud-based programs
- Any personal software or applications used on BFT equipment or for work purposes

BFT ensures responsible and ethical use of all BFT-related resources, regardless of ownership, to protect organizational data, promote employee productivity, and comply with relevant laws and regulations. Responsible use of these resources is crucial for maintaining a secure, productive, and compliant work environment.

Limited expectation of privacy on BFT systems: Ben Franklin Transit provides IT resources and communications systems to facilitate effective work performance. Be aware that:

- **Company Ownership:** All data, messages, and activities on these systems are considered BFT property, including emails, files, voicemails, social media posts, and internet usage.
- **Limited Privacy Expectation:** While certain legal protections exist, employees should not have an absolute expectation of privacy when using BFT systems.

7.2 BADGE AND KEY ISSUANCE

BFT utilizes badges and key cards for access to its facilities. All employees and pre-approved vendors, such as Computer Tutor, janitorial services, fire officials, and Kennewick Police Department, are eligible for badges and keys. Any other individual seeking access must obtain approval from the General Manager.

Visitor access: Visitors arriving during working hours must sign in and out at the reception desk. They will receive either:

- Visitor badge: This badge does not provide access and requires an employee escort within the building.
- Temporary worker badge: Issued to individuals like Kelly Personnel or auditors on longer stays, allowing access between buildings and floors.

Lost and replacement badges/keys: Lost badges/keys must be reported immediately to Human Resources. Found lost badges/keys should be returned to Human Resources or Administrative Services.

Badge Usage and Conduct

Swiping: All employees must swipe their badge upon entering the building and avoid “piggybacking” with others. If holding the door, each employee must swipe their badge.

Discretion: Use badges responsibly and with discretion, following these additional rules:

- Use for official BFT business only.
- Carry and present your badge when on BFT premises.
- Never share or trade badges/keys.
- Badge/key misuse may result in disciplinary action, including termination.

Badges/keys remain BFT property but are the responsibility of the issued individual. Upon leaving BFT, employees must return their badge/keys to Human Resources.

Employees should always exercise discretion and adhere to BFT regulations regarding badge/key usage. For any questions or concerns, contact Human Resources or Administrative Services. Remember, responsible use of badges and keys helps maintain a secure and controlled work environment.

Monitoring and Review

To protect BFT’s interests and ensure appropriate usage, BFT reserves the right to monitor and review IT activities without prior notice. This includes, but is not limited to:

- Email (sent and received): Monitoring content and metadata.
- Phone calls and voicemails: Recording and reviewing conversations.
- Instant messaging: Capturing and reviewing messages.
- Internet and social media: Tracking browsing history and online activity.

This monitoring may involve various technologies, including keystroke capture and network monitoring tools. Additionally, BFT may store copies of monitored data for a determined period before deletion.

Responsible Use and Confidentiality

Employees are expected to use BFT systems responsibly and ethically. Please refrain from using them for personal matters you wish to keep private from the company.

- Limit discussions of legally protected topics, such as wages, benefits, or working conditions, as permitted by state and federal laws like the National Labor Relations Act.
- Encourage reporting of illegal or unethical activities within BFT.

RESOURCES/FORMS

Forms can be found on **MyBFT** by contacting hr@bft.org or in the Human Resources office.

EMPLOYEE BENEFITS OVERVIEW

8.1 EMPLOYEE BENEFITS

Benefit plans offered by BFT are defined in legal documents, such as insurance contracts and summary plan descriptions. Employees may be eligible to participate in BFT's:

- Health Insurance Plans
- Retirement Plans
- Deferred Compensation Plans
- Health Reimbursement Accounts (HRA)
- Flexible Spending Account

If employees are eligible for benefits, and a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents governs, not the informal wording of this handbook. Plan documents, if applicable, are available for employees' inspection. BFT and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by BFT. BFT reserves the right to modify, suspend, or terminate any of the offered benefits.

Employees should contact Human Resources for detailed benefits information.



8.2 BFT WELLNESS PROGRAM

Participation

All BFT Wellness Program participation is voluntary. Participating employees may discontinue participation at any time.

Eligibility

There are three conditions that must be met to be eligible for participation each month:

- Employment status: Employees must be actively employed to participate in the program and to receive any program incentive of monetary value.
- Attendance: Participating employees must be regularly scheduled for work during the program month and must work a minimum of fifteen (15) days in the month, regardless of shift length. Employees may not be absent for any reason more than ten (10) days within the program month and must comply with the Progress Report requirements.
- Any employee who has left the employment of Ben Franklin Transit (either by resignation or termination) will not be eligible for the wellness benefit within their last month of employment.
- Reporting: Participant documents must be fully completed and must be legible to read to be eligible for wellness rewards. Reports must record the duration of the activity, such as the number of steps for each day. All completed reports must be submitted by the 7th day of the following month to be considered eligible for participation in the prior month.

Plan Selection

Employees may select and participate in one plan per month, Get Moving or Get Stepping. Employees may change between plans at the beginning of each eligible month.

Rewards

Employees who participate in the wellness program will receive a \$25 Amazon gift card each month they participate.

Taxation

Wellness rewards have a monetary value and are therefore considered taxable income. Payroll will deduct the tax automatically from your earnings. If an employee does not have taxable income, they will not be distributed a wellness card until they have taxable income.

8.3 TUITION REIMBURSEMENT

Tuition reimbursement applies to all regular, full-time employees who have completed at least twelve (12) months of employment and employees who have been hired into a position with conditional education requirements. Employees must be in an active payroll status and remain in good standing to qualify to receive a tuition reimbursement payment.

Employees who are separated due to a reduction in force or position elimination while enrolled in an approved program will be reimbursed for qualified costs incurred up to the date of separation. Nothing in this section shall be interpreted to supersede or override a collective bargaining agreement between BFT and the respective employee's bargaining group.

Authorization

All course participation submitted for tuition reimbursement must receive approval from the employee's department head and Human Resources prior to enrollment for the course to be considered eligible for reimbursement. Request for tuition reimbursement does not guarantee approval. Human Resources and the General Manager maintain secondary and tertiary approval authority for determining whether proposed coursework qualifies for reimbursement. All decisions of the General Manager are final.

Approvals will be documented on the Authorization for Tuition Reimbursement Form in advance of the start of the course. Human Resources will maintain records of educational programs authorized for and completed by employees.

Coursework Criteria

Course tuition and related expenses qualify for reimbursement when any of the following conditions are met, as determined at the discretion of BFT:

- BFT would benefit from the individual's participation in the educational pursuit.
- There is a relevant relationship between the educational pursuit and the employee's current job.
- There is a relevant relationship between the educational pursuit and the employee's career goals within BFT.

Courses must be completed through an accredited educational institution or professional and/or technical

organization and may be completed through traditional classroom participation or through online coursework at an approved institution. Class attendance and completion of study assignments must be accomplished outside of the employee's regular working hours.

Covered Expenses

The Agency will reimburse employees for the approved costs associated with tuition, enrollment fees, books, and laboratory fees, subject to budgetary restrictions. Travel expenses, material costs, or other expenses related to course enrollment and participation are not eligible for reimbursement.

Course Completion SOA

All coursework requires either a passing grade for pass/fail ratings, or a grade of "C" or better (not a C-) when grades are awarded, to qualify for reimbursement. The maximum amount of reimbursement for any employee shall be limited to \$5,250 per calendar year.

Upon completion of approved coursework, employees must submit a copy of their transcript, receipts and/or other documented evidence of qualified educational expenses, and successful course completion to Human Resources within 90 days of completion of the course(s).

Conditions

Employees who voluntarily separate employment must repay BFT for any tuition reimbursement payments received in the prior year of employment. If an employee separates BFT within one year of receiving tuition reimbursement, the employee must repay 100% of the funds received.

Repayment of tuition expenses will be processed according to RCW.49.48.200.

8.4 SERVICE RECOGNITION

Ben Franklin Transit recognizes employees who complete the following years of service: 10, 20, 25, and 30+ years. Ben Franklin Transit reserves the right to change or modify the awards given to employees at its discretion.

8.5 BFT BUS PASSES FOR EMPLOYEES AND FAMILY MEMBERS

Eligibility

BFT employees, spouses, and their legal dependents (for the purposes of this section, the term "dependent" shall include unmarried dependent children up to age nineteen (19), full-time students up to age twenty-three (23), and children with a mental or physical disability living at home.

Transit Pass

Employee badges are equivalent to the Freedom Pass which is good on all services and at all times. Employee spouses and legal dependents will be issued a transit pass, equivalent to the Freedom Pass, also good on all services at all times.

Dependent spouses must present identification; children must either be accompanied by their parent or present their school identification. Lost passes will be replaced once per year free; a \$5.00 fee will be charged for further replacements.

Retired employees shall receive a lifetime bus pass equivalent to the Freedom Pass (good on all services at all times). Retired employees are those vested in the BFT retirement benefits.

Transit passes for dependents are issued at the Three Rivers Transit Center.

Human Resources maintains the record of employee dependents and will confirm this information with Customer Service upon request. Such passes shall be restricted to use only by the employee, spouse, and their legal dependents or retired employee, and unauthorized use shall result in forfeiture of the pass.

RESOURCES/FORMS

Forms can be found on **MyBFT**, by contacting **hr@bft.org**, or in the Human Resources office.

- BFT Wellness Program – Individual Progress Report
- Tuition Reimbursement Request Form
- Bus Pass Request Form



TIME OFF AND LEAVES OF ABSENCE

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under BFT's leaves of absence or reasonable accommodation policies. Employees should consult with the General Manager for additional information.

9.1 GENERAL LEAVE - REGULAR AND SICK LEAVE PAID TIME OFF

General Leave (GL) benefits provide all nonrepresented employees with paid time off (PTO). The program is designed to provide employees with personal flexibility regarding the use of this benefit. GL can be used for vacations, personal business, sick days, or for health-related time away from work. Although GL may be used to cover time off for personal reasons, there is no legal protection for using regular GL for purposes that are not protected under applicable laws.

Eligibility

All employees are eligible to accrue GL beginning on their first day of employment. Upon completion of 90 days of employment, employees are vested in GL and may use regular GL hours accrued to their account.

Accrual

GL accrual rates are based on a full-time equivalent schedule of 2,080 hours per year. GL accruals are based on FLSA employment status and length of service as shown in the following table:

Total General Leave Benefit Years of Service	Total Hours	Total Days	General Leave Accrual
0 - 5 years	236	29.50	0.11346
6 - 10 years	256	32.00	0.12308
11 - 15 years	276	34.50	0.13269
16 - 20 years	296	37.00	0.14231
21- 25 years	316	39.50	0.15192
26 + years	336	42.00	0.16154

Exempt employees accrue leave at a rate based on working 2080 hours per year.

Nonexempt employees accrue leave based on actual hours worked.

Usage

Exempt employees must use GL when absent from work for more than three (3) hours and fifty-nine (59) minutes.

Nonexempt employees must take GL when working less than a full day, but not less than 15 minutes should be reported. Actual time worked must be reflected in the timecard.

Patterns of abuse will be subject to discipline, up to and including termination of employment.

Carry Over and Cash Out

Employees may carry over a maximum of eight (8) weeks (320 hours) of GL from year to year.

Employees will be automatically cashed out for any accrued, unused leave exceeding 320 hours on the last paycheck in December. Additionally, employees who have accrued more than eight (8) weeks (320 hours) of GL on the last paycheck in June of each year shall be automatically cashed out for all GL more than eight (8) weeks (320 hours).

In addition to the above, employees may voluntarily request their GL be cashed out. All approved cash out requests must be submitted to Payroll at payroll@bft.org by June 10th and December 10th of each year; these are the only designated times employees may cash out GL. Incomplete forms will not be processed. A GL cash-out will not be granted if it lowers the available balance below 40 hours, unless authorized by the General Manager.

Upon separation of employment, employees shall be compensated for GL accrued and unused to the date of separation. All unused, earned, and accrued GL shall be paid to the employee on their final paycheck. GL cash-outs will be subject to all applicable wage withholdings.

Part-time employees may only carry over 40 hours of accrued sick leave at their employment anniversary. Any part-time employees who have an excess of 40 hours of sick leave at their employment anniversary will forfeit those hours.

Authorization

Use of GL is either scheduled or unscheduled, as defined below. GL usage that does not comply with the criteria within these provisions will be considered an unscheduled absence and may result in corrective action, up to and including termination, unless otherwise protected by law. When use of GL for unexcused absences occurs, it does not indicate approval of the absence.

Scheduled

Requests for scheduled GL must be submitted as soon as the need is known, or as soon as possible. Depending on the workload of the department, the manager may approve or deny the request. Obtaining prior approval constitutes an authorized scheduled leave. Preventative health and dental appointments are expected to be scheduled in advance in accordance with the provisions above to the greatest extent possible.

Unscheduled

Employees who are unable to report to work due to an unscheduled absence must contact their supervisor at the earliest opportunity; minimally within two (2) hours of the beginning of their scheduled work shift. Unscheduled GL is available for employees to take leave for personal illness or non-work-related physical disability.

Except for Human-Resources-approved medical leaves (FMLA leaves, ADA accommodation, etc.), excessive unscheduled use of GL may be a basis for consideration in performance evaluations and/or corrective action, up to and including termination, unless otherwise protected by law.

Unpaid Leave

Employees must exhaust all accrued, unused GL prior to requesting an unpaid leave of absence. A request for unpaid leave is not a guarantee, and requests for unpaid leave greater than five (5) days must be approved by the General Manager.

All requests for time off must be made in writing using the approved electronic format. Employees are not authorized to take time off for personal reasons until the time requested has been approved. Time off entered in Fleet-Net is subject to audit and should match time off request forms. Employees are responsible for the completeness and accuracy of their timecards.

For unforeseeable absences (sickness, emergency), an electronic form must be filled out and submitted for approval as soon as the employee returns to work. It is the employee's responsibility to submit a cancellation request in the approved format, and it must be signed off/approved by the supervisor no later than the close of the business day beforehand, or 24 hours. Otherwise, the time off will be charged, and the individual will be expected to take the time off.

9.2 WASHINGTON'S PAID SICK LEAVE LAW

Nonexempt employees in Washington are protected under Washington's paid sick leave law; see RCW 49.46.210. BFT's GL policy meets or exceeds the requirements under the law. The purpose of this section is to provide employees with additional information regarding their rights under Washington's paid sick leave law.

Special protections apply when leave is taken by an eligible employee due to safety- or health-related reasons. The following reasons for using GL are protected under Washington law:

- To care for yourself or a family member relating to a mental or physical illness, injury, or health condition, or need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, including preventive medical care.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event your business or your child's school or place of care is closed by a public official for any health-related reason.

"Family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. "Parent" means a biological parent, adoptive parent, de facto parent, foster parent, step-parent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. "Child" means a biological child, adopted child, foster child, stepchild, or a child to whom an employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status.

Retaliation for using paid sick leave under this law for these authorized purposes is prohibited.

Paid sick leave under this law will be calculated based on an employee's normal hourly compensation at the

time of the absence or the effective minimum wage, whichever is greater. Employees will receive pay for the hours they were scheduled to work during the absence, including regular hours, overtime hours, and BFT-required training hours.

Reinstatement of Employment

If a nonexempt employee leaves employment and is rehired within twelve (12) months of separation, the reinstated employee will not be required to wait another ninety (90) days to use accrued GL for paid sick leave under this law if the employee met the requirement during the previous period of employment. If the employee did not meet the ninety- (90) day requirement for the use of paid sick leave prior to separation, the previous period the employee worked for BFT will count towards the 90 days for purposes of determining the employee's eligibility to use GL for paid sick leave purposes.

9.3 HOLIDAYS

BFT recognizes the federal observance calendar and closes for operation on the following six (6) holidays:

1.	New Year's Day	January 1
2.	Martin Luther King Day	Third Monday in January (Nonrepresented employees only) NEW
3.	Memorial Day	Last Monday in May
4.	Independence Day	July 4
5.	Labor Day	First Monday in September
6.	Thanksgiving Day	Fourth Thursday in November
7.	Day after Thanksgiving	Friday immediately following Thanksgiving (Nonrepresented employees only) NEW
8.	Christmas Day	December 25

Eligibility

Full-time employees who work forty (40) hours a week will receive a total of eight (8) hours of pay when a holiday is observed regardless of work schedule. If an employee works an alternative work schedule, that employee will revert to a 5/8s schedule, meaning that employee will be paid eight (8) hours of holiday pay and work eight (8) hours for the remaining days of the week, to equal a 40-hour work week.

Part-time employees who work less than thirty (30) hours a week are not eligible for holiday pay.

Employees who are on a leave of absence will not be entitled to holiday pay. Holiday pay is not considered hours worked for the calculation of overtime.

9.4 BEREAVEMENT LEAVE

BFT has established Bereavement Leave guidelines for providing employees time off due to the death or imminent passing of an immediate family member.

Eligibility

Regular, full-time employees in active pay status will be granted up to five (5) days of paid leave due to the death or imminent passing of an immediate family member.

Temporary and provisional employees will be granted up to five (5) days of time off unpaid due to the death or imminent passing of an immediate family member.

To this benefit, an immediate family member is defined as a spouse, registered domestic partner, parent, step-parent, child, stepchild, sibling, step-sibling, grandparent, grandchild, and immediate in-laws (e.g. parent/child/sibling/grandparent). Others may be considered by the General Manager on a case-by-case basis.

9.5 LEAVE FOR PERFORMANCE OF CIVIC DUTIES

To provide income protection while an employee carries out their civic responsibility (either as a juror or witness to a proceeding to which the employee is not a party), BFT provides the difference between jury duty pay and an employee's regular day's pay for time spent serving on jury duty. The employee must promptly notify Payroll of the amount of compensation received for any period in which the employee is eligible for jury duty pay from BFT. Failure to do so may result in discipline.

Generally, pay for time spent serving on jury duty or serving as a witness will be provided for a maximum

of five (5) workdays. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis.

Mileage and other expenses (e.g., lodging and meals) are the responsibility of the employee. Employees are not entitled to overtime for time spent exercising their civic duties, which is not considered time worked.

If non-exempt employees are dismissed from jury duty or relieved of their duties as a witness prior to the end of their normal work shift, they are expected to return to work.

BFT may request employees be excused from jury duty if it is determined their services are essential at the time of the proposed jury service.

Employees are responsible for notifying their manager or supervisor if they have received a court summons.



9.6 MILITARY LEAVE

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis, except employees may use accrued vacation. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.

Both state and federal law provide employees with the right to take leave to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This handbook discusses military leave under USERRA.

USERRA establishes a “floor” for employees’ rights with respect to military leaves. States may provide an employee with greater or additional rights with respect to military leave than those under USERRA. If the employee works in a state providing rights greater than those provided under USERRA, BFT will provide those rights. If an employee plans to request leave based on military service, they should contact the General Manager for information on any additional rights or requirements, if applicable, under state law.

Eligibility

BFT provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The “uniformed services” are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or national emergency. The “uniformed services” also include participants in the National Disaster Medical System when activated to aid in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full-time National Guard duty, state active duty

for a period of 14 days or more, state active duty in response to a national emergency declared by the President under the National Emergencies Act or in support of a major disaster declared by the President under Section 401 of the Stafford Act, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty.

For purposes of this handbook, “state active duty” means training or other duty, other than inactive duty, performed by a member of the National Guard of a state under the authority of the Governor of a state. It does not include duty performed under federal authority, such as Title 10 or Title 32, or duty for which the National Guard member is entitled to pay from the federal government.

A “state” includes the several states of the United States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and other United States territories.

Total military leave time may not exceed five (5) years during employment, except in certain, defined circumstances.

Uniformed Services

In addition to the military leave rights set forth above, regular full- and part-time (i.e., non-temporary) Washington employees who are members of the uniformed services, including the United States armed forces, reserves, National Guard, commissioned corps of the Public Health Service, Coast Guard, and any other category designated by the President in time of war or emergency, may take a military leave of absence for any of the following types of service:

- Active duty
- Active and inactive duty for training
- Initial active duty for training
- Full-time National Guard duty
- Examination to determine fitness to perform any of these duties

Employees must notify their supervisor of membership in the uniformed services within a reasonable time upon accepting employment or becoming a member of the uniformed services. Time off is without pay. Employees will be considered as having been on furlough or a leave of absence during the leave and will be entitled to participate in insurance or other benefits offered by BFT in accordance with the established rules and practices regarding employee leaves of absence in effect at the time the employee is ordered to service.

BFT will reemploy employees returning from military leave, unless reemployment is impossible or unreasonable because of changed circumstances, reemployment presents an undue hardship for BFT, or the position the individual held before leaving to serve was temporary. Unless one of these exceptions applies, BFT will reinstate employees, provided that the:

- Leave does not exceed four (4) years, unless a period of additional service is imposed by law.
- Employee provides proper notice of the intent to return to employment with BFT.
- Employee provides a receipt of an honorable discharge, report of separation, certificate of satisfactory service or other proof of having satisfactorily completed service.

Employees must notify BFT of their intent to return to employment following military service in accordance with the following timing requirements:

- For individuals whose period of service was fewer than thirty-one (31) days, not later than the beginning of the first full, regularly scheduled work period on the first calendar day following the completion of the period of service, safe transport to the individual's residence, and an additional eight- (8) hour period,
- For individuals whose period of service was more than thirty (30) but fewer than 181 days, not later than fourteen (14) days after completion of the period of service,
- For individuals whose period of service was for more than one hundred and eighty (180) days, not later than ninety (90) days after the completion of the period of service, and
- For individuals hospitalized for or convalescing from an illness or injury incurred in or aggravated during the period of military service, up to two (2) years from the date of injury.

BFT may require documentation demonstrating the employee has met advance notice requirements, has not exceeded the four- (4) year leave limitation, and has not been dishonorably discharged. However, BFT will not deny reemployment to an employee who fails to meet a documentation requirement if the failure occurs because such documentation does not exist or is not readily available at the time of the request. However, if documentation becomes available after reemployment which establishes that the requirements outlined above were not met, BFT may terminate employment and any benefits provided.

Unless BFT's circumstances have so changed as to make it impossible or unreasonable to do so, employees returning from service will be reinstated to their prior position or a position of like seniority, status, and pay, if they are still qualified to perform the duties of that position. If an employee is unable to

perform the duties of their prior position due to a disability sustained during military service but is qualified to perform the duties of another position, BFT will reinstate the employee to the other position with like seniority, status, and pay (or the closest approximation) consistent with the employee's circumstances.

An employee who is returning from military leave with the United States armed forces will not be terminated without cause for one (1) year following the date of reemployment.

State Organized Militia

Employees who are members of the state organized militia will be allowed a leave of absence of up to twelve (12) weeks per calendar year when called to state-ordered active duty. When the Governor has declared a state of emergency necessitating a longer period of service, employees will be allowed up to twelve (12) months of leave.

All employees who are members of the state organized militia and are called to active state service or inactive duty will be allowed to apply for job restoration, though reinstatement is only required for those whose military absence was under three (3) months.

Notice of Leave

Employees must provide advance notice of leave to their supervisor, preferably in writing, unless giving notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide as much advance notice as possible.

Compensation and Benefits During Leave

Accrued, unused General Leave will be paid during military leave at the employee's request.

After thirty (30) days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to twenty-four (24) months or during the remaining period of service, whichever is shorter.

Reinstatement

To be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed their service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service is for thirty (30) days or less must report back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight (8) hours of rest.

Employees whose military service is for 31 to 180 days must apply for reemployment within fourteen (14) days after completing service.

Employees whose service is 181 days or more must apply for reemployment within ninety (90) days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from the General Manager.

In general, an employee returning from military leave will be reemployed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, BFT will provide training to assist the employee in the transition back to the workforce.

General Leave does not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued General Leave the employee had at the time the military leave began minus any General Leave the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue General Leave at the rate they would have attained if no military leave had been taken.

9.7 LEAVE FOR SPOUSES OF MILITARY PERSONNEL

Pursuant to Washington's Military Family Leave Act (RCW 49.77), during a period of military conflict, an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed, is entitled to a total of fifteen (15) days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment. To be eligible for leave of this nature, the employee must work an average of at least twenty (20) hours per week. The employee must provide advance notice of at least five (5) business days after they have received official notice from their spouse of their intention to take leave of this nature. Employees have the choice of taking this time unpaid or using any remaining paid leave; any time off taken beyond any employee's remaining paid leave will be unpaid.

Upon return from leave, employees will be restored to their prior position.

Employees should contact the General Manager if they have any questions.

9.8 LEAVE FOR VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Washington law (RCW 49.76) provides employees the right to take a leave of absence to seek medical or legal assistance or remedies for domestic violence, sexual assault, or stalking involving either the employee or a family member of the employee. Employees have the choice of taking General Leave, if available, or unpaid time. In accordance with Washington and federal law, BFT reserves the right to request documentation from the employee requesting the leave, in accordance with law. Employees must provide advance notice of their intention to take this leave, except when advance notice cannot be given because of emergency or unforeseen circumstances.

9.9 UNPAID PERSONAL LEAVE OF ABSENCE

Regular, full-time employees may request an unpaid leave of absence after they exhaust all available paid leave. Such requests will be considered and approved or denied at the sole discretion of BFT, taking into consideration, without limitation, resources of BFT and the reason for leave. A request for a leave of absence must be submitted in writing in advance to your immediate supervisor and approved by the General Manager. Ben Franklin Transit is not responsible for benefit continuation while an employee is on an unpaid personal leave absence.

9.10 WASHINGTON PAID FAMILY AND MEDICAL LEAVE

Washington employees may be eligible to receive paid leave benefits under the Paid Family and Medical Leave Act (PFMLA), which is Washington's public insurance program (RCW 50A.04), administered and paid by the Washington Employment Security Department (ESD). Employees may apply to ESD for Paid Family and Medical Leave (PFML) benefits. ESD, not BFT, makes the eligibility determinations and provides the PFML benefits.

This program allows Washington employees who have worked at least 820 hours in the previous year to collect PFML benefits for up to twelve (12) weeks:

- To care for their own or a family member's serious health condition.
- To care for a new child after birth, adoption, or foster placement, and
- For a qualifying military emergency. In some cases, employees may be eligible for more than twelve (12) weeks of PFML benefits.

The weekly benefit amount is intended to provide partial wage replacement.

Approval by ESD for PFML benefits does not necessarily mean the employee's position will be held open during the PFMLA leave. At the time of this publication, BFT employs 50 or more employees. Employees who return from leave under this law will be restored to the same or equivalent job if they have worked for BFT at least twelve (12) months and have worked 1,250 hours in the twelve (12) months before taking leave.

Eligibility

Employees who have worked 820 hours for Washington employers in the qualifying period (equal to sixteen (16) hours per week for one (1) year) are eligible to apply for PFML benefits. "Qualifying period" means the first four (4) of the last five (5) completed calendar quarters or, if eligibility is not established, the last four (4) completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work in Washington over the course of the year counts toward 820 hours, including part-time, seasonal, and temporary work. Employees who are eligible to take this leave may apply for benefits through ESD.

Entitlement

PFML benefits are available to eligible employees for up to twelve (12) weeks within any fifty-two (52) consecutive week period:

Family Leave:

- To participate in providing care, including physical or psychological care, for a family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse, or state registered domestic partner) with a serious health condition.
- To bond with the employee's child after the child's birth or after the adoption or placement of a child under the age of 18 with the employee.
- Because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act (FMLA) for the employee's family member (child, grandchild, grandparent, parent, sibling, spouse, child's spouse, or state registered domestic partner of the employee).

Medical Leave:

- Because of the employee's own serious health condition.

For purposes of the above, unless the context clearly requires otherwise, “child” includes biological, adopted, foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent regardless of age or dependency status. “Parent” includes biological, adoptive, de facto, foster parent, stepparent, or legal guardian of the employee or the employee’s spouse or state-registered domestic partner or an individual who stood in loco parentis to the employee when the employee was a child.

Qualifying military exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

If the employee faces multiple events in a year, the employee may be eligible to receive up to sixteen (16) weeks of PFML benefits (with a maximum of twelve (12) weeks of Family Leave benefits and a maximum of twelve (12) weeks of Medical Leave benefits), and up to an additional two (2) weeks of benefits if the employee experiences a serious health condition during pregnancy which results in incapacity.

In addition, employees may be eligible for up to seven (7) days of PFML benefits for bereavement leave related to the death of a child for whom the employee would have been entitled to Family Leave benefits.

Leave to care for the employee’s child after birth, or placement for adoption or foster care, must be taken within one (1) year of the child’s birth or placement. Leave for any other reason must be taken within one (1) year of the date on which the employee filed an application for benefits.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. There is a waiting period of up to seven (7) consecutive calendar days of leave, but employees may use any paid time off (including General Leave or any other paid leave offered under BFT’s established policy) to receive compensation during the waiting period. No waiting period is required where leave is for the birth or placement of a child or for military exigency.

In any week in which the employee is eligible to receive benefits under any other applicable federal unemployment compensation, industrial insurance, or disability insurance laws, the employee is disqualified from receiving PFML.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition involving inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may include, but is not limited to:

- A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
- A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective.
- Any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury.
- A condition likely resulting in a period of incapacity of more than three (3) consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

Use of Paid Family Medical Leave (PFML)

Employees do not need to use PFML in one block. PFML may be taken intermittently in minimum increments of eight (8) consecutive hours. PFML taken on an intermittent basis will not result in a reduction of the total amount of PFML to which the employee is entitled beyond the amount of PFML taken.

Employee Notice

Employees must provide at least 30 days’ written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition. Employees must provide written notice as soon as is practicable when 30 days’ notice is not possible, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances, or a medical emergency. Employees must provide written notice as soon as is practicable for foreseeable PFML due to a qualifying military exigency, regardless of how far in advance such PFML is foreseeable. When the need for PFML is not foreseeable, employees must provide written notice as soon as is practicable under the facts and circumstances of the situation. If the employee is unable

to provide notice personally, written notice may be provided by another responsible party, such as the employee's spouse, neighbor, or coworker.

The employee must provide written notice to make BFT aware that the employee may need PFML. The notice must contain at least the anticipated timing and duration of the PFML, whether PFML is to be continuous, taken intermittently, or on a reduced-schedule basis. Written notice need only be given one time, but the employee must inform BFT as soon as is practicable if dates of the scheduled PFML change are extended or were initially unknown. BFT reserves the right to require the employee to provide notice or proof of approval for PFML benefits, the amount of PFML benefits received, and the time during which such benefits have been received from the Employment Security Department.

Filing Claims with the ESD

The employee may apply for PFML benefits by:

- Using the ESD online services
- Contacting the paid Family and Medical Leave Customer Care Center by telephone
- Using alternate methods authorized by ESD.

ESD is solely responsible for determining if an employee is eligible for benefits.

Job Benefits

Employees should contact Human Resources to determine whether health insurance benefits will be continued during PFML. Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on PFML. The use of PFML cannot result in the loss of any employment benefits that accrued prior to the start of PFML. BFT does not offer supplemental benefits with PFML.

9.11 FAMILY AND MEDICAL LEAVE

BFT provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides unpaid, job-protected leave to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must meet all of the following criteria:

- Have worked for BFT for at least twelve (12) months, although it need not be consecutive
- Have worked at least 1,250 hours in the last twelve (12) months preceding the leave
- Be employed at a worksite that has fifty (50) or more employees within seventy-five (75) miles.

If you have any questions about your eligibility for FMLA leave, please contact Human Resources.

Entitlement

Eligible employees may take up to 12 weeks unpaid FMLA leave in a 12-month period [defined as a calendar year/is defined as a fiscal year/is measured from an employee's anniversary date of hire/is measured forward from the date an employee's first FMLA leave begins/uses a "rolling" method that is measured backward from the date you use any FMLA leave] for any of the following reasons:

- The birth of a child and to care for that child (leave to be completed within one (1) year of the child's birth)
- The placement of a child with you for adoption or foster care and to care for the newly placed son or daughter (leave to be completed within one (1) year of the child's placement)
- To care for a spouse, child, or parent with a serious health condition
- To care for your own serious health condition, which renders you unable to perform any of the essential functions of your position
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty)

Eligible employees may take up to twenty-six (26) weeks of unpaid FMLA leave in a single twelve- (12) month period, beginning on the first day you take FMLA leave to care for a spouse, child, parent, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service, as defined by the FMLA's regulations, known as military caregiver leave.

Notice of Leave

If your need for FMLA leave is foreseeable, you must give BFT at least 30 days' prior written notice.

If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment, a series of treatments, or taking military

caregiver leave, you must consult with BFT first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and BFT.

Where the need for leave is not foreseeable, you are expected to notify BFT within one to two business days of learning of your need for leave, except in extraordinary circumstances. BFT has Family and Medical Leave Act request forms available from Human Resources. Please submit a written request, using this form, when requesting leave.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain medical certification forms from Human Resources. When you request leave, BFT will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

BFT, at its expense, may require an examination by a second health care provider designated by BFT. If the second health care provider's opinion conflicts with the original medical certification, BFT, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. BFT may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in a delay of further leave until it is provided.

BFT also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Reporting While on Leave

If you take leave because of your own serious health condition or to care for a covered relative, you must keep BFT updated regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two (2) business days if feasible) if the dates of leave change, are extended, or initially were unknown.

FMLA is Unpaid

FMLA leave is unpaid. When an employee takes FMLA, must use any accrued and unused General Leave before taking unpaid leave.

If an employee chooses to utilize Washington Paid Family and Medical Leave (WPFML), they may choose whether or not to use accrued General Leave. However, employees may only use General Leave to make themselves whole for their weekly earnings.

Medical and Other Benefits

During approved FMLA leave, BFT will maintain your health benefits as if you continued to be actively employed. Employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on FMLA leave. The use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of FMLA leave.

Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, BFT will reduce your salary based on the amount of time worked. In addition, while you are on an intermittent or reduced leave schedule, BFT may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Returning From Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

State or Local Family and Medical Leave Laws and Other Leave

FMLA leave will run concurrently with WPFML and other employer-offered leave to the extent legally permitted.

9.12 PREGNANCY DISABILITY

Employees are eligible to take unpaid leave for the actual period that they are sick or temporarily disabled because of pregnancy or childbirth. Any employee wishing to request leave because of a

pregnancy-related disability must supply appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under PFML or other laws. During this leave, the employee may use any applicable paid time off benefits they have available to cover some or all the absence. Otherwise, the leave will be unpaid. Medical benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy-related absence.

If the employee takes this leave only for the actual period of disability, as certified by their healthcare provider, they will ordinarily be allowed to return from this leave to the same job they held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if BFT has a business necessity to do otherwise.

In compliance with Washington law, BFT will not discriminate against an employee in relation to pregnancy and pregnancy-related health conditions. BFT will provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions unless the accommodation would pose an undue hardship on BFT.

9.13 WORKERS' COMPENSATION

When work-related accidents, injuries, or illnesses occur, employees may be eligible for workers' compensation benefits. Employees who are unable to work due to a workplace injury or illness and file a Workers' Compensation Claim with the Department of Labor & Industries (L&I) will be compensated for the date of their injury at their regular rate of pay.

Time loss benefits are paid by L&I if employees are unable to work beyond the three (3) days immediately following the date of injury. Injured workers are not compensated by L&I for the first three (3) days unless they are still unable to work on the 14th day of injury.

BFT will pay the employee for the first three (3) days following the date of injury if the employee returns to work before the 14th day. In addition, employees may use scheduled paid general leave for follow-up medical appointments related to an industrial injury or illness.

Reporting Work-Related Injury or Illness

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important it be reported immediately. This will enable an eligible employee to qualify for coverage.

Light Duty

Employees with a work-related condition may request a temporary, light-duty modified work assignment. Light-duty assignments will be considered on a case-by-case basis. A physician's release for light-duty work, which details the nature of the medically relevant restrictions, must accompany the employee's request.

Human Resources will coordinate options for light-duty assignments in partnership with the department manager. Based upon available work that complies with the medical restrictions, light-duty assignments will be provided. Employees on L&I disability will be provided first consideration for such assignments. All benefits predicated on active pay status and cumulative hours resume when an employee begins working in a light-duty assignment.

Return to Work

Employees who are ready to return to work following a workers'-compensation-related leave of absence must supply a certification from a healthcare provider confirming the employee's ability to return to work.

Fraud

BFT will notify the Department of Labor & Industries if there is reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

RESOURCES/FORMS

Forms can be found on **MyBFT**, by contacting **hr@bft.org**, or in the Human Resources office.

- General Leave Cash Out - Nonrepresented Employees
- GL Cash Out - Represented Employees
- LOA Request Form - Nonrepresented Employees
- LOA Request Form - Represented Employees
- EAP Information Flyer

SEPARATION FROM EMPLOYMENT

Employees of BFT are employed on an at-will basis. This means employment may be terminated by either party at any time, with or without cause or notice. Nothing in this handbook is intended to limit or alter the at-will nature of employment.

Employees may leave BFT for a variety of reasons. Regardless of the reason, we strive to ensure all separations from employment are handled fairly, efficiently, and in compliance with applicable federal and state laws.

Reasons for termination include, but are not limited to, the following:

Voluntary Termination

A voluntary termination means an employee has made the decision to end the working relationship with BFT. Voluntary resignations include written or verbal resignation, retirement (more fully discussed below), and job abandonment. An employee is considered to have abandoned their job if they fail to return to their job within three (3) days and have not notified BFT of their intention to resign.

Employees who voluntarily leave BFT are encouraged to provide their supervisor with a minimum of two (2) weeks' notice and complete the voluntary resignation form to allow a reasonable amount of time to transfer ongoing work. Upon resignation, an employee must return all keys, uniforms, credit cards, or other BFT-issued property.

Employees in good standing who retire or resign from their positions may be eligible for re-hire.

Involuntary Termination

An involuntary termination occurs when BFT decides to end the working relationship with an employee. Involuntary terminations may occur for cause or for reasons other than cause.

Involuntary terminations "for cause" include, but are not limited to, terminations for violating BFT policy, misuse or theft of resources, falsification of information, excessive absences/tardiness, or unsatisfactory work performance. Employees terminated "for cause" will not be eligible for re-hire.

Involuntary terminations for reasons "other than cause" include a reduction in workforce. Employees in good standing who are terminated for reasons other than cause may be eligible for rehire.

10.1 PAY AND BENEFITS UPON TERMINATION

Final wages will be paid in accordance with applicable law. In accordance with BFT policy, any accrued and unused General Leave will be paid upon termination of employment on the employee's final paycheck. Employees who resign or are terminated will not be reflected as active in Payroll to exhaust their General Leave.

Return of Property

Employees are required to return all BFT property (e.g., computers, vehicles, passwords, uniforms, ID badges, keys, credit cards) that is in their possession or control in the event of termination of employment, resignation, retirement, or layoff, or immediately upon BFT's request. No information belonging to BFT may be copied for the employee's use. BFT may also take all actions deemed appropriate to recover or protect BFT's property.

10.2 REFERENCES/VERIFICATIONS OF EMPLOYMENT

All requests for references must be directed to the General Manager. No other person or department is authorized to release references for current or former employees. Our policy concerning references for employees is to disclose only the dates of employment and the title of the last position held. If an employee authorizes disclosure in writing, we will also provide a prospective employer with information on the amount of the salary or wage last earned.

10.3 EXIT INTERVIEWS

Before leaving BFT, employees may be asked to participate in a voluntary exit interview. This will provide closure to the employee's employment with BFT and will allow BFT to ensure resolution of various administrative matters, answer any questions about continuation of benefits, and listen to any of the employee's comments or ideas about improving BFT's operations.

10.4 REEMPLOYMENT ELIGIBILITY

Employees who are terminated for misconduct and/or fail to provide at least two (2) weeks' advance notice are not eligible for reemployment or rehire at BFT. Employees who are rehired within twelve (12) months of the termination of employment may be eligible to retain previously accrued benefits, to the extent required or permitted by law. Employees who are rehired more than twelve (12) months after the termination of employment will be considered "new hires" with respect to employment benefits and may be subject to new hire training and/or orientation.

Although prior employment performance may be considered in evaluating an employee for rehire, former employees applying for rehire are not entitled to preferential treatment over new applicants, and their employment application will be considered with all other applicants. Nothing in this handbook shall be construed to guarantee and/or suggest that an employee is entitled to rehire after the separation from employment.

RESOURCES/FORMS

Forms can be found on **MyBFT**, by contacting **hr@bft.org**, or in the Human Resources office.

- Voluntary Resignation from Employment



Contact Us

Phone:

509.735.4131

E-Mail:

hr@bft.org



BFT CONNECT

Board Discussion

March 14, 2024

Introductions



Alex Lavoie
Chief Operating Officer



Krista Glotzbach
West Coast Lead

Agenda

1. **Via Background & Experience**
2. Planned Driver & Safety Program

Via is the world's leading provider of advanced public mobility solutions

700

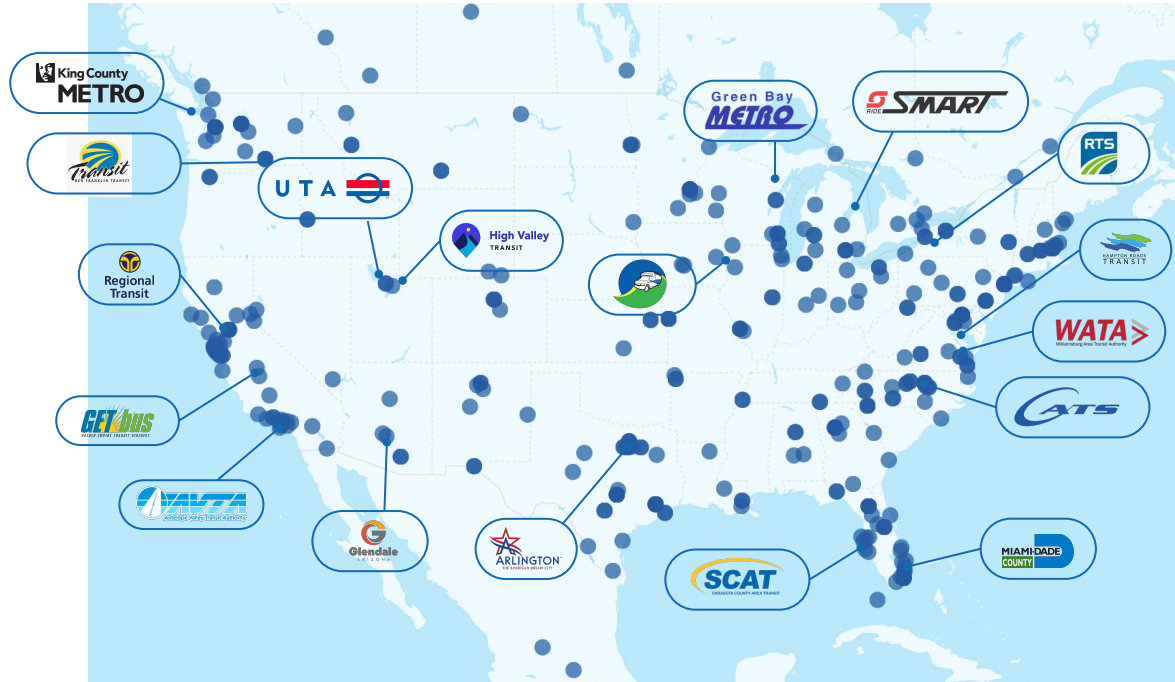
Partners

40

Countries

130M

Rides Served



Via directly operates more than 70 demand-response and paratransit services

Best-in-class driver, fleet, and safety management



Rigorous driver vetting and training



FTA compliant safety program



Thoroughly tested operations process and playbook



Comprehensive fleet maintenance program

Trusted by many of the country's largest agencies:

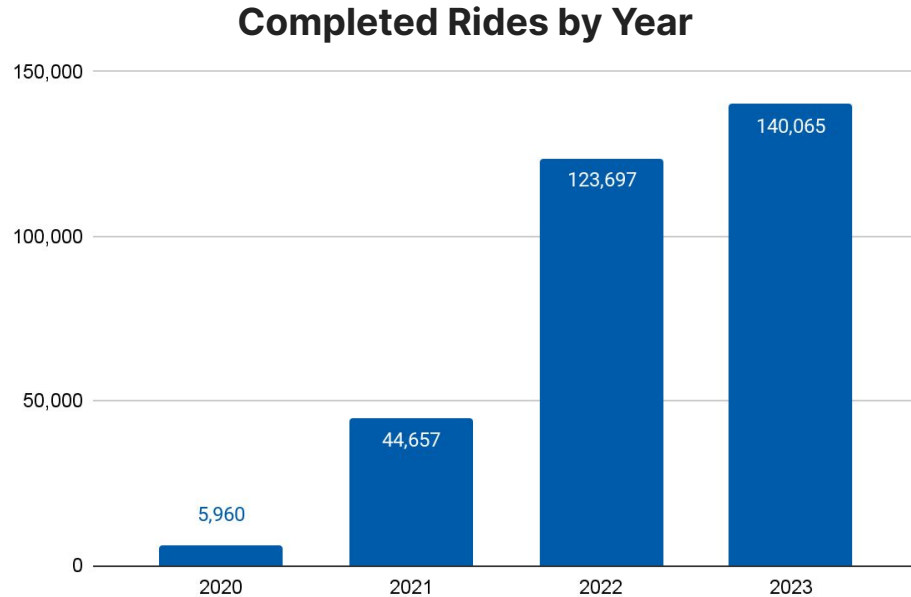


Via Background & Experience

Via has extensive experience providing paratransit software and operations to transit agencies across the US



Together, Via and BFT have grown CONNECT into a highly successful public transit service for the Tri-Cities community



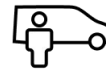
930

Unique riders per month



13.8 min

Average wait time



12

Trips per rider per month

*Average 2023 data

CONNECT drivers provide safe and reliable service to all riders already today, including those with special mobility needs

+6K

Wheelchair rides served

4.9

out of 5 average ride rating

94%

of rides are rated 5 stars



This driver as always goes over and above in the care taken to ensure his passengers are safe and secure during pickups and dropoffs. I can't say enough other than writing a book in what it means to have such a great driver on the road.
— Bridget M. (CONNECT rider)



He was very nice and asked me how my day was going. **He made me feel very welcomed & I appreciate him holding a conversation with me.** I hope to have him as my driver on my next ride!
— Leor S. (CONNECT rider)



Wheelchair and mobility-limited riders enjoy the CONNECT van model in over 30 other Via services across the globe

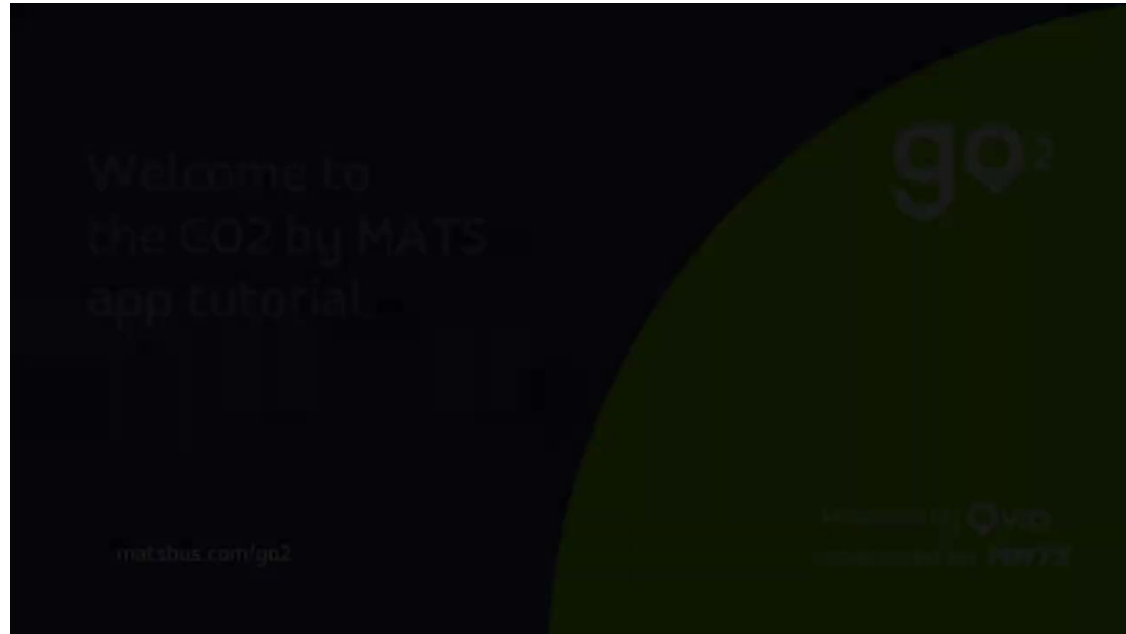
“

I use Go2 more days than I don't throughout the course of the week. All of the drivers go out of their way to assist, make sure I'm comfortable, make sure I'm secure. It meant something to me to actually have the freedom to be like anybody else.”

- Erick, Go2 rider who uses a power wheelchair



Watch how a wheelchair rider boards the vehicle in Go2

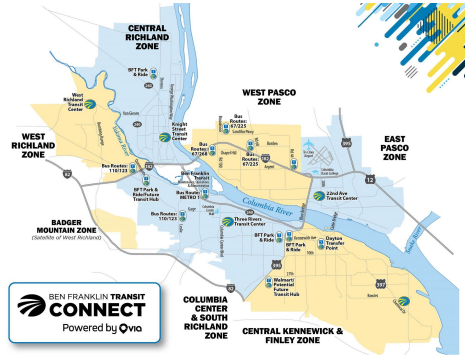


The CONNECT van is built to allow limited mobility riders to board comfortably, with support from trained Via drivers as needed



Community is a guiding principle of our operations

**100% of CONNECT drivers live
in Tri-Cities or nearby towns**

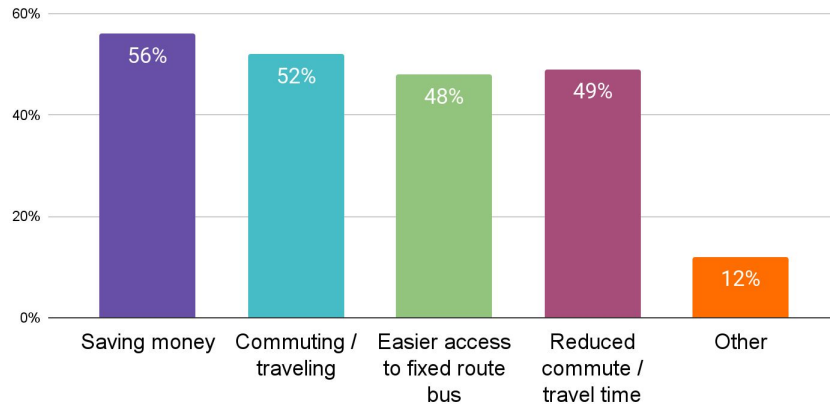


**Field and Safety Manager:
George Wilson,
based in Kennewick**

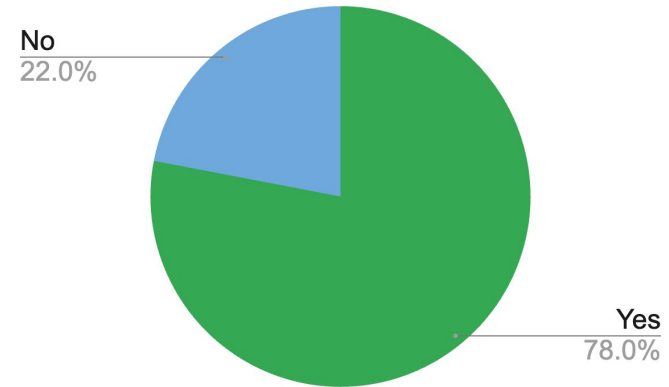


We capture community sentiment through surveys and rider outreach

**“What benefits do you get from CONNECT?”
(select all that apply)**

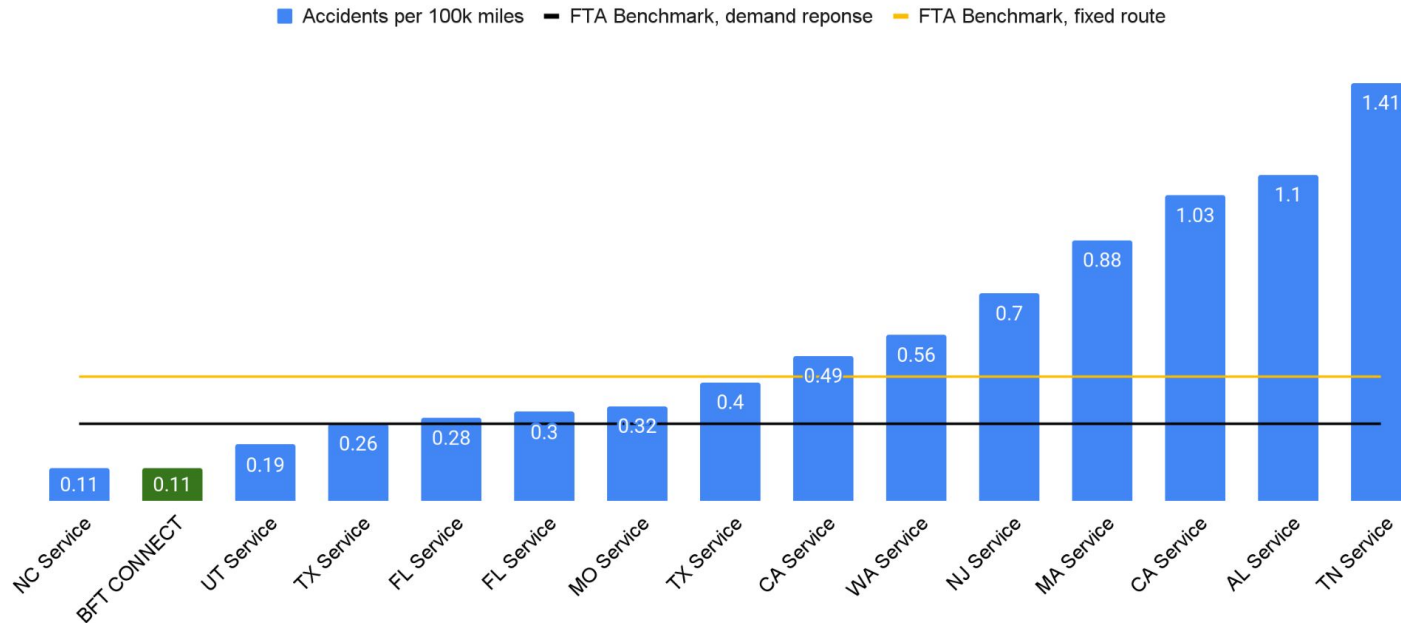


“Do you use the service to connect to other forms of transit?”



BFT CONNECT's safety record is exemplary

Accidents per 100k Miles Driven - US Microtransit Services 2023



Includes other microtransit services comparable in size or larger than BFT CONNECT

Across CONNECT and all of Via's US deployments, our safety program exceeds FTA targets and averages

115K+

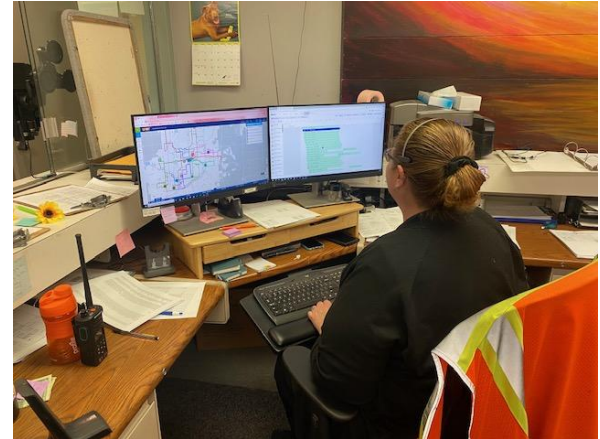
new drivers onboarded on
Via safety program

35%

lower accident rate vs. FTA
average

11+

years of driver and
dispatcher safety training



Agenda

1. Via Background & Experience

2. Planned Driver & Safety Program

Dial-a-Ride (DAR) riders will continue to receive the high level of support they are used to from both BFT and Via

BFT Responsibilities



- Retain customer relationship:
 - Manage phone bookings
 - Relay trip details and customer support
- Determine which DAR trips to send to CONNECT

Via Responsibilities



- Differentiated service for all DAR riders:
 - Door-to-door assistance
 - Assignment to trained drivers and accessible vehicles
- Monitoring of trip dispatch and completion
- Coordination with BFT staff to respond to any incidents

CONNECT drivers assigned to DAR overflow trips must meet an elevated set of driver requirements

Incremental Requirements to Serve DAR / Student Trips

Additional safety courses including ADA sensitivity training & wheelchair securement

Extra learning sessions covering ADA policies, safety tips, and more

CPR & First Aid certification

Baseline Requirements for All CONNECT Drivers



Background check, including annual review of local and national criminal history



FTA-compliant drug & alcohol testing for onboarding and ongoing basis



Driving history report, including check of license validity and moving violation history



Mandatory onboarding session covering service policies and customer service tips



25 year old minimum age requirement for onboarding



English proficiency assessment (newly added based on recent rider feedback)

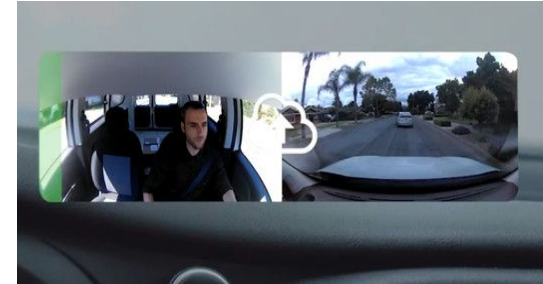
Via's driver curriculum for DAR is informed by our own experience and benchmarking against leading Paratransit Overflow services



CONNECT vehicles will have in-vehicle dashcams to monitor driver behavior and promote ongoing safety

AI-enabled in-vehicle cameras designed to:

- **Prevent accidents** by triggering in-vehicle alerts when detecting safety risks, such as distracted driving or tailgating
- **Track incidents** by automatically detecting and uploading videos of certain safety-related incidents like collisions, distractions, and acceleration
- **Maximize safety** with a button for drivers to press a button to record their surroundings if they ever feel unsafe

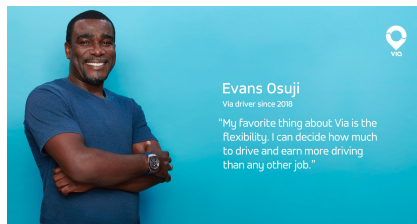


Conclusion

We are excited to continue working alongside BFT to deliver safe, reliable, and accessible transit to the Tri-Cities community



Proven playbook for
serving paratransit
riders



Commitment to
supporting and
equipping drivers for
success



Record of successful
collaboration with
BFT

Thank you!



Additional Board Information

March 2024

1. 90-Day Procurement Outlook as of February 22, 2024
2. Financial Report through December 2023

As of: 2/22/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Enterprise Resource Planning (ERP) Software System (Possible replacement for Avail/FleetNet ERP software system)	Operating	\$4,000,000	Up to 10 Years	RFP	8/21/2023	4/15/2024	X
Perform major mechanical overhaul of engines and transmissions in up to 20 fixed route buses	Capital	\$1,500,000	Up to 3 Years	IFB	3/1/2024	5/15/2024	X

March

Color Code: Green - Recommendation for Award

Cash Vault Services (Fare Collection: Buses & DAR)	Operating	\$150,000 per year	Up to 5 Years	RFP	1/12/2024	3/20/2024	X
Recommendation to Award - Consultant to Conduct a Transit Service Analysis & Long Range Plan Development	Operating	\$434,264	up to 5 Years	RFP	11/20/2023	3/20/2024	X

April

Color Code: Grey - Future Procurement Awards

Dial-A-Ride (DAR) replacement vehicles (up to five) 5310 FTA Funding	Capital	\$717,676	1 Year	State Contract	NA	4/15/2024	X
Enterprise Resource Planning (ERP) Software System (replacement for Avail/FleetNet ERP software system)	Capital/Operating	\$4,000,000	Up to 10 Years	RFP	8/21/2023	4/15/2024	X

May							
Recommendation to Award - Bus Stop & Sidewalk Improvement Contract (Pending Grant Approval)	Capital	\$2,500,000	2 Years	IFB	10/15/2023	5/15/2024	X
Perform major mechanical overhaul of engines and transmissions in up to 20 fixed route buses	Capital	\$1,500,000	Up to 3 Years	IFB	3/1/2024	5/15/2024	X



Preliminary Financial Report Through December 2023



Financial Performance Overview - 2023 YTD Cumulative Totals

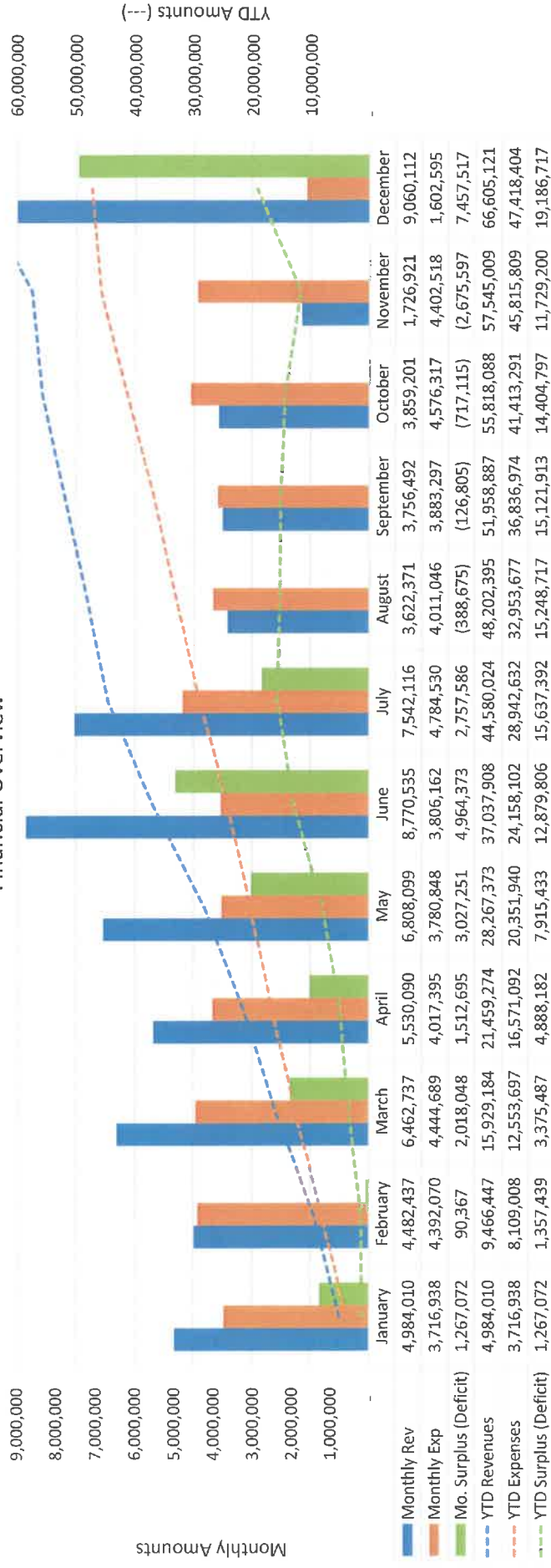
Revenue & Expenses												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenue												
YTD Budget	\$ 4,351,595	\$ 8,579,332	\$ 13,450,490	\$ 18,205,698	\$ 23,237,746	\$ 28,618,591	\$ 33,628,211	\$ 38,561,951	\$ 43,695,392	\$ 48,613,069	\$ 53,579,501	\$ 59,038,518
YTD Actual	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395	51,958,887	55,818,088	57,545,009	66,605,121
Variance - B/(W)	632,415	887,115	2,478,694	3,253,576	5,029,627	8,419,317	10,951,813	9,640,444	8,263,495	7,205,019	3,965,508	7,566,603
Percentage	115%	110%	118%	118%	122%	129%	133%	125%	119%	115%	107%	113%
Expenses - Operating												
YTD Budget	\$ 3,894,858	\$ 7,789,715	\$ 11,684,573	\$ 15,579,430	\$ 19,474,288	\$ 23,369,145	\$ 27,264,003	\$ 31,158,861	\$ 35,053,718	\$ 38,948,576	\$ 42,843,433	\$ 46,738,291
YTD Actual	2,951,602	6,540,029	10,092,706	13,332,562	16,295,726	19,408,408	23,346,839	26,731,643	29,912,627	33,548,071	37,109,512	38,343,032
Variance - B/(W)	943,256	1,249,686	1,591,866	2,246,869	3,178,562	3,960,738	3,917,164	4,427,218	5,141,092	5,400,505	5,733,921	8,395,259
Percentage	76%	84%	86%	85%	84%	83%	86%	86%	85%	86%	87%	82%
Expenses - Admin												
YTD Budget	\$ 1,025,019	\$ 2,050,038	\$ 3,075,057	\$ 4,100,076	\$ 5,125,095	\$ 6,150,114	\$ 7,175,132	\$ 8,200,151	\$ 9,225,170	\$ 10,250,189	\$ 11,275,208	\$ 12,300,227
YTD Actual	735,499	1,568,979	2,460,991	3,238,530	4,056,215	4,749,694	5,595,793	6,222,035	6,924,348	7,865,220	8,706,297	9,075,372
Variance - B/(W)	289,520	481,059	614,066	861,545	1,068,880	1,400,419	1,579,340	1,978,117	2,300,823	2,384,969	2,568,911	3,224,855
Percentage	72%	77%	80%	79%	79%	77%	78%	76%	75%	77%	77%	74%
Cost Per Mile												
Fixed Route												
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	8.26	8.67	8.54	8.40	7.72	8.04	8.40	8.18	8.15	8.12	8.22	7.82
Variance - B/(W)	1.25	0.84	0.97	1.11	1.79	1.46	1.11	1.33	1.35	1.39	1.29	1.68
Percentage	87%	91%	90%	88%	81%	85%	88%	86%	86%	85%	86%	82%
DAR/ADA												
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	9.14	9.10	8.81	8.83	8.09	8.55	9.08	8.89	8.87	8.96	9.04	8.53
Variance - B/(W)	0.77	0.82	1.11	1.09	1.83	1.37	0.84	1.03	1.05	0.96	0.88	1.39
Percentage	92%	92%	89%	89%	82%	86%	91%	90%	89%	90%	91%	86%
Vanpool												
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	1.24	1.21	1.21	1.17	1.09	1.21	1.18	1.13	1.09	1.22	1.21	1.20
Variance - B/(W)	(0.04)	(0.01)	(0.01)	0.03	0.11	(0.00)	0.02	0.07	0.11	(0.01)	(0.00)	(0.00)
Percentage	103%	101%	101%	97%	91%	100%	98%	94%	91%	101%	100%	100%

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



Financial Overview



High Level Summary of Pages that Follow:

Revenue

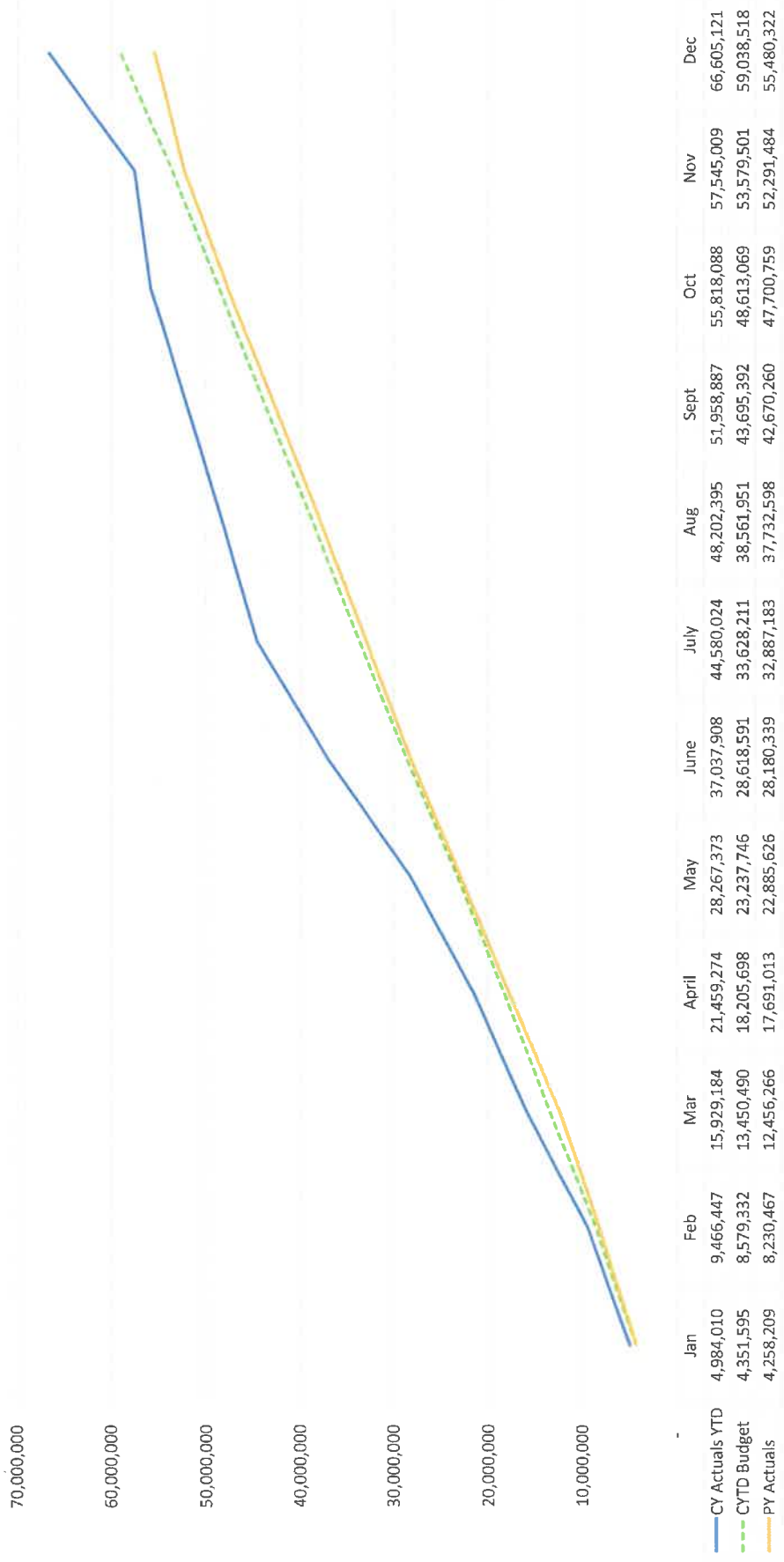
- December YTD revenues are 13% above budget.
- Operating Sales Tax revenues YTD are 3.8% below budget, but 2.4% better than 2022.
- Operating grants revenues are 32% better than budgeted YTD due to optimized qualifying expenditures in the agency and 54% better than 2022.
- Ridership revenues are 46% above budget YTD, and 5% better than 2022.
- Boardings YTD were approximately 6% higher than budget, while revenue miles were 10% lower than projected.

Expenses

- Expenses are 20% better than budgeted YTD and 2% higher than 2022.



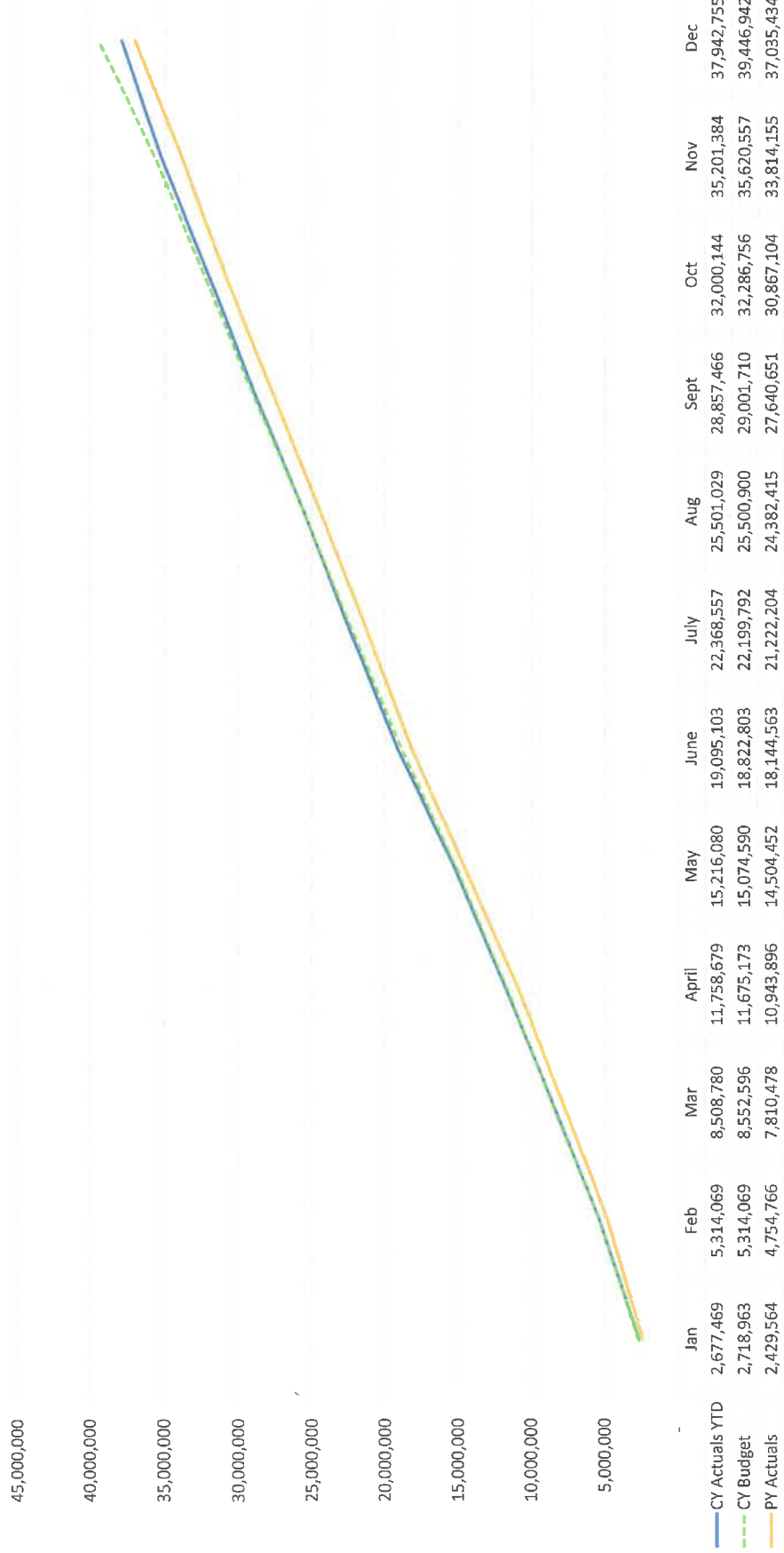
Total Operating Revenues



Significant Items to Note for Total Operating Revenue



Sales Tax Revenue (GAAP Basis for Financials)



Significant Items to Note for Sales Tax Revenue

-YTD Sales Tax Operating Revenue was 3.8% less than expected for 2023

Current Month

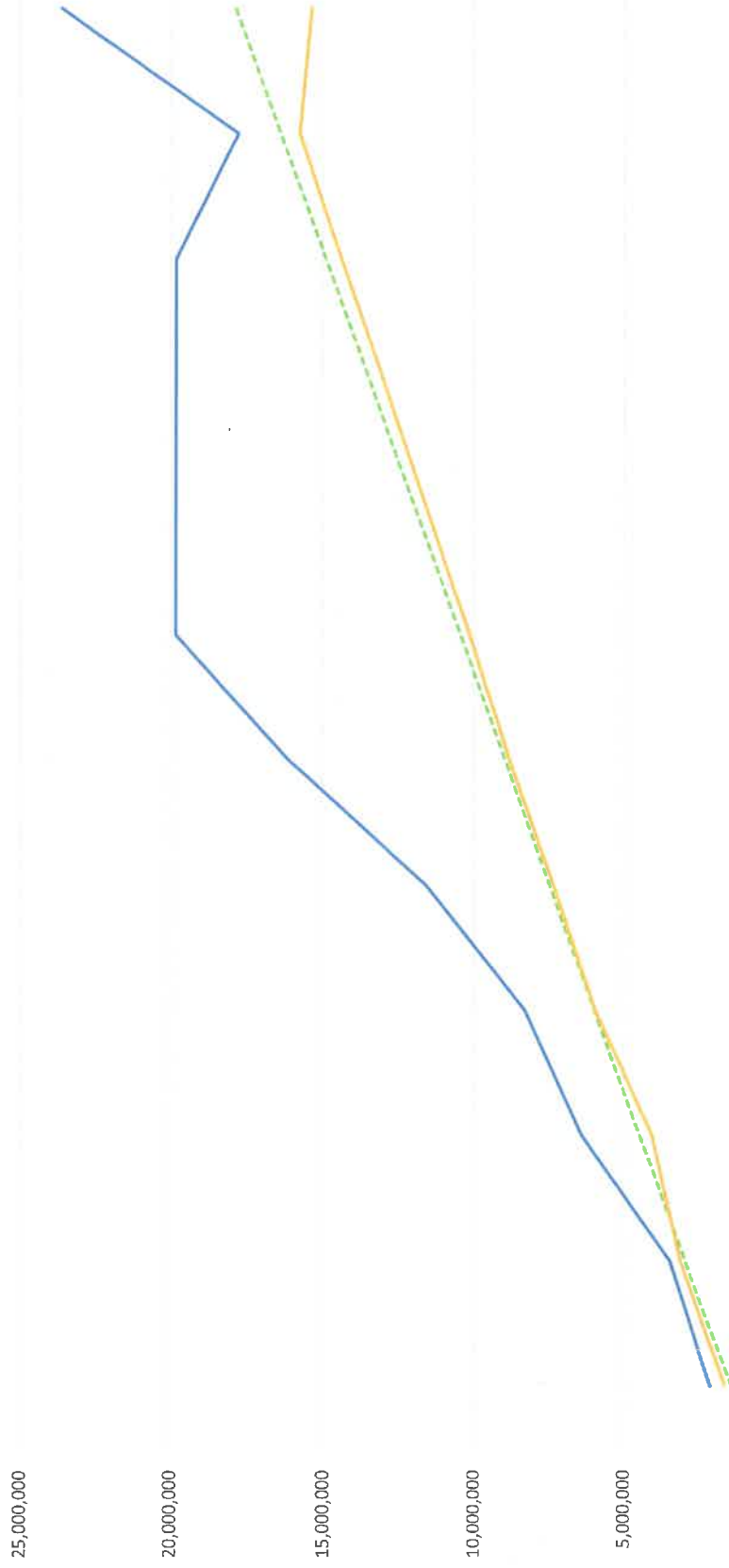
- November and December Sales Tax Revenue have been accrued to 2023 for YTD totals - December was slightly higher than expected

YTD

- 74% of sales tax revenue is allocated to Operations in 2023, while 26% is allocated to the capital budget. For 2022, the ratio is 73:27



Operating Grants



Significant Items to Note for Operating Grants

Current Month

-Current month operating grants came in higher with a pull down for new buses.

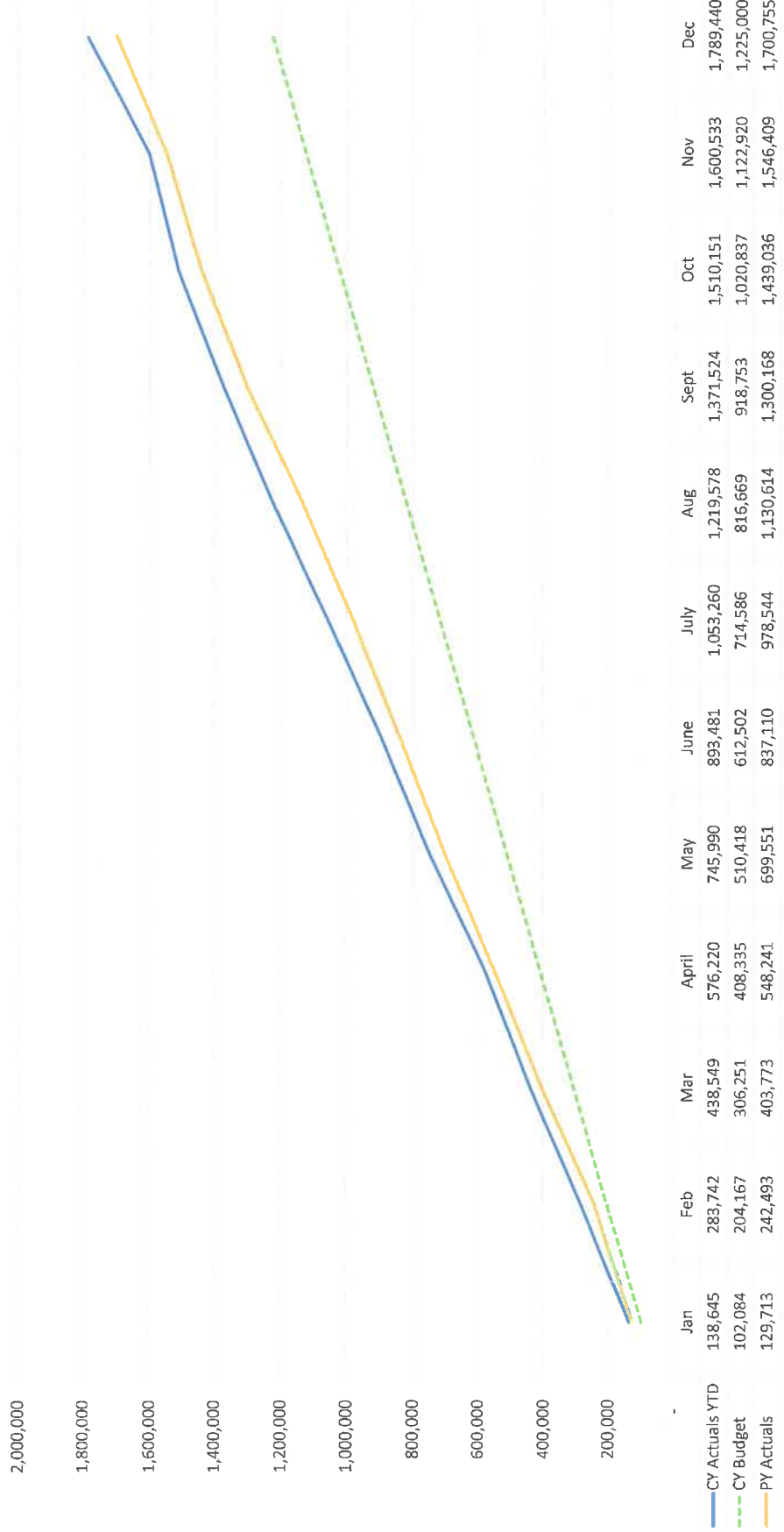
YTD

- YTD Operating Grants Revenue are 32% above budget.

- Includes 2022 Rollover for ARP- \$5 million and WSDOT TSG, (Transit Support Grants), \$1.3 million.



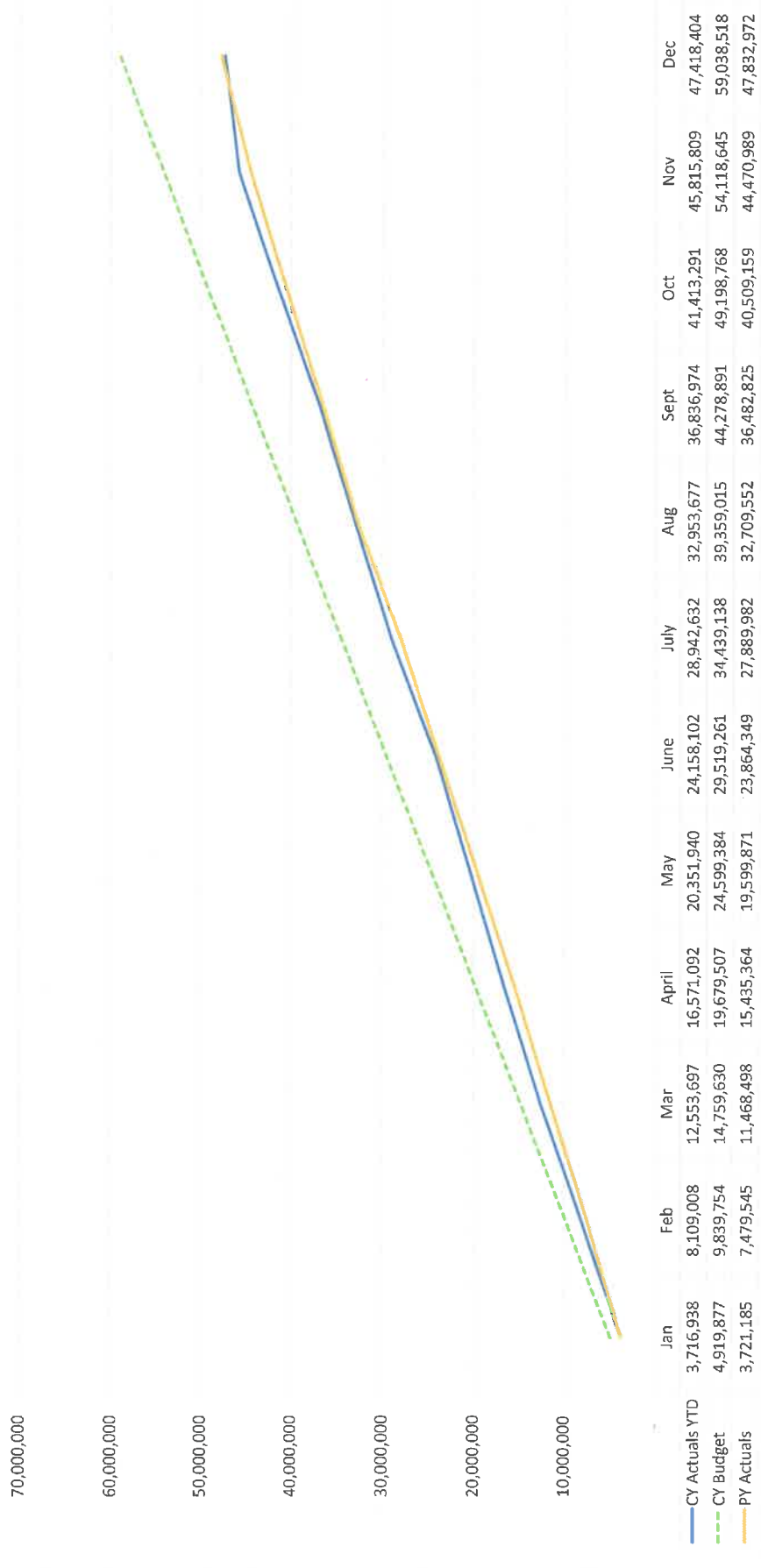
Fares



Significant Items to Note for Fares



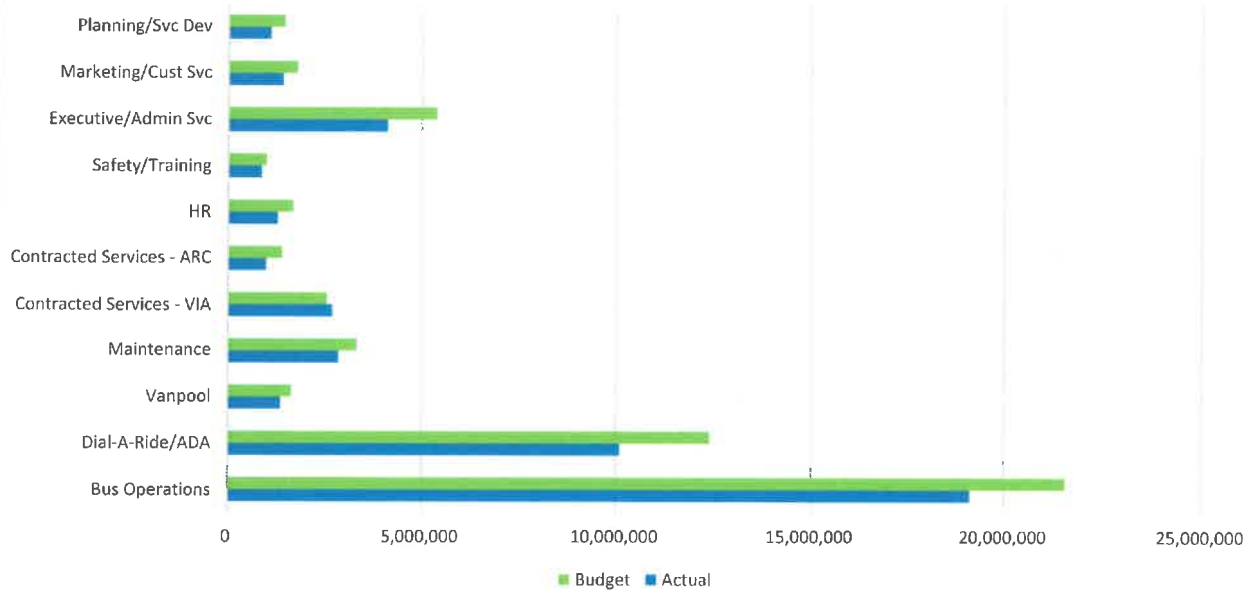
Expenses



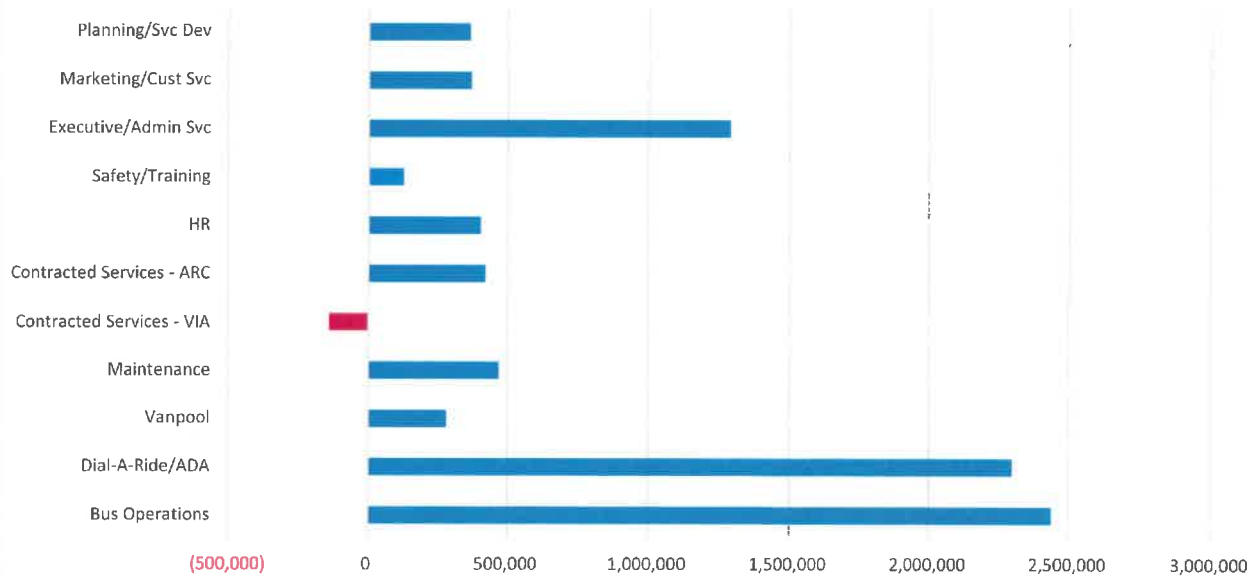
Significant Items to Note for Expenses



DECEMBER 2023 YTD Expenses - Budget to Actual



DECEMBER 2023 YTD Expenses - Better/(Worse) than Budget

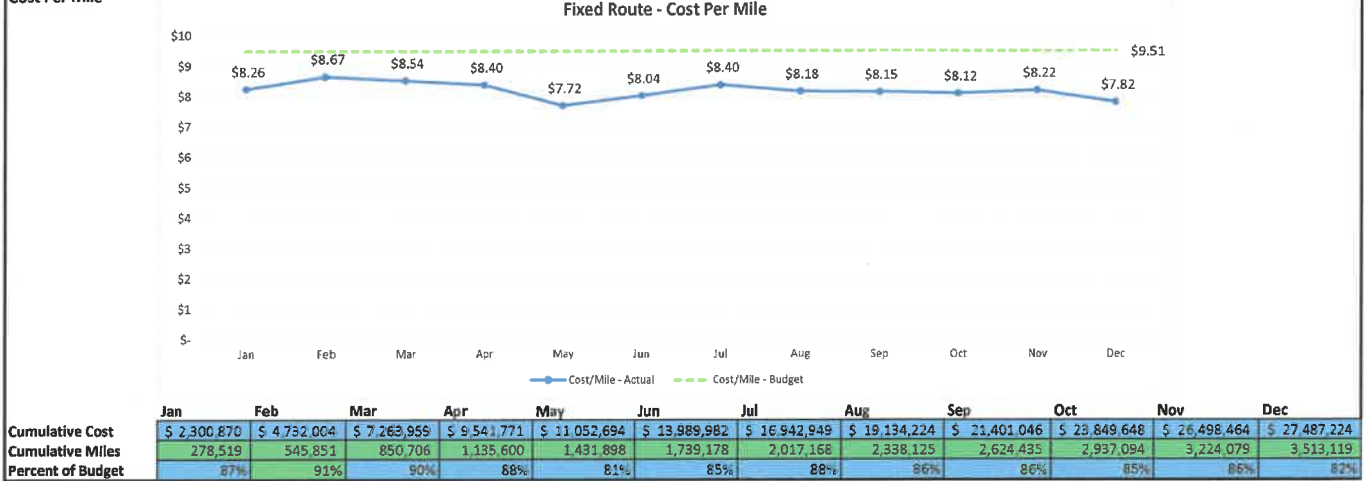


Significant Items to Note:

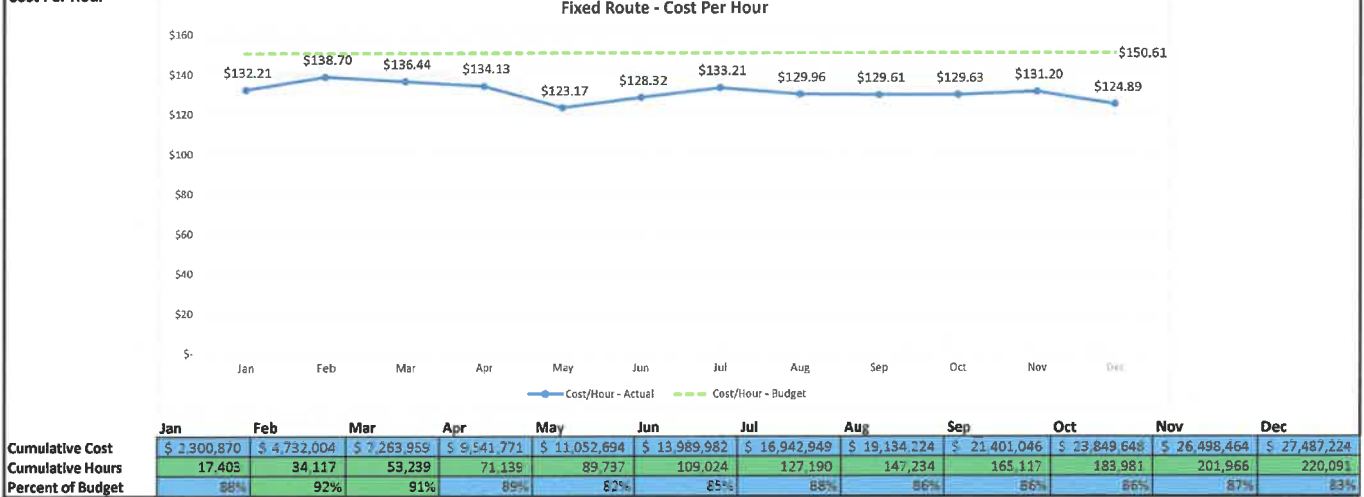
-Via Contracted service is running about 6% over budget.



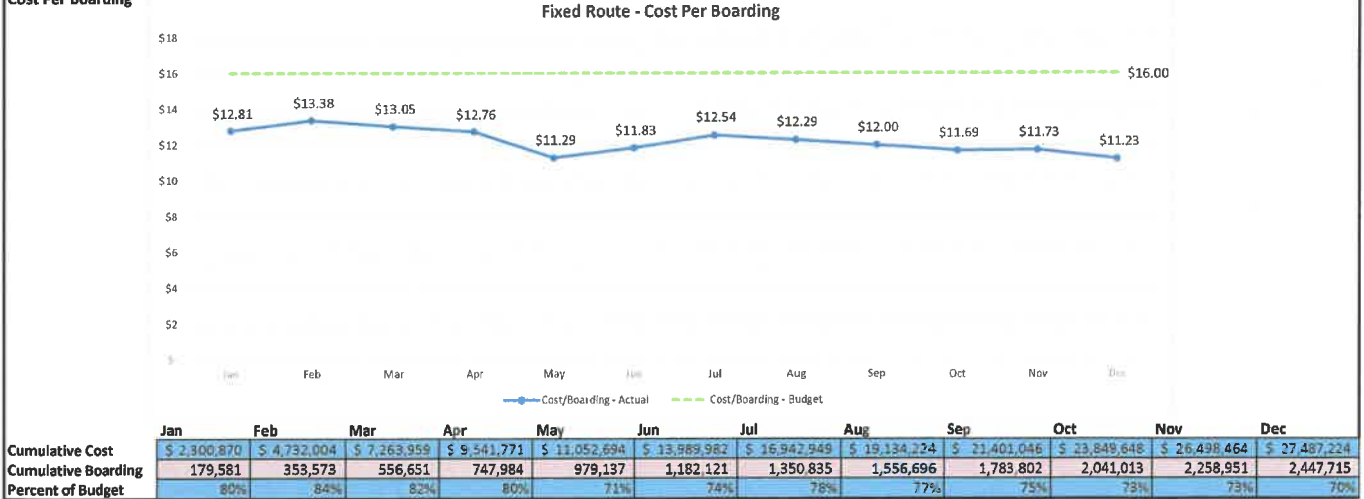
Cost Per Mile



Cost Per Hour



Cost Per Boarding



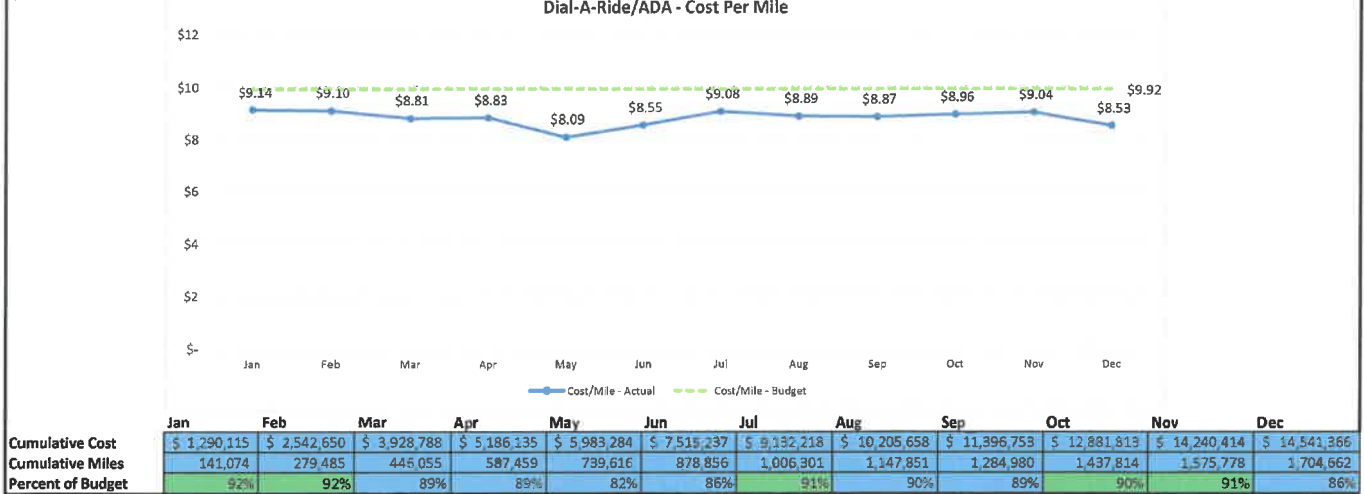
Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

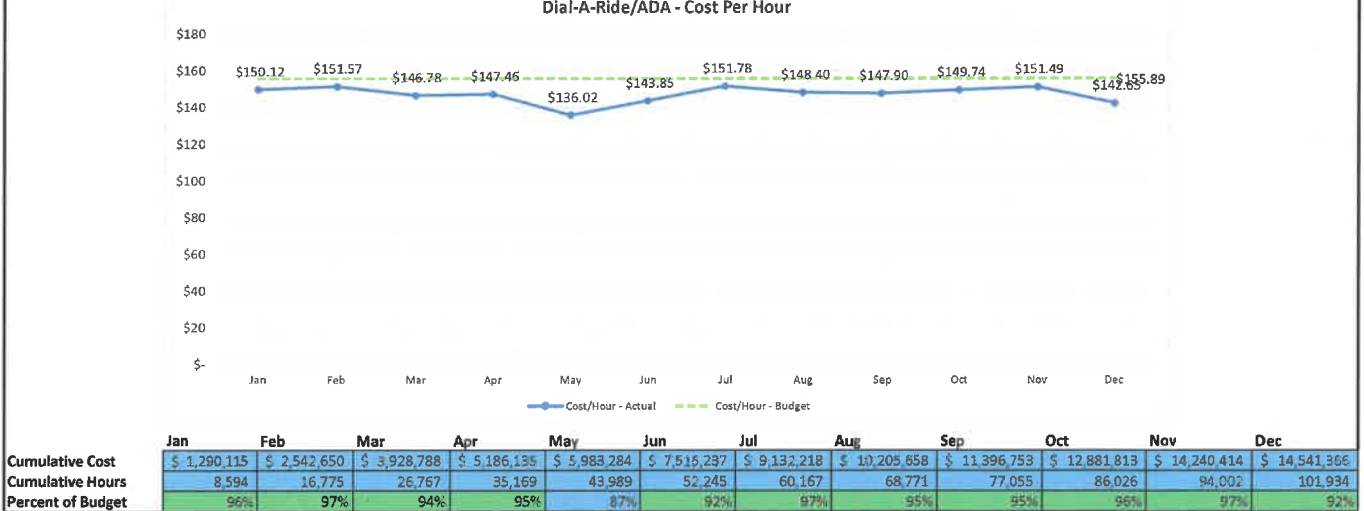
NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



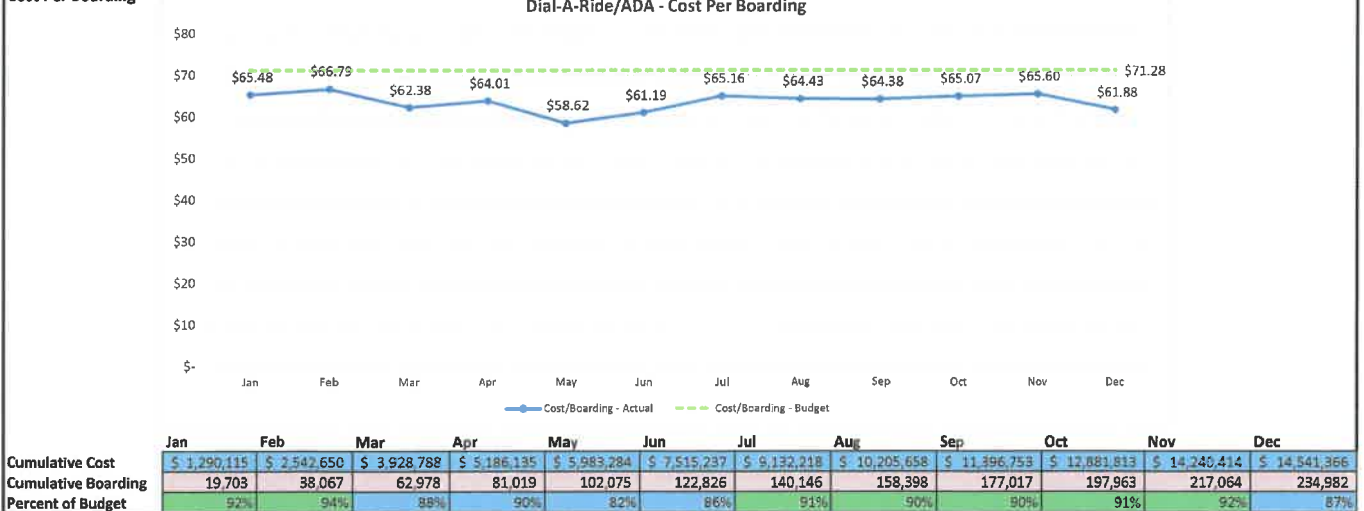
Cost Per Mile



Cost Per Hour



Cost Per Boarding

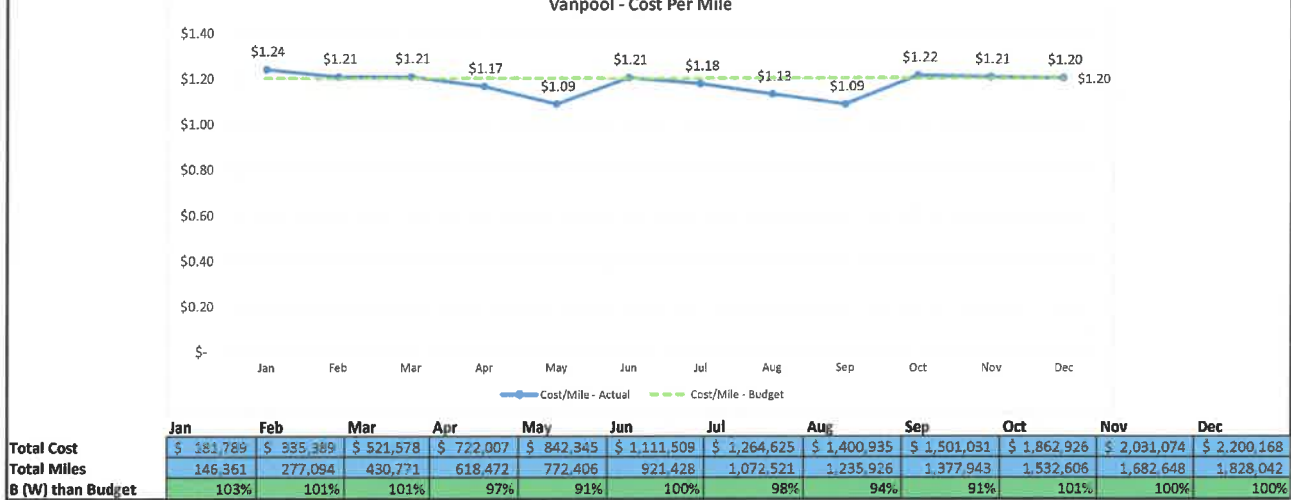


Legend for Percent of Budget:

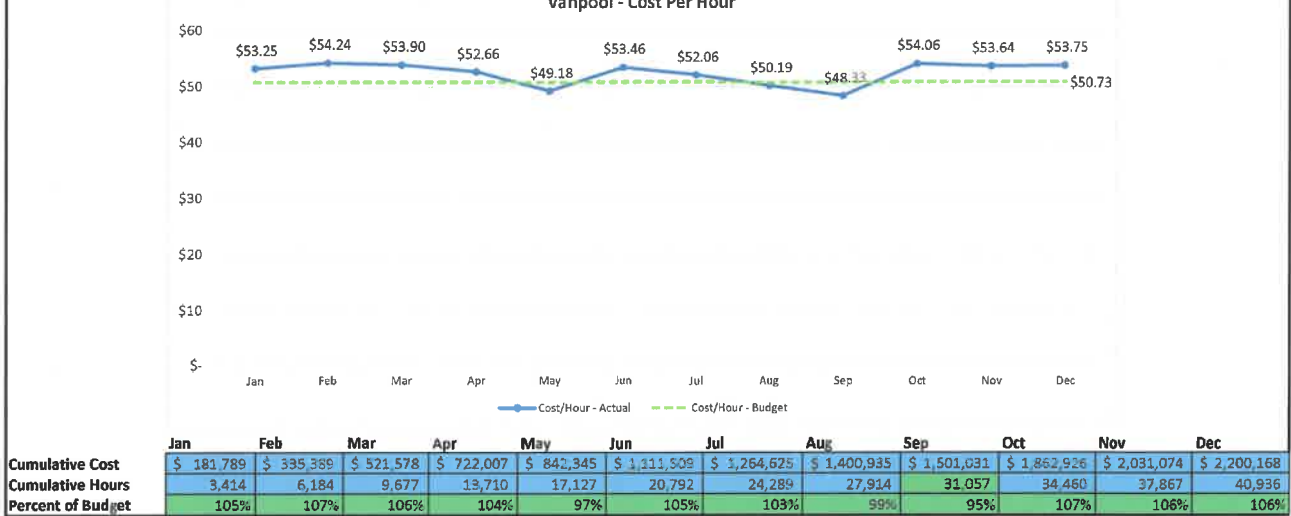
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.

Cost Per Mile



Cost Per Hour



Cost Per Boarding



Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending December 31, 2023

	2023 Total Annual Budget	2023 Budget Year to Date	Actual YTD December 2023	% Actuals B (W) Budget YTD	Actual YTD December 2022	% 2022 B (W) 2023
Operating Revenues						
Bus Passes	\$ 178,066	\$ 178,066	\$ 476,368	167.5%	\$ 497,118	-4.2%
Bus Cash	121,934	121,934	179,519	47.2%	258,948	-30.7%
Dial-A-Ride/ADA	200,000	200,000	217,265	8.6%	205,977	5.5%
Vanpool	700,000	700,000	906,272	29.5%	717,984	26.2%
Contracted Services (Via)	25,000	25,000	10,016	-59.9%	20,728	-51.7%
Fares	1,225,000	1,225,000	1,789,440	46.1%	1,700,755	5.2%
Local Sales Tax (Operating Portion)	39,446,942	39,446,942	37,942,755	-3.8%	37,035,434	2.4%
Operating Grants	3,184,200	3,184,200	14,109,867	343.1%	1,328,095	962.4%
CARES Act Funds	14,682,376	14,682,376	9,518,473	-35.2%	14,047,498	-32.2%
Miscellaneous	500,000	500,000	3,244,586	548.9%	1,368,540	137.1%
Total Operating Revenues	\$ 59,038,518	\$ 59,038,518	\$ 66,605,121	12.8%	\$ 55,480,322	20.1%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 23,515,686	\$ 23,515,686	\$ 19,779,984	15.9%	\$ 20,357,207	2.8%
Dial-A-Ride/ADA	13,523,514	13,523,514	10,289,668	23.9%	10,603,351	3.0%
Vanpool	1,784,291	1,784,291	1,493,763	16.3%	1,156,725	-29.1%
Maintenance	3,617,484	3,617,484	2,825,066	21.9%	3,405,238	17.0%
Purchased Transportation						
Contracted Services - VIA	2,774,800	2,774,800	2,911,666	-4.9%	2,154,532	-35.1%
Contracted Services - ARC	1,522,515	1,522,515	1,042,885	31.5%	691,260	-50.9%
Administration						
HR	1,827,956	1,827,956	1,391,285	23.9%	1,911,462	27.2%
Safety / Training	1,070,397	1,070,397	867,754	18.9%	902,508	3.9%
Executive / Administrative Services	5,883,097	5,883,097	4,062,563	30.9%	3,768,904	-7.8%
Marketing / Customer Service	1,938,559	1,938,559	1,562,793	19.4%	1,698,979	8.0%
Planning / Service Development	1,580,217	1,580,217	1,190,977	24.6%	1,182,806	-0.7%
* Total Operating Expenditures	\$ 59,038,518	\$ 59,038,518	\$ 47,418,404	19.7%	\$ 47,832,972	0.9%
Operating Surplus/(Deficit)	\$ 0	\$ 0	\$ 19,186,717		\$ 7,647,350	
Capital Expenditures						
Local	\$ 13,953,058	\$ 13,953,058	\$ 12,019,036	-13.9%	\$ 3,864,087	211.0%
State	12,871,112	12,871,112	651,209	-94.9%	183,125	255.6%
Federal	7,275,970	7,275,970	14,315,450	96.7%	4,735,335	202.3%
** Total Capital Expenditures	\$ 34,100,140	\$ 34,100,140	\$ 26,985,695	-20.9%	\$ 8,782,547	207.3%

* Excludes budgeted GASB 68 year-end pension adjustment.

** Approximately \$7m of committed Capex will roll over to 2024 as current projects are completed.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending December 31, 2023
Directly Operated Transportation

2023 YTD Actual Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 655,887	\$ 217,265	\$ 906,272	\$ -	\$ 10,016	\$ 1,789,440
Direct Cost	\$ 19,779,984	\$ 10,289,668	\$ 1,493,763	\$ 1,042,885	\$ 2,911,666	\$ 35,517,966
Allocated Cost	\$ 7,208,187	\$ 4,145,319	\$ 546,933	\$ -	\$ -	\$ 11,900,438
Depreciation - Local (Vehicle only)	\$ 499,054	\$ 106,380	\$ 159,472	\$ 7,307	\$ -	\$ 772,212
Cost for Farebox Recovery Ratio	\$ 27,487,224	\$ 14,541,366	\$ 2,200,168	\$ 1,050,192	\$ 2,911,666	\$ 48,190,616
Boarding	2,447,715	234,982	306,138	55,609	127,814	3,172,258
Revenue Miles	3,513,119	1,704,662	1,828,042	139,770	911,031	8,096,624
Revenue Hours	220,091	101,934	40,936	8,125	45,548	416,634
Cost per Boarding	\$ 11.23	\$ 61.88	\$ 7.19	\$ 18.89	\$ 22.78	\$ 15.19
Cost per Rev Mile	\$ 7.82	\$ 8.53	\$ 1.20	\$ 7.51	\$ 3.20	\$ 5.95
Cost per Rev Hour	\$ 124.89	\$ 142.65	\$ 53.75	\$ 129.25	\$ 63.93	\$ 115.67
Farebox Recovery	2.4%	1.5%	41.2%	0.0%	0.3%	3.7%

Directly Operated Transportation

2023 YTD Budgeted Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 300,000	\$ 200,000	\$ 700,000	\$ -	\$ 25,000	\$ 1,225,000
Direct Cost	\$ 23,515,686	\$ 13,523,514	\$ 1,784,291	\$ 1,522,515	\$ 2,774,800	\$ 43,120,807
Allocated Cost	\$ 9,641,480	\$ 5,544,669	\$ 731,563	\$ -	\$ -	\$ 15,917,712
Depreciation - Local (Vehicle only)	\$ 428,321	\$ 105,925	\$ 147,243	\$ 7,216	\$ -	\$ 688,705
* Cost for Farebox Recovery Ratio	\$ 33,585,487	\$ 19,174,108	\$ 2,663,097	\$ 1,529,731	\$ 2,774,800	\$ 59,727,224
Boarding	2,099,000	269,000	344,000	78,000	205,000	2,995,000
Revenue Miles	3,532,000	1,933,000	2,215,000	223,000	1,138,000	9,041,000
Revenue Hours	223,000	123,000	52,500	14,000	61,000	473,500
Cost per Boarding	\$ 16.00	\$ 71.28	\$ 7.74	\$ 19.61	\$ 13.54	\$ 19.94
Cost per Rev Mile	\$ 9.51	\$ 9.92	\$ 1.20	\$ 6.86	\$ 2.44	\$ 6.61
Cost per Rev Hour	\$ 150.61	\$ 155.89	\$ 50.73	\$ 109.27	\$ 45.49	\$ 126.14
Farebox Recovery	0.9%	1.0%	26.3%	0.0%	0.9%	2.1%

**December 2023 Actuals Better (Worse)
than Budget**

Cost per Boarding	\$ 4.77	\$ 9.40	\$ 0.55	\$ 0.73	\$ (9.24)	\$ 4.75
Cost per Rev Mile	\$ 1.68	\$ 1.39	\$ (0.00)	\$ (0.65)	\$ (0.76)	\$ 0.65
Cost per Rev Hour	\$ 25.72	\$ 13.23	\$ (3.02)	\$ (19.99)	\$ (18.44)	\$ 10.47

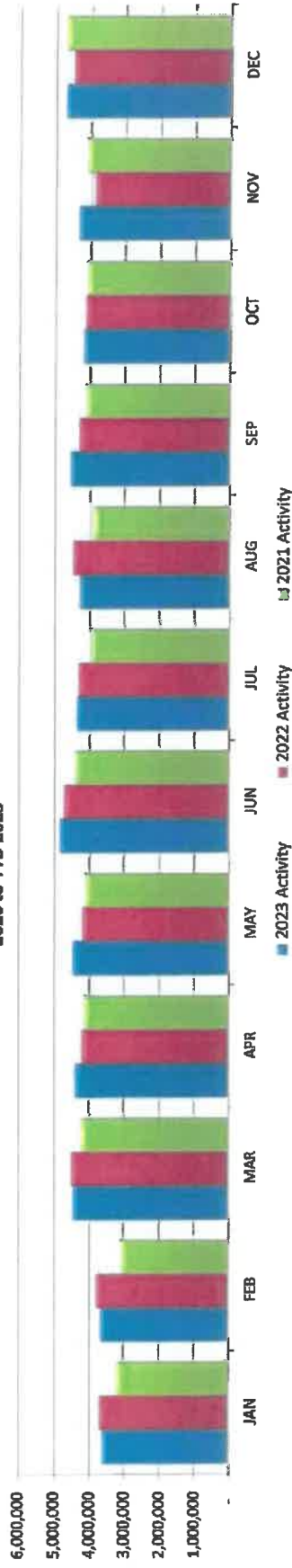
* Excludes budgeted GASB 68 year-end pension adjustment.

* VIA Connect July Invoice was not received on time to be included in the report.

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**BFT Sales Tax Comparison
2020 to YTD 2023**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,845,735	4,376,047	4,276,040	4,559,657	4,191,167	4,349,920	4,349,920	4,724,583	51,958,339	\$ 51,958,339
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,315,048	4,142,860	3,892,338	3,892,338	4,504,698	50,894,868	\$ 50,894,868
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,907,965	4,136,176	4,100,560	4,129,726	4,129,726	4,726,262	48,271,512	\$ 48,271,512
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,773,316	3,372,348	3,302,921	3,302,921	3,981,314	39,473,663	\$ 39,473,663
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	(201,724)	244,609	48,307	457,583	219,881	1,063,471	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	340,156	569,799	178,872	42,300	(237,388)	(237,388)	(221,564)	2,623,356	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%	1.2%	11.8%	4.9%	2.1%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.9%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 53,400,000
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 48,127,500
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 40,200,000
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,557,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 38,037,173
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	5.8%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	20.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	3.8%



Ben Franklin Transit Treasurer's Report

Date: March 14, 2024

To: Ben Franklin Transit Board of Directors

From: Finance Department

Subject: Treasurer's Report - As of Feb 29, 2024

The Investment Position of Ben Franklin Transit as of the Close of Business on Feb 29, 2024 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	5.4132%	Open	\$ 52,083,653	61.2%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
Subtotal Investments			52,083,653	61.2%
Check Book Balance, Petty Cash, & Travel Account			* 33,035,921	38.8%
				100.0%

Total Cash and Equivalents on Hand

\$ 85,119,574

Less Reserve Funds

Operating Reserves	(15,910,000)
Fuel Reserves	(3,076,000)
Fleet Replacement Reserves	(8,450,000)
Non-Fleet Capital Reserves	(6,750,000)
Total Reserves	(34,186,000)

Subtotal Funds Available

50,933,574

Local Funds Obligated for Capital Projects (2024 - 2030)	Approved Budget Authority	12 Month Estimated Outflows	
Fleet Vehicles	(16,644,683)	(6,419,673)	(26,410,503)
Facilities - Transit Centers & Amenities	(35,541,007)	(10,441,969)	
Facilities - MOA Campus	(13,673,697)	(5,704,613)	
Technology	(8,209,400)	(2,629,813)	
Other	(4,697,624)	(1,214,435)	
	(78,766,411)	(26,410,503)	

Net Funds Available

\$ 24,523,071

Total Cash & Investments (in thousands) as of Feb 29, 2024

