



Birmingham-Jefferson County Transit Authority  
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**Report to the Board  
Human Relations Committee**

Wednesday, September 16, 2009

**Opening:** The meeting was called to order by the Committee Chairman, Frank Galloway, at 11:04 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

**Members Present:** Frank Galloway, Brian Hamilton, and Johnnye P. Lassiter

**Members Absent:** None

**Others Present:** Anna Brown, Debra Anderson-Burse, Jacquese Gary, Barbara Lawson, Richard Nardecchia, Kevin Palmer, Wytangy Peak, Joi Scott, and Collina Washington

**Adoption of the Agenda:** The agenda was adopted by general consent.

**Items for Information and/or Discussion:**

Travel Policy

Frank Galloway requested a staff member to work with the Committee to draft a revision of the current policy, based on the Committee's suggestions written below. William Copling, Interim Executive Director, recommended Debra Anderson-Burse, Director of Administration and Risk Management, and agreed to work with her.

- The travel of the Executive Director will continue to come before the Board Chairman for approval.
- Adopt a per diem that would vary, depending on the city, as per the Runzheimer's Guide to Daily Travel Prices. These amounts would change as the guide changes. The per diem will pertain to staff and board alike.
- A schedule to be released at the beginning of each fiscal year that would outline the various conferences, such as APTA and COMTO. Each board member could select two tentative trips per year. If any member learned the need for an additional trip, then it would come before the Board for consideration.
- To recommend the current travel expense reports that have outstanding balances to be forgiven if the traveler is willing to sign an affidavit stating that the amounts were used for BJCTA business.
- A list of disallowable expenses will be drafted by the Committee and reviewed by legal counsel to ensure that none of the items are prohibited by state law.

- To include travel allowance for the spouse of the Annual Rodeo winner to be included in the policy. This is a current practice of the BJCTA but not policy.

Update from Legal Counsel on BJCTA Guidelines and Legal Liabilities for Employees Working Multiple Shifts Without Rest

Brian Hamilton reported that in the employee agreement with union there is a provision that states the BJCTA cannot require employees to report to duty before a nine (9) hour rest between shifts. However, the agreement is silent on whether the employees can choose to report to work in less than nine (9) hours, providing that operations necessitate the work. There has only been one employee to work two shifts with less than nine (9) hours between the shifts. Mr. Copling reported the employee has regularly been working on Friday evenings with a shift ending at 11:49 pm and reporting to work on the following Saturday morning at 6:12 a.m.

Joi Scott, Legal Counsel, gave the example that an employee may work a 15-to-16 hour shift and the BJCTA must allow a nine (9) hour rest before “requiring” the employee to report to work the next morning. However, the employee has the option to report to work without a nine (9) hour rest. A shift is not limited to eight (8) hours.

Mr. Copling announced the run schedules are currently being modified so that the operators will be working a maximum shift of 10 hours, with limited variations. The modification of schedules will not have any negative impact on service provided but will minimize the amount of overtime currently being paid.

Mr. Hamilton requested that Mr. Copling quantify how much money would be saved by implementing the new run schedules and the hiring of new employees. Mr. Copling replied that he needed 2-3 months to respond.

**Resolutions for Consideration & Recommendation:**

**Resolution No. 2009-33:** Establishment of a Time and Attendance Policy was moved by Brian Hamilton, seconded by Johnnye P. Lassiter and forwarded to the full Board for its consideration by general consent, with changes requested on the policy.

**Old Business – None**

**New Business –**

Mr. Copling reported that the Authority was called to attend the Birmingham City Transportation Committee meeting. A resolution was presented by Councilor Roderick Royal, City of Birmingham, which proposes the BJCTA to allow students going to and from school to ride for free between the hours of 7 am to 10 am and from 3:30 pm to 6 pm. He reported further that Dr. Jesse Lewis offered have a discussion with Councilor Royal regarding the concerns of the Finance Committee. Similar concerns of setting a precedent of allowing free rides to one group and not allowing it to others that may be of good cause were also expressed by the Human Relations Committee.

